



Library Cell Phone Use Policy

Board Approved October 25, 2016

The Lawrenceburg Public Library District maintains cell phone service primarily for Mobile Library communication needs.

Staff working on the Mobile Library may use the cell phone for personal calls, if necessary, when no other phone is available. When the phone is not in use by Mobile Library staff, other staff members traveling on library business or otherwise engaged in library business outside of the buildings may take the phone with permission from the Library Director.

Brief personal calls may be made as necessary to check in with a family member, confirm safe arrival, arrange medical appointments or other necessary business, as long as the free minutes on the plan are not exceeded. A log of calls will be kept and in the event that excess minutes are used, staff members who made personal calls during that billing period will be charged a prorated amount as determined by the library's Business Manager.

Adopted October 25, 2016
Board of Trustees

Attested _____
Secretary

October 2016