

D. Expectations of library users:

To provide a quiet, pleasant, and safe environment conducive to study as well as casual use, the Board 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 seated areas except 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 persons 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.
- You may be asked to leave for the day if you or your 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

Within Limits You Can:

- Short naps can happen in a place where you feel safe and comfortable; however prolonged or chronic sleeping is discouraged for your safety. Sleeping should not take place on the floor or anywhere that it creates a danger for yourself or other patrons.
- Cell phones and other portable communication devices may be used quietly in the library while computing or in emergency situations. Calls may be made or taken outside or in the entry between sets of double doors at all times. Please keep the ringer on vibrate or silent.
- Audible devices may be used with headphones set at a volume that does not disturb others.
- Guide and companion dogs are allowed in the library. For the safety of our 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.
- The library may be a donation collection site or a point of sale for groups that benefit the community at the discretion of the director, based on the following criteria.
 - Public need.
 - Space within the library.
 - Staff availability.
- The library assumes no responsibility for the protection or possible damage or theft of any item for sale or collected in the library.
- All items placed in the Library are done so at the owner's risk. The Albertson Memorial Public Library does not offer insurance coverage for materials or items not owned by the Library.

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 at home.
- Patrons and staff must wear a facemask and wash or sanitize their hands inside the library. Curbside service will be provided for those unable or unwilling to wear a facemask.
- Patrons must remain at a distance of 6 feet from other patrons and staff.
- Time in the library must be limited to 1 hour.

Adopted by the Albertson Memorial Library Board 3/2/2021

Unattended Children

Parental Responsibility

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

Disruptive Child

1. Children in the library are expected to observe the posted “Expectations of Library Users.”
2. 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

1. 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.”
2. Staff will try 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.
3. If the parent or caregiver cannot be located, library staff may call the police for assistance.

Closing Time

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

Adopted by the Albertson Memorial Library Board 4/4/2021