

<b>Presque Isle Community Library</b>	
<b>Title:</b>	Key Policy
<b>Original Adoption Date:</b>	November 08, 2016
<b>Suggested Review Cycle:</b>	3 yrs
<b>Revision Date(s):</b>	September 12, 2017

- 1) **PURPOSE:** This policy governs the issuance of both long-term and short-term key checkout for the Presque Isle Community Library.
- 2) **POLICY:** The Presque Isle Community Library will be responsible for the issuance of keys. Keys may be obtained at the Presque Isle Community Library (Library Director or Library Assistant).
- 3) **General Provisions:**
  - a) Number of keys for facility entry and length of time for loan(s) is at the discretion of Library Director.
  - b) No duplication of keys is allowed.
  - c) Security breaches occurring while key is checked out will be reviewed by the Library Director. Serious infractions may result in review and termination of future key privileges.
  - d) A lost key will result in a charge of \$50 to the responsible individual.
- 4) **Key Loans - There are two (2) types of key loans; short-term and long-term.**
  - a) **Short term Key Loans**
    - i) Short term key loans are defined as key loans < 30 days.
    - ii) Keys may be checked out only by the Library Director or Library Assistant.
    - iii) The person signing the Key Loan Document is solely responsible for the key.
    - iv) The person signing must have a valid library card, be in good standing, and be 18 years of age or older.
    - v) All keys will be numbered and recorded in log book. Documentation will include date of check-out and check-in, name and signature of key holder, address, contact phone number, email, and organization. Keys will not be loaned out unless the documentation is complete.
    - vi) Signature of the form must by the individual responsible key holder acknowledges receipt and reading of this policy.
  - b) **Long term Key Loans**
    - i) Long term key loans are defined as key loans > 30 days.
    - ii) At the end of the calendar year, the key must be surrendered and the loan documentation renewed.
    - iii) All long-term key checkouts and renewals will be authorized / approved by the Presque Isle Library Board, at the next regularly scheduled meeting.
    - iv) Keys may be checked out only by the Library Director or Library Assistant.
    - v) The person signing the Key Loan Document is solely responsible for the key.
    - vi) The person signing must have a valid library card, be in good standing, and be 18 years of age or older.
    - vii) All keys will be numbered and recorded in log book. Documentation will include date of check-out and check-in, name and signature of key holder, address, contact phone number, email, and organization. Keys will not be loaned out unless the documentation is complete.
    - viii) Signature of the form must by the individual responsible key holder acknowledges receipt and reading of this policy.

Presque Isle Community Library Key Loan

Loan #	Key #	Date Out	Date Return	Librarian Initials	Name (Print)	Signature	Address	Phone #	email	Organization
1										
2										
3										
4										
5										
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