



Library Telephone Use Policy

Authority: Library Advisory Board

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Library telephones are for library business only. However, there are situations where the public is allowed to use library telephones for no more than 2 minutes.

These situations include:

- Contacting parents or caregivers of patrons to inform them of injury or illness due to an emergency occurring in the library.
- Youth calling to be picked up from the library or to inform parent/caregiver of the child's location.

The library telephone may not be used for personal business, which includes, but is not limited to:

- Using the telephone to place an order for personal items
- Placing collect or long-distance calls to other businesses, friends or relatives
- Conducting personal business with the library's telephone

Patrons must ask a library employee to use the library's telephone and staff will dial the number for them.

All patron calls on the library telephone must be limited to no more than two minutes.

Exceptions to these limitations may be made by any management staff member for rare and extenuating circumstances.

The Newberg Public Library will not accept incoming telephone calls for library patrons or confirm their presence in the library. To protect patrons' right to privacy and for their safety and security, personal information, including whether a person is or has been in the library, will not be made available over the telephone.