

LIBRARY ACCESS

Need for a Policy:

The East Greenbush Community Library has a significant investment in books and equipment to provide library services to the town of East Greenbush. To protect this investment, and at the same time provide library services to the community, a personnel access policy is required.

Statement of Policy:

Keys to the library are limited to the following individuals:

- 1) President of the Board of Trustees
- 2) Treasurer
- 3) Library Director
- 4) The Building Custodian and Town Police

The library director may authorize keys for employees who have a need and work fifteen or more hours per week.

Responsibility:

The library director will maintain a listing of key holders. The list is to be updated annually or whenever personnel assignments of key holders are changed.

	Name/Signature:	Date:
Approved by Policy Committee:	David Stack, Chairperson	6/26/95
Adopted by Trustees:	Michael Poost	9/19/95