

Warren-Newport Public Library District **Staff Manual**

504 Use of Phone and Mail Systems

Effective Date: 07/12/2006

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Employees may be required to reimburse the Warren-Newport Public Library District for any charges resulting from their personal use of the telephone or from the use of WNPLD-paid postage for personal correspondence.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.