

ROCKWELL FALLS PUBLIC LIBRARY KEY POLICY

This policy is for the purpose of designating who is authorized to possess a key to any of the library's facilities or functions. Control of all keys, except for the Board of Trustees file cabinet, is the responsibility of the Library Manager. The Manager shall maintain a record of all keys in existence indicating to whom a key has been issued, and when.

Control of keys to the Board of Trustees file cabinet is the responsibility of the Board Secretary who shall maintain a record of all keys in existence indicating to whom a key to that file cabinet has been issued, and when. Regardless of whether or not a board member has a key to the file cabinet they will not be denied access to the files.

The following table indicates the authorized disposition of all keys:

| FACILITY OR FUNCTION | AUTHORIZED FOR |
|-----------------------------|--|
| Main Building | Any Trustee Library Manager Staff Cleaner North Country Janitorial SALS-ILL |
| Manager's Office | Library Manager Board President |
| Post Office Box | Library Manager |
| Trustee File Cabinet | Board President VP Finance Board Secretary |

Adopted: 4/16/2024