

# Springfield Library

## Security Policy – Keys

The Springfield Library Board of Trustees (the Board) maintains library security by limiting access to the library through the two entrance doors, keeping the library entrance to the public bathroom door locked at all times when not in use, authorizing key assignment only to people associated with the library, and establishing rules on how keys can be used.

**No one** may enter the library during closed hours unless authorized by the Library Director or the Board.

### Authorized Key Holders

Library Director  
Library Assistant(s)  
President, Board of Trustees  
Chair, Board of Trustees Facilities Committee  
4CLS Delivery Employee  
Springfield Community Center Maintenance Person  
Town Supervisor

Key holders must abide by the rules set by the Board. Any abuse of the rules will result in the key being taken away from the key holder.

The Library Director and Board President will be available to assist in the, hopefully never, occurrence of another key holder who cannot open the library doors for public hours.

### Key Request

A key can only be obtained by written request, accompanied by a valid reason, to the Board. All decisions of the Board are final. The Board can take a key away from a key holder at any time.

### Springfield Community Center Access

The Community Center will have access to the library to allow vendors to enter the library when the library is closed and for emergencies. Entering the library for regular building maintenance can only be done with the permission of the Library Director or the Board. In an emergency (fire, flood, etc.), the library can be entered by Community Center employees and emergency personnel (fire department, police) without prior consent. The Library Director and the President of the Board shall be contacted immediately about the emergency and, if not available, other members of the Board shall be called. See the Board phone list on the back of this policy.

### Key Management

Holding a key to the Springfield Library is a privilege and **NOT** a right.

1. Key holders will use their key responsibly and make library security their first priority.
2. Key holders cannot lend their key to anyone, not even another key holder. **NEVER!!!**
3. If the key is lost, the key holder must inform the Board immediately.
4. The key must be returned to the Board when the key holder's relationship with the Library ends or on request of the Board.
5. The master key and extra keys will be kept in the Springfield Library security lock box.
6. Every January, the Board will conduct a key audit and change the locks if deemed necessary.

Adopted by the Springfield Library Board of Trustees February 20, 2020