

Hopkins County-Madisonville Public Library

SAFES

Adopted: 3/16/2023

Each branch has a safe or lockable box. Excess cash from daily operations, funds awaiting deposit, and other cash funds will be kept in the locked safe/ box at all times. Cash drawer funds are kept in locked cash register drawers. Other important documents, such as passwords and important papers, may also be kept in a branch safe or lockbox. Access to these documents should be cleared with the Director.

Cash should be kept secure at all times. This includes but is not limited to:

- Keeping all cash in a locked cash register, cash drawer or cash box.
- Locking the cash register, cash drawer or cash box when cash is left unattended.

Physical access to the safe or storage areas where cash is kept should be restricted to a limited number of people. Access may be restricted by limiting those with access to keys or knowledge of the combinations. Access should be granted based on the employee's job duties.

Safe combinations should be kept in secure locations and records should be maintained listing those who have knowledge of the combinations. Safe combinations should be changed when an incident at the facility has compromised and / or has the potential to compromise the security of cash and/or a person with knowledge of the combinations leaves the employment of the Library or changes responsibilities.

For safes, lock boxes, filing cabinets or cash drawers with keys, all keys and copies must be kept secure and there should be a log to track the issuance of keys. When an employee leaves the employment of the Library or changes responsibilities, all keys should be turned in. Safes and lockboxes should be re-keyed when keys are lost.