

Department Policies and Procedures Facilities and Building Keys

All keys for offices and other areas used by the Department of Asian Languages and Literature are obtained from the department main office (Gowen 225). Key borrowers must sign a Key Holder Agreement Form each time keys are issued. Before a key deposit is refunded, all checked out keys must be returned. Key deposits will be refunded by CAS Shared Services via Direct Deposit or check; no cash refunds will be issued.

ROOM AND KEY DEPOSIT: All faculty, students, visitors, and employees of the Department of Asian Languages and Literature are required to make a one-time Key Deposit of \$16.00 (per key) and sign a Key Holder Agreement Form before being issued keys or assigned office space. Payment must be by cash (exact amount only) or personal check (payable to *Asian Languages and Literature*). The key deposit is refundable only when the return procedure is completed. Anyone leaving the Department of Asian Languages and Literature must complete the return procedure at least one week in advance of departure. All issued keys must be returned.

KEY RESTRICTIONS: Keys issued by the Department of Asian Languages and Literature are **NOT** to be:

- Copied or duplicated
- Loaned to anyone else
- Shared by a group of people
- Marked in any way that indicates what room(s) the key opens
- Marked in any way that obscures the key numbers

REIMBURSEMENT:

Your key deposit will not be returned if you:

- Fail to return all keys on time
- Lose or have your key(s) stolen
- Have a hold placed on your academic records

LOST OR STOLEN KEYS: Lost or stolen keys must be reported to the University Police and the Department of Asian Languages and Literature main office (Gowen 225) within 24 hours. A fine for lost or stolen keys, whether replaced or not with new keys, will be assessed at the cost schedule in place at the time (see below) any damage is reported, regardless of whether the lost keys are replaced. Failure to return all keys at the designated time and date, and/or to pay penalties or replacement costs that might be assessed will result in forfeiture of the initial key deposit and a hold may be placed on academic records. Key holders will not be charged for stolen keys, if a police report is filed and the number is given to the key custodian.

LOST OR STOLEN KEY CHARGES:

Office and Building keys	\$16.00 each
Desk and miscellaneous keys (any manufacturer)	\$6.50 each

The maximum liability for a single incident involving the loss of keys is limited to \$150.00. The individual is responsible for the key charges. Grants cannot be billed for any key costs.