

CELL PHONE USE POLICY

Spencer Public Library is committed to providing a welcoming environment conducive to study, reading, writing, and quiet contemplation. Patrons have a right to use library services and materials without being disturbed or impeded by others. Noise from the use of cell phones and pagers is disruptive to the library environment and contributes to noise pollution in a public building. In accordance with this philosophy, the Library Board of Trustees has established the following rules:

1. Cell phones and pagers must be set to a non-audible signal upon entering the library.
2. Patrons are asked to conduct cell phone conversations either in the lobby, public restrooms, or outside the library building.
3. For personal safety, patrons are asked to take belongings with them when moving to make or take a phone call.
4. At their discretion, staff may allow patrons to use cell phones at a computer if reading the computer screen is vital to the purpose of the phone call.
5. If an appropriate verbal warning is ignored, library staff reserve the right to ask anyone to leave the library if he/she continues using a cell phone or pager in a prohibited area or disturbing others in the library.

TELEPHONE USAGE POLICY

1. The telephone at the front desk is primarily a library business phone, but may be used by juvenile patrons needing transportation home, all patrons requesting a cab, or for emergencies.
2. Patrons may receive calls at the library for business, emergency or parental reasons only.
3. Library personnel should use the telephone in the staff room for personal calls and not the front desk phone. Telephone courtesy should be exercised by library personnel, beginning with answering the phone with library identification and greeting.