

Conduct Policy

Purpose

The purpose of this policy is to assure that the library environment is safe and that everyone feels comfortable as they use the library.

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

Code of Conduct

The use of the library may be denied for failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Library users are expected to conduct themselves in a manner which shows respect for others in the library and for the library property.

Unacceptable Conduct

1. Disruptive conduct which prevents others from enjoying the library or which endangers people or property is not allowed.
2. Congregating or loitering in the building or on the property in a manner that causes a disturbance or is inconsistent with the ordinary use of the library environment will not be permitted.
3. Acceptable attire is required, so as not to be disruptive to the library environment. Individuals need to be fully clothed and wear shoes.
4. The use of tobacco products or smokeless cigarettes, or their equivalent, is prohibited inside the library facility.
5. Visiting the library under the influence of drugs or alcohol is not permitted, nor harassment or behavior that constitutes a health hazard to others.
6. Animals are not allowed in the library except as part of programs or as needed by disabled patrons.
7. Light, pre-packaged snacks that are not damaging to the collections or distracting to others are permitted. Food delivery is not allowed. Patrons must leave their work area clean for the next user.
8. Patrons may not solicit, sell or distribute merchandise or services in the library for any purpose without prior permission from the Library Board or Library Director.
9. Knowingly entering non-public areas of library facilities without permission from the library staff is not tolerated.
10. Firearms, concealed or openly carried, or other weapons, are prohibited in the library, except firearms, carried by law enforcement in accordance with Wisconsin law.

Care and Safety of Minors

1. Children under 8 must be directly supervised at all times by an adult, age 18 or older.
2. The library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors and staff will not transport a minor.
3. If an unattended child is disruptive or unsafe, or appears ill or upset, and the supervising adult cannot be contacted within a half hour, law enforcement or social services will be contacted.
4. If the library is closing and the supervising adult cannot be reached within 10 minutes, law enforcement or social services will be contacted for any unattended person under the age of 14.
5. The library staff will report suspected truancy to the appropriate authorities during school hours.

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Response to infractions

Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff will order them to leave for the day. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities will result in immediate expulsion from the library premises.

The Library Director may at her/his discretion withhold library privileges from any patron who does not comply with library procedures, including this policy.

The Board of Trustees, depending upon the seriousness of violation/s of this policy, has the right to withdraw library privileges from individuals for a period determined appropriate by the Board of Trustees.

The library accepts no responsibility for loss, damage or accidents to persons or personal property on its premises.

Replaces Unacceptable Conduct Policy, Adopted 12/4/2003
Replaces Unattended Child Policy, Adopted 07/08/14

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