

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 |
www.mopl.org

The Mount Olive Public Library's Policy for the Issuance and The Use of the Library's Keys Specifically, for the Basement Area of the Library's Building

The Mount Olive Public Library endeavors to provide safety, security, and services for all structural areas of the building. In order to assure safety as well as appropriate and designated access of the Library's basement area for the purpose of the work that the *Mount Olive Free Public Library's Friends Organization* completes and for storage of items that the Mount Olive Free Public Library maintains in this structure this specified policy must be followed.

- ◇ With approval by the *Mount Olive Public Library's Board of Trustees*, the *Mount Olive Free Public Library's Friends Organization* utilizes a portion of the basement area of the Library's building
- ◇ With approval and agreement, the *Mount Olive Public Library's Board of Trustees* shall distribute security keys to the basement area of the Library to only the *Mount Olive Free Public Library's Friends Organization's* President and Vice President respectively during his/her term of office.
- ◇ *Mount Olive Free Public Library's Friends Organization's* President and Vice President are responsible for his/her assigned basement security key and may not at any time give his/her key to anyone else whether or not the other person is a member of said organization.
- ◇ Within five (5) consecutive calendar days, to which the Mount Olive Free Public Library is open, that denotes the end of said term of office for either the President and/or the Vice President of *Mount Olive Free Public Library's Friends Organization*, the assigned security key to the basement structure must be returned to the Library's Director.
- ◇ If, in fact, the assigned key is not returned in the above stated timely fashion, *The Mount Olive Public Library's Friends Organization* will be responsible for the cost of purchasing a new security lock and new keys.
- ◇ Only the following *Mount Olive Free Public Library's Friends Organization's* Board Members: President, Vice President, Secretary, Treasurer and two members-at-large may gain access to the basement structure, upon permission, by signing out a third basement security key that is located the Library's Reference desk.
- ◇ Please note that this third security key is the property of the **Mount Olive Free Public Library Board of Trustees** and its basic usage is for staff members of the Library.
- ◇ If a member of the *Mount Olive Public Library's Friends Organization* signs out the third security from the Library's reference desk, this security key must be returned fifteen (15) minutes before the close of Library's day on which it was signed out.
- ◇ **THIS KEY MAY NOT, UNDER ANY CIRCUMSTANCES, BE KEPT PAST THE END OF THE DAY ON WHICH IT WAS SIGNED OUT.** If this reference key is not returned within the designated day/time period, *the Mount Olive Public*

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