

### **Madison Library Key Policy**

1. The purpose of this document is to establish a policy for the management of keys needed for access to the Madison Library building.
2. The Director of the Madison Library shall be responsible for the procurement, distribution, and overall management of keys to the Madison Library building.
3. Distribution of keys shall be based on two general categories: library staff and town officials. Those receiving keys under these categories are listed below

Staff, keys to be kept for routine use:

- employees,
- custodians
- Board of Trustees Chairperson.

Town officials, keys to be kept for emergency use:

- Town Office,
- Chief of Fire and Rescue

4. Other matters.
  - Recipients of a key must sign an agreement that the key will not be given to another person or copied.
  - 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.