



References:

Purpose: This policy sets out the limitations and privileges of Banff Public Library Staff and Board regarding library equipment and services.

1. Phone Calls

- 1.1. Personal calls should be limited, as far as possible, to coffee breaks and lunch hours.
- 1.2. Library employees and Board Trustees shall not make personal long-distance phone calls that will be directly billed to the Library.

2. Photocopier

- 2.1. Library staff are permitted to use the Library photocopier for personal use.

3. Petty Cash

- 3.1. Petty cash reimbursements will only be made for legitimate Library expenses.
- 3.2. Receipts are required for petty cash reimbursements. Petty cash receipts must not be combined with personal purchases.

4. Computer Use

4.1. Public Internet Computers:

- 4.1.1. Library staff and Board members are considered members of the public during hours the Library is open to the public.
- 4.1.2. Library staff and Board members must work within the established procedures regarding sign-up and time restrictions for the public internet computers.

4.2. Marigold Network Computers:

- 4.2.1. Use is limited to the employees of the Library.
- 4.2.2. Board Trustees, Volunteers, and members of the public are not permitted access.
- 4.2.3. Library staff are permitted to receive and send personal e-mail within reason.

4.3. Library Equipment and Room Rentals

- 4.3.1. Library staff and Board members are considered members of the public when using library equipment and the meeting room for personal reasons. Rental rates and booking procedures follow the terms as outlined in **Policy LS.8**.

5. Staff Access to the Building

- 5.1. Extra work over and above scheduled hours must be authorized.
- 5.2. Access after work for personal use is not permitted without the consent of the Library Director.

6. Library Services

- 6.1. Current library staff required to reimburse the Library for lost or damaged items borrowed on their personal library card.