TELEPHONES

Telephones in Watson Library are business telephones and are to be used for business transactions. Social conversations to family and friends should be limited to break times and of short duration.

An employee may not charge personal long-distance calls to library telephones. Long-distance calls made on LINC must be for library business only. The cost of a long-distance call made on LINC is based on a rate per minute of usage. Therefore, it is imperative that calls be as short as possible. Personal calls on LINC are strictly prohibited. Each month, employees will be asked to sign a form attesting that all long-distance calls are for NSU business only. It will be the responsibility of the employee to pay out of pocket for any call that cannot be so identified.

It is recommended that all long-distance calls be recorded on the monthly LINC Call Form. Those whose phones are on shared lines or are in easily accessible public or semi-public areas should record all long-distance calls on a LINC log and submit it with their signed phone report each month.

Students are not permitted to use library telephones at any time. A pay telephone is located in the lobby for patron use. Faculty and staff from other parts of the University may use Library telephones when needed.