



Use of Library Facilities
Kent Free Library

Approved: 2006
Revised: May20, 2010

Use of Kent Free Library Facilities

The library does not permit unauthorized use or access to certain library facilities. This includes the use of office equipment, staff members' desks, and the library phone.

Only current staff members, current consortium staff members, authorized contractors on library business, or Trustees, are allowed in 'staff only' areas without direct knowledge and consent of the Director. 'Staff only' areas is defined to mean the administrative floor (3rd floor), including the break room, restrooms, and technical services. In addition, only Kent Free Library employees or authorized contractors are allowed in utility closets, the data closets, the garage, the lower level of the Carnegie section, or any other areas designated as non-public.

Only staff members shall be given access to library keys or fobs without the direct knowledge and consent of the Director. Should any individual or group need a room unlocked for study or a meeting, it is up to the librarian or staff member who has responsibility for said keys to personally unlock the room and re-lock it when the allotted time is over.

Approved by the Board of Trustees: 2006

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