



WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

Chapter: Employee Conduct
Section Number: 7.6
Section Name: Use of Telephones
Last Revised:

- A. Personal use of the Library telephones, cellular phones, and fax machines is discouraged. Use is limited to emergency situations and those calls approved by the employee's supervisor.
- B. Personal toll calls are prohibited.
- C. Excessive use of telephones for personal use or charging personal toll calls to the Library will result in disciplinary action.