

## **Northville District Library**

### **Policy on Building Keys**

This policy ensures security and safety for library patrons and staff and protects library assets. The issuance of keys and swipe cards will be limited and controlled. All keys and swipe cards are the property of the Northville District Library and to be managed per the parameters of this policy.

#### Key Assignments

Master Physical Keys will only be assigned to the Library Board Chair, the Library Director, the Assistant Director, the Business Services Manager, and the Head of Information Technology.

Submaster Physical Keys will be assigned to librarians and any other full-time staff.

Swipe Cards will be given to all employees to provide them with the necessary building access for their respective duties.

#### Key Holders Responsibilities

Individuals that are assigned physical keys and/or swipe cards are personally responsible for their use.

Keys and swipe cards may not be loaned or transferred to any other individual, employee, contractor, or volunteer.

All Northville District Library employees must surrender any physical keys in their possession at the conclusion of their employment.

#### Duplication of Keys

Duplication of physical keys can only be authorized by the Library Director or the Assistant Director. Any unauthorized duplication committed by a Northville District Library employee may result in disciplinary action including immediate dismissal.

#### Lost Keys and Swipe Cards

Any physical keys and swipe cards that are lost must be immediately reported to the Library Director or the Assistant Director. Northville District Library employees who fail to comply with this policy may be subject to disciplinary action or fines.

### Building Contractors

Whenever possible, contractors will be provided with swipe cards to provide them with necessary building access for their contracted job or project. Physical keys will only be given to them when there is no other alternative for them to complete their work.

Contractors must be under contract prior to requesting access to library keys

Contractors will ensure that all areas they access, which are normally locked upon arrival, must be locked when they exit the building at the conclusion of their workday.

Contractors must return any physical keys provided to them to Library Administration at the conclusion of their project. Contractors will be required to pay for rekeying any areas where keys are lost.

### Volunteers

Library volunteers will not be assigned physical building keys. They will be provided with swipe cards to provide them with the necessary building access for their respective duties.

**Approved by the Board of Trustees June 26, 2025**