

# Memo

**To:** All Student Assistants  
**From:** Circulation Supervisors  
**Date:** December 15, 2008  
**Re:** Electronic Devices

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## **Electronic Devices**

Effective January 2, 2009 Student Assistants will not be allowed to use electronic devices while working. These items include but are not limited to iPods, Cell Phones, iPhones, MP3 players, etc... Please use these devices during off the clock hours; they may not be used at any of the Circulation desks. The use of E-mail and other web activities is not permitted as well. This policy has been created and set to ensure Student Assistant library duties are being completed **first**. "Work before play." Duties such as processing, shelving, returns, cleaning projects, shelf reading, and other duties assigned to that working day.

## **Read Entirely & Sign to Prove Understanding**