

DOOR COUNTY LIBRARY

Policies & Procedures

Subject : **RULES OF CONDUCT**
Effective Date : **JULY 17, 2017**
Source/Date : **LIBRARY BOARD - 7/17/2017**

It is the policy of the Library Board of Trustees that patrons of the Door County 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.

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 or physical harassment, drunkenness, running, and fighting.
2. Seating at Library tables, carrels, and chairs is limited to the number of persons for whom the furniture was designed. Sitting on tables is not allowed. Sitting on the floor is only allowed if it is part of a Library-sponsored program.
3. Smoking, chewing tobacco, and vaping are not permitted in the Library.
4. Food and beverages are not allowed at the computer terminals.
5. Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in a bike rack when available. Rollerskating and skateboarding are not permitted in the Library or its entryway. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry, or exit.
6. Selling products or services, or soliciting donations are not permitted in the Library.
7. Taking surveys, circulating petitions, distributing leaflets, and other similar activities are permitted in the Library only when authorized by Library Administration.
8. Service animals are permitted in the Library. All other animals are not permitted except as part of a Library-sponsored program. Animals may not be left unattended on Library property.
9. Parents or other legal guardians are responsible for the behavior of their minor children on Library property.
10. The violation of federal or state laws or local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted.
11. Consumption of alcoholic beverages is not permitted on Library property, except as part of a Library-sponsored program authorized by Library Administration.
12. Cell phone use is restricted to lobby areas.
13. Library telephones are not available for personal calls.

14. Up to two people may use a computer station simultaneously.
15. Sleeping on the library premises is not permitted.
16. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
17. Modifications to library property and space, including moving furniture and shelving, and changing illumination may not be done without the consent of library staff.
18. Personal items left unattended on the library premises may be removed if they appear to be abandoned.
19. Failure to comply with these rules may result in the loss of Library use privileges.