



Policy Title: Library Cellphone Policy

Policy Number: 2026-1

Policy Approval Date: February 2, 2026

Policy Review Date: February 2031

The Bonfield Public Library (BPL) Cell Phone Policy

To ensure all Bonfield Public Library (BPL) staff understand their responsibilities about the proper use of the Library cellphone.

Responsibility:

BPL staff are responsible for ensuring that the Library cellphone is used properly at all times.

Communications:

- The Library cellphone is primarily intended to be used to provide accessibility services for patrons that require text messages as a means of communication.
- Only patrons identified as requiring this accessibility service are to be communicated with the cell phone and a note is to be made on their patron account. Patron will self-identify accessibility services.
- The Library cellphone will be available for use during special events held outside of the Library for communication purposes with other staff, event staff or other relevant persons.
- Staff may only use the cellphone to contact patrons if necessary in the event of an emergency. This is to minimize the modes of communication with patrons that require staff monitoring.

Using the Camera:

The Library cellphone may be used as a camera for Library events. Photos are to be exported into Library computers as soon as possible after the event and deleted from the cellphone once exported. Refer to *Photo Release Policy*.

Social Media and other applications:

Staff may not use the Library cellphone for posting on social media or any other applications that can be done on a computer. This is to maintain a positive and professional image with the public.

Initial Policy Approval Date: February 2, 2026

Motion # 26-1

Amended Dates: