

**La BIBLIOTHEQUE de BEAUMONT LIBRARY  
BOARD OF DIRECTORS POLICY**

**Policy Section: Operational**

**Policy Number: O-14**

**WORK MOBILE DEVICES**

Date Approved: FEBRUARY 11, 2019 Valid To: FEBRUARY 2022

Replaces: \_\_\_\_\_ Board Chair: 

The Bibliothèque de Beaumont Library establishes this policy to ensure personnel have the technology to meet the expectations of their job descriptions.

The Library Manager will determine whether a job requires the use of a mobile communication device. For instance, but not exclusively, the job may require time outside the usual work area, may require accessibility outside usual working hours, or may require features most effective on a mobile device.

The Bibliothèque de Beaumont Library will provide the designated employee, subsequently called *the employee*, with the mobile device, with suitable protection coverage (e.g. Apple Care); the Library Manager will acquire apps and accessories as needed.

The employee will be able to use the mobile device for both library and personal activities and will be responsible to manage the data plan on the device. The Library Manager may determine an allowance to support, in whole or in part, the data plan if usage is predominately library related.

The Library Manager will annually review the relevance of all work mobile devices and after three years will consider an upgrade in hardware, given the expected three-year life span.

If the employee ends employment with the Bibliothèque de Beaumont Library, the mobile device will be returned to the Library Manager before the employment ends, though the Library Manager may request the return of the mobile device at any time.

All work mobile devices must be password protected, and designated employees will learn mobile device safety, security, and best FOIP practices.

The Bibliothèque de Beaumont Library prohibits use of its technology to violate the Criminal Code of Canada, or any Municipal, Provincial, Federal, or International law. Further, there is absolutely no tolerance for using a mobile device while the employee is driving, except as allowed in Section 7 of Bill 16 (2011) or subsequent relevant legislation.