



# Wisconsin State Law Library

## Code of Conduct for Library Users

Adopted May 16, 2005; Revised August 19, 2019

### State Law Library Users shall:

Engage in activities associated with the use of a public law library. Persons in the State Law Library shall be engaged in reading, studying, or using library materials or services. Children must be supervised by an adult.

Respect the rights of other users and library staff. Library users shall not harass or annoy others or behave in a manner that can be reasonably expected to disturb others. Users shall not interfere with the use of the library by others or interfere with library employees' performance of their duties.

Respect library furnishings including library equipment and materials. Library users shall not deface, mark on, or mutilate any library furnishings, materials or equipment or remove pages from or otherwise damage any library publication. Beverages must be in sealed, covered, or other spill-proof containers. Damage to property is punishable under chapter 943, Wisconsin Statutes.

Use cell phones, dictation devices, personal computers, etc. in a manner that does not disturb others. Cell phones must be set to silent or vibrating mode and the volume on laptops muted. Cell phone conversations should be limited to one of the Library's user workrooms or the outer lobby. Photography, video recording, audio recording or live streaming is prohibited, unless advance permission has been granted by the library staff.

Declare photocopies and print outs at the circulation desk and make payment at the posted rate. Library users shall not abscond with photocopies or print outs made with library equipment.

Limit carry-in items to two standard size bags. Carry-ins beyond the two-bag limit, as well as rolling carts, suitcases, or bags larger than 26"x14"x14" must be stored in a free locker while using the library.

### State Law Library Users shall not:

Smoke, vape, or use other tobacco products.

Engage in activities that violate federal, state or local law or regulation, including (but not limited to) the unauthorized practice of law.

Be in the Law Library without shirt or shoes.

Remove or attempt to remove any library materials without first checking them out. Theft of library materials is punishable under section 943.61, Wisconsin Statutes.

**Any State Law Library user not abiding by these rules may be asked by any State Law Library employee or by any Capitol Police officer to leave the State Law Library premises. Serious or continued violation may result in suspension of access for as long as deemed necessary by the State Law Librarian.**