

Card Access Authorization Policy

Purpose

The purpose of this policy

- to provide guidelines for access to the library using the card access system,
- to protect the property of the library,
- to provide appropriate access to authorized individuals,
- to facilitate timely access in case of emergency,
- to enhance personal safety for all employees,
- to ensure that lost or stolen access card is reported immediately,
- and to establish procedures for issuance, replacement, approval, and recovery of unneeded cards.

Guideline for issuance of access card

1. Employees with the responsibility of closing and opening the library.
2. City of Hudson Fire Department to gain access in the case of an emergency.
3. City of Hudson EMS Department to gain access in the case of an emergency.
4. Board of Trustee President who would open and close the library before or after meetings in the absence of the Library Director.
5. One member of the Friends of the Hudson Library assigned the responsibility of book sales.
6. Employee(s) with the housekeeping responsibility.
7. City IT personnel to gain access when the Wide Area Network is malfunctioning and the Police Department loses communication abilities.

Issuance of Access Card

The Library Director and the Library Board President will review the request for an access card and will approve or deny the request. An up-to-date database of card holders shall be maintained by the Library Director.

Control and Responsibility for Cards

The Library Director is responsible for retrieving issued keys from card holders prior to the termination or separation from the library.

Lost or Stolen Cards

Loss or theft of a card should be reported immediately to the Library Director who will report the loss or theft to the Police Department.

Appeal Process

Anyone denied issuance of card access has the right to appeal the decision with the Library Board within 45 days of the initial judgment.