

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

1. Telephone
  - 1.1. Personal calls should be limited, as far as possible, to coffee breaks and lunch hours.
  - 1.2. Library staff and Board members shall not make personal long-distance phone calls (on the Library telephone lines) that will be directly billed to the Library. However, in emergency situations, long-distance phone calls can be made. Rates charged as outlined in Schedule A.
2. Fax Machine
  - 2.1. Library staff and Board members are permitted access to the Library fax machine for moderate personal use.
  - 2.2. The fax machine cannot be used for solicitation or commercial purposes leading to personal profit.
  - 2.3. There is a flat rate charge for all personal long-distance faxes. Rates charged as outlined in Schedule A.
3. Photocopier
  - 3.1. Library staff and Board members are permitted to use the office photocopier for personal use. The charge for personal use is as outlined in Schedule A.
4. Petty Cash
  - 4.1. Petty cash reimbursements will only be made for legitimate library purposes.
  - 4.2. Petty cash advances are for authorized library purchases only.
  - 4.3. Receipts are required for petty cash reimbursements and to support the expenditure of petty cash advances. Petty cash receipts must not be combined with personal purchases.
5. Computer Use
  - 5.1. Library staff and Board members must adhere to Policy LS.6.
  - 5.2. Public Internet Computers:
    - 5.2.1. Library staff and Board members are considered members of the public during hours the Library is open to the public.
    - 5.2.2. Library staff are permitted to sign-up for personal use of the public internet computers during their lunch hour or coffee break, but must restrict their time on the computers to within their lunch hour or coffee break.
    - 5.2.3. Library staff and Board members must work within the established procedures regarding sign-up and time restrictions for the public internet computers.
  - 5.3. City Network Computers
    - 5.3.1. Use is limited to the staff member(s) regularly assigned to that computer; other staff may use the computer for Library purposes if authorized.
    - 5.3.2. Board members and members of the public are not permitted access.

- 5.3.3. Library staff are permitted to receive and send personal e-mail within reason.
- 5.4. Training Room
  - 5.4.1. Library staff and Board members are permitted use of training room computers for personal use. Users must sign in.
  - 5.4.2. Printing costs for personal use of computers are as outlined in Schedule A.
- 6. Library Equipment and Room Rentals
  - 6.1. Library staff and Board members are considered members of the public when using library equipment and meeting rooms/theatre for personal reasons. Rental rates and booking procedures follow the terms as outlined in Policy LS.7.
- 7. Staff Access to the Building
  - 7.1. Extra work over and above scheduled hours must be authorized.
  - 7.2. Access after hours for personal use is permitted under the following guidelines:
    - up to 11pm Monday through Friday
    - up to 8pm Saturday and Sunday
    - prior to opening only when a caretaker is scheduled
    - All other access must be pre-authorized.
- 8. Library Services
  - 8.1. Library cards:
    - 8.1.1. Cards are issued free of charge to current library staff and board members.
    - 8.1.2. Cards are issued free of charge to retired staff members.
    - 8.1.3. Board members and retired staff are required to pay any additional charges on their library cards (eg fines, lost items).
    - 8.1.4. Current library staff do not pay fines but are required to reimburse the Library for lost or damaged items.
  - 8.2. Purchasing items from Shortgrass:
    - 8.2.1. Staff and Board members are able to purchase items for personal use through Shortgrass in order to receive any discount available to Shortgrass.
    - 8.2.2. Staff and Board members are responsible for paying for their orders upon receipt of them.

Medicine Hat Public Library  
SCHEDULE A

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Staff/Board Use Policy Rate Schedule

Telephone (long distance personal)	\$1.00/call (emergency basis only)
Fax machine (long distance)	\$.50/page
Photocopier	\$.05/page
Printing	\$.05/page