

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: August 22, 2026
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Code of Conduct

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. [View Library policies.](#)

People banned from the Library for more than 30 days can appeal that decision by requesting an appeal form – call the Library at 920-459-3400.

Safety – to ensure a safe environment for staff and visitors, the following are prohibited:

- Breaking the law
- Bringing weapons into the Library
- Bringing drugs or alcohol into the Library
- Being drunk or under the influence of illegal drugs
- Stealing or damaging property that does not belong to you
- Asking people for money
- Coming to the Library when you are sick and contagious
- Leaving children under the age of 10 unattended

Harassment & Disorderly Behavior

Harassment of Library visitors or staff is prohibited. Harassment includes, but is not limited to:

- Verbal abuse, stalking, following or staring
- Unwanted physical contact or gesturing
- Any other behavior intended to annoy, disturb, threaten or intimidate

Disorderly behavior that disrupts other Library visitors is prohibited. This includes but is not limited to:

- Using loud, abusive, profane, or offensive language

- Fighting or rough play
- Running

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 entrance areas 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.

Children's & Teen Areas

The Children's area is meant for children and their families. While the Children's collections are available to all, unaccompanied adults not using the collection may be asked to leave.

The Hansen and Maas Teen Centers are meant for teens. While the YA Collection is available to all, unaccompanied adults and children not using the collection 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.

Use of Library Phone Booths

Visitors are encouraged to make phone calls in one of the library's two phone booths to avoid disturbing others.

Library users on video or speaker phone calls, or on calls that are too loud or prolonged, are required to use the phone booths or take their calls outside the building.

The phone booths are available on a first-come, first-served basis, and should not be monopolized. Phone booths should only be used for phone/video calls, and there is a two-person occupancy limit.

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.

Animals

Animals are not allowed inside the Library, with the exception of ADA-defined service animals and animals that are part of Library-sponsored programs.

Clothing and Hygiene

Visitors must wear shoes, as well as clothing that covers the chest and buttocks, at all times. While recognizing that access to hygiene resources can vary, visitors are asked to maintain a level of personal hygiene that does not substantially interfere with others' use of the space.

Smoking

Smoking, vaping, and use of electronic smoking devices are prohibited inside the Library and in the surrounding public spaces, consistent with [City of Sheboygan Ordinance Sec. 26-20](#) and [Wis. Stat. § 101.123](#).

Preparation of smoking materials is prohibited. This includes, but is not limited to, rolling cigarettes and refilling vape devices.

Technology & Device Etiquette

Headphones are required while using sound on cell phones, computers, and other devices in shared spaces. Screen content must be appropriate for a public setting; staff may ask visitors to remove inappropriate content from view.

Misuse of Library computers or internet access may result in suspension of internet or other Library privileges, and illegal use will be reported to authorities.

The Library applies a content filter but is not responsible for monitoring minors' internet activity; that responsibility rests with parents and guardians.

For complete policy details, refer to the [Acceptable Use Guideline Policy](#).

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, cans and juice boxes — are allowed.

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.

Bags, Backpacks & Personal Belongings

Library visitors may not bring more than 2 bags, backpacks, suitcases or other such items into the building.

- Items larger than 26" x 14" x 14" are prohibited

- Bedrolls, blankets, pillows, and sleeping bags are not permitted
- Carts and wagons may be used to transport items into the building but are still subject to the 2-bag limit.

Personal belongings brought into the Library must not obstruct aisles, walkways, or common areas. The Library is not responsible for personal belongings left unattended. Visitors should keep belongings with them at all times. Items left unattended may be removed.

Items that emit strong odors or otherwise pose a health or sanitary risk to other patrons or staff are prohibited regardless of size. The Library may ask to inspect bags when there is reasonable cause to believe that the contents pose a health or safety risk.

Bicycles, Carts, Strollers & Mobility Devices

Medically assistive mobility devices, such as scooters, knee rollers, wheelchairs and walkers, are allowed but must be operated in a safe manner that does not obstruct pathways, damage property or create hazards for other visitors.

Commercial-style shopping carts, wagons and bicycles are prohibited inside the Library.

Exceptions include:

- Strollers and wagons used to transport children
- Carts or dollies used to transport equipment or materials for Library programs or activities scheduled inside public meeting rooms

Accommodations are available to assist visitors with transporting Library materials.

Scooters and Skateboards

Recreational scooters and skateboards must not be used when in the Library and should not be left unattended.

Sleeping

Library visitors may not sleep or appear to be sleeping in the building.

Appropriate Use of Library Furniture

Library visitors may not move or rearrange Library furniture beyond repositioning existing seating around tables. Chairs are for one person at a time, with the exception of caregivers holding small children.

Visitors may not lie down on furniture, sit on tables, countertops or bookshelves, or place feet on tables. Sitting or lying on the floor is not permitted, with the exception of young children or where appropriate during Library programs.

Solicitation & Canvassing

Solicitation and canvassing are not permitted on Mead Public Library property. This includes selling or distributing merchandise, informational materials and promotional items, along with soliciting for political, charitable or religious purposes.

Exceptions require approval from Library management and are typically limited to the Library Foundation, Friends of the Library, governmental agencies and Library programming partners.

For complete policy details, see the full [Solicitation & Canvassing Policy](#).

Photography & Recording

Photography and recording for personal, non-commercial use is permitted in public areas of the Library. Recordings are not allowed in restrooms or staff-only areas. Specialized equipment requires management approval.

Library staff may stop any photography or recording that disrupts Library operations, compromises privacy, or is deemed harassing or threatening toward patrons or staff. Photography or recording of anyone under 18 requires parent or guardian consent.

Library staff routinely photograph and record events for publicity purposes. Patrons consent to such use unless they inform staff of an objection.

For complete policy details, see the full [Photography & Recording Policy](#).