

## **TELEPHONE AND CELL PHONE USE POLICY:**

The Norma Anders Public Library allows the use of cell phones in compliance with the following policy.

1. When you enter the library, we ask that you turn the ringer on your cell phone to vibrate or off.
2. Be considerate of those around you, and keep your conversations short and your voice lowered when using your cell phone.
3. If you need to have an extended conversation, exit the building to do so.
4. Please refrain from using your cell phone at the service desks.

If you wish to report inappropriate cell phone use, contact a library staff member at the nearest service desk.

The Library phone is for library business only. No calls shall be made by patrons unless it is a local access phone number.

Approved May, 2013  
Revised July 2018  
Reviewed & Approved August 9, 2021  
Reviewed and Approved November 13, 2023

## **CLEAN AIR, SMOKING & TOBACCO FREE POLICY**

The Norma Anders Public Library strives to create a clean, comfortable, and healthy environment for the public and staff. To protect and enhance our indoor and outdoor air quality and to contribute to the health and well-being of all staff and patrons, the facilities and the immediate premises of the Norma Anders Public Library shall be entirely smoke free. Additionally, the use of all tobacco products, including chewing tobacco, electronic smoking products are banned from the library building and grounds. This includes, but is not limited to all public and private areas, conference and meeting rooms, offices, hallways, restrooms, supply rooms, mechanical rooms, lobby, outdoor library seating, along any path or walkway leading to or from the library entrances, or in any grassy areas.

Approved July 2018  
Revised September 13, 2021  
Reviewed and Approved November 13, 2023

## **COPIER POLICY**

The copy machine is provided as a service and convenience to the public as well as the library.

Cost of copies to the public shall be:

Letter Size: Black and White: \$0.15 per side /Color: \$0.50 per side  
Legal Size: Black and White Only \$0.20 per side

Staff may assist on instruction of using equipment, but is not to perform printing, copying, or scanning for the public.

The library shall post and comply with the warning concerning copyright restrictions.

Approved November 2027  
Reviewed & Approved September 13, 2021  
Revised February 2023  
Revised June 2024