Noise Level Policy

Use of the library requires respect for others who are also enjoying the library facilities and services. We understand that our users have many reasons for using library spaces including reading, studying, quiet collaboration, and pursuing business and community opportunities in person and online. In order to allow all of our patrons to use the library, we are implementing the following policies concerning noise levels, cell phone use, and online voice calling availability.

Silent zones
We have three large areas in the library dedicated to maintaining quiet. All silent zones are indicated with signs, and in these combined areas we can seat just under fifty people comfortably.

We ask that patrons working in these areas refrain from any noisy activity, including but not limited to talking in person or on a cell phone or via Skype, allowing cell phone notifications or ringers to sound, using handheld audio or gaming devices, or similarly disruptive noises.

The first silent zone is our local history room, The Brookline Room, as well as the area just outside the Brookline Room including the Biography section and the three large tables just outside the doors.

The second silent zone is on the opposite side of the building in the area housing our 900s collection, which provides a row of study carrels and tables, as well as the tables near the Travel section.

The third zone is our main computer room, located on the first floor.

Quiet Zones
In all areas not designated as silent zones, talking and collaboration are allowed although the same rules of respect and consideration for other users of the space apply. In these spaces quiet discussion, group work, and conversation are allowed.

Loud voices, ring tones, and sounds that may be disruptive to others may prompt library employees to request patrons to stop the noisy activity or take their conversations, devices, or phone calls away from other users and/or out to our foyer or outside the building.
**Cell phones**
Although the library does not encourage the use of cell phones in the building, we do understand there are times when such use may be necessary. During those times, we ask that you be considerate and respectful of others by following these guidelines:
- Silence your cell phones.
- Please do not use speakerphone.
- Limit your calls to brief, quiet conversations.
- Speaking on phones is not allowed in our designated silent zones, at staff desks and/or during library programs.

**Audio playback**
Refrain from using any personal electronic equipment, including computers, radios, audio players, etc. at a volume that may disturb others. Use of personal headphones at a reasonable sound level is required.

**Skype**
Patrons may use Skype or other “voice calls over the internet” services if conversations are held at a quiet level. The use of headsets for these services is required. Please limit these conversations to the 600s wing in the main library.

If you are having an interview or require privacy, please inquire about the possibility of using one of our private study rooms.

Voted by the Board of Library Trustees 14 April 2015