

RIVERHEAD FREE LIBRARY GENERAL POLICIES

SUBJECT: CELL PHONE AND TABLET USAGE

PURPOSE: To inform patrons of the Library's cell phone and tablet policy

POLICY: The Riverhead Free Library provides complimentary charging stations and wi-fi for patron cell phones and tablets. Patrons are required to switch their phones and/or tablets to silent mode upon entering the library. In addition, patrons are asked to move to the lobby area or outside to have verbal conversations on their devices.

PROCEDURE: Upon entering the library individuals are asked to turn their cell phones or tablets to silent or vibrate.

- Brief cell phone conversations (at a reasonable volume) are permitted in the computer area if necessary to conduct business.
- Cell phone conversations are not permitted in areas designated as quiet study areas.
- Disturbances should be reported to the library staff or security.
- In most cases, a security guard or a staff member will notify the individual that he or she is in violation of the standards of conduct and will provide one verbal warning.
- The library reserves the right to require anyone who engages in disruptive behavior to leave the premises, the right to restrict privileges for a specified period of time, and the right to ban the individual from the Library for a specified period of time or permanently.