



Little Chute Public Library

Gerard H. Van Hoof Memorial

Rules of Conduct Policy

The following rules of conduct have been adopted for the comfort and protection of the rights of all those using and working in the Little Chute Public Library. Library staff will enforce these rules in a courteous but firm manner. Unacceptable behavior is not permitted. This includes, but is not limited to:

1. Disrupting library functions or programs
2. Running
3. Physical threats or abuse
4. Disrupting other patrons
5. Abusive or foul language
6. Congregating in or around entrances, inside or out
7. Abuse or misuse of library furnishings, equipment, or materials
8. Failure to pay fines or library costs when due
9. Commission of any illegal act, including, but no limited to, theft, assault, arson, indecent exposure, or disorderly conduct
10. Use of possession of alcohol or mood-altering drugs on library property
11. Carrying weapons of any type

The following are also not permitted in the library:

1. Solicitation
2. Smoking
3. Eating outside of designated areas
4. Loitering
5. Bringing animals or pets into the library, except to assist a person with a disability
6. Entering or remaining in the library without a shirt or shoes
7. Entering or remaining in the library outside of the established hours of operation

It is the patron's responsibility to maintain necessary and proper behavior standards in order to protect their individual rights and the rights and privileges of other patrons. Library staff will warn

patrons twice of unacceptable behavior. If behavior continues after the second warning, the patron will be asked to leave the library property. Parents may be contacted at the discretion of library staff. If necessary, the police may also be contacted. For serious and excessive infractions, a patron's library privileges may be suspended. If a suspension of more than one week occurs, the patron will be provided in writing provided that their identity is known.

Unattended Children

In order to avoid the disruption of normal library operations and services and for the safety and protection of young patrons, children ages 8 and under may not be left unattended in the library. A child is unattended if they are in the library without immediate and close supervision by a responsible party. If a staff member finds an unattended child, age 8 or under, the following steps will be taken at the discretion of library staff:

1. The staff member will determine if the parent/guardian is in the library. If so, the staff member and child will attempt to locate the parent.
2. If the parent is not in the library, the staff member will attempt to contact the parent at home or work using information provided by the child or the integrated library system. If contacted, the parent/guardian will be told that their child must be picked up immediately.
3. If the parent/guardian cannot be located, or if a contacted parent/guardian has not picked up their child within an hour of being called, the staff member will contact the police.

Children ages 8 and under may not be left unattended for any length of time. This does not include children participating in library-sponsored programs. Children ages 9 and up may be at the library on their own, provided their behavior is not disruptive.

Under no circumstances will a staff member take a child out of the library or give a child a ride home. The library in no way assumes responsibility for any child left unattended in the library. All library patrons are subject to the above rules regarding disruptive behavior.

Approved by the Little Chute Public Library Board of Trustees November 2022.

Revised: June 18, 2024