

## **Guests and Phone Usage**

Galesburg Public Library has a phone located near the return desk at circulation that is available for patron and guest use. This policy applies to both card-holders and those without a library card.

Phone use is limited to **two calls per day** with a maximum of **five minutes each**. Calls are limited to local calls.

Callers who become loud will be given a warning to lower their voices. The library reserves the right to end a phone call before five minutes have passed or suspend privileges completely if the caller violates the Rules of Conduct policy.

Adopted by the Galesburg Public Library  
Board of Trustees December 5, 2019  
Revised April 5, 2023