

## **Cell Phone Policy**

This policy is to outline the use of cell phones in the library.

### **Patrons:**

Patrons are asked to silence cell phones and all other sound-emitting devices while in the library.

Individuals finding it necessary to use their cell phone while in the library must keep their voices at a reasonable level and move away from others so as not to disturb other library patrons.

### **Personal cellphones staff:**

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others.

Cell phones are not allowed at the front service counter.

Cell phones are to be silenced in all patron areas of the library.

Timothy C. Hauenstein Reynolds Township Library will not be liable for the loss of personal cellphones brought into the workplace.

Adopted: 12/18/2014

Revised: 12/15/2022