

TRUSTEES' HANDBOOK—POLICIES
BOXFORD TOWN LIBRARY

Policy on Library Telephone Usage

Library phones are to be used for business purposes. No personal telephone calls are to be charged to the libraries. In-coming and out-going personal calls should be limited to an emergency or unusual situation, at the discretion of Library Staff.

Library staff will attempt to locate patrons who are receiving a phone call and cannot be held responsible for undelivered messages.

Library staff has the right to limit the amount of time a patron uses the Library phone.

Policy voted and adopted on: 10-24-1983

Policy last reviewed and amended on: 11-1992, 4/10/2008, 8/12/2019