

**Physical Security Controls
Library of Congress Definitions
(by type and cycle)**

Physical Security Controls	In-Process Cycle	In- Storage Cycle	In-Use Cycle	In-Transit Cycle	On-Exhibit Cycle	Definition
Reader registration						Identification card required for all visitors requesting material from collections
Marking						Stamping or otherwise identifying material as belonging to the Library
Tagging						Installing theft detection strips
Theft detection gates						Knogo brand units
Open transit						Items placed in open tubs and carts
Secured transit						Items placed in locked tubs and carts
Secured transit/signature accountability						Secured transit with signature required when material is transferred from division
Escorted transit/signature accountability						Items kept in control and sight of division staff member at all times; signature required when material is transferred from division
Escort, armed						Item transported with armed security officer
Security monitor						Security monitor enforces reading room personal belongings restrictions and provides area surveillance
Continuous staff observation						Division staff member provides continuous observation of object and user when item is served
Stack pass						Issued by division
Mail package control						Two signatures required when sealing package for mailing
Personal belongings restrictions						Restrictions on carrying outer garments and other personal belongings into reading rooms
Reading room reconfiguration						Configuration of reading room to provide optimal sight lines

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Item-level inspections						Thorough inspection of returned material
Compartmentalization of reader service						Serving certain materials to specific areas of a reading room, e.g., rare materials served to identified tables within a reading room
Controlled service						Serving specific types of material in higher security reading rooms, e.g., folios from General Collections in the Rare Book and Special Collections Reading Room
Intrusion detection, level 1						Doors and openings leading into space are alarmed, and interior space is protected by motion detection
Intrusion detection, level 2						Level 1 plus installation of a secondary, independent motion-detection system
Intrusion detection, level 3						Level 1 with redundant system: capability of turning primary system off and on at storage area, with activity captured by security system and retained indefinitely; immediate corrective action for failures; two-person protocol for entering space required
Closed-circuit video, level 1						Recorded cameras showing large-area views with limited facial details of individuals
Closed-circuit video, level 2						Level 1 with additional cameras capturing facial features plus specific areas of interest, e.g., visitor using material at desk in Rare Book and Special Collections Reading Room
Closed-circuit video, level 3						Image displayed and recorded in Library police communications centers during alarm condition
Storage, level 2						Access control during all hours of operation, e.g., in the stacks
Storage, level 3						Partitioned area inside level 2 space, e.g., "cage"
Storage, level 4						Secure room: one door into space; all sides solid masonry or metal providing at least five minutes protection against forced entry by hand tools; documented protocol for access
Storage, level 5						Level 4 within a secured, locked, alarmed outer room

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Key control, level 1						Keys issued to individuals with division chief approval
Key control, level 2						Keys kept in division office and signature required for each use
Key control, level 3						Same as level 2 except that key must be returned immediately after use
Electronic access control						Card reader
Lock, level 1						Secured by Yale brand door lock used for vast majority of doors; keys issued and controlled by Physical Security
Lock, level 2						Secured by specialty lock: keys made by outside source for individuals with signature on record with vendor; keys jointly issued and controlled by division and Physical Security
Identification badges						Identification issued to staff and contractors
Entrance inspection						Police inspection of all staff and visitors' personal belongings
Exit inspection						Police inspection of all staff and visitors' personal belongings
Random patrols						Walk-through of reading rooms and collections storage spaces by uniformed security force
Loading dock control						Police inspection of all incoming vehicles at loading dock, control of access to loading dock, and control of vehicles inside loading dock
X-ray parcels, mail						X-ray screening of incoming packages and letters for explosives at loading dock
X-ray/magnetometer screening at doors						Use of magnetometers and X-ray equipment to screen all staff and visitors' personal belongings for prohibited items
Exhibition item/case alarm, low						Lowest level of electronic security for exhibit cases or wall-hung objects; includes smoke, proximity, glassbreak, shock, and motion detection as appropriate
Exhibition item/case alarm, medium						Medium level: same measures as lowest level with a secondary alarm annunciation system

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Exhibition item/case alarm, high						Highest level: same measures as medium level with the addition of environmental monitoring device such as temperature, humidity, and water sensors
Case construction, low						Transparent panels of case made of polycarbonate material versus glass, or of glass backed with film to increase shatter resistance; a special tool or key is required to gain access to interior
Case construction, medium						Same as low level with five minutes forced-entry rating; display portion all one piece with base
Case construction, high						Same as medium level with provisions to increase bullet resistance, e.g., from high-powered rifle
Patrol presence						Display area patrolled by uniformed security personnel when area open to the public
Posted presence						Uniformed security presence specifically assigned to the area where object is displayed, during public hours
Armed presence						When door to case is opened, armed police or guard present in immediate area
"Two offices" requirement						Authorized staff will telephone the Library police before each instance of opening a case or storage area; authorized Library staff member will be present during the time that the case or storage area is open or unlocked
Exhibit case lock, standard						Commercially available lock incorporating changeable pin-tumblers (wafer locks and combination locks are not permitted)
Exhibit case lock, high						Specialty lock: additional keys or replacements only available from vendor, e.g., locks manufactured by Medico, Best