Building Access Controls Policy

Purpose
The East Greenbush Community Library maintains controls over access to the Library building, staff-only areas, equipment, records, and other Library property. This policy establishes requirements for the authorization, use, and control of electronic key cards, physical keys, and other building access credentials.

Policy
Electronic key-card access is the Library's primary method of controlling employee access to the building and nonpublic areas.

Access shall be limited to individuals with a legitimate operational need and shall be appropriate to the individual's responsibilities. The Library Director or designee is responsible for authorizing, modifying, and terminating access.

Access may be provided to employees, trustees, contractors, emergency personnel, or other individuals when necessary for Library operations, maintenance, safety, or emergency response.

Key-Card Access
Employees and other authorized individuals may be issued a key card with access appropriate to their responsibilities.

Individuals issued a key card are responsible for its security and appropriate use. Key cards:

- May be used only for authorized Library purposes.
- May not be loaned, shared, or transferred to another person.
- Must be reported promptly if lost, stolen, or compromised.
- Must be returned when requested or when employment or other authorized service ends.

The Library may modify, suspend, or deactivate key-card access at any time based on operational, security, personnel, or safety needs.

Access outside regular Library hours must be related to authorized Library business and comply with established security, alarm, opening, and closing procedures.

Physical and Master Keys
Physical keys shall be issued only when operationally necessary.

Because master keys provide broad access to Library spaces, their distribution shall be limited. Master keys are normally issued only to the:

- Library Director;
- Building Maintenance Mechanic; and
- Administrative Assistant.

Replaces Library Access Policy (9/19/1995)
Adopted, Library Board of Trustees (10/20/2026)

The Library Director may authorize temporary or additional master-key access when necessary for operations, maintenance, emergencies, or other exceptional circumstances.

Master keys may not be duplicated, loaned, or transferred without authorization from the Library Director.

Lost or stolen master keys must be reported immediately so that the Library can evaluate and address any security risk.

Access Changes and Separation

When an individual's responsibilities change, the Library Director or designee shall review and adjust access as appropriate.

Upon separation from employment or conclusion of other authorized service:

- Electronic access shall be deactivated as soon as practicable; and
- Library-issued key cards, keys, and other access credentials shall be returned.

Administration and Records

The Library Director or designee shall maintain appropriate records of:

- Key cards and physical keys issued;
- Authorized access levels;
- Master-key holders; and
- Changes, returns, and deactivation of access credentials.

Access permissions shall be reviewed periodically and when significant personnel or operational changes occur.

The Library Director shall establish administrative procedures necessary to implement this policy, including procedures for issuing and returning credentials, changing access permissions, responding to lost or compromised credentials, and providing temporary or emergency access.