

Locks and Lockers

The library is required to maintain the safest work environment possible and protect library materials. To do this, it is necessary to have access to lockers suspected of containing spoiled food, illegal or hazardous materials, or abandoned or missing library property. It is not the library's policy to conduct unannounced, random searches for such items; however, employees should have no expectation of privacy when using library lockers. Lockers, like all library property, remain under the control of the library even when being used by staff.

Lock combinations will be kept strictly confidential, and no access to occupied lockers will be allowed without the Library Director's written permission.

All locker assignments and lock combinations must be issued through the Administrative Office.

Locks not issued by the Administrative Office and the contents of such lockers, may be removed and disposed of.

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