

# Door Access Security Policy

Adopted January 2020  
Revised October 2021

There will be 3 types of FOBs for library use:

- **Management Level**
  - Management Level FOBs open all interior and exterior doors 24 hours a day.
  - Management Level FOBs will be issued to the Library Director, Assistant Library Directors, Full and Part Time Librarians, Librarian Trainees, Principal Library Clerks, and Technology Services Library Assistant
  - Two management-level FOBs will be issued to the company that cleans the library.
  - One management-level FOB will go in the Knox box for the Fire Department outside the mechanical room.
  - The Town Supervisor, Deputy Town Supervisor, Town Director of IT, Foreman for Parks and Facilities, and Town Maintenance Mechanics should also be granted this level of access.
  - The library maintains 5 FOBs with this level of access to be signed out by outside maintenance contractors doing work in the library. These will be kept in the Library Director's office with a sign-in and sign-out process. All staff with a management level FOB can sign these FOBs in and out.
- **Non-Management Level**
  - Non-Management Level FOBs open the staff entry door and all interior doors with the exception of the geothermal, mechanical, electrical, and IT rooms during the following hours:
    - Monday-Thursday: 8:00am-9:15pm
    - Friday: 8:00am-5:15pm
    - Saturday: 9:00am-5:15pm
  - Non-Management FOBs will be issued to all staff who do not receive Management Level FOBs.
  - The library maintains 3 Non-Management Level FOBs for volunteer use. These FOBs will be kept at the Check Out desk and may be signed out to library or Friends and Foundation of the Henrietta Public Library contractors or volunteers as needed. There will be a sign-in and sign-out process for these FOBs, and they must be returned to the Check Out Desk before the end of the workday.
- **MCLS Delivery**
  - The MCLS Delivery FOB will open the staff door from 7:30am -5:00pm.

Additional Procedures:



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

- The Town Director of IT serves as the system administrator, and the Town Safety Officer serves as backup administrator.
- The Library Director, Assistant Library Directors, and Town of Henrietta Maintenance Mechanic assigned to the library will have administrative privileges on the door access control software.
- The Library Director will review the listing of who has what FOBs on a quarterly basis.