

Woodbury Public Library Policies/Procedures Manual

Phone Policies

Cell Phones:

Some Cell Phone usage is allowed in the Library.

- Ring tones and message tones should be lowered upon entering the building.
- Patrons should go outdoors, if feasible, or into the entry vestibule to answer phones. If this is not possible, they may talk on the phone as quietly as possible in order to not disturb other patrons.
- Staff are required to remind those who do not follow this rule by giving them a copy of the cell phone policy. Continued abuse will be handled on an individual basis.

Library Phones:

Library Phones are for staff use only.

- If a patron faces an emergency, they can request to use a library phone at the Circulation Desk or preferably a staff member can call for them.
- Non-emergency phone calls cannot be made on Library phones.

WPL Board of Trustees

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