

LIBRARY CODE OF CONDUCT POLICY

POLICY

It is the policy of the Board of Trustees that patrons of the Cedarburg Public Library have the right to use Library materials and services without being unduly disturbed or impeded by other library users, and that patrons and staff have the right to a secure and congenial environment.

RULES

1. Any behavior that disrupts or hinders public use of the Library is prohibited on Library property. This includes, but is not limited to, loud or boisterous behavior, verbal, sexual or physical harassment, drunkenness, running and fighting.
2. Seating at Library tables, carrels, and chairs are limited to the number of persons for whom the furniture was designed.
3. Smoking or chewing tobacco by the public is not permitted in the Library. Public eating and drinking are permitted only when specifically approved as part of a Library program. **Food is only allowed if it is contained snack food and no mess is made.** Patrons may bring drinks into the library, provided they have a lid, cap or cover.
4. Bicycles are not permitted in a Library public area or entryway. Roller-skating and skateboarding are not permitted on Library grounds. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
5. Selling products or services, or soliciting donations, is not permitted in the Library, except as part of a Library-sponsored program, or if a fee has been paid to rent the Community Room and the room use application has been approved.
6. Taking surveys, circulation petitions, distributing leaflets, and other similar activities are permitted in the Library only when authorized by the Library Director.
7. Animals (Except those used to aid persons with disabilities and those used as a part of a Library sponsored program) are not permitted in the Library. Animals may not be left unattended on Library property.
8. Parents or other legal guardians are responsible for the behavior of their minor children in the Library
9. The violation of federal or state laws or local ordinances will not be permitted on Library property. Thefts, vandalism, mutilation of library property are criminal offenses and may be prosecuted. The library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this

rule has been violated. The Library is not responsible for personal belongings left unattended.

10. Consumption of alcoholic beverages is not permitted on Library property, except as part of a Library-sponsored program authorized by the Library Administration.
11. Members of the public shall not enter the building unless fully clothed including shirt and footwear.
12. Persons whose bodily hygiene is so lacking as to impede the use of the library by the public or the provision of services by the staff shall be required to leave the building.
13. Patrons are not allowed in non-public areas of the library unless conducting official library business or as part of a library tour.
14. Anyone who disregards these or other rules and regulations of the Library will be asked to cease such activity and/or be excluded from the building. Exclusion from the library by the person-in-charge should occur as a last resort in cases of misconduct, unless the severity of misbehavior warrants immediate expulsion. Library staff is authorized to call the police if necessary.

Adopted by the Cedarburg Joint Library Board of Trustees on February 16, 2000
No. 3 revised by the Cedarburg Joint Library Board of Trustees on July 16, 2008
No. 3 revised by the Cedarburg Library Board of Trustees on Nov. 19, 2014