Purpose:
65 Doe Library is designed as a secure location for “at risk” and valuable materials from the Art History/Classics Library and Gardner (MAIN) Stacks collections, and as a protected space to house high security computer server equipment. As needed this location may be used for other special purposes after consultation with the current users.

Access:
Designated Systems staff will have 24-hour access to 65 Doe Library for purposes of server operation and maintenance. Access by other approved library staff for paging materials will be limited to the open hours of the Newspaper/Microforms Library. Staff will access their respective equipment/collections only and for the time it takes to do the work and/or retrieval. No food or drink is allowed.

Patron Access:
OskiCat records for materials housed in 65 Doe will be given a new sub-location:
- Art History/Classics will use AH/C Cage. Career staff will retrieve requested material within 24 hours Monday-Friday. Patrons will be required to view the material in the Art History/Classics Library.
- Gardner (MAIN) Stacks will use Doe Keep. For Gardner (MAIN) Stacks materials, access and processes will be determined when there are materials identified for housing in this space. It is anticipated that career staff will arrange for retrieval of requested materials for next weekday use, and that patrons will be required to view the material in the Gardner Stacks Circulation Area.
- Media Resources Center will use Doe Keep. For MRC materials, access and processes will be determined closer to the period when MRC will use this space. It is anticipated that select staff will arrange for retrieval of requested materials for next weekday use, and that patrons will be required to view the material in the Media Resource Center.

Authorizations:
Unit heads with resources housed in 65 Doe will approve access for staff from their respective units. Keys will be issued to individual staff approved for access; students should not be authorized to access 65 Doe. Unit heads with resources housed in 65 Doe and key facilities staff will have keys for emergency purposes (e.g., in case of power failure, network failure, or fire/water damage). The Library Administration is exploring options for a system based on the UC ID Card; there is no estimated date of decision or possible installation of such a system at this time. If such a system is installed, this authorization process will be revisited.

Reports to:
Library Administration, Elizabeth Dupuis

Authorized Keyholders:
- Art History/Classics Library, Kathryn Wayne
- Library Design Office, Sukhjit Johal
- Security/Facilities, Miguel Labon
- Systems Office, Paul Payne

Anticipated Future Users:
- Media Resources Center (for Moffitt surge), Gary Handman
- Gardner (MAIN) Stacks managers and selectors