

Carlsbad Public Library
Phone Use Policy

Carlsbad Public Library limits use of its telephones to business purposes, and requests patrons use their cell phones in a manner that does not disturb other patrons or compromise their own privacy.

A. Library Telephones

1. Patrons may ask to use the library telephone solely to arrange for transportation to or from the library. Patron calls may be made only at the Information desk or in the children's department. Patrons may not make or receive calls at the Circulation desk.
2. Librarian permission is required for patron telephone use. Librarians may inquire as to the general nature of the call prior to granting permission. If a patron uses the telephone without permission, the librarian may ask the patron to end the call immediately.
3. All calls placed by patrons at the library are to be completed as quickly and quietly as possible.
4. Library staff may refuse use of the library telephones to any patron who makes a habit of inappropriate calls or who appears to be relying on the library to provide free telephone service.

B. Cell Phones

1. Patrons who bring their personal cell phones into the library are requested to set their ringer on silent and avoid making or receiving calls inside the library, as this disturbs other patrons, and may compromise the caller's personal privacy. Patrons whose use of their cell phone disturbs other patrons may be asked to leave the library.
2. Patrons at the information desk may use their cell phone to contact a third party pertaining to business at the library, with permission of a librarian.
3. Patrons may charge cell phones and other devices. Charging cords may not block access to the library, create a tripping hazard, or disturb library business in any way.
4. The Library is not responsible for damage or loss of patrons' cell phones. Patrons are cautioned to maintain close possession of their devices in public space.

C. Questions or Exceptions Requests

1. Questions about this or any library policy may be addressed to the Library Director during regular business hours. Exception requests to this library policy may be made to the Library Board of Trustees at any regularly scheduled meeting.