**Library Operation**

**Services Provided**

* Lending of books, videos, DVDs, CDs, magazines, audio books, interlibrary loan items, and equipment
* Public access computers, including Internet and research assistance.
* Children’s education computer access
* Fax machine, color photocopier, and scanner access
* Reading programs for children 3 years old through 8th grade
* 1,000 Books Before Kindergarten program
* Adult book discussion groups

**Library Use**

Anyone is eligible to use the library and its resources. Materials are lent only with a valid library card. Library cards are issued to adults and children un the age of 18 with a parent’s consent. There are no fees associated for use by residents or nonresidents. One card is issued per person.

**Expectations of Library Users**

To provide a quiet, pleasant, and safe environment conducive for study as well as casual use, the Board of Trustees of the Albertson Memorial Library has adopted these rules regarding library use.

Food, Beverages & Tobacco

* Snack food and covered non-alcoholic beverages may be consumed in all seating areas, except for computer areas.
* In accordance with Wisconsin law, the Albertson Memorial Library is smoke/tobacco free.
* In accordance with Wisconsin law, possessing, selling, or using alcohol or controlled substances on library premises is forbidden.

Dress and Hygiene

* Shirts and shoes are required by people over the age of 2. Appropriate attire for the setting should be worn.
* Bags, purses, backpacks, and other belongings should remain with the owner and not interfere with walkways or seating.
* Patrons may be asked to leave for the day if their belongings have an odor that inhibits the use of the library for other patrons.

Disorderly conduct

The Albertson Memorial Library is committed to the safety and wellbeing of its patrons and staff. For this reason, the following behaviors will not be permitted.

* Verbally or physically threatening or harassing other patrons, volunteers, or staff, including stalking, staring, lurking, offensive touching, and acts of a sexual nature.
* Engaging in loud, disorderly, or uncontrolled behavior, including uttering profane, obscene, or offensive language, and/or being in a state of intoxication that causes a public disturbance.
* Loitering at entrances/exits, walkways, restrooms, or other non-study areas. (Loitering is considered any time past 15 minutes.)

Damage to Property

Albertson Memorial Library is a public library whose services and materials are free for use by the public.

* Intentional damage is punishable by law. It is illegal to intentionally damage:
	+ any part of the library building or property
	+ furniture or equipment
	+ computer hardware or software
	+ library materials

Patron Limitations

* Short naps can happen in a place where the patron feels safe and comfortable; however prolonged or chronic sleeping is discouraged for safety reasons. Sleeping should not take place on the floor or anywhere that creates a danger for oneself or other patrons.
* Cell phones and other portable communication devices may be used quietly in the library while computing or in emergency situations. Phone calls should be made or taken outside or in the entry. Phone ringer should be kept on vibrate or silent.
* Audible devices may be used with headphones set at a volume that does not disturb others.
* Certified service dogs are allowed in the library in accordance with ADA public access protections.
* For the safety of patrons and pets, all other animals must remain outside.

Solicitation

* The library is a free zone from petitioning or canvassing inside the building. For example, soliciting signatures for a petition, nomination papers, etc.
* Organizations or individuals wishing to sell products or services or to solicit donations may do so only at the discretion of the library director.

Health Emergencies

For the safety of our patrons and staff, the Albertson Memorial Library will follow all CDC and local health department guidelines as well as library specific guidelines from the DPI during a health emergency.

* Patrons who are ill, have a fever, or have been told by a doctor to quarantine or self-isolate are asked to stay home.

**Minor Children**

Parental Responsibility

* A parent or caregiver must accompany any child under the age of seven to the library and supervise them during their visit.
* The library staff provides services to help children and their caregivers use the library and its materials. It is not the responsibility of library staff to watch, supervise or entertain individuals or groups.
* Parents are responsible for the behavior of their children in the library, even if the parent is not present.

Disruptive Child

* Children in the library are expected to observe and follow the same expectations of all library users, as described in the previous policy.
* If a child is not following these rules or their behavior is inappropriate or is disruptive to other library users or staff, staff will attempt to locate the parent or caregiver, inform them of the child’s behavior and expect them to supervise the child for the remainder of their visit or remove the child from the library.

Unattended Child

* A child at the library who is not with a parent or caregiver or whose parent or caregiver cannot be readily located in the library is an “unattended child.”
* Staff will attempt to locate the parent or caregiver if an unattended child’s behavior is inappropriate or disruptive, or if the child’s safety is at risk.
* If the parent or caregiver cannot be located, library staff may call the police for assistance.

Closing Time

* An unattended child may use the library’s phone to call home for a ride.
* If a child under the age of 12 is not picked up by closing time and parents cannot be reached, the police may be notified for the safety of the child.