

## **Paging Patrons and Telephone Use**

It is the policy of the Patrick Heath Public Library not to page patrons except in special situations such as an emergency. If, in the opinion of the staff member, a critical situation exists, efforts will be made to contact the patron and convey a message. Library staff utilizes the paging system daily to remind patrons of closing times and provide other pertinent information.

Library phones are intended for library business and generally not for public use.

Exceptions are made if a patron does not have a telephone. Patrons may utilize the phones at any service desk to make transportation arrangements if the call time is kept to a minimum. The staff in the Youth Services Department and in Young Adult Services Department will attempt to transmit messages to children from a parent or guardian who calls with a reasonable request.

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