

## **APPENDIX R: STAFF CELL PHONE POLICY**

Purpose: To ensure that employees are using their work time for library business and not for personal time.

1. Cell phones (iPhones & Androids) can be used for teaching purposes, however notify the director when this will take place.
2. Cell phones should not be used to communicate via texting while working.
3. Cell phones can be used during breaks for phone calls and texting, but then should be placed out of reach (i.e. in a backpack, purse).
4. Personal calls that cannot wait until break times should be taken with the director's permission and prior notification. Please take the calls either out of the library or with the director's permission in her vacated office. Personal phone calls should not be taken where the public can hear the conversation (i.e. at staff workstation, at the front desk, in the restroom or in the stacks).

Board approved 9/8/2015