

## Rules of Conduct

### Policy

Patrons of the Kimberly-Little Chute Public Library have the right to use library materials and services without being unduly disturbed or impeded by others. Both patrons and library staff have the right to a secure and congenial environment.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, or damages the building or its furnishings. It also includes rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

Failure to comply with the following rules may result in the loss of library privileges. Terms for loss of privileges and expulsion from the library are defined in the library's **Security Policy**.

### Rules

1. Any behavior that disrupts or hinders library operations is prohibited.
2. Patrons shall be engaged in activities associated with the use of a public library while in the building. Board games have been provided for patron use, and the use of these games is considered an appropriate activity.
3. Reasonable quiet is expected. No patron may disturb others using the library. Use of cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.
4. Misconduct including using foul or threatening language and gestures; willfully annoying others; exhibiting evidence of drunkenness or drug use; engaging in the sale or exchange of alcohol or drugs; persistently talking or laughing at an inappropriate volume, creating a public nuisance by running, pushing, fighting, staring, talking, soliciting, loitering, or littering; or other behavior deemed offensive by library staff will result in expulsion from the building and suspension of library privileges.
5. Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the library.
6. The library assumes no responsibility for the care and supervision of children. The library's **Safe Child Policy** must be followed at all times.
7. Selling products or services, soliciting donations or business, or distributing materials not approved by the Library Director, is not permitted on library property. Exceptions may be made for library-sponsored programs or when otherwise authorized by the Library Director. Panhandling is not permitted on library property.

8. Taking surveys, circulating petitions, and similar activities are permitted in the library only when authorized by the Library Director.
9. Food and drink are not allowed in the library unless offered as refreshments at an authorized program.
10. Smoking and use of tobacco products is prohibited in the library and on library grounds.
11. Consumption of alcoholic beverages or possession of open containers of alcoholic beverages is not permitted on library property, except as part of a program authorized by the Library Director.
12. Only service animals, service animal trainees and animals featured in programs sponsored by the library are permitted in the building.
13. Patrons shall not be permitted to enter the building without footwear or without a shirt or other appropriate covering of their bodies.
14. Unreasonable use of the restrooms, including laundering, shaving, hair cutting or trimming, and bathing, is prohibited. Persons whose bodily hygiene is so offensive as to constitute a nuisance to other library users or staff will be asked to leave.
15. Sleeping is not allowed in the library when it interferes with library services or other users.
16. Library materials must be returned on time and in good condition. Failure to return materials deprives others in need of those materials.
17. A library patron who tampers with the hardware or software of any library computer or destroys computer equipment will forfeit all library privileges and will be subject to financial liability for damages.
18. The violation of federal or state laws or local ordinances is not permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses and will 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. Personal belongings should not be left unattended, and the library has no responsibility for such items.
19. Misrepresenting eligibility for services or identity in order to receive library services is prohibited. Misrepresenting identity may be prosecuted as a felony.

It is a charge of the library staff to see that the rights of individuals to use of the library are upheld. The staff is obligated to enforce these rules so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these rules will be referred to the Library Director.