

Rules of Conduct

Policy

Everyone has the right to use the Appleton Public Library without being disturbed by others. Disruptive, unsafe, illegal or damaging behavior is not allowed.

Approved by the Appleton Public Library Board of Trustees 4/20/2010

RESPECT OTHERS

- Loud and disruptive behavior, verbal or physical harassment, intoxication, running, fighting, or similar behaviors are not allowed.
- Staring at or following others with the intent to annoy or harass is not allowed.
- Eavesdropping on library users or staff is an invasion of privacy and is not allowed.
- Sleeping is not allowed when it disrupts library services or users.
- Panhandling, distributing, or selling non-library approved materials without permission is not allowed.
- Persons whose bodily hygiene is an offensive nuisance to other library users will be asked to leave
- Using another person's card without permission to check out materials is not allowed. Using another person's card to use Internet computers is never allowed. Misrepresentation of identity or eligibility for services may be prosecuted as a felony.

RESPECT YOUR SURROUNDINGS

- Damaging or tampering with Library property is not allowed. You must check out materials before removing them from the Library.
- Roller-skating, roller-blading, and skateboarding are not allowed.
- Use of tobacco products is not allowed. Possession or use of illegal drugs or alcohol is not allowed.
- Bathing, shaving or washing clothing is not allowed.
- Furniture is limited to the number it was designed for. Furniture cannot be moved without permission.
- Doors and aisles must remain unblocked.
- Clean up after yourself. Dispose of food and drink properly.
- Patrons are not allowed in staff areas.

REMEMBER

- Breaking the law is not allowed. Violators will be prosecuted.
- Weapons of any kind, including concealed or openly visible firearms, are not allowed unless carried by an authorized law enforcement agent.
- You must check out materials before stepping past security gates.
- Bicycles and scooters must be parked in the outside bike racks.
- Patrons must wear shoes and be fully clothed.
- Cell phone conversations are not allowed on the second floor.
- Parents and caregivers are responsible for the behavior and supervision of their children.
- Animals are not allowed in the library, except for service animals accompanying persons with disabilities.
- The Library reserves the right to inspect bags, briefcases, backpacks or other personal items.
- Library staff may request proof of identification including library card or other ID.
- Personal items cannot be left unattended. The Library has no responsibility for such items.
- Staff will contact the police about suspicious or abandoned property.

Failure to follow these rules will result in discipline up to and including loss of Library privileges.