



Library Behavior Policy

Purpose: 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. It is expected that all patrons and staff follow these guidelines.

- I. Inappropriate and Disruptive Behavior
 - a. The library board and staff are committed to providing an atmosphere to all community members, patrons, and visitors, which is welcoming, comfortable, and safe.
 - b. Inappropriate behaviors include activities that disturb others, interfere with library services, are damaging to the facility, materials, or furnishings, or are disparaging to staff.
 - c. It is an individual's responsibility to maintain standards of behavior in order to retain their right to the use of the library. If a person creates a public nuisance, they may be restricted from the library, its services, and facilities. Those who are unwilling to leave will be subject to the law.
 - d. It is the responsibility of library staff to see that the rights of individuals to use the library are upheld. Staff is obligated to enforce these guidelines for the comfort and safety of all. If staff is unable or unwilling to enforce the guidelines, they should elevate to the Library Director.
- II. Specific Guidelines
 - a. No library patron shall engage in any of the following prohibited behaviors while in the library or while participating in sponsored programs and events:
 - i. Disruptive behaviors including and not limited to: Loud/boisterous noise, verbal or physical harassment, drunkenness, running, or fighting.
 - ii. Consumption of alcoholic beverages or illicit drugs
 - iii. Smoking (including e-cigarettes or vaping)
 - iv. Open containers of food or drink at computer areas
 1. Water and covered drinks welcome. Food is discouraged unless approved by a librarian.
 - v. More than 1 person per chair, "cuddle puddles", or similar activities
 - vi. Blocking of the entry door or aisles by congregation, equipment, or materials
 1. Bikes should be placed in the bike rack in the alley

e. Loss of Library Privileges

- i. The library director, on behalf of the library board, may suspend the library privileges of any individual who willfully violates regulations when the severity or continued recurrence warrants such action. (Wisconsin State Statutes 43.52 (2). The Library Director will inform the Library board of any such action taken.
- ii. Guidelines for Permanent Suspension.
 1. Staff brings concern of patron behavior to Director or submits an incident report.
 2. Director reviews concern and meets with patron, as well as possible witnesses to the incident.
 3. A written letter, stating possible revocation of privileges and date of the meeting where Board will take action, will be sent to patron with no less than 5 days prior. Patron will be prohibited from using the library between receiving the letter and the decision of the board.
 4. Board will follow regular meeting law for discussion and action
 5. Determination of the Library Board will be final.

IV. Unattended and Disruptive Children

- a. Parents are responsible for the behavior of their children inside of the library, whether accompanying the child or not.
- b. Library Staff are not responsible for children's behavior in lieu of a parent or caregiver being present.
- c. Children age 8 and up may enter the library by themselves for browsing, program attendance, or computer use if parental permission is granted.
- d. Children age 7 and under must be accompanied by a parent, legal guardian, or other caregiver such as a grandparent, babysitter, or responsible sibling.
- e. Children engaging in any of the disruptive activities above, but specifically running, pulling books from shelves, damaging of property, and physical altercations, will be dealt with firmly by library staff whether parents or caregivers are present or not.
 - i. Disruptive children will be given warnings, followed by being asked to leave if the behavior doesn't improve.
 - ii. If a child needs to contact a caregiver after being asked to leave, they may do so and wait inside the library until the parent arrives.
 - iii. The Library Director may call parents to inform them of child's behavior and ask that they not be allowed in unattended or suspend their privileges as outlined above (III-e-ii).

V. 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.
- b. Deliberate acts of theft will be reported to the Cadott Police Department.
- c. Theft of library materials may result in a permanent suspension of library privileges.