

CADOTT COMMUNITY LIBRARY BEHAVIOR POLICY

I. Introduction

(A) Under the provision of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52 (1), Cadott Community Library Board of Trustees may enact regulations that serve to insure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

(B) The Board of Trustees is committed to providing an atmosphere where people of all ages may come to read, browse, do research or study. This policy does not prohibit quiet conversation between patrons and/or staff members or conversations required to carry on library programs or business. It is designed to preserve a reasonably quiet atmosphere where library patrons may use library services and materials without disturbance.

(C) Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishings, as well as rudeness, profanity or any other behavior generally considered unacceptable in a public place. Parents or other legal guardians are responsible for the behavior of their minor children in the Library.

(D) This policy has been established for all patrons. 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. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

II Specific Guidelines

(A) The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following **prohibited behaviors**:

1. Any behavior that disrupts or hinders public use of the Library is prohibited on Library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running and fighting.
2. Consumption of alcoholic beverages or illicit drugs is not permitted in the Library.
3. Use of nicotine products, including e-cigarettes, is not permitted in the Library.
4. Public eating or drinking is permitted only when specifically approved or as part of a Library program.
5. Seating at Library tables, carrels and chairs is limited to the number of persons for whom the furniture was designed.
6. Bicycles are not permitted in any Library public area or entryway, a rack has been provided for bicycles. Roller-skating and skateboarding are not permitted in the Library. Wagons and strollers may not be left obstructing a hallway, aisle, entry or exit.
7. Appropriate attire is required; do not enter the Library without a shirt or shoes.
8. Offensive body odor due to poor hygiene, overpowering perfume, or cologne.

9. Improper use of Library restrooms, including, but not limited to, bathing, shaving, hair trimming, and laundering is prohibited.
10. Loiter on the premises. Customer's sleeping in the Library may be awakened by library staff due to concern for their health or it causes a disturbance.
11. Remain in the building after its regular closing hours.
12. Blocking the entryways or stairways is prohibited. Disruptive groups congregating inside or outside the Library will be required to disperse.

The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted. The Library reserves the right to inspect all bags, briefcases, backpacks and other such items when the staff has reason to believe this rule has been violated. The Library is not responsible for personal belongings left unattended. Failure to comply with these rules may result in the loss of Library use privileges.

(B) Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other customers or staff, or interferes with library service is prohibited.

1. MP3 players may be used as long as headphones are properly in place and sound cannot be heard by others.
2. Cell phones should be set to vibrate or off when entering the library and use limited to short, quiet conversations.

(C) No pets or other animals are allowed in the library unless they are guide dogs or part of a library program.

(D) Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.

(E) Surveying of groups or individuals may only be done in conjunction with output measures of other similar surveys designed to quantify library use of satisfaction with library services.

(F) Canvassing - for example, soliciting signatures for a petition, nomination papers, and the like are not allowed on library property.

(G) It is a charge of the library staff to see that the rights of individuals to use the Library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons.

III General Guidelines for Handling Problem Patrons.

(A) It is patron's responsibility to maintain and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.

(B) Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may

be restricted from the Library and from the use of library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time will be subject to the law.

(C) A brief written report of any incident involving theft, vandalism, illegal activity or major disruptive behavior will be on file with the Director as soon as possible after its occurrence.

(D) The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action. (Wisconsin State Statutes 43.52 (2)). The Library Director will inform the Library board of any such action taken.

(E) The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall be informed that the suspension may be appealed at the regularly scheduled Library Board meeting.

IV. Unattended Children

(A) One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by young children, and it is our desire to make these visits both memorable and enjoyable for the child.

(B) "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Parents are responsible for their children's behavior in the library.

(C) Therefore, it is the policy of the Library that all children twelve years of age and under must be in the company of a parent/responsible person while in the library. Even if the young person is attending a program, it is required that the parent/responsible people remain in the library throughout the program.

V. Disruptive Children

(A) Children of all ages are encouraged to use the library for homework, pleasure reading and attending programs. The staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion.

(B) Examples of disruptive behavior include running up and down the book stack aisles, unsupervised use of library equipment, pulling books from the shelves, any behavior that interferes with other people's use of the library or that may damage library property.

(C) Whether they are with their parents or not, children who are continually disruptive will be dealt with firmly. The child will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, he/she may do so and then wait until the parent arrives.

VI. Theft of Library Materials

(A) According to section 943.61 (3) of the Wisconsin State Statutes, the concealment of library material beyond the last station for borrowing this material is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been checked out in accordance with established library procedures and which is concealed upon the person or belongings of another is evidence of theft.

Approved by the Cadott Community Library Board of Trustees

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