

## Lansing Community Library Key Control

**Purpose:** To ensure the security of the library and its contents of the library, a systematic procedure for the issuance and control of keys is required. The Library Director will be the controller of keys. The Library Director will issue keys and maintain a “Key Issuance Log” and will secure keys not in use in a locked storage in the Library Director’s office. All keys should be returned to the Library Director as soon as possible.

Amendment to this issuance list will only occur with approval of the Library Board. The Library Board will review the issuance list on an as needed basis. No copies of keys are to be made without authorization of the Library Board.

### Issuance of Keys

Position	Master Key	Exterior Key
Library Director	X	
Paid Staff	X	
LCL Board President	X	
Friends of Library President		X
Town of Lansing		X
Finance Officer	X	

Master Key-Opens all door locks, internal and exterior  
Exterior Key-Opens exterior doors only

### Key Issuance Log

The “Key Issuance Log” will be maintained in a file marked “Key Issuance Log” in the file cabinet behind the Circulation Desk. Key loans will be for specified periods of time.

Approved and adopted 2/26/20 by the Lansing Community Library Board of Trustees.