



## Lansing Community Library Cell Phone Policy and Guidelines

### Purpose

To provide guidelines for the use of cell phones within the library. Cell phones are permitted in the Library, but we request your cooperation by using these devices in accordance with the following guidelines:

1. Respect the quiet of the Library by switching to silent/vibration mode while inside the Library building.
2. Use written messaging instead of oral communication whenever possible while in the library.
3. Keep all cell phone conversations brief and quiet; lengthy conversations should be held outside the Library.
4. Refrain from phone discussions while at the service desk.
5. Use headphones when listening to music and/or videos.
6. Keep volume of any communication or entertainment devices, including cell phones, at a volume which does not disturb others, regardless of headphone use.
7. Photography and videotaping of individuals in the library is prohibited without prior consent.

### Revision History

CHANGES	APPROVED BY	DATE
Approved	BOT	2/28/2018
Reviewed & revised	Policy Committee	2/7/2021
Approved	BOT	2/24/2021
Reviewed & revised	Policy Committee	2/13/2024
Approved	BOT	2/28/2024