



Policy 5.11 Library Keys

Adopted by the Library Board of Trustees: 3/26/15

In order to protect library facilities and resources, and promote building safety and security, it is the responsibility of any person assigned library building, office, and equipment keys to maintain the security of the assigned keys.

1. Keys Issued to Library Employees.

Employees are issued NOLS keys for the sole purposes of locking or unlocking NOLS facilities, or operating NOLS equipment, in order to conduct authorized NOLS business.

Individuals who are issued keys to library buildings for long term use must execute a *Key Agreement* form.

2. Keys Issued to Community Partners.

Under certain circumstances, keys providing access to buildings, or to areas of library buildings, may be issued to non-employees for the sole purpose of locking or unlocking these areas in connection with authorized activities. Examples include: authorized contractors requiring access to NOLS buildings when the library is closed; Friends of the Library or other library partners requiring access to areas of the library designated for their use.

Individuals who are issued Community Partner Keys for either long or short term use must execute a *Community Partner Key Agreement* form.

3. Terms of Key Agreements.

Individuals who are issued keys to library buildings for long or short term use must execute a *Key Agreement* or *Community Partner Key Agreement* form documenting the key assignment and their agreement to the following conditions.

- a) All issued keys are the property of the North Olympic Library System.
- b) Individuals who are assigned NOLS keys are personally responsible for insuring the security of keys that have been issued to them.
- c) Under no circumstances may a NOLS key be loaned to another individual.
- d) NOLS keys may not be duplicated without express authorization from the Library Director.
- e) Lost or stolen keys must be reported to the Library Director immediately.

- f) Failure to abide the terms of Policy 5.11 may result in restricted access to NOLS premises, and/or disciplinary action.
- g) If re-keying is required due to a failure to abide by Policy 5.11, the individual to whom the key was issued may be required to reimburse NOLS for all or part of the costs of re-keying.
- h) NOLS keys must be returned to the Library's Administration Office or Library Manager when the purpose for which they are issued is concluded.

4. Keys Issued to Community Meeting Room Users.

Authorized users of the Library's Community Meeting Rooms may be issued keys in order to facilitate limited access to meeting rooms, for specific events occurring at times when the library is not open. Individuals who are issued keys for this purpose must execute a *Community Meeting Room Agreement* form acknowledging their agreement of the following conditions.

- a) Issued meeting room keys are to be used only by the designated individual.
- b) Upon departure, meeting rooms must be secured and keys returned according to the instructions provided by Library staff.
- c) In the event the room user loses a key, such loss must be reported immediately.
- d) If re-keying is required due to loss of a meeting room key, users may be required to pay the cost of re-keying.

5. Storage and Access to Branch and Department Operational Keys.

The normal conduct of library business may require that authorized staff have access to a number of building and equipment keys during their work shift. Such operational use keys must be kept in their designated locked key boxes or drawers at all times that they are not in use, and must be promptly returned to the designated secure location whenever not in use. Staff may access the key box and utilize operational keys only for the purpose of conducting authorized NOLS business. Codes, combinations and/or drawer keys that provide access to secure key storage locations will be issued only to the staff that require them. Knowledge of codes and combinations must be kept secure, and not shared with others, except those authorized to access the specified key box. Key box codes and combinations will be changed periodically.

6. Building Passcodes

Passcodes may be issued to staff for the purpose of setting and disarming building alarm systems. Only Managers may issue building passcodes. Staff to whom passcodes have been issued may not share knowledge of the code with any other individual, including other staff who may have forgotten the code. Building passcodes will be changed periodically.