

Ellis Key Card Access Summary Information Sheet

A magnetic key card access system will be installed in Ellis Library by the end of February 2006 to improve security and safety for both library patrons and staff. The system will allow employees to swipe key cards through a magnetic reader (similar to those used in bank ATMs or supermarkets) affixed on or near the door to activate the lock mechanism. MU photo-ID cards will serve as key cards for most library staff members.

- Three Ellis Library entrances and one internal door will utilize the key card access system:
 1. North Entrance and Exit;
 2. West Entrance and Exit;
 3. Room 52 (outside main entrance to Technical Services near the coffee shop); and
 4. Double Doors of the Receiving Room leading to the loading dock.
- **North and West Entrance and Exit Access:**
Using their key cards for access, all library staff members may enter Ellis Library through the North and West entrances **from 6:45 am until 8:00 am, Monday through Friday**. At the beginning of regular business hours, the doors will automatically unlock to allow free access by both patrons and staff. The doors will automatically lock thirty minutes after the close of regular business hours.
- **Room 52 (Technical Services) Access:**
Library staff members may enter Ellis Room 52 **from 6:45 am until 8:00 am, Monday through Friday**, using their key cards. On Saturdays and Sundays, access by key card will be granted upon supervisory approval. The door to Room 69 (Technical Services, east entrance) will continue to be unlocked by the Security Officer on duty during Ellis Library opening.
- **Receiving Room/Loading Dock Area Access:**
From 6:45 am until 5:30 pm, Monday through Friday, all library staff **must** use their key cards to enter or exit Ellis Library via the doors to the Receiving Room from the loading dock area. No access on weekends is allowed without prior arrangement.

Staff members transporting materials on pallets or large carts via the loading dock will need to use the double doors in the Receiving Room. By swiping your key card and pushing the button near the entryway, the doors will unlock and remain open for a brief period of time to allow carts and pallets to pass through.

***Note:** The double doors that lead from the corridor directly into the loading dock will be **locked and alarmed** at all times. These doors are designated for emergency egress only. Ellis Security must be called to disarm this entrance.

- **Division heads and their designees** (e.g., authorized supervisors) will have full access to Ellis Library during non-business hours using their Key cards. The single exception will be the double doors that lead directly into loading dock from the corridor. These doors will be locked and alarmed at all times.
- **Other library employees** with a demonstrable need for access to Ellis Library for work purposes must receive approval from their Division Head, who will submit the name to Bob Almony or Ellen Blair. Requests for approval must be received at least 24 hours in advance.
- **Student workers**, designated by Division Heads and approved by Bob Almony or Ellen Blair, will be given key card access on a per-semester basis. Requests for approval must be received at least 24 hours in advance.
- **Further items of note:**

ALL EXITS WILL OPEN AUTOMATICALLY IF A FIRE ALARM IS ACTIVATED

- All key card access doors will lock automatically thirty minutes after the close of regular business hours. When the doors have locked, a valid key card is required to exit. Without a valid key card, the only way to exit is to call MU Police (882-7201) to receive assistance.
- All staff with key card access must ensure that entrances and exits are securely closed after entering or leaving the building.
- **Staff members entrusted with key card access are responsible for the use of their key card.** All staff members must ensure that only those with access privileges enter and access Ellis Library using the key cards. Unauthorized key card access will be subject to disciplinary action which may result in termination of employment.