

Security Checklist

Action	Needed?	Priority	Notes
Review/improve security practices			
Provide locked restricted storage areas for special collections			
Design/implement key control system			
Inventory collections			
Install automated security system			
Test automated security system routinely			
Install/improve exterior lighting			
Design/implement security procedures for use of special collections (e.g., call slips, counting materials for use, exit check)			
Restrict personal belongings in special collections research areas			
Provide secure storage for personal belongings			
Reduce hours/implement appointment system to ensure supervised use of special collections			
Implement sign-in procedures for special collections			
Other			
Other			
Other			