Getting Access to Khazar University Buildings

Policy Statement

All keys and access control devices for Khazar University buildings are the property of the University. Any additions or modifications, including upgrading to access control, must comply with the University design standards from the appropriate office of Repair and Constriction (RCO). The addition of equipment or altering equipment that circumvents the existing security without compliance to the RCO standards is strictly prohibited.

Campuses, departments and units are required to manage all keys and access control devices held by their employees. This includes the possession, issuance, and storage of all keys and access control devices. Each campus, department or unit will have a Department Facilities Representative (DFR) to enforce this policy at the local level.

Individuals are prohibited from unauthorized possession, use, duplication, and changes to keys or access control devices. Individuals are also prohibited from bracing open doors equipped with access control devices. Violators of this policy will be subject to disciplinary actions from the University.

Students, faculty, and staff are required to carry their University issued Card when in University buildings outside of public hours. A Card is valid only for currently enrolled students or currently employed faculty or staff members. The Card must be presented upon request by law enforcement, security personnel, or a University employee acting within the purview of their job responsibilities. Anyone in a Khazar University building that is unable to present a valid Card outside of public hours may be asked to leave.

Each campus must designate a unit that enforces compliance with this policy by performing key reviews, directing the production of all keys, requiring all card access and clearance requests.

Library Access Policy

Khazar University Library & Information Center has a primary mission to support the educational, teaching, research, and administrative needs of the faculty, students, and staff of the Khazar University. The collections are also accessible to others whose information needs require these resources. Policies governing the use of the facilities and collections reflect this mission. More detailed information in LIC [Service Statement](#)

Library staff are committed to maintaining a quality study and research environment, protecting the rights of users, and sustaining the integrity of collections. In addition to policies and procedures noted below, university-wide policies or civil laws related to facilities or collection vandalism apply.

Reason for Policy

This policy implements and aligns with Khazar University Health and Safety policy adopted by 2nd International Conference on "One Health: Problems and Solutions" Held at Khazar University in 2019.

 It sets minimum access standards that must be maintained throughout the University to protect the University's property and assets and to maximize personal safety.

Providing proper access will help the University achieve its educational, research and employment goals by promoting personal health and safety, ensure that liability exposure is adequately controlled and minimized, and allow those involved in granting and gaining access to understand their individual responsibilities.