

**Buffalo & Erie County Public Library**

**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Building Access and Employee Identification Cards**

**CHAPTER: IV**

**SECTION: 2**

**EFFECTIVE DATE: 1/1/15**

**REVISED DATE: 3/5/2019; 8/16/2019**

*The policies and procedures set forth are applicable to employees at the Central Library and Buffalo City Branches.*

**I. STATEMENT OF POLICY**

A uniform access control system has been installed at the Central Library and continue to be installed within the Buffalo City Branches to ensure the safety and security of the employees, physical space, and assets of the Buffalo & Erie County Public Library (B&ECPL). The intent of this policy and the procedures contained herein are to address the administration and management of the access control system and to ensure its integrity.

**II. B&ECPL ISSUED EMPLOYEE IDENTIFICATION CARDS**

All employees must report to work wearing an official B&ECPL issued identification card (ID card) and must wear it at all times in a visible manner at or above the waist throughout their work day. The ID card serves as both a means of employee identification and access for the employee to enter designated work areas using the B&ECPL Access Control system.

A. Issuance of ID Cards

1. Beginning March 1, 2019, all employees at the Central Library and Buffalo City Branches (as applicable) will be issued an official B&ECPL ID card by the B&ECPL Security Department.
2. New hires will be issued an ID card at time of employee processing.

B. Privileges

1. Access privileges assigned to an employee's ID card are determined and assigned by B&ECPL Security in coordination with department heads and supervisors; privileges are based on the specific needs and requirements of the employee card holder.
2. If an employee requires access to a door which their ID card does not allow access, the employee should notify their supervisor.
3. The supervisor shall be responsible for contacting Security to request access should it be necessary.

C. Restrictions

1. At no time are employees permitted to share their ID card with fellow employees.
2. Any abuse of the ID card may be subject to appropriate disciplinary action.

D. Temporary Library ID Cards

1. If an employee reports for their shift without their ID card, they are required to go to the Security Desk at Ellicott Street and present identification to the Building Guard to obtain a temporary ID card.
2. If the employee does not have identification, the Building Guard will contact the employee's supervisor for verification. Once verified, the employee will be required to sign for the temporary ID card.

3. The employee is responsible for returning the temporary ID card to the Security Desk at Ellicott Street at the end of their shift.

E. Replacement

1. It is the employee's responsibility to seek replacement for any card that is lost, stolen, or mutilated.
2. Employees must notify Security immediately upon loss of card and request a replacement.
3. Until the card is replaced, the employee will need to utilize a temporary ID card following the procedures outlined above.
4. Employees will be charged for the cost of a replacement ID card. A replacement fee will be charged to the employee's library card account.

F. Return of ID Card

1. ID cards must be returned to the Security Department upon separation of employment for any reason.
2. The employee's supervisor is responsible for obtaining the employee's ID card upon departure. Inability to obtain the ID card, for whatever reason, should be reported to Security.

III. ACCESS CONTROL

A B&ECPL issued ID card is required for entering the Central Library, and applicable Buffalo Branch libraries, before or after normal hours of operation, for selected designated door access, and at all times from the Oak Street employee entrance at the Central Library.

A. Access Control System

1. The access control system consists of two primary features: access control panels and security cameras.

2. The access control panels are black boxes, approximately 1 ½ inches by 4 ½ inches in size, that are installed approximately 3 ½ feet from the floor in close proximity to doors throughout the Central Library and Buffalo City Branches (where applicable).
3. When secure, the black box will display a small red light.
4. Security cameras are positioned near each access point.

B. Entering an Access Point

1. Employees must tap their ID card on the black box.
2. The light on the box will turn green signaling the ability to enter the door.
3. Doors should be shut immediately behind them.

C. Reporting to Work

1. Effective March 6, 2019, all employees at the Central Library reporting to work must access at the Oak Street employee entrance when arriving during hours the Library is not open to the public.
2. Staff at the Buffalo Branch libraries must access the branch's designated employee entrance when reporting to work during hours the library is not open to public.
3. Staff requiring alternative access as a reasonable accommodation must contact Human Resources.
4. During busy arrival times, multiple employees may be entering the employee entrance at approximately the same time; each employee must tap the access control panel prior to entering the building.
5. Employees must not hold the door open for individuals without an ID card.
6. Pursuant to the Tardiness Policy (Chapter 5, Section 6 of the B&ECPL Personnel Policies & Procedures Manual) employees must arrive at

their workstation by their designated start time. Accordingly, employees scheduled to work at 8:30 am should be at their workstation at 8:30 am, therefore, at the Central Library it is necessary for the employee to use the Oak Street employee entrance.

D. On Duty Access

1. Many employee-only areas are secure and accessible only by use of an ID card.
2. Each employee must tap the access control panel prior to entering the secured area.
3. Employees must not hold the door open for individuals without an ID card.
4. If an employee is unable to gain access to a secure area that they need to access as part of their duties, they should notify their supervisor right away.
5. Sharing ID cards is not allowed. The supervisor may utilize their ID card to allow the employee to access the area, if immediate entry is required.