



McFarland Student Union Policy 2000-0115

Key and Card Access Policy

A. Purpose

To outline a procedure for requesting access and defining appropriate use of key and ID card access to the McFarland Student Union.

B. Scope

This policy affects all building occupants and users who access the facility via card access.

C. Definition(s)

Card Access Reader: A device that is swiped with an identification card that allows or denies entry to a particular point or location.

Card Access: The ability to enter a particular room or building with an identification card.

D. Policy and Procedure(s)

- **Key Access: Student and Staff**

1. All key requests and lock changes must be made through the Office of Physical Facilities but require signature from the MSU Director.
 - a) The University's Key and Lock Policy is applicable (KU 1994-108A).
 - b) The MSU Director is the authorizing agent for all MSU key requests.

- **Card Access - Permanent Full and Part Time Employees**

1. Includes access privileges for Kutztown University, KUSI, AVI and Foundation Employees or other contracted employees.
2. Card Access for Non-Kutztown University employees is not permitted unless approved by Student Union and Commuter Services.
3. All permanent University professional staff will have 24 hour access assigned to them for those areas assigned to their office or for the nature of their work.
4. Access for non-professional permanent employees will be for building hours unless otherwise instructed by their supervisor.

5. Requests for card access must be made in writing via email or memorandum by supervisors.
 6. Requests for card access should be made at least one week in advance of the desired activation date.
- **Card Access - Student Employees and Organizations**
 1. Student employee card access will be assigned for a period no longer than a current academic period. (Fall Semester, Spring Semester, Summer, Winter Break, etc.)
 2. Card Access privileges for students must be submitted by their advisor or employer.
 3. Card Access requests for students must be made two weeks in advance of the desired activation request.
 4. Card Access for all students will expire on the last day of the semester.
 5. Card Access plans will not be canceled unless written notification from a supervisor or advisor is submitted via email.
 6. Card Access for students shall be regulated to building hours or office hours. Twenty-four hour access will be granted only if there is a clear need for the extended access.
 7. Students are responsible for following all rules and regulations of the University and McFarland Student Union when accessing the facility after regular hours of operation.
 - **Lost, Stolen or Forgotten ID Cards**
 1. Students or staff who have lost or forgotten their ID may request access to their office at the Information Desk.
 2. Alternate identification is required for access and must be presented at the Information Desk before access can be granted.
 3. Individuals will not be given access unless they are on the access list kept at the Information Desk.
 4. Supervisors/advisors are responsible for contacting Student Union and Commuter Services with up-to-date access information and changes.

E. Effective Date

- 2000-2001

F. Approved By

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. Cross References

- **KU Policy 1994-108A Key and Lock**