

**Carter Lake Public Library**  
**Business Phone Memorandum**

Subject: Business Phone Memorandum for Record

Effective: June 2023

Library phone lines should be open at all times to ensure library staff are available to assist patrons.

Telephones are limited to use by library staff for business purposes only. Patrons are not allowed to make calls using the library phone except:

- if a child needs to call a parent/guardian
- the health and/or safety depends upon a call

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Adopted July 2016  
Amended June 2023