

Key Policy

All department personnel, except undergraduate students, may possess an AGA key. This is the laboratory master key that replaces the older AG key. Key deposits will be raised from \$1 to \$5 per key and \$10 for an outdoor key. Key deposits will be kept with the Bursar. Faculty and permanent staff are exempt from key deposit. Students, post-doctoral associates, visiting scientists, and other temporary staff are required to pay a key deposit. The main office will be re-keyed and only office staff and faculty will have keys to this area.

Approved February 23, 2007