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

Keys to the Museum are generally given only to Entomology faculty and students who are directly involved in curation. Key distribution must be approved by the Director, and the requester must satisfy the following criteria:

1. The requester is a member of the Department of Entomology at Penn State
2. The requester demonstrates a legitimate need to access the collection off hours
3. The requester does not maintain a personal collection
4. 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/)

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) or when the Director revokes access. 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.