

## TELEPHONE USE POLICY

---

### PURPOSE

University Libraries will refer to this policy when handling users requesting the use of telephones.

### DEFINITION

The University Libraries will abide by this policy in regards to the public use of library telephones.

### SCOPE

This policy is to help users understand the limitations to public telephone use within the library. Further, this policy will outline where courtesy phones are available for public use.

### POLICY

- Telephones located in individual offices and at the public service desks throughout the Library are for staff use only.
- There are two courtesy phones located on the 1<sup>st</sup> level of the Library.
- These phones can be used to call campus numbers, local numbers, and 800 numbers.
- Calling cards can be used if an 800 number is provided prior to dialing number wanted.

### REVIEW

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

---

Approved/Signature

---

Date

Created: 9/03  
Reviewed: 1/11