Cell Phone Use Policy

Rationale

The Decatur Public Library is committed to providing an environment conducive to relaxation and study. To that end, cellular phone use should be kept to a minimum and conducted in the designated area only. If cellular phones must be used in the building, users should be respectful of others by following the guidelines and policies outlined below.

Guidelines

If cellular phone use is necessary in the Library, please follow the guidelines below:

- **Turn cellular phone ringer off or set to "silent" upon entering the building.**
- **Use designated areas only (see list below).**
- **Move immediately to a designated area when placing or receiving calls.**
- **Be courteous to others by keeping your voice at a low volume.**

Designated 'Cellular Phone Use' Area

Due to the wide variety of services available in the building, it is necessary to have specific areas designated 'quiet study' space. Because of this, cellular phone use is allowed only in the entrance foyers. Cellular phones are prohibited in all other areas of the building.

Disruptions

Though cellular phone use is allowed in entrance foyer, it is important to remember that using cellular phones in a loud or disruptive manner is prohibited in the Decatur Public Library. When disruptive behavior is identified, a supervisor or librarian will take the appropriate steps to discontinue the disruption as outlined in the "Library Use Guidelines."

Exceptions

In certain circumstances, staff may need to use cellular phones or two-way radios to conduct business. If this must occur in quite study areas, every effort will be made to keep disruptions to a minimum.

Public Telephones

Public telephones are available at the following location:

- **Library Entrance Foyer (first floor near the restrooms)**

Comments

Comments and suggestions regarding this policy are welcome and can be submitted electronically (lfisher@decaturnet.org) or anonymously through the suggestion box located on the first floor near the Circulation Desk

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