



STEPS TO BETTER SECURITY TODAY:



KEYS: Who has keys or card access to your building? Do you have closed stacks? Do you always retrieve keys from former employees? Make a log of keys and who has them, and keep an updated list of who has access to closed stacks.



VISITORS: Do you know who is using your collection? Register your users and have them log in every time they visit.



COLLECTIONS: Do you check-out each item that leaves storage? Write down which collections are used, who used them, and who paged them.



MONITORING: Are all non-staff members accompanied when they are with collections? Monitor users, but don't forget to also accompany cleaning staff and vendors into storage spaces.



SECURITY OFFICER: Is anyone responsible for updating security procedures? Choose a staff member to serve as a Security Officer who will review security policies over time and consult with security professionals for additional guidance.