

I. PHILOSOPHY

Each employee has an essential job to do within the Library. No job is any more or less essential than any other (as we have all found out when a position is vacant due to illness, vacation, a resignation). And each of us has varying amounts and kinds of education and experience to bring to a job, some of which directly applies to doing one's job well. Each of us has been part of the work force for varying amounts of time, depending on our ages, life experiences and desires. We come from different mental and physical places to work in the Library to fulfill many personal needs and some in-common goals. Seniority, age, education, experience, sex, race, persuasiveness and the like, must not be the things which we barter with for favors, for access, for keys, for power. Fulfilling the requirements of a job requires certain amounts of access (key or non-key), that access must be granted unquestioningly if we expect an employee to do that job conscientiously, with a sense of recognition and self-worth.

Some may perceive this somewhat vague, philosophical statement as unbusiness-like and not to the point. But keys and access play a strong and subtle role in establishing and enforcing an invisible hierarchy in this Library, of making another's job more difficult, of squashing another's sense of duty and self-worth on the job. Too often we have cried "security problem", when we really were afraid of "giving up" (sharing?) another piece of "our" rock. Too often we have blamed "too many keys, too much access" for problems really caused by not having our own operations in order - in a sane, reasonable, human order. The time has always been right for sane, reasonable, equitable and human access/key policy and procedure and more important, the sane, reasonable, equitable and human administration of such a policy and procedure.

*This Access/Key Policy is built on the assumption that all library employees are considered and treated as mature, trustworthy and responsible individuals. And that access to work areas essential to the expeditious completion of their respective jobs is not denied solely because of a subjective and/or prejudicial judgement by one employee, that another employee "cannot be trusted" in unsupervised situations. If and when an employee responsible for a certain area is concerned about giving or continuing to give access to another employee, the matter should be

discussed and resolved by all persons involved, rather than by simply denying access by withholding keys.

II. ACCESS POLICY

a) Normal working hours

*All library employees shall have easy access, during normal working hours, to areas essential to the expeditious execution of their Library jobs. "All Library employees" includes staff and students, full-time and part-time, permanent and temporary employees. "Easy access" is defined as a) no doors or barriers, b) always unlocked doors, c) unlocked doors during normal working hours or, d) keys to doors always or sometimes locked during normal working hours. "Normal working hours" is defined as when the area is open to the public.

Defining which employees need easy access to which areas must be an open, fair, co-equal process between the requesting employee and the employee responsible for the area. The Library's style of operation is to require employees assigned certain job tasks to, in fact, be responsive, responsible and accountable to everyone for these tasks. We are strongly encouraged to develop goals, policies, procedures, habits, styles and idiosyncracies which speak responsibly, openly and fairly to doing the jobs we are assigned to do, and/or perceive need to be done. *Thus, it seems reasonable to allow/permit/require employees responsible for various operations to have a significant but not overruling voice in determining which employees are given what kinds of access. There is no simple means or magic formula for insuring a fair process in the negotiations for access to areas. It is up to the individuals involved to listen carefully, consider each situation uniquely, and reach a decision which meets both parties' needs and does not inflict a burden upon anyone else.

b) After-Hours Access and Use

* All library employees shall have access, after normal working hours, to areas essential to the expeditious execution of their Library jobs. "All Library employees" includes staff and students, full-time and part-time, permanent and temporary employees. "Access" is defined as a) no doors or barriers, b) always

unlocked doors or; c) keys to doors sometimes or always locked after normal working hours. "After normal working hours" is defined as those times (evenings, nights and weekends) when the area(s) are closed to the public.

Defining which employees need access to which areas must be an open, fair, co-equal process between the requesting employee and the employee responsible for the area. The same kind of negotiations which occur to determine normal-hours access should also occur to determine after-hours access. *At the risk of seeming too obvious or repetitious, it must be again stated that, "all library employees giving or taking responsibility for certain areas or tasks, are and must be held responsible and accountable for activities which occur with their area or tasks they are assigned or assume. When an employee fails to assume her or his clearly - stated responsibilities, it is then the responsibility of the employee on the next higher supervisory/hierarchy step to deal with the employee and situation in a corrective, reasonable, open and equitable manner." If this basic tenant of employee responsibility is not agreed upon and observed, then this plan (as well as most others) is empty and useless.

*With this basic tenant as a foundation, this DTF recommends that the second and third floor employees not be asked or required to supervise, baby-sit or act as security agents for the first floor employees and vice versa, either during normal-hours or after-hours.

*We recommend that employees be responsible for and take care of their own areas and operations and not be asked or required to do so for those employees who do not.

Although each of the first floor operations have the word "media" attached to them, each operation is unique in what it does, what happens there, how those things happen, the number of people involved, the time required to do those things and the hours of the day and days of the week those things can and do happen. Thus, to propose a blanket after-hours policy for the whole first

floor "media" operation would be unreasonable, unfair, pointless and just plain, dumb. *We recommend each operation (media or other) determines for itself what can happen after-hours in its area, following these basic rules: a) a daily "non-Library employees after-hour use" notification be made to the campus security office ("non-Library employees" and "non-employees" is defined as everyone not on the library payroll); b) the same notice be posted outside the door to the area being used after-hours, for Security's and other after-hour users' information; c) Library employees must not give non-employees after-hours access to areas for which they are not responsible or are not supervising (but may have keys to), unless prior arrangements have been made; d) Library employees or non-employees must not give other non-employees after-hours access to areas they are working in (after-hours) unless proper notification has been made prior to the end of the normal working day; e) security for the area(s) an employee or non-employee has been given after-hours access to is the responsibility of that employee or non-employee, with the employee giving that access directly responsible for any problems which might arise.

*We recommend that Library employees not be required to make any notification of intention to work after-hours, other than within an operation as that operation deems necessary.

Any actual hours-of-the-day after-hours use limitations will be negotiated with the Security office (see Security's memo of February 3, 1976). *As the fundamental part of a central key bookkeeping system (to be described later) we recommend the compiling of a continuously updated master list of all library employees and what doors they have keys to - for circulation in and outside the Library to persons who need to know who is supposed to have access to what. The master list and daily after-hours use notice would provide anyone on the premise the essential information of who can be where and when they can be there.

III. ADMINISTRATION OF ACCESS/KEY PLAN

a) *We recommend the establishment of an in-house centralized book-keeping and key circulation system. The purpose of the system is to provide accurate records of key holdership and control the access to and flow of library keys. The administrative secretary would be responsible for the operation and maintenance of this system. (Joanne agrees with this idea and is willing to accept the responsibility). *All Library employees and non-employees requiring Library keys on a short-or-long term basis would secure the keys from the administrator of this system. *By arrangement with the Campus Key Shop, library keys or key cards would not be issued to anyone other than the system's administrator. (This does not include Security, Maintenance or Facilities Planning. We would request a list from the key shop of who in those three areas had keys to what Library doors).

Employees responsible for operations or areas would provide the necessary information and signature in writing (on the appropriate form, of course) to the system administrator, with respect to who may have keys to what for how long. *It would be the responsibility of the employee giving access to secure the return of the key if problems arose. The DTF feels it important that keys are returned when no longer needed or when an employee terminates. *We recommend that an employee's final paycheck be held until all keys are returned and accounted for. *We also recommend a \$5 charge be assessed for each lost key and a \$10 or less charge be assessed if a lock needs to be changed due to the lost key.

Access to the third floor study rooms would continue to be handled via the quarterly Study Room DTF system. Keys would be checked out to users via the central bookkeeping system and computerized circulation system at the Circulation Desk. Overdue fines would be assessed as necessary and a \$10 replacement fee assessed if the key was not returned within two weeks.

b) Campus Security and Key Shop Relations - it is essential that we enlist and have the support of the Campus Security and the key shop for this plan to work as designed. Both must know what our plan is, agree that its philosophy and procedures are sound from their points of view and agree to adhere to what the plan requires of each. Very simply, Campus Security must only give Library access to those persons on the master employee list or the daily after-hours use notices. They must lock all doors after-hours and remove from the premise anyone not on the master list or daily notices. They must report any unauthorized after-hours use to the key system administrator. The Key Shop must only issue key cards and keys to the system administrator and Security, Maintenance and Facilities Planning staffs (and provide a list of same to the Library system administrator).

c) ReKeying Plan

The DTF's research has shown that it will be unnecessary to re-key the second and third floors of the Library, with the exception of the main door and audio dubbing area connected to Media Loan. The first floor, however, must be re-keyed because the nature, functions and needs for access have changed considerably since the area was occupied in 1971. There is also a fear that an unknown number of keys to unknown doors are floating amongst non-Library persons. The re-keying plan provides for a grand master key to every door in the area, (the DTF recommends that the Dean, Associate Dean and Inventory Supervisor have grand master keys), a "working" master key to all work spaces, individual "area" master keys for the audio, television, mini-studio and photo areas and finally individual keys to storage areas, offices and Media Repair.

d) Expediting this Proposal

The DTF recommends the formation of a working task force of all concerned parties to move the accepted access/key plan (in whatever form it finally takes) from a written document to an operational reality. This group would develop the operational procedures, develop and set-up the central bookkeeping system, assist in the implementation of the re-keying job and in general, provide the person power needed to get the jobs done and paperwork in order.