

## **Baker Free Library Phone Policy**

The library's telephone system is intended for use by library staff only. A courtesy phone is available in the library's vestibule for use by the public to make local calls during the library's open hours. Users must dial a "9" before the local telephone number. Cell phone numbers are usually not considered to be local telephone numbers by the telephone company.

Many people come to the library to find a quiet place to read and study. While cell phone technology has evolved to include "quiet" activities (texting, searching the Internet, etc.), the use of cell phones in the library can often prove disruptive and rude to both patrons and staff when cell phone use involves verbal conversation. Please respect the rights of others by observing these guidelines for cell phone use in the library. Patrons will be asked to leave the library if they fail to observe these guidelines.

- Cell phones should be set to vibrate or turned off when entering the library.
- To make a call on a cell phone, patrons should go to the library's entrance lobby or outside of the library building.
- When receiving a call on a cell phone, patrons should immediately go to the library's entrance lobby or outside of the library building to continue their conversation.
- Library staff will ask people engaged in cell phone conversations to move to the library's entrance lobby or outside of the library building.
- Cell phones may be used for "quiet" activities in the library, such as texting and Internet searching.
- Refusal to comply with this policy or its intent may result in the offending party being required to leave the building.

Adopted by the Library Board of Trustees on June 10, 2009