



WAISMAN CENTER  
UNIVERSITY OF WISCONSIN-MADISON

# KEY POLICY

Under UWS 18.06 (12), Wisconsin Administrative Code, it is illegal to duplicate or request the unauthorized duplication of a University key. It is also illegal to transfer, loan or give a University key to an unauthorized person or to retain a key after the termination of the specific University appointment for which the key was issued. Violation of UWS 18.06 (12) may result in a fine of not more than \$500 or imprisonment of not more than 90 days, or both.

A fee of \$75.00 per key will be charged for replacement of a lost key. A new key will not be issued until payment is received.

Prior to leaving the specific University appointment for which the key(s) was issued, the key(s) must be turned into the department office (Room 202) or the lost key fee must be paid. Failure to turn in the key(s) or pay the fee may result in:

1. Withholding registration, transcripts, certificates and diplomas.
2. Legal action by the University to confiscate the key or recover the fee.
3. Refusal of the University to issue a key(s) to any other University building

In receiving the key(s), staff agree to use the key(s) in accordance with UWS 18.06 (12) and understand the penalties for improper use or duplication. Staff understand that the key(s) are issued for use in a University appointment and that they are required to return the key(s) when their appointment ends.

Jody Bleck, Assistant Director  
Room 271  
263-5900 or [bleck@waisman.wisc.edu](mailto:bleck@waisman.wisc.edu)