

# RULES OF CONDUCT



## POLICY

Patrons of the Appleton 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.

approved by the Appleton Public Library Board of Trustees 10/8/92

## RULES

1. 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, drunkenness or drug intoxication, running, and fighting.
2. Misrepresenting eligibility for services or identity in order to receive Library services is prohibited. Misrepresenting identity may be prosecuted as a felony.
3. Seating at Library tables, carrels and chairs is limited to the number of persons for whom the furniture was designed.
4. Smoking and chewing tobacco are not permitted on Library property.
5. Roller-skating, roller-blading, and skateboarding are not permitted in the Library.
6. Bicycles are not permitted in any Library public area or entryway. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits.
7. Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.
8. 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.
9. Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
10. 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.
11. Parents or other legal guardians are responsible for the behavior of their minor children in the Library.
12. 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. The Library is not responsible for personal belongings left unattended.
13. 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 Administration.
14. 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.
15. Sleeping is not allowed in the library when it interferes with Library services or other users.
16. Staring at or following others with the intent to annoy or harass them is not permitted.
17. Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.
18. Failure to comply with these rules may result in the loss of Library use privileges.