

Policy - Library Telephone Hours Policy

University Library

GSU, I-22

Organizational Memorandum No. 22

06/07

The main telephone number for each department should be monitored and answered between the hours of 8:30 AM-5:15 PM, Monday through Friday, excluding holidays. In the event that the employee responsible for answering the department's main number is unable to do so, then another employee in the department will assume responsibility for monitoring and answering this line.

Public service desk telephones will be answered during hours the library is open.

Drafted and submitted by Training & Assessment Librarian. Approved by Library Administrative Council and Library Administration, June 28, 2007.