

Telephone/Cell Phone Use

The telephone system at the Yankton Community Library is in place as a daily business tool. However, staff will accept calls on a limited basis (no collect calls) from individuals inquiring about the whereabouts of individuals, which may include minor children.

Staff may ask the caller's name and let them know we can check if that individual is in the library. Staff should not let the caller know if the individual is in the library or not for privacy reasons. Staff may then check the premises and, if found, let the individual know they have a phone call and who is calling.

The library maintains a telephone in the lobby for individual use at no charge for local calls. Long distance calls are not available on this phone. Use of the telephone by individual users is restricted to ten minutes per day. Abuse of that telephone regarding physical damage to the phone or use of profane, threatening or abusive language while using the phone may result in restricted access to the telephone by that particular user.

Cell phones can be used in the library but users are required to follow these guidelines:

- Turn off your ringer or set it to vibrate.
- If you must answer your cell phone, do so quietly and discreetly.
- Take extended conversations and personal calls to the entry way or outside the library.
- If using the phone for watching videos or playing games, the volume must be off or patrons must use earbuds or headphones.