

TELEPHONE, FAX, AND OTHER COMMUNICATION FORMS POLICIES

I. Telephone Policy

The circulation desk telephone is the only telephone available to the public for local calls. Other than emergencies, outgoing calls are limited to on connected call for transportation per person per three hours. This prevents the business phone being tied up by persons using it for personal business or pleasure. The Library does not page patrons. The staff will take a message to be picked up at the circulation desk. The staff will not search for patrons in the building unless it is for an emergency.

II. Fax Policy

The Charles City Public Library has a FAX machine to speed interlibrary loan service, reference requests, and other Library business. The machine is used for Library purposes only. The public may not use it for their own business or personal use. Any interlibrary loan fees charged will be passed on to the requesting patron.