

**COLUMBIA HEIGHTS PUBLIC LIBRARY**

**USE OF PERSONAL ELECTRICAL AND COMMUNICATIONS  
EQUIPMENT IN LIBRARY**

**PURPOSE:** To set guidelines for use of personal electrical and communications equipment in the library.

**GUIDELINES:** Staff and Office Areas:  
Only equipment owned and supplied by the City of Columbia Heights may be used in the Columbia Heights Public Library. No personal electrical equipment, cords, appliances, heaters, or fans are allowed without written permission of the Library Director. Any non-approved equipment may be removed without notice.

Public Areas of Libraries:

Permitted: battery powered or electrical equipment that does not create noise, distraction, or safety hazards (e.g. calculators, laptop computers, etc.). ~~If in doubt check for UL label. Staff should encourage use of battery driven power sources.~~

Not permitted: televisions, portable fax machines, radios, tape players, razors, typewriters, heaters, fans, hair dryers, curling irons, or other equipment that creates noise, distraction/annoyance or safety hazards. ~~Personal cd players may be used only with headphones.~~

Floor outlets:Receptacles: ~~The public may use only wall receptacles or receptacles designated for use in study carrels.~~ Cords may not cross aisles or create a tripping hazard. No extension cords may not be used. ~~Public may not use floor outlets because of safety concerns (i.e. not closing the outlet properly after use).~~

Cellular Phones: Should patron use of cellular phones and/or pagers create either a public distraction or a disturbance, staff ~~should will~~ ask patron to move to a more private area, to talk quietly, or to turn off the ringer/buzzer to reduce the distraction.

Approved: \_\_\_\_\_

Columbia Heights Public Library Board of Trustees

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Barbara E. Miller, Chair

Adopted May 2, 1995

Revised 1/9/96; 9/7/99; 7/1/03; 6/2/2021