

Policy: 403.3
Subject: Telephone and Cell Phone Usage
Reviewed: 04/24/2012, 12/10/2015
Approved: 04/24/2012
Revised: 03/22/2016

- 1) Library telephones are for library business only. Library staff will use telephones to call 911, police or fire for emergencies.
 - a) Patrons may use the phones to call home for a ride. These calls are expected to be very brief.
 - b) Patrons may not use library telephones to conduct personal business.

- 2) The Milford Public Library allows the use of cell in compliance with the following:
 - a) When you enter the library, we ask that you turn the ringer on your cell phone to vibrate or off. This includes chimes or other sounds for text messages and other electronic alerts.
 - b) Be considerate of those around you and keep your conversations short and your voice lowered when using your cell phone.
 - c) If you need to have an extended or speaker phone conversation, please exit the building to do so.
 - d) Please refrain from using your cell phone at the service desks. Library staff will help the next patron needing assistance if a patron is actively using a cell phone.
 - e) Patrons who do not comply with the cell phone policy may be asked to conduct their calls outside at the discretion of library staff.

If you wish to report inappropriate cell phone use, contact a library staff member at the nearest service desk.