

Lansing Community Library Key Control

Purpose: To ensure the security of the library and contents of the library a systematic procedure for the issuance and control of keys is required. Only authorized personnel will issue keys and the location of keys as to whom they have been issued to will be recorded and known at all times.

Procedure:

Key Control, Security and Issuance Review

The Library Director will be the controller of keys. The Library Director will maintain a "Key Issuance Log" and will secure keys not in use in a locked storage in the Library Director's Office.

Amendment to this issuance list will only occur with approval of the Library Board. The Library Board will review the issuance list annually or more frequently if specifically requested.

Issuance of Keys

Position	Master Key	Exterior Key
Library Director	X	
Paid Staff	X	
LCL Board President	X	
Friends of Library President	X	
Town of Lansing		X
Volunteers		X

Master Key – opens all door locks, internal and exterior

Exterior Key – only opens exterior doors

Loan of Keys to Volunteers/Authorized Users

Keys to access the Lansing Community Library will be loaned to authorized users only with the knowledge and consent of the Library Director, designated library employee or Trustee. Key loans will be for specific periods of time and not for an on-going basis. Only exterior keys will be loaned to authorized users. Authorized users receiving keys must be recorded in the Key Issuance Log and must have been approved for room use as outlined in the Meeting Room Policy.

Lost Keys /Rekeying Locks

Any person issued a LCL key is responsible for maintaining the key and its security. In the event that keys to LCL are lost, the Library Director and Board President will determine if the key can be replaced or if the locks need to be rekeyed for security. The

cost to rekey the locks will be charged to the authorized user otherwise the Library will pay that cost.

Additional Security Procedures:

- No copies of keys are to be made without authorization of the library board.
- Lost or stolen keys are to be reported immediately to the Library Director or Library Board President.
- Broken or damaged keys will be destroyed, replaced and inventoried on the "Key Issuance Log."
- Persons issued keys are entirely responsible for their use and security.

Key Issuance Log

The "Key Issuance Log" will be maintained in a file marked "Key Issuance Log" in the file cabinet behind the Circulation Desk.

Approved and adopted November 28, 2016 by the Lansing Community Library Board of Trustees.