

**Lincoln Public Library Board  
POLICY MANUAL**

---

**SECTION: FACILITIES**

**INDEX: C-8**

**TOPIC: Telephones**

**PAGE: 1 of 1**

**DATE: September 2001**

**REVISED: April 2009; June 2017**

---

## **1. Purpose**

To outline the guidelines for the use of Library telephones.

## **2. Policy Statement**

Library telephones are reserved for Library business.

The public, except in emergency situations or under unusual circumstances, may not use library telephones. Library staff, except in emergency situations or under unusual circumstances, will not accept incoming calls for Library users.

At the Fleming Centre, patrons will be directed to the courtesy phone in the concourse.