

## Joyner Library Procedure Manual

400.45

**Subject:** Access to Joyner Library – Keys and Proximity Cards

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**Operational Procedure - Date Adopted by the Library Services Faculty:** May 22, 1997

**Administrative Procedure – Date Issued by Administration:** (this replaces the procedure adopted April, 1990, Subject: staff entrance/exit door.)

**Director:** Kenneth Marks

**Revised:** May 15, 2008

All keys and cards are issued by the Security Office.

### **1. Keys Issued to Individuals**

Part-time and full-time ALS faculty and staff, permanent and temporary, will be issued the keys and proximity cards necessary to access the building and authorized work areas upon request of his/her department head. Keys and cards will be issued only to the designated person who will sign Key Assignment Form that will be kept on record.

No person may sign for receipt of keys or cards on behalf of another. Persons to whom keys and cards are issued take full responsibility for their use, stewardship, and return upon termination of employment. Upon termination of employment, all access devices will be returned to the Security Office prior to or on the person's last day of work. A dated receipt will be signed and kept on record.

### **2. Keys Issued to Departments**

Upon request of the department head keys may be issued as departmental keys for use by employees of that department to access areas and equipment normally required for the conduct of their work.

These keys should be kept in a secure central location within the department and signed out by individuals who require their use. The departmental keys are the responsibility of the department head and are listed on his/her Key Assignment Form.

### **3. Key Check Out From the Security Office**

Faculty and staff of Joyner Library, and when necessary for the conduct of their work, ECU employees, may check out keys from the Security Office. Keys must be signed for in person. Keys may not be checked out overnight.

#### **4. Student Employees**

Keys and proximity cards will not be issued to student employees of Joyner Library, nor may they check out keys from the Security Office.

#### **5. Graduate Assistants**

Graduate Assistants will be assigned keys and proximity cards as requested by the Department Head. Proximity Card entry will be limited by the times they are scheduled to work.

#### **6. Keys Issued to Other University Units**

Keys will be issued to other University Units upon request of the Dean of Libraries. University personnel who are not assigned keys but need access to areas on a limited basis during operating hours, may check keys out from the Security Office or request access through a Joyner Library Security Guard. Should access be required during hours the building is closed, the ECU Police Department will respond to requests for access.

#### **7. Lost Keys**

Lost keys and cards must be reported immediately to the Security Office. In cases where keys are lost, the employee is responsible for replacement costs. Costs include replacement of each lock core the key fit if changing the lock cores is deemed necessary for \$50.00 each, and replacement of the key \$15.00 each. In cases where card keys are lost, the replacement cost is \$10.00.

Resolution of and reparation for lost keys issued to departments shall be left to the discretion of the Dean.

#### **8. Non authorized work areas**

No person will be issued a key to a space that is not part of their designated work area without authorization from the department head responsible for that space. Mechanical rooms, Housekeeping Closets, the roof, and tunnel are designated Facilities spaces and keys to these spaces may not be issued by Joyner Library.