

Telephone Policy

The West Branch Public Library's telephones are for library business use and emergency use only. A public phone is available in the library lobby for local out-going calls with a time limit of two (2) minutes. Return phone calls to this phone will not be answered by the library staff. Patrons expecting phone calls should notify the library staff and remain near the staff desk. When a patron receives a phone call on the library's business phone, the staff will attempt to locate the patron but does not guarantee that the patron will be found. There is a two (2) minute time limit for patrons receiving calls. The library staff will not take phone messages for patrons under any circumstance.

Reviewed 02/18

Reviewed 11/14

Reviewed 05/11

Reviewed 01/09

Approved 09/05