

# Patron Rules of Conduct

Patrons of the West Bend Community Memorial 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.

We expect that all our library patrons abide by the laws of the United States and Wisconsin and the ordinances of the City of West Bend. We have instructed our staff to call the police and report any suspected violations of the law.

## Rules of Courtesy

- Cell phone use is permitted so long as it does not disturb others using the library.
- Respect other patrons' reasonable expectations of privacy
- Any behavior disturbing to library patrons or staff, endangering other persons, disrupts or hinders use of the Library, is not allowed.

## Rules of Conduct

- Misrepresenting eligibility for services or identity is prohibited.
- Smoking, use of vapes, the use of chewing tobacco or similar products is not permitted inside or outside any area of the Library's property.
- Patrons who damage library property will be responsible for costs to repair or replace damaged property.
- Approval by the Director or his/her designee, is required prior to moving Library furniture from one area of the Library to another.
- Parents and other legal guardians are responsible for the behavior of their minor children in the Library. Children under 7 years old must be supervised by a responsible adult.
- Permission must be obtained from the Director or his/her designee prior to taking photographs, videotaping, or doing similar types of filming in the Library. Distribution of images that identifies patrons requires the videographer or photographer to obtain a signed photo or video release from the patron.

Library patrons are expected to follow all Library policies, including these rules of conduct. Failure to do so may result in the loss of Library privileges and/or contacting law enforcement.

Approved by the West Bend Library Board of Trustees: March 4, 2008

Updated by the West Bend Library Board of Trustees: July 20, 2021