



For this month's policy review, I have selected the Policy on Personal Telephone Calls from the Personnel Manual.

Current text:

Section 2, I. TELEPHONE CALLS

Personal telephone calls are discouraged except in emergencies. All personal telephone calls whether on an employee's own telephone or the library's, should be kept to a minimum and as brief as possible and should be made in nonpublic areas during the employee's break. Any personal long-distance calls made on library telephones should be reported to the bookkeeper and the employee will reimburse the library for them. Briefly checking personal email or other electronic communications periodically while on duty is permitted, provided it does not interfere with duties. However, frequent email, instant messaging, or social networking, unrelated to an employee's duties are not permitted during work time, whether on library-owned computers or an employee's own device. (revised: 1/2010)

Recommendation:

That language be inserted stating that all personal devices should be in silent or vibrate only mode at all times, and that they not be visible to the public at service desks.

Submitted By

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