

Patron Responsibilities and Conduct

Approved by Library Board: 04/2011, 05/2015
Last reviewed by Library Board: 05/2015

The “library” shall mean all parts of the interior of the Edward U. Demmer Memorial Library as well as the exterior of the building including the steps, parking lot, and grounds of the library.

The library staff will take appropriate action to prohibit any of the following activities or behaviors listed below. Violators will be asked to stop such activity immediately. If the activity/behavior continues, he/she will be instructed to leave the library for the balance of the calendar day. A record of violations resulting in suspension will be kept by the director. Suspension will be one week for a second violation, thirty days for third violation, and any further violation being referred to the Three Lakes Police Department.

Library Rules

1. The Demmer Memorial Library will uphold all state laws and local ordinances in regard to public behavior.
2. The following list of activities not associated with the use of the public library are specifically prohibited:
 - Smoking, including use of electronic cigarettes;
 - Possession or use of alcoholic beverages or controlled substances;
 - Sleeping;
 - Abusing or vandalizing library facilities or equipment;
 - Rearranging/disarranging library furnishings or materials without permission of authorized staff;
 - Altering the settings on any or all computers without consent of library personnel;
 - Damaging/vandalizing computers and/or computer software;
 - Damaging/mutilating/cutting pages from library materials;
 - Bringing a weapon into the library unless authorized by law.
3. Patrons shall respect the rights of other patrons and staff and shall not harass or annoy others by:
 - Noisy or boisterous activities (inside or outside the library);
 - Staring at another person with the intent to annoy that person;
 - Following another person about the building with the intent to annoy that person;
 - Playing audio equipment so that others can hear it, or engaging in noisy or disruptive phone conversations;
 - Behaving in a manner which reasonably can be expected to disturb other patrons or staff;
 - Any form of harassment including but not limited to sexual advances and/or sexual language;

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- Entering non-public spaces without permission;
 - Remaining in the building beyond posted operating hours without express permission of library staff
 - Failing to adhere to any specific procedure or policy pertaining to meeting rooms, use of library materials, library technology, etc.
4. Circulating petitions and/or conducting surveys, as well as solicitation, inside the library, at the doors or on the entry sidewalks (library property), unless authorized by a governmental body, is prohibited. Persons may use the sidewalk to circulate a petition or survey may do so as long as they are on a right of way and not impeding access or entry to the building.
 5. Patrons shall not interfere with another person's use of the library or with the library personnel's performance of their duties.
 6. Unattended children under the age of seven shall not enter or be left in the library, except during the time they are part of an activity sanctioned by the library. Responsibility for all children using the library rests with the parent/guardian or assigned chaperon and not with library personnel.
 7. It is the responsibility of the parents and/or guardian to make arrangements for the pick-up of children at the library at closing time. Children will be allowed to use the phone for free to make such arrangements ten minutes prior to closing time. Any child left at the library after closing time is not the responsibility of the library staff. The continued disregard of this policy will result in the library staff calling the Three Lakes Police Department to report the neglect of the child.