

## Academic Library Services Procedure Manual

400.45

**Title:** Issuance of Library Building Keys and 1Card Group Assignments

**Administrative Procedure – Date Issued by Administration:** January 22, 2025; supersedes Access to Joyner Library - Keys

### 1. Scope

This procedure applies to all employees of Academic Library Services and to ECU employees with offices in Joyner Library or regular job responsibilities in the building such as Housekeeping and Facilities Services.

### 2. Responsibility

- Building access is coordinated by the Lead Security Officer, Building Manager and/or their designee. This includes issuing and retrieving all building keys issued to individuals and 1Card access assignments. When an employee terminates employment in their current position, their supervisor is responsible for coordinating collection and return of keys to the Lead Security Officer. If the employee is separating from East Carolina University, the employee's direct supervisor is responsible for retrieving the employee's 1Card and assure it is delivered to the Building Manager. If special circumstances are present, the supervisor must consult with the Building Manager to determine how to proceed.
- It is the responsibility of the Lead Security Officer, Building Manager and/or their designee to keep record of all keys issued to an individual and their 1Card access assignments.

Online forms submitting New Employee and/or 1Card Access Request forms are accessible from the library website and Intranet. Supervisors are responsible for submitting such requests for their employees.

- The Assistant Director responsible for a department or area must submit a Building Ops New Employee and/or 1Card Access Request form for issuance of sub-master keys and for 1Card access beyond what is the normal access for departmental staff.

- The Library Director must submit a Building Ops New Employee and/or 1Card Access Request form for issuance of building master keys and for Administrative (unlimited) 1Card access.
- Requests for keys for student employees are handled on a case-by-case basis, beginning with a discussion between the student employee's supervisor and the Building Manager. If approved, the student employee's supervisor is responsible for submitting a Building Ops New Employee and/or 1Card Access Request form for issuance of building keys and/or 1Card access.

#### **4. Key Issuance and 1Card Access Assignment Process**

All information on the forms is required to process keys and 1Card access assignments. Questions about completing the forms should be directed to the Lead Security Officer and/or Building Manager prior to submission.

Once a Building Ops New Employee and/or 1Card Access Request form is received and assigned:

- 1) The Lead Security Officer or their designee will submit a work order to Facility Services.
- 2) Facilities Services will generate a Key Request Form and send it to the individual via DocuSign or other ECU-approved e-signature application. The individual, their supervisor, and the approving authority are responsible for providing the required signatures in a timely manner. Once all signatures are obtained, Facilities Services will notify the Lead Security Officer or their designee that the key(s) are ready for pickup.
- 3) Once keys are issued to an individual, a Joyner Library Key Issuance Form will be sent via DocuSign or other ECU-approved e-signature application to the employee and supervisor to acknowledge receipt of the key(s). This form will serve as a record of the issuance date, key number, and the quantity of keys provided to the employee. The form must be verified by placing signatures and/or initials on the designated sections of the form.
- 4) The Building Manager or their designee will submit the required 1Card access assignment requests to the Campus 1Card office. The individual will receive confirmation emails pertaining to the 1Card assignment. Anomalies or errors should be reported immediately to the Building Manager.

#### **Additional Information**

At the request of the department head, keys may be designated as departmental keys for use by employees to access areas and equipment necessary for their work in lieu of individually-assigned keys. These keys must be stored in a secure, centralized location within the department in compliance with ECU guidance and signed out by individuals as needed. The keys must be

assigned to the department head, who is responsible for their management. The keys are recorded on that person's Key Issuance Form.

## **Lost Keys**

Individuals are responsible for promptly notifying the Lead Security Officer or Building Manager, their immediate supervisor, department head, and their Assistant Director about any lost or misplaced keys. This ensures that discussions can take place to assess the key's significance. If lost, the key holder may be responsible for the replacement cost. Resolution of, and reparation for, lost keys is at the discretion of the Director of the Library or the Director's designee.