



CALEDONIA LIBRARY ASSOCIATION  
3108 Main Street • Caledonia, NY 14423 • 585.538.4512 • [caledonialibrary.org](http://caledonialibrary.org)

# Key and Access Policy

## Purpose:

To protect the safety of library staff, patrons, and property by maintaining secure control over access to the building. This policy outlines the issuance and management of access codes and physical keys to ensure alignment with insurance requirements and best practices.

## Access Control Responsibilities

The Library Director is responsible for the issuance, monitoring, and revocation of all access codes and physical keys. Access is strictly limited to library employees and designated contracted service providers (e.g., delivery personnel, cleaning staff).

## Building Access: Staff Only

Access to the library building outside of regular open hours is limited to:

- Library Director
- Library staff members
- Designated cleaning personnel
- OWWL Library System delivery staff

No trustees, volunteers, or members of the public may be issued building keys or access codes for general or unsupervised use. Limited access via code may be provided outside of normal hours for approved uses of the community room.

## Passcodes

The Director may issue a one-time use code to contractors or service providers only when necessary and with prior approval.

The Director may issue a one-time use code to groups who have been approved for use of the community room outside of regular library hours.

Passcodes must not be shared under any circumstances.

A log of issued codes will be maintained in a secure file, including activation and deactivation dates.

## Keys

Physical keys will be issued only to the Library Director, staff, the cleaner, and OWWL System delivery (for library material delivery purposes only).

All keys are to be stored securely and logged in the Key Issuance Log.

No additional individuals—including trustees—will be issued keys except in exceptional, time-limited emergency situations.



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## Key and Passcode Issuance Logs

Two secure logs will be maintained:

- Key Issuance Log
- Passcode Issuance Log

These logs will record:

- The name of the individual
- Access method issued
- Date of issuance and return (if applicable)
- Purpose of access

## Terms of Access Agreement

Anyone issued a key or passcode (including contractors or cleaners) must agree to the following terms:

1. All keys and codes remain the property of Caledonia Library.
2. Access credentials must not be shared, copied, or transferred.
3. Lost keys or compromised codes must be reported to the Director immediately.
4. Misuse or policy violations may result in revocation of access and/or liability for damages or re-keying.
5. All keys and access must be returned or revoked immediately upon termination of employment or completion of duties.

Reviewed and approved by Policy Committee 5/19/2025, Board of Trustees 5/27/2025.