

Subject: Access to Joyner Library – Keys

Title: Access to Joyner Library – Keys

Administrative Procedure – Date Issued by Administration: May 22, 1997 (this replaces the procedure adopted April 1990, Subject: staff entrance/exit door.)

Director: Kenneth Marks

Revised: May 15, 2008; April 17, 2019

All keys are issued by the Security Office.

1. Keys Issued to Individuals

Part-time and full-time ALS faculty and staff, permanent and temporary, and affiliates will be issued the keys necessary to access the building and authorized work areas upon request of his/her department head. Keys and cards will be issued only to the designated person who will sign Key Issuance Form that will be kept on record.

No person may sign for receipt of keys on behalf of another. Persons to whom keys are issued take full responsibility for their use, stewardship, and return upon termination of employment. Upon termination of employment, all access devices will be returned to the Security Manager prior to or on the person's last day of work. A dated receipt will be signed and kept on record.

2. Keys Issued to Departments

Upon request of the department head keys may be issued as departmental keys for use by employees of that department to access areas and equipment normally required for the conduct of their work. These keys should be kept in a secure central location within the department and signed out by individuals who require their use. The departmental keys are the responsibility of the department head and are listed on his/her Key Issuance Form.

3. Keys Issued to Other University Individuals

Keys may be issued to other University individuals upon request by permission of the Director of Libraries. University personnel who are not assigned keys but need access to areas on a limited basis during operating hours, may be provided access by the Joyner Security Office. Should access be required during hours the building is closed, the ECU Police Department will respond to requests for access.

4. Lost Keys

Lost keys must be reported immediately to the Security Office. In cases where keys are lost, the key holder is responsible for replacement costs.

Resolution of, and reparation for, lost keys shall be left to the discretion of the Director of Libraries or the Director's representative.