

Key Policy

Approved by the Board 8/22/16

Those who will be using the programming room at times when the Library will be closed to the public will need to sign out a Programming Room Key. The signer will hold full responsibility for the safe keeping of the keys, the security of the room when they vacate, and the replacement costs of the key if it is not returned.

Programming Room Keys will only be given to the responsible party who has signed the Programming Room Reservation Form.

All keys should be returned to the Library within 24 hours of sign out. Keys not returned within 24 hours without discussion with Library staff will be deemed lost. Lost or damaged keys have a replacement cost of \$110.00

Keys maybe returned into the Library Book drop if placed in an envelope. Library users return keys to the book drop at their own risk.

RECORD OF KEYS BORROWED FROM THE SAXTON B. LITTLE LIBRARY
 Statement Of Borrower: I hereby state that I have read the Saxton B. Little Library key policy
 and agree to abide by its terms.

Borrowing Organization/ Purpose:				
Expected Return:				
Borrowed:	Name:	Signature:	Date:	Staff Init.
Returned:				

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Expected Return:				
Borrowed:	Name:	Signature:	Date:	Staff Init.
Returned:				

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