



Newfoundland & Labrador Public Libraries

Administration Division

POLICY

Category:	Operational	Circulation:	Management/IT Staff.
Number:	Administration – 1.20	Replaces:	New
Subject:	Cell Phones	Date Issued:	Oct. 26/01/
Motion:	N/A	Dates Revised:	Apr. 1/05, Oct./12
Developed By:	S. Tetford	Approved By:	<i>Shawn Tetford</i>

Background

A review was conducted of cell phone allocation and usage within the Public Information and Library Resources Board. This review revealed that cell phones have been allocated to individuals on an as needed basis without an evaluation of the overall benefits to the organization. It was also noted that there is no policy governing the conditions for staff use of cell phones and many of the existing cell phone packages were old and expensive relative to current options which contributed to excessive cell phone charges.

Policy

Cell phones will be issued to Management and IT Staff where operational demands would be better served by use of these devices. Cell phones are to be used by employees for work related activities only. Cell phones are provided to facilitate immediate and direct access to staff. Staff are required, where possible, to refrain from cell phone use when a land line is available. When cell phones are assigned, each employee will be advised of the air time package allocated to each phone and are required to stay within the allotted air time.

An employee, other than those which have been assigned a cell phone, may borrow a phone from an assigned staff member with approval of their supervisor. The cell phone is to be returned to the assigned staff member immediately upon return or completion of the activity. The time of borrowing and returning shall be documented.

Related Policies

Operational – Operations – 4.60 Cell Phone Use In Libraries