

## **Policy HR209: Staff Use of Library Equipment and Services**

**Category: Human Resources**

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**Originated: 2006**

**Approved: September 2020**

**Future Review: December 2023**

### **POLICY**

This policy sets out the limitations and privileges of library employees regarding library equipment and services.

### **PURPOSE**

### **RESPONSIBILITY AND PROCEDURE**

1. Telephone
  - a. Personal calls should be limited, as far as possible.
  - b. Library staff shall not make personal long distance phone calls that will be directly billed to the library.
  - c. Personal mobile phones will not be used in the public areas.
2. Fax Machine
  - a. Library staff is permitted access to the library fax machine for moderate personal use.
  - b. The fax machine cannot be used for solicitation or commercial purposes leading to personal profit.
3. Photocopier
  - a. Library staff is permitted to use the library photocopier for moderate personal use. For personal usage exceeding 10 pages or more the charge is \$.05/page for black and white and \$.15/page for colour.
4. Petty Cash
  - a. Petty cash reimbursements will only be made for legitimate library expenses.
  - b. Receipts are required for petty cash reimbursements.
5. Computer Use
  - a. Library staff must adhere to the library's Internet Use policy.
  - b. Staff use of the internet will primarily be for library business. Reasonable and limited use of these services for social purposes (e.g., email) is permitted. This is to be viewed as a privilege and if it is abused, appropriate disciplinary action may be taken.
6. Library Cards
  - a. Cards are issued free of charge to current library staff.
  - b. Current library staff do not pay fines, but are required to reimburse the library for lost or damaged items.

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**DEFINITIONS**

**PROCEDURES**