

## Rules of Conduct Policy

**Patrons and Library staff have the right to a secure and comfortable environment.** Any behavior which interferes with another person's ability to use the Library is prohibited.

- Seating at Library tables and chairs is limited to the number of persons for whom the furniture was designed.
- Consumption of alcoholic beverages or possession of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the Library Administration.
- Use of tobacco and vaping products is prohibited in the building or lobby. Per City Ordinance (02-17), smoking is not allowed within 50 feet of the East and West main entrances.
- Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in the racks outside the building. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits. Recreational wheeled devices are not permitted in the Library or Lobby
- Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.
- Animals, except those used to aid persons with disabilities, or as part of a Library-sponsored program, are not permitted in the Library. Animals may not be left unattended on Library property.
- The Teen Room has been set aside for use by teens (Grade 6 through Grade 12 or age 18). For safety purposes, persons not within this age range must restrict activity to browsing library materials.
- The Library is **not** responsible for personal belongings left unattended.

Patrons have the right to use library materials and services without being disturbed by others:

- Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.
- Courteous cell phone use only.
- Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.
- Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration. Panhandling is not permitted on Library property.

- Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
- Bathing or the washing of hair or clothes is not permitted. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.
- Sleeping is not allowed in the library.
- Staring at or following others with the intent to annoy or harass them is not permitted.
- Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.
- Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Refer to the Safe Child Policy.

Materials, policies, and laws are to be respected:

- Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. Library staff 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. Violators will be prosecuted.
- The violation of federal or state laws or local ordinances is not permitted on Library property.

### **Rules of Conduct for Virtual Programs**

The Waupaca Area Public Library is committed to providing a safe, positive, and welcoming environment for its virtual program participants. All participants are expected to abide by this Virtual Program Code of Conduct.

#### **Prohibited Behaviors**

The following behaviors may result in being dismissed from the program.

- Engaging in or promoting any form of violence, harassment, or cyberbullying.
- Verbal abuse of any attendee, including but not limited to, comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, or national origin.
- Any boisterous, lewd or offensive behavior, including but not limited to, obscene gestures, profanity or anything of a sexually explicit nature.
- Displaying or using inappropriate background images or pictures.
- Taking any recording or photographs of virtual programming without the prior written permission of the program director.

Any behavior which interferes with another person's ability to participate in a virtual program is prohibited.

Failure to comply with these rules may result in the loss of Library privileges, as outlined in the Security Policy.

Revised by the Waupaca Area Library Board November 2001, March 2008, May 2009, February 2011, September 2018, July 2021