

KEYS

Sometimes other departments on campus ask the library to sign out keys to student assistants to use to enter buildings, classrooms, or labs in the evenings or on weekends. These keys are located in the top right-hand lateral file drawer behind Brenda's computer. There are pouches for Rhoades Desk keys, PC Lab/LSC keys, and sometimes others. A card inside each pouch lists the names of students who are authorized to sign out those particular keys. Sometimes the pouches are marked with the day they will be needed – usually Saturday or Sunday.

Have the student sign their name and the date taken on the orange card inside the pouch. Put this card behind “Room Use” until the pouch is returned.

Be aware that sometimes there are more than one set of a certain type of keys. Check for “Set 2” designation when matching orange card to pouch. Also when keys are returned, a tally mark is put under Directional on the Ref/Dir slip.

Often these pouches are returned thru the Book Return in front of the library building. Sometimes they do not fall all the way into the book return but stay on the ledge where the book return opens up. When checking the book return, try to see if any key pouches are “stuck” on the ledge.