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Cell Phone Use Policy

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XAVIER
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LIBRARY *Inform • Inspire • Innovate*

University Library Policy

Cell Phone Use Policy

Effective Date

Fall 2020

Last Revision Date

NA

Responsible Party

Library Management Team

Scope and Audience

All employees of Xavier University of Louisiana Library

Additional Authority

1. Policy Purpose

The purpose of this policy is to provide general guidelines regarding personal cell phone use within the University Library by University Library employees.

2. Policy Statement

The University Library establishes guidelines and policies to support the learning, research, and teaching needs of the XULA community.

3. Definitions

Service Spaces: Areas where library materials are housed and /or services are provided, such as:

1st Floor - Learning Spaces Desk;

2nd Floor - Compact Shelving, Folios, Confucius Institute Shelves, Innovation Studio;

3rd Floor - Archives & Special Collections, Open Stacks;

4th Floor - Data Visualization Lab, 415B Classroom

Shared Spaces: Common areas that are not used to provide library services or house library materials such as hallways, staircases, elevators. etc.

4. Responsibilities and Procedures

Cell phones must not distract employees from their responsibilities. They must not be used for surfing the Internet, gaming, or watching videos during working hours. Employees must not download or view inappropriate, obscene, or illegal material in the University Library.

4.1 Cell Phone Use in Service Spaces

Cell phones should be kept out of sight when at Services Spaces.

Cell phone ring tone settings should be set to vibrate or silent mode.

Employees should not receive or make personal calls on cell phones while stationed at any of the Service Spaces.

Employees should not use personal cell phones while completing mobile responsibilities (i.e. reshelving books, recording floor count, checking the book drop, etc.)

Employees are not allowed to use their cell phone's camera or microphone to record confidential information or users in the University Library.

4.2 Cell Phone Use in Shared Spaces

Employees should limit their cell phone conversations in public areas, particularly on the second to fourth floors.

Cell phones playing music / podcasts must be used with headphones that are not audible to others.

5. Forms

N/A

6. Related Information

[General Library Policy](#)

Document History

(This is added after the policy has been approved)

Revision No.	Effective Date	Description