

Lewistown Carnegie Public Library District

Key Policy

For the security of the Lewistown Carnegie Public Library District buildings, possession of library keys will be restricted. All persons with a key must affirm that no copies of the key will be made.

Those included in the list of approved key holders for the current library are

Library Staff

Member(s) of the Building Committee

The current Rails Delivery Driver

Those included in the list of approved key holders for the North Main building are

The Library Director

Member(s) of the Building Committee

Two “floating keys” for each building will be signed out on an as needed basis and must be returned or re-signed out within a 72 hour time frame. Failure to return “the floating key” during the agreed upon time period will result in the failure to check out the key in the future. If the key is not returned, the person who checked out the key will be contacted. If the key is still not returned or if the key has been copied, the person who checked out the key will be responsible for the cost of replacing all locks and will no longer be allowed to check out a key.