

TELEPHONE AND CELL PHONE POLICY

Library Telephone Use: Library telephones are for library business only. Library staff will use telephones to call 911, police and fire for emergencies.

Patron Cell Phone Use: The library recognizes that many patrons carry cell phones as a necessity; however, cell phones can be distracting to other patron and to library business.

Patrons are requested to place cell phones on vibrate while in the library. When using cell phones in the library, patrons should consider others in the library by speaking in low tones, keeping conversations brief and moving away from other patrons or service desks so that the library business of patrons and staff may be effectively conducted. Library staff will help the next patron needing assistance if a patron is actively using a cell phone.

Staff Cell Phone Use: Staff must turn off their cell phones or place them on vibrate while at the library. Library staff should limit personal calls to breaks. Personal cell phones are not to be used while on duty. Personal calls should be conducted during breaks off the public floor and out of visual sight of patrons.

Reviewed July 8, 2010