Preamble

This document describes how affiliates can acquire keys to the building, including prep room and collection access, and the responsibilities of key holders.

1 Acquiring keys

A Museum affiliate who wants access to the facilities off hours may request a key. Key distribution must be approved by the Director, and the requester must satisfy the following criteria:

1. The requester demonstrates a legitimate need to access the collection off hours

2. The requester demonstrates satisfactory (as determined by the director) knowledge of the Frost Entomological Museum history, policies, and procedures (SOPs). Most of this information is available at [http://sites.psu.edu/frost/policies/](http://sites.psu.edu/frost/policies/)

3. The requester is an employee of or student at Penn State

2 Relinquishing keys

Keys must be forfeited when one’s affiliation with the Museum ends (e.g., when one graduates or takes a position elsewhere). Keys should be turned in to the College of Agricultural Sciences Facilities and Safety Office. See also SOP 05: Exit Protocols and Exit Clearance Procedures for other tasks associated with one’s dissociation from the Museum.