

Key, Key Fob and Access Codes Policy

Issuance and Responsibility

Employees of the Montauk Library may be issued keys, key fobs, and individual access codes for the alarm panel and/or cash register as required for their job responsibilities. Employees are responsible for safeguarding these items/codes and must take appropriate precautions to prevent loss, theft, or unauthorized use. Keys and key fobs may not be duplicated, shared, or transferred to others.

Loss or Theft

If a key, key fob, or entry access code is lost, stolen, or compromised, it must be reported immediately to Library Administration or the Head of Library Technology. The library reserves the right to implement necessary security measures, including rekeying locks, deactivating key fobs, or resetting access codes. If repeated negligence is determined, the employee may be held responsible for associated costs.

Return upon Separation

Employees must return all issued keys, key fobs, and any other library property to Library Administration or the Head of Library Technology before their final day of employment, whether voluntary or involuntary. Access codes will be deactivated upon separation. Failure to return physical items may result in a replacement fee or other administrative action.

Call-in and Seasonal employees are not issued entry access codes; these employees should enter/exit the building with regular employees.

Adopted by the Montauk Library Board of Trustees
April 21, 2025