

### **Cell Phone Policy**

Adopted by the Board of Trustees, July 19, 2006

Revised June 17, 2009

Specific staff may be assigned library cell phones. At present only the custodian is given a library-paid cell phone. He/She shall make every attempt possible to limit the usage of this phone to library business only. In the event that an employee uses the library cell phone for personal usage, he/she shall reimburse the Library for those extra calls.

The Director shall monitor cell phone bills monthly and insure that phone service usage is appropriate. Irregularities will be discussed with the Board of Trustees and may result in the withdrawal of cell phone privileges.