

TELEPHONE USAGE POLICY

- In order to provide an environment conducive to using the library, patrons must use a voice level appropriate for the area of the library. When on the phone in the main library a quiet voice should be used. When in a study room or in the lobby a normal voice can be used.
- Cell phones should be either turned to vibrate or to a low ring level while in the library. Conversations should be short or relocated to the lobby or a study room.
- Patrons are permitted to use the public use telephone in the lobby for calls. Patrons are asked to keep their conversations short so as not to tie up the library phone lines.
- Employees may use the phones for library business. For personal business, calls may be made using library phones or personal cell phones if they are not impairing job performance.