



ECKHART PUBLIC
LIBRARY

Telephone Use Policy

Approved by the Board of Trustees, February 14, 2017

Revised August 11, 2021

Telephones at Eckhart Public Library are generally reserved for staff use for official business.

Library users may use the library telephone if the health, safety, or security of the person depends upon the call. Examples of this situation include to arrange transportation or calling the police to report an incident.

Permission must be given by library staff to use the telephone. Staff may inquire as to the general nature of the call before giving permission. Staff will dial the telephone number.

All calls placed by library users on library phones should be completed as quickly as possible.