



Albert Lea Public Library

... is working to connect you with the books you want, the information you need,
and the community you live in.

Rules of Conduct

The Albert Lea Public Library is a public place, and we ask our visitors to respect others. To ensure that your visit with us is safe and enjoyable, the following actions are PROHIBITED:

1. Patrons must have a Library card present to check out Library materials or use the computer. The staff will not provide card numbers to individuals due to privacy and security issues.
2. Any behavior that is disruptive to library use or disturbs library staff is prohibited and will be handled by the appropriate enforcement authority.
3. Engaging in any activity in violation of Federal, State, local or other applicable law, or Library policy. (*Copy of Albert Lea Public Library Policy Manual is available at both Circulation Desks*)
4. Failing to comply with a reasonable staff request.
5. Harassment of staff and visitors.
6. Operation of cell phones or other handheld devices.
7. Use of any type of cameras, including but not limited to: video equipment, cell phones or handheld devices, without permission from the Director.
8. Misuse of library furniture or equipment.
9. Sleeping in the library.
10. Possessing or being under the influence of alcohol or illegal drugs.
11. Food can damage materials and furnishings and may not be brought into the Library. All beverages must be covered.
12. Personal hygiene habits must not infringe upon other people's use of the library.
13. Conversation that is above an acceptable noise level or is disturbing to other individuals or employees.
14. Blocking aisles or doors or leaving personal items unattended at any time.
15. Carrying weapons of any type.
16. Children under age 7 must be accompanied by an adult or adolescent at least 14 years of age. *
17. Adults are not allowed in the children's area. This area is for children and their parents or caregivers only.
18. Operating roller blades, skateboards or other similar devices in the library or City Center.
19. The only animals that may be brought into the Library are service animals or program/event related.
20. Smoking or any other use of tobacco.
21. Failing to adhere to Albert Lea Public Library Internet or Computer Lab Policies.

Failure to comply with the Library's established rules and policies could result in removal from the premises and suspension and/or termination of Library privileges, including the use of Library computers and other equipment. Individuals have the right to request an administrative review with the Library Director and/or the Library Advisory Board if suspension and/or termination of Library privileges is greater than thirty days.

** Library staff cannot assume responsibility for children at any time. If an unattended child is in the library at closing time, police will be notified and asked to pick up the child. Library staff is not permitted to offer the child transportation home.*