# Telephone Policy

The West Branch Public Library's telephones are for library business use and emergency use only. A public phone is available at the library circulation desk for local out-going calls with a time limit of two (2) minutes. The public phone does not accept return phone calls, and all return calls should be directed to the library's main phone number. 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 do not guarantee that the patron will be found or accept the call. 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.

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