



## **Building Access Policy**

**Adopted by the Board March 21, 2023**

The Apalachin Library strives to maintain the safety of its employees and patrons and the security of its facility and assets through careful control of access to the building. The Library is open to our community 35 hours per week:

Monday, Tuesday, and Thursday 10am-7pm

Friday and Saturday 10am-2pm

All employees and other appropriate individuals (e.g. designated board members and contractors) requiring regular access to the locked Library building must adhere to the policy below.

### **Keys Issued to Library Employees**

Every employee is assigned and issued a numbered Apalachin Library key for the sole purpose of locking and unlocking the Library building to conduct authorized Library business. Individuals must sign a *Key and Passcode Agreement Form*, which is kept on file in the Library Director's office.

### **Keys Issued to Non-Employees**

Under certain circumstances, keys providing access to the Library building may be issued to non-employees for the sole purpose of locking and unlocking the Library building to

complete authorized actions. Examples include authorized contractors requiring regular access to the Library building for deliveries when the Library is closed or authorized board members requiring regular access to the Library building to conduct authorized Library business when the Library is closed.

### **Building Passcode**

A passcode to the building, which shall be changed two times per year by the maintenance person, shall be provided to each employee as an alternative means of entering the Library building. The passcode will also be changed after the departure of an employee. Individuals must sign a *Key and Passcode Agreement Form*, which is kept on file in the Library Director's office.

### **Terms of Key and Passcode Agreement**

Individuals issued keys to the Library building must agree to and sign a *Key and Passcode Agreement Form* documenting the key assignment and the following conditions:

- 1) All issued keys are the property of the Apalachin Library.
- 2) All individuals assigned an Apalachin Library key are responsible for ensuring the security of their assigned key.
- 3) Under no circumstance may an Apalachin Library key be duplicated by an unauthorized employee.
- 4) Regardless of the individual's relationship to the Library, an Apalachin Library key may only be loaned to another individual if permission is granted in advance by the Library Director (or Board President if the Library Director is unavailable).
- 5) Lost or stolen Apalachin Library keys must be reported to the Library Director immediately.
- 6) If it becomes necessary to change the locks and re-key the building due to a failure to abide by the *Building Access Policy*, the individual to whom the key was issued may be responsible for reimbursing the Apalachin Library for all or part of the associated costs.
- 7) Under no circumstance may the passcode be shared with an unauthorized individual.
- 8) The maintenance person is solely responsible for assigning and changing the passcode and notifying the Library Director so the new passcode may be shared with the Library employees.

7) Failure to adhere to the terms of this policy may result in restricted access to the Apalachin Library and/or disciplinary action up to and including termination of employment.

8) Keys issued to employees and non-employees shall be returned to the Library Director at the conclusion of employment or at the conclusion of a non-employee's business at the Apalachin Library.