



**WINONA**  
**PUBLIC LIBRARY**  
HONOR OUR PAST, EMBRACE OUR FUTURE

## CODE OF CONDUCT POLICY

The Winona Public Library works to maintain a comfortable and inviting environment for all library users. Library users have the right to read, study, write and reflect in a calm, safe environment without disruptions from other patrons. In order to protect these rights as much as possible the Library staff will enforce the following policy regarding:

### PATRON BEHAVIOR

Behaviors which are not allowed:

- Illegal activities or behaviors including but not limited to stealing, disorderly conduct, public intoxication and drug use or possession
  - Interfering with others use of the library. This includes but is not limited to: blocking free passage, soliciting, panhandling, excessive noise making (like snoring, coughing) separate from a library program, poor personal hygiene, or uncleanliness that could damage Library resources/property.
  - Disruptive behaviors including but not limited to loud or abusive talking (particularly profanity), excessive or loud socializing on or off of an electronic device, fighting, or provoking violence
  - Making threats, aggressive behaviors, or abuse toward library patrons or staff. This includes but is not limited to verbal abuse and nonverbal intimidation or harassment. Examples include stalking or staring, online or cell phone harassment, language that is obscene or sexually harassing, or anything that violates the Code of Conduct Policy. This also includes but is not limited to grabbing, spitting, or hitting.
  - Performing obscene acts in the library or on library property
  - Eating in the library (beverages are allowed if covered) unless in events authorized by library staff
  - Tobacco use or vaping
  - Rollerblading or skateboarding, including on the grounds
  - Running or horseplay in the building
  - Use of the restrooms for bathing, shaving, washing hair, or laundering clothing
  - Any behavior or action not on this list is left to the discretion of the Library Staff or Director.
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- Clothing and shoes must be worn at all times.
  - Only service animals are allowed in the library unless authorized by staff or the Library Director.
  - Sleeping on the floor or in the lobby is not allowed.
  - Personal belongings shall not be left unattended. Library staff will not watch your property.
  - Firearms, weapons, knives, fireworks, dangerous items of any kind are not allowed in the Library.
  - Bicycles must be locked on the bike rack and may not enter the building.
  - Photography and video may be taken in the Library if others occupying the building are not in the image. For photography, video, or audio of persons in the building, permission is required.
  - Vandalism, defacing, or damaging library materials or property is consider destruction of public property and is a crime.
  - Electronic devices (cell phones, tablets, etc.) should be used in a respectful manner (silence ringer, use headphones, etc.)
  - Content displayed on screens of all personal devices in the library are subject to the library's Wireless, computer and internet use policies.

## UNATTENDED CHILDREN

The library and its staff members cannot take responsibility and do not have the authority to care for or supervise children in the library. Therefore, the following policy applies:

- Children under the age of 8 must be supervised by a parent or responsible caregiver at all times. If a child this age is found unattended, staff will attempt to locate the parent/caregiver and inform him/her of the rules. If the parent/caregiver cannot be located, or the child is found unattended again, law enforcement will be called for assistance.
- Children the age of 8 or older may be left unattended, at the discretion of the parent/caregiver. However, children this age and older are held to the same standards of behavior as all patrons, and may be asked to leave the library if they persist in inappropriate behavior. **IF A CHILD IN THIS AGE GROUP IS NOT ABLE TO LEAVE THE LIBRARY WITHOUT AN ADULT, HE/SHE SHOULD NOT BE IN THE LIBRARY ALONE.**

## NONCOMPLIANCE WITH THE CODE OF CONDUCT

Patrons in violation of this policy will be given a verbal warning. (All incidents are recorded by Library Staff.) Continued violation will result in being asked to leave the library for amount of time determined by Library Staff or the Director. Refusal to leave will result in law enforcement being called. Violation of the Code of Conduct Policy could result in being trespassed or restricted use of the Winona Public Library.

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