

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 702

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AFTER HOURS BUILDING ACCESS

Reviewed and
Updated 8/06

After Hours Building Access

Staff members who have not been issued a building key may obtain a key for temporary use by requesting one in writing (after hours key request form) by supervisor from the Staff Support Services. After hours access is via the 40 E. Huron lobby.

After Hours Register

For security purposes, an "After Hours Register" has been placed at the lobby in the Huron Plaza building. When entering or leaving the building either on weekends, holidays, before or after the buildings are open, the "After Hours Register" is to be signed, indicating your name and the time in or out.

Temporary employees and independent contractors will not be given access key fobs to either of the buildings.