

Title: Code of Conduct Chapter: Miscellaneous Approved By: Library Board of Trustees	Document Type: Policy Document Number: 14.01 Original Effective Date: Date of Last Revision: 10/16/2024
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Code of Conduct

Introduction

This code of conduct will help you understand which behaviors are acceptable at the Library and which are unacceptable.

The Library's Values

We welcome and serve everyone who comes to the Library, and hold ourselves to the highest standards as we provide resources and experiences that encourage curiosity, discovery, and lifelong learning.

We want you to feel safe and welcome at the Library, and we depend on you to follow Library rules so others can feel safe and welcome. People who do not follow the Library's rules may be asked to leave. People banned from the Library for more than 10 days can appeal that decision by calling the library at 920-459-3400 or contacting us online at <https://www.meadpl.org/contact>.

Acceptable Behaviors at the Library:

- Asking questions: our staff are here to help you
- Showing respect to others: be kind to those around you and give people their space
- Keeping noise levels low: use your inside voice when talking and headphones while using cell phones, computers, and other devices
- Taking care of the Library and everything in it: handle books and other materials carefully, return borrowed materials on time, eat only in the Library Café, and always clean up after yourself
- Requesting ADA accommodations
- Bringing ADA-defined service animals into the library
- Following library rules: The Library has policies that explain what is and is not allowed at the library. The policies also explain your rights at the library. You can read our policies online at <https://www.meadpl.org/policies>, or you can request specific policies in print at any service desk

Unacceptable Behaviors at the Library:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Smoking or vaping in the Library or within 25 ft. of the Library's doors
- Being rude or abusive to people in the Library
- Stealing or damaging property that does not belong to you
- Asking people you don't know for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended
- Leaving your personal belongings unattended
- Creating a mess or tripping hazard with your personal belongings

- Bringing pets or non-service animals into the library
- Not following Library rules <https://www.meadpl.org/policies>

Food & Beverages

Small snack foods in closeable containers are allowed except when using library equipment or the children's play area. All other food is prohibited.

Nonalcoholic beverages in portable containers — such as travel mugs, screw-top bottles and juice boxes — are allowed except when using library equipment or the children's play area. Open containers, such as canned beverages, are prohibited.

Messes

Please clean up after yourself and leave all areas as you found them. For messes that require additional attention, such as spills, please alert staff.

Building Access

No loitering in and around the library entrance, and no blocking doorways, walkways or otherwise interfering with free passage throughout the building. Anyone remaining in the first-floor lobby for more than 10 minutes will be asked to move to a different area of the library.

Visitors may not remain in the library or attempt to remain in the library after regular business hours, unless taking part in an after-hours program or with prior permission of library administration

The Children's area is meant for children and their families. Unaccompanied adults must check in at the Children's service desk before utilizing resources.

The third floor Maas Teen Center is meant for teens. Unaccompanied adults and children may be asked to leave.

Use of Library Restrooms

Visitors are not allowed to shave, bathe, dye or cut hair, wash clothes or dishes, smoke, vape, drink alcohol, or loiter in library restrooms. Restrooms will be checked periodically by staff.

Staff Only Areas

Library visitors are not allowed to enter or attempt to enter any area of the building or grounds marked as restricted or for staff only.