

## Rules of Conduct

The Waterloo Library Board of Trustees has adopted a policy with respect to patron conduct to ensure the comfort and security of patrons and library staff, and to protect and preserve the physical collection, equipment; library building and grounds.

Patrons are expected to act in a manner that is respectful of other patrons and staff.

Patrons not engaged in reading, studying, or using library materials may be asked to modify their behavior. If modifications are not made, patrons may be requested to leave the premises.

Library staff is not responsible for the safety or well-being of children on library property. Parents are ultimately responsible for their children's conduct at the library and may be contacted about their behavior at the discretion of the library staff. Children of any age may not be left at the library for "child care or babysitting" purposes.

The library is not responsible for personal belongings left in library materials or on library property.

In order to achieve this, the following conduct is prohibited in the library:

- Possession of any alcoholic beverage or controlled substance.
- Smoking, sleeping, loitering, and/or soliciting.
- Any action that damages library property.
- Harassment and/or profanity directed toward library users or staff.
- Pets other than "guide" or "service" animals.
- Use of restrooms for other than their intended purposes.
- Illegal, disorderly, disruptive, and/or hazardous behavior.
- Entering without proper attire including shirt and shoes.
- Disregard of rules and regulations available in electronic or print form or posted in the library governing use of materials, computers, and equipment.
- Disruptive phone calls (please take those calls outside of the building)
- Use of the library phone, except in the case of an emergency.
- Use of library electrical outlets for personally owned equipment without permission.
- Compensated services.
- No food or beverages without permission from library staff
- No feet on furniture or walls
- No sexual harassment
- No weapons