



## Code of Conduct

As a focal point of learning in the community and a place in which patrons may turn for the discovery of ideas, the joy of reading, and the power of information, the Board of Trustees and staff of the Frank L. Weyenberg Library of Mequon-Thiensville are committed to providing the best possible customer service in an open and inviting atmosphere.

Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

### **Staff is committed to providing:**

- Courteous and knowledgeable assistance
- Access to library resources
- A reasonably quiet environment
- A clean physical environment

### **Library patrons have the obligation to:**

- Interact courteously with other users and library staff
- Properly check out materials that leave the library
- Return books by the due date
- Keep library materials clean, unmarked, and intact
- Follow established computer use guidelines
- Maintain a quiet environment in study areas and computer zones, and observe appropriate noise levels in more active zones and at programs
- Maintain a clean environment

### **The following behaviors and activities are examples of conduct prohibited on Library property:**

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly, boisterous, or loud manner
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes
- Eating food or drinking beverages from an uncovered container
- Smoking or use of electronic smoking devices
- Loitering or interfering with free passage

- Creating an offensive atmosphere from poor hygiene, food, perfume, smoking, etc.
- Entering without shoes or shirt and any other manner of dress resulting in indecent exposure
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Skateboarding, rollerblading, etc.
- Socializing in a disruptive manner
- Violating computer use policies
- Bringing in animals except as required by persons with disabilities
- Creating a disruptive atmosphere by neglecting to supervise children in one's care
- Trespassing on Library property when banned from the Library

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Frank L. Weyenberg Library Code of Conduct may also result in a formal banning from the Library and/or criminal prosecution.