

Madison Library Meeting Room Key Policy

1. The purpose of this document is to establish a policy for the management of keys needed for access to the John F. Chick Room in 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 three general categories: library staff, town officials, and on loan to organizers of community activities on an ad hoc basis. Those receiving keys under these categories are listed below

Staff, keys to be kept for routine use:

- employees,
- custodians,
- Board of Trustees chairperson, and
- Friends of the Madison Library president.

Town officials, keys to be kept for emergency use:

- Town Clerk,
- Chief of Fire and Rescue

Organizers of community activities, *ad hoc* and recurring.

- If needed, the Library Director will provide a key to the individual submitting an approved application for the use of the meeting room on an *ad hoc* basis. This key shall be returned in the drop box at the front of the library immediately following the activity.
- For recurring activities, keys may be loaned for longer periods of time at the discretion of the Library Director, providing a meeting room application has been approved for recurring use.

4. Other matters.
 - Recipients of a key must sign an agreement that the key will not be given to another person or copied.
 - To prevent keys from being mislaid or becoming anonymous, a conspicuous identification tag shall be attached to keys loaned and to those given to town officials.