

MARY AND JOHN GRAY LIBRARY MANUAL OF POLICIES AND PROCEDURES

I. POLICY: CELL PHONE AND AUDIO DEVICES

Many patrons come to the Mary and John Gray Library to find a place to read, study and use the library's technology. The Mary and John Gray Library recognizes the need for its users to stay in touch with family, friends and associates but would ask the patrons to please respect other patron's needs and observe the following guidelines for cell phone use in the Library.

- Please turn the cell phone off or the ringer to a silent setting upon entering the Library.
- Be considerate and please move your conversation to text or a location that won't disturb others.
- The Library reserves the right to ask a patron to leave the Library if they are using their cell phone in an inappropriate manner and/or disturbing other patrons.
- For Audio, please use Headset and have volume at a level not to Distract other patrons
- All of the above will apply to regular and hands-free cell phones.
- Exceptions may be made to the no cell phone conversations in the Library at staff discretion.

II. PURPOSE AND SCOPE

The policy's purpose is to provide guidance to patrons regarding the use of cell phones and audio devices in the Mary and John Gray Library. This policy is created to ensure that library patrons have an environment that is conducive to their academic needs.

III. POLICY ROLES AND RESPONSIBILITIES

Library Staff cannot oversee the whole library, but they can and will handle patrons' complaints.

IV. PROCEDURES

A. The policy must be reviewed by the Dean's Administrative Group and approved by the Dean.

V. REVIEW AND RESPONSIBILITY

Responsibility Party: Circulation / Reserves; Reviewed by Dean's Administrative Group

Review Schedule: Every 5 year(s) on or before August 1st

VI. APPROVAL

/Signed/ 4/27/2021
DEAN'S SIGNATURE DATE

Arne J. Almquist Dean of Mary and John Gray Library
PRINT NAME TITLE

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REVISION LOG

REVISION NUMBER	DATE	DESCRIPTION OF ALL CHANGES
1	Unknown	Initial version created.
		Initial version approved.
2	02/25/2021	Policy was revised by the committee.
3	03/16/2021	Changes were made by the Dean's Administrative Group.
4	03/30/2021	Policy reviewed by the library faculty and staff.
5	04/27/2021	Policy was approved by the Dean.

[*Date format is month/day/year]