



APPROPRIATE BEHAVIOR POLICY

I. Purpose of Policy

The purpose of this policy, adopted by the Waunakee Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.

II. Definitions and Guidelines

- A. These behavior rules apply to the facility, grounds, and parking lots of the Waunakee Public Library and to all persons in or on the premises.
- B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the premises. Any library staff member may bar a patron in violation of this policy from using the library for up to one day. Staff will submit a brief written report of the behavior to the Library Director. Any illegal activity will be reported to law enforcement immediately.
- C. If warranted, the Library Director or their designee may bar the patron from using the library for a further amount of time. Official written notice barring the patron from using the library will be sent to the last known address of the patron when possible.
- D. Patrons may appeal the decision of the Library Director to the Waunakee Public Library Board of Trustees. Upon receipt of the appeal, discussion will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.
- E. Persons on library premises while they are barred will be criminally trespassing and law enforcement will be notified. An exception will be made for a patron attending the Library Board of Trustees meeting in which their appeal is being discussed.

III. Behavior Rules

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 any of the prohibited behaviors:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance including theft of library items.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. Uttering profane, obscene, or offensive language.
4. Engaging in sexual contact, activities, or conduct.

5. Being in a state of intoxication that causes a public disturbance.
6. Damaging or defacing public property.
7. Using tobacco products of any kind, including e-cigarettes and other similar devices, in the building or within fifty feet of entrances and exits.
8. Bringing firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) into the building, except for firearms carried by authorized law enforcement personnel. This policy shall be posted per Wisconsin state law at all building entrances.
9. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.
10. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or disturb.
11. Entering non-public areas of the library without permission.
12. Refusing to follow the reasonable directions of library staff.
13. Selling, soliciting, petitioning, distribution of materials for any purpose is prohibited. Citizens seeking nomination for public office may not solicit for signatures on library grounds but are allowed to collect signatures on public sidewalks along the surrounding streets.
14. Consuming food or drink that creates a nuisance because of odor or mess. Library staff are authorized to determine if a particular food or drink item is not appropriate for a particular location, such as near library equipment, shelving, or in an enclosed study room.
15. Bringing animals into the library, with the exception of service animals and service animal trainees, unless part of a library event. Emotional support or companion animals are not allowed inside the library.
16. Leaving an animal tethered and unattended on the library premises.
17. Hiding or concealing library books or other materials to prevent later use by an individual or group.
18. Sleeping in the library for an extended period of time or that creates a disturbance.
19. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see Child Safety Policy).
20. Not wearing shoes or shirt within the library.
21. Remaining in the building following closing without permission of library staff.
22. Disturbing others because of offensive body odor or strongly scented personal products.
23. Bathing, shaving, and other personal grooming activities.

This policy replaces any previous policy regarding behavior in the library.

Adopted May 20, 2022

Revised June 16, 2023