



ZION-BENTON PUBLIC LIBRARY

LOCKS AND LOCKERS POLICY

The library is required to maintain the safest work environment possible to protect library staff, patrons and 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.

While it is not the library's policy to conduct unannounced, random searches for such items, 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. The library will clearly communicate concerns when there is not a clear or present danger, or suspected illegal activity.

Lock combinations will be kept strictly confidential, and no access to assigned, 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. Staff are responsible for keeping the locker clean.

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

Adopted 05/27/03; revised 04/30/2024