

ACCESS TO LIBRARY PREMISES

The Director has responsibility for maintaining the security of the Library facility. No one may visit or use the Library facility outside of official operations without the specific authorization of the Director.

Only the Director, full time Library staff members (who have responsibility for opening and closing the Library) and authorized vendors will be given keys to the Library and alarm access codes.

The Director will maintain a list of people with keys and access codes.

Adopted September 17, 2015