The purpose of the Key and Building Access Policy is to ensure the safety and security of library personnel, facilities, and other assets. The Director or Board appointed designee is responsible for implementing this policy.

**Keys Issued to Library Employees:**

Employees are issued Gowanda Free Library (GFL) keys for the sole purposes of locking and unlocking GFL facilities or operating GFL equipment to conduct authorized library business.

**Keys Issued to Non-Employee Organizational Partners:**

Under certain circumstances, keys providing access to library buildings or equipment may be issued to non-employees for the sole purpose of locking/unlocking or operation for authorized activities.

Examples include authorized contractors (such as CCLS interlibrary delivery persons and other CCLS staff) requiring access to GFL facilities when the library is closed, Friends of the Gowanda Free Library, or GFL Board of Trustee members requiring access to areas of the library.

Individuals who are issued Non-Employee Keys for either long or short term use must sign the Key

Sign-out Sheet; which is kept on file in the Director’s Office.

**Terms of Key Agreement:**

Individuals who are issued keys to library buildings or equipment for long- or short-term use agree to the following conditions:

1) All issued keys are the property of the Gowanda Free Library.

2) Individuals/organizational partners who are assigned GFL keys are responsible for ensuring the security of keys that have been issued to them.

3) Under no circumstances may a GFL key be loaned to another individual.

4) GFL keys may not be duplicated, only authorized copies may be ordered with the permission of the Board of Trustees by the Library Director

5) Lost or stolen keys must be immediately reported to the Library Director.

6) Failure to adhere to the terms of this policy may result in restricted access to GFL premises and/or disciplinary action.

7) If re-keying is required due to a failure to abide by this policy, the individual/organizational partner to whom the key was issued may be required to reimburse GFL for all or part of the costs of the re-keying.

8) GFL keys must be returned to the Library Director’s Office when the purpose for which they are issued is concluded.

A unique passcode will be issued to a staff member for the purpose of setting and disarming building alarm systems. Only the Director or Board appointed designee may issue a building passcode. Staff may not share their passcodes with any other individual.