The purpose of the Euclid Public Library electronic building access system is to aid in the protection and safety of staff, patrons, visitors and library property. The electronic building access system provides an integrated building security and access control system for interior and exterior door control and alarm point monitoring. The specific doors included in this policy are: the east staff entry exterior door, the east staff entry interior door, the rear interior administration door, the interior reception door, the interior gallery door and any other door so specified by the Director/designee. Doors subject to this policy will not be changed or added without permission from the Director/designee.

The Library's electronic building access system provides for added security authentication and scheduled door activity control. The access system allows authorized staff electronic access to the specified doors, and it may include the following building security features:

- Scalable access control software systems for scheduling of door activity control; and
- Auxiliary related systems, such as telephone entry for visitors.

Staff and other individuals who access the selected library doors electronically may do so only in a manner consistent with other existing Library policies. Each staff member will be provided appropriate entry and exit procedures when receiving authorization to use electronic access. This policy will be implemented in a manner consistent with law that does not violate the reasonable expectation of privacy; however, the electronic building access system may record a staff member's entries. This system will not be used as a mechanism to record staff time. The employee timesheet is the official time keeping record for Euclid Public Library staff, and Library staff are required to follow Library time keeping procedures.

Approved January 20, 2015