

## 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.

**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

**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 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 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 (TAs)
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.