

## Fondulac District Library Code of Conduct & Use of Facilities Policy

Fondulac District Library seeks to provide and ensure a safe and welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services offered to library customers and library employees. Library facilities are intended for patrons and staff who are engaged in the use of library services and resources.

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not disturb, offend, harass or threaten others or their property.
- Using library items, furnishings, equipment, supplies, and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage or threaten to damage library property.
- Attending to personal belongings. The responsibility for loss or damage to unattended personal belongings rests solely with the customer.
- Following all library policies, including but not limited to policies on:
  - Use of the Library by Minors and Vulnerable Persons
  - Concealed Carry Compliance
  - Drug & Alcohol Free
  - Youth Spaces
  - Computer Technology Access
  - Health & Safety Policy
  - Photography & Video Recording Policy

Examples of conduct and actions not permitted anywhere on the library's property include, but are not limited to:

- Failing or refusing to comply with a reasonable staff directive or request.
- Smoking, including the use of smokeless tobacco and electronic cigarettes; rolling tobacco and/or cigarettes; possessing, consuming or being under the influence of alcohol or illegal drugs. Use, possession, or smoking of marijuana is not permitted on library property.
- Abusive or obscene language or gestures.
- Making noise of an unreasonable volume, including yelling, loud talking, and using devices (with or without headphones) that disturb others, and using cell phones in quiet areas.
- Entering the library with guns, knives, and items the general population views as threatening, or that could damage library materials, threaten the safety of others, damage property, or threaten to damage the property of others.
- Eating, except in areas designated for this use.
- Drinking beverages from cans or containers without lids.
- Prolonged or habitual sleeping. (Patrons must remain conscious and appear awake and alert.)
- Loitering in the entrance, lobbies, restrooms, or any other non-study area for more than 15 minutes.
- Using the restrooms and supplies for other than their intended purpose.
- Disrupting others' use of library facilities or services due to personal hygiene or excessive body odor.
- Wearing inappropriate attire. (Shoes and shirts are required at all times.)
- Solicitation of library patrons and staff.
- Using another person's name or library card or giving false information in order to use library resources, including, but not limited to gaining access to library services and spaces, checking out materials, or participating in programs.

Service animals, as defined by the Americans with Disabilities Act, are welcome. Other animals, including pets and emotional support animals, are not allowed on library property, except as authorized by the Library Director for programming purposes.

Fondulac District Library reserves the right to require anyone violating the Code of Conduct to leave library property and to determine appropriate levels of progressive discipline. Serious or repeated misconduct may lead to immediate or further suspension from the Library and to legal action or criminal prosecution. Illegal behavior will not be tolerated in the Library, and police will be called immediately.

Those wishing to appeal suspensions may do so by writing to the Board of the Trustees at the library's address.

Revised: August 27, 2012, September 30, 2013, February 24, 2014, November 24, 2014, April 29, 2024, September 30, 2024; February 24, 2025