

# WAUKESHA PUBLIC LIBRARY

## CODE OF CONDUCT

**The use of the Library is a privilege and not a right. The privilege is given by the Library only upon the customer's compliance with this Code of Conduct.**

**To provide a quiet, pleasant and safe environment conducive to study as well as casual use, the Board of Trustees of the Waukesha Public Library has adopted policies regarding customer conduct, copies of which are available for review.**

**All conduct that materially disrupts the use of the library facilities, collections or services or is defined as unacceptable in this library's environment is prohibited. Customers are urged to report disruptive behavior immediately to staff so appropriate steps can be taken.**

**Examples of disruptive or unacceptable behaviors include, but are not limited to:**

- Any illegal activity.
- Engaging in loud conversation or rowdy behavior.
- Fighting or abusing library customers or staff.
- Using offensive, threatening, harassing or abusive language or gestures to customers or staff.
- Loitering at entrances, in lobbies, walkways, restrooms, the parking lot, or other non-study areas. For the purposes of this policy, loitering is defined as staying in such an area for more than 15 minutes.
- Using a cell phone in a prohibited area or disturbing others in any area of the library.
- Tampering with or intentionally damaging computer hardware, software, printer, operating systems or other associated equipment.
- Damaging, defacing, or misusing library materials, equipment or facilities.
- Following staff or customers around the building or staring at staff or customers such that performance of their duties or use of library services is materially disrupted.
- Possessing or using alcohol or controlled substances on library premises.
- Entering an unauthorized area, remaining in the library after closing or when requested to leave during emergency situations.
- Smoking in the library.
- Prolonged or chronic sleeping.
- Relocating library furniture or equipment without the permission of library staff.
- Petitioning in areas other than outside the building. Impeding ingress to or egress from the library by customers. Posting notices without prior staff approval. Photographing or videotaping within the library without approval.
- Shaving, bathing or laundering clothes in public restrooms.
- Personal hygiene that materially disrupts others from using library facilities, collections or services.

**Violations of the Code may be punished by the temporary removal or permanent ban of the violator from the Library at the sole discretion of the Library.**

**Any person banned from the Library by action of the staff for a period of one year or longer, may request a hearing on the propriety of that ban before the Library Board at its next regularly scheduled meeting.**

**Adopted by the Board of Trustees of the Waukesha Public Library  
Date: March 11, 2004**