

Montana State Library Guideline

Use of State Library Telephones

The State Library has adopted and will adhere to the Telecommunications Administration Rules as Found in the Administrative Rules of Montana. Of particular note to all employees are ARM 2.13.102 and 2.13.103, addressing the use of state telephones, as follows:

2.13.102 USE OF THE STATE'S TELECOMMUNICATION SYSTEMS

- (1) The facilities of the state's telecommunications systems are provided principally for the conduct of state business. In addition to state business, the state's telecommunications systems may be used by:
 - (a) local political subdivisions of the state, for the conduct of their business;
 - (b) residents in housing of the Montana university system. for their calls originating on the university system campuses; and
 - (c) state employees and officials for local and long distance calls to latch-key children, teachers, doctors, day-care centers and baby sitters, to family members to inform them of unexpected schedule changes, and for other essential personal business. The use of the state's telecommunication systems for essential personal business must be kept to a minimum, and not interfere with the conduct of state business. Essential personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal credit card. (History: Sec. 2-17-302 MCA; IMP, 2-17-302, Eff. 12/31/72; AMD, 1987 MAR p. 2086, Eff. 11/13/87; AMD, 1990 MAR p. 928, Eff. 5/18/90.)

2.13.103 STATE AGENCIES RESPONSIBLE FOR THE ENFORCEMENT OF REGULATIONS RELATING TO THE USE OF THE STATE'S TELECOMMUNICATION SYSTEMS

- (1) All state agencies are individually responsible for enforcing rules relating to the use of the state's telecommunication systems.
- (2) All state agencies are individually responsible for all costs incurred in the operation of the telecommunications systems utilized by each agency. (History: Sec. 2-17-302 MCA; IMP, 2-17-302, MCA; NEW, 1987 MAR p. 2086, Eff. 11/13/87.)