

Presque Isle Community Library	
Title:	Key Policy
Original Adoption Date:	November 08, 2016
Suggested Review Cycle:	3 yrs or as Town of Presque Isle policy changes
Revision Date(s):	November 08.2016

- 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 use the Town of Presque Isle's key policy and administrative system(s) for the issuance of keys. Keys may be obtained at the Presque Isle Community Library (Library Director or Library Assistant) or the Presque Isle Town Offices (Town Clerk or Assistant).
- 3) **General Provisions:**
 - a) No duplication of keys is allowed.
 - b) Security breaches occurring while key is checked out will be reviewed by the Library Director. Serious infractions may result in Board review and termination of key privileges.
 - c) A lost key will result in a charge of \$50 to responsible individual / organization.
 - d) Organizations desiring more than one key will deposit \$10 with the Library or Town. Deposits will be refunded upon return of the key.
- 4) **Long-Term Key Checkout (> 30 days)**
 - a) All long-term key checkouts will be authorized / approved by the Presque Isle Library Board at the next regularly scheduled meeting.
 - b) All keys for town hall doors will be numbered and recorded.
 - c) Documentation will include date of issuance, name and position / organization of key holder, contact phone number, and email.
 - d) Form must be signed by key holder.
- 5) **Short-Term Key Checkout (< 30 days)**
 - a) All short-term keys may be checked out at the discretion of the Library Director or Library Assistant and / or the Presque Isle Town Clerk or Assistant.
 - b) All keys for town hall doors will be numbered and recorded in log book.
 - c) Documentation will include date of issuance, name and position / organization of key holder, and contact phone number, and email.
 - d) Form must be signed by key holder.

Short Term Key Checkout		Presque Isle Community Library						
		Position, organization		Date & Time				
		event		Key Checkout				
Type / # of Key	Recipient of Key	Reason	OKd by	Out	IN	Phone #	Signature	Email address