



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 3.4: Access and Key Issuance Policy

Date: January 2014

Purpose: This policy is intended to insure the safety and security of the personnel and collections housed in the buildings and on the grounds of the Museum of Texas Tech University. Granting of access (authorization to enter a restricted area), and key issuance (control method for authorized access) is the sole prerogative and authority of the Executive Director of the Museum, in keeping with the policies of Texas Tech University, as prescribed in University Operating Policy 61.15 [Control and Issue of Keys to University Buildings].

Review: This policy will be reviewed in even-numbered years by the Assistant Director for Operations, with recommended changes forwarded to the Executive Director and the Director's Advisory Committee for review and adoption.

POLICY

Access to areas other than public spaces is a privilege and incurs responsibility for those areas and their contents. It is restricted to the Museum staff, students, and volunteers. Further, only paid University staff or enrolled TTU students may be issued keys to Museum facilities. Unpaid staff (volunteers) and non-Museum personnel may be allowed access under specific conditions and with supervision by paid Museum staff (not students). All keys (mechanical and electronic) to campus buildings are the property of the State of Texas, are subject to State law and enforcement, and legally may not be duplicated without permission.

Definitions

Access Method: Any method or device used to unlock a mechanism that restricts access to an area or room of the Museum. This method or device can include metal/mechanical keys, keypad codes, proximity cards and fobs, lock combinations, or any other method or device for locking and unlocking.

Authorizer: Supervisor of a division—usually a Museum-employed director, curator, or manager—with the assigned authority to request access or key issuance for his/her area.

Non-Museum Personnel: Friends, family, acquaintances, students of other institutions, or other persons that are not employed by the Museum in either a paid or unpaid capacity.

Restricted Area: Any storage or collection area, laboratory, shop, workspace, or office secured and accessed by a key or a keypad.

Supervisor: A full-time, Museum-employed director, curator, manager, or supervising staff member who is assigned responsibility for a Museum restricted area.

Policy Specifics

The access needs and methods of each staff, association, or faculty member, student, research associate, or volunteer will be assessed by the Executive Director prior to access being granted and/or keys issued or keypads programmed. Normally, access will be only for those areas to which the person is assigned during regular working hours and will not include after-hours access. After-hours security access may be granted only by the Executive Director, and only in exceptional circumstances.

Primary responsibility for access methods and key issuance is delegated to the Assistant Director for Operations. All applications for access (badges, keys, and keypads), as well as the issuance, turn in, and safe storage of keys, will be overseen by the Assistant Director for Operations. All requests and applications will be processed through the Operations Office, where a permanent record will be maintained.

Any individual who has been granted one or more access methods to any area of the Museum may not allow access to any other person other than to the specific areas for which the admitting individual has authority. Anyone who allows access automatically assumes liability for any actions of the person(s) granted entry.

Other than public entrances, classrooms (on days when a class will be held), the Library, and the First Aid Room, all unattended doors to enter, exit, or pass through any Museum area will remain locked. Doors may not be blocked open or left unlocked unless a staff member is present.

Badges and Identification Cards

All Museum and Association staff, faculty, employees, volunteers, and Museum Science/Heritage Management/Interdisciplinary students will apply for a photo identification badge that is processed in the Operations Office and issued by the University Police Department. All badges (and proximity fobs checked out at the Kiosk) contain microchip information that can be detected by an electronic reader device that governs access into non-public entrances and secured areas of the Museum. Each badge is assigned an Access Level, determined by the Assistant Director for Operations, to correspond with that individual's reasonable need and time for access. An access level is available for those individuals, including all Museum Science/Heritage Management/Interdisciplinary students and volunteers, who do not need access to any secured areas through badge readers.

The loss or theft of a Museum identification badge must be reported immediately to Security and the Administration Office (including on weekends) so that the badge can be immediately canceled and a new one issued. Loss due to negligence may result in the assessment of a badge replacement fee, as deemed appropriate by the Executive Director. Replacement due to breakage or failure of the badge microchip can be requested through the Operations Office at no charge to the badge holder.

Any non-Museum individual conducting business at the Museum may be required to register and checkout a temporary identification badge at the Kiosk. These badges do not have embedded microchips and cannot be used to access secured areas. The primary purpose of these temporary identification badges is to account for authorized individuals who may be working in non-public areas of the Museum. Specific categories of temporary badges will be issued to the following groups:

1. Campus maintenance personnel or contractors [exempt if wearing a University-issued identification badge].
2. Non-Museum Science/Heritage Management/Interdisciplinary Studies students taking classes at the Museum and/or accessing the Museum Library or lab spaces.
3. Education gallery docents present to conduct tours or engage in training activities.

Any other individuals may be issued Visitor identification badges, including those who may be given access upon specific instructions of the Executive Director or the Assistant Director for Operations or upon request of a staff member, who will escort and be responsible for that individual in any secured area of the Museum. This category includes film groups and any group being taken on a tour into restricted areas.

Any unidentified person(s) without a proper identification badge in a restricted area of the Museum may be instructed to leave as determined by the Security Division. Removal of an unauthorized, uncooperative person from a restricted area may require the assistance of the University Police Department as Security or Operations staff determines. All instances of unidentified persons in a restricted area without a proper identification badge should be reported to Security immediately.

Per University Police Department requirements, all issued badges must be returned to the Operations Office or be returned in a manner specified by the Assistant Director for Operations, if any of the following conditions occur:

- a. Voluntary or involuntary termination of employment.
- b. If the badge holder is planning a leave of absence, such as an extended vacation or medical leave (exceeding two weeks); the badge will be deposited temporarily with the Assistant Director for Operations and returned to the badge holder upon the approved return to duties.
- c. Upon order of the Executive Director.

All issued badges will be reviewed on a semester-by-semester basis and will be audited with University Police Department records at least annually. Badges for individuals no longer with the Museum or Texas Tech University will be terminated.

Room Access Methods

An Authorizer may request room access for persons under their supervision. The Authorizer is responsible for any access granted and/or keys issued at their request. Allowing access automatically places responsibility on the requesting Authorizer for any actions of the person(s) granted access and/or keys.

Types of key access available are:

1. Limited – key sets checked out at the Kiosk during regular operating hours, granted at the written request or via e-mail to the Assistant Director for Operations from an Authorizer, and only if deemed in the best interests of the institution
2. Student – temporary access reviewed on a semester-by-semester basis; may be requested by an Authorizer in writing or via e-mail to the Assistant Director for Operations
3. Supervised – an individual, usually a volunteer or authorized visitor, who may be approved for access *only* in the presence of an Authorizer
4. Staff Temporary – issued to employees for a defined period of time
5. Staff Permanent – issued to employees for an indefinite period (until their employment at the Museum is discontinued)

Volunteers and non-employed students normally will not be issued keys.

Access to rooms via keypad is generated and controlled by computer programming. Except for unusual cases, individuals with an approved badge will have their own unique keypad code. Codes will be programmed with an expiration date to specific doors as requested by the Authorizer. Common areas, such as the mailroom, will be programmed for access by all approved users. Room codes programmed for a specific course will expire at a date agreed upon by the instructor and the Assistant Director for Operations, but no later than the last day of classes. Extension (renewal) of temporary access via keypad may be granted if justified in writing or e-mail by an Authorizer to the Assistant Director for Operations.

Transferring or loaning of keys or keypad codes is strictly prohibited. Persons who transfer or loan keys or keypad codes are responsible for the actions of the borrower and may forfeit all subsequent access and/or key permits, be charged for re-keying costs, face immediate termination of access and/or key permits, and, in the case of students and former students, have transcripts withheld and/or be denied future registration applications.

The making or issuing of copies of keys to any portion of the Museum is solely by authority of the Executive Director. Copying and issuing of keys is through the office of the Assistant Director for Operations. Depending upon the severity of any infractions, the results of making, duplicating, or issuing keys outside proper channels may range from: disapproval of subsequent requests; immediate termination of access and/or key issuance permits; termination from Museum employment; and/or arrest and prosecution by the appropriate authorities.

Loss or theft of keys must be reported immediately to the Administration Office. Re-keying and issuing of new keys will be arranged by the Operations Office. Loss due to negligence may result in the assessment of re-keying costs and/or a deposit for replacement keys, as deemed appropriate by the Executive Director.

All issued keys must be returned to the Operations Office or be returned in a manner specified by the Assistant Director for Operations, if any of the following conditions occur:

- a. Voluntary or involuntary termination of employment.
- b. If an area is rekeyed.
- c. If the key holder is planning a leave of absence, such as an extended vacation or medical leave (exceeding two weeks); the keys (and badge) will be deposited temporarily with the Assistant Director for Operations and returned to the key holder upon the approved return to duties.
- d. Upon order of the Executive Director.

It is an Authorizer's responsibility to aid in insuring the timely return of keys. Failure to do so may result in disapproval of subsequent requests by that Authorizer for access and/or key permits. The Museum also reserves the right to assess a deposit for the issuing of subsequent keys, as deemed appropriate by the Executive Director. Students who fail to return keys may have their transcripts withheld and/or subsequent registration denied. Any unreturned keys may be referred to Texas Tech University or the Texas Department of Public Safety for recovery, in accordance with University and State regulations.

Attachment A: Access and Key Issuance Request Form