



Wisconsin State Law Library

Code of Conduct for Library Users

Adopted May 16, 2005; Revised May 16, 2023

State Law Library Users shall:

Engage in activities reasonably 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 under the age of fourteen must be accompanied and supervised by an adult.

Respect the rights of other library users and staff.

Comply with rules of conduct in state buildings and facilities found within Wisconsin Administrative Code Adm 2.14.

Use cell phones, dictation devices, personal computers, and similar products only in a manner that does not disturb others. Cell phones must be set to silent or vibrate mode and the volume on laptops muted or headphones must be used. 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.

Respect library property, including library furnishings, equipment, and materials. Beverages must be in spill-proof containers.

Declare photocopies and print outs at the circulation desk and make payment at the posted rate.

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.

Respond to emergency alarms and instructions from library staff.

Leave the library when it closes.

State Law Library Users shall not:

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

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.

Deface, mark on, or mutilate any library property including furnishings, equipment, or materials or remove pages from or otherwise damage any library materials. Damage to property is punishable under Wisconsin Statute Chapter 943.



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

Library users shall not abscond with photocopies or print outs made with library equipment.

Smoke, vape, or use other tobacco products or similar products.

Be in the Law Library without shirt or other covering of their upper bodies, without pants or other covering of their lower bodies, or without shoes.

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 Deputy Law Librarian. Suspension decisions may be appealed in writing to the State Law Librarian.