

**Madison Library
Key Policy**

For the security of the Madison Library building, possession of library keys will be limited to those persons requiring that key. The person must affirm that no copies of the key will be made.

Those included in the list of approved key holders:

Librarian	Assistant Librarian
Other library personnel	All present trustees
Volunteer chairperson	Custodial help
Town offices (emergency only)	
Persons designated by the librarian or trustees	
Two "floating keys" to be signed out as needed	

A key number will be assigned to each person as selected by the Board of Trustees, and no copies may be made except in the case of a lost key.

Keys given to anyone are not to be used for personal use to check out videos, books and other materials when the library is not open.

Persons no longer designated as requiring a key will be asked to turn in the key when their duties are terminated.

Adopted: 9/16/98

Revised: November 17, 2010

Approved: November 17, 2010 by the Board of Trustees