

SOP 16: Key access and responsibilities

Frost Entomological Museum Curator & Interest Group

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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/>
3. The requester is formally affiliated with Penn State (e.g., a student, emeritus professor, staff)

Once a request has been determined to be acceptable by the Director a request will be submitted by Entomology staff, to the College of Agricultural Sciences Facilities and Safety Office. A key holder must also abide by the rules established by that office.

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.