Security and Access

1. Does the building have an automated intrusion alarm system? What types of alarms are provided (e.g., motion detectors)?

    Is the system monitored 24-hours a day? By whom?

2. Does the building have window locks, alarmed doors, or security guards?

3. Who has keys to the building?

    How are use and distribution of keys controlled? Is there a mechanism for distributing and collecting keys for new or terminating employees?

4. Where are the historical collections located within the building?

If there are locked special collections or other restricted areas, who has keys for these locations? Who can access these areas during working hours (e.g., all staff, some staff, the general public)?

5. Describe the current procedures for access to and use of the historical collections:

   Are researchers asked for positive identification?

   Are they required to fill out a registration form?

   Are researchers required to fill out call slips to document which collections they use?

   Are all forms retained by the institution?

   Are materials of special value counted out for researchers, returned, and checked by staff before additional materials are issued?

   Are all researchers in view of a staff member at all times? Are researchers ever left unsupervised when they are using valuable materials?

Are tables and desks positioned to provide optimum supervision by staff?

Other procedures or policies for access to collections?

6. Has a staff member been assigned responsibility for security management?

7. Are there written rules for use of the historical collections, and are these distributed to researchers? If so, please attach.

8. Is there a written closing procedure for the building? If so, please attach.

Who is responsible for checking the building each evening?

9. What are the highest priorities for improving security and safe access?

Security Checklist

Action	Needed?	Priority	Notes
Review/improve security practices			
Provide locked, restricted storage for special collections			
Design/implement key control system			
Inventory collections			
Install automated security system			
Test automated security system routinely			
Install/improve exterior lighting			
Design/implement security procedures of special collections (e.g. call slips, counting materials for use, exit check, etc.)			
Restrict personal belongings in special collections and research areas			
Provide secure storage for personal belongings			
Reduce hours and implement appointment system to ensure supervised use of special collections			
Implement sign-in procedures for special collections			
Other			