



## Key Policy

### A. Purpose

To assign and manage Page Hall keys and BuckID access effectively.

### B. Audience

John Glenn College employees and affiliates

### C. Policy

Only individuals with an official relationship with the university (faculty, staff, student, visiting scholar, sponsored guest, etc.) can be assigned an office key and/or pass card access for space in Page Hall.

Unit Managers, Staff and Student Supervisors have the authority to request keys and BuckID card access for personnel under their direction.

In general, only Glenn college faculty, staff, students, and guests will be provided with office keys and BuckID pass card access. Exceptions may be approved by the Dean on a case-by-case basis.

### REQUESTING KEYS/ACCESS

To be assigned an office key, please send an email to Kim Young at [young.1807@osu.edu](mailto:young.1807@osu.edu). Include your OSU ID number, the room number to which you're requesting a key, your purpose for using the room and the amount of time that you will need the key.

- For each key requested, a "Key Request Card" (form 9564) must be filled out completely and signed. This form must be completed by the person who will be using this key.
- Lost or stolen keys should be reported immediately to Kim Young at [young.1807@osu.edu](mailto:young.1807@osu.edu).
- There will be a \$20 charge per key for lost keys.
- All keys issued by the Key/Card Control Center are the property of the Ohio State University. People who have been issued keys must agree not to loan or give keys to anyone for any reason or have the keys duplicated under penalty of State law, Ohio Revised Code 3345.13.

- Master keys, Restricted keys, and Sub-master keys will not be issued unless absolutely necessary. Necessity for these keys will be determined on a case-by-case basis by the Chief Administrative Officer and the Dean.

To be assigned BuckID pass card access to the exterior doors and elevators of Page Hall, please send an email to [Glenn-Help@osu.edu](mailto:Glenn-Help@osu.edu). Include your entire OSU Buck ID number in this email. Only Glenn College faculty, staff, student employees and enrolled students will be provided with this pass card access. Exceptions may be approved by the Dean on a case-by-case basis.

#### RETURNING KEYS/TERMINATING ACCESS

When a key is no longer necessary to perform a function in The John Glenn College, please return it in person to Kim Young in 150D Page Hall.

When pass card access is no longer necessary to perform a function in The John Glenn College, please email [Glenn-Help@osu.edu](mailto:Glenn-Help@osu.edu) to request that your access be removed.

#### KEY/ACCESS REVIEW

At the end of each semester, key assignments and pass card access will be reviewed and updated based on this policy.

#### D. Policy Contact

John Glenn College of Public Affairs

- Kim Young, Chief Administrative Officer, [young.1807@osu.edu](mailto:young.1807@osu.edu), 614-292-7221

Ohio State Human Resources

- Jenna Markle, HR Business Partner, [markle.45@osu.edu](mailto:markle.45@osu.edu), 614-292-1577

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