

Telephone Use

- The telephone in the library is a business phone and should be used only for those purposes. If a patron needs to use the telephone, he or she must ask permission to do so. Permission will be granted to make only local calls of a short duration. Such calls may include but are not limited to:

- A request for a ride home.
- A request to bring needed materials to the library.
- Notification of a delay or request for extension of time.
- A call to an office or school for information purposes.

- Calls must be limited to a two to three (2-3) minutes duration so as not to tie up the lines for other library business purposes.

- A patron must use the phone at the front desk. He or she may not move around the library while talking on the phone.

- Abuse of telephone use policies will result in the suspension of phone privileges.

- If a staff member suspects that the patron is using the phone in a manner that is illegal, i.e., threatening or obscene phone calls, he or she will inform the library director who will call law enforcement authorities.

The use of cell phones will be permitted in the library. Signs will be posted and enforced asking patrons to keep their phones on silent or vibrate to receive incoming calls or texts. Patrons will be asked to keep their conversations brief and quiet or they will be asked to go outside of the building to complete their call.