

APPROPRIATE LIBRARY BEHAVIOR POLICY WAUNAKEE PUBLIC LIBRARY

PURPOSE

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Waunakee Public Library Board of Trustees may enact regulations that serve to ensure the safety of library staff and patrons, protect the materials collection, and maintain order in the library.

While committed to providing an atmosphere that welcomes all ages to partake of the library's services, this policy attempts to provide guidelines which preserve a reasonably quiet environment and which promote safety and comfort for all individuals.

GENERAL GUIDELINES FOR USING THE LIBRARY

1. 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:
 - a. Smoke or used tobacco products. The library is a tobacco-free zone. Smoking is prohibited throughout the building and within fifty feet of entrances. Use of e-cigarettes is also prohibited.
 - b. Willfully annoy, intimidate, or bully another person.
 - c. Damage or deface public property.
 - d. Engage in loud, boisterous, or obscene behavior.
 - e. Utter profane, obscene, or offensive language directed at another person.
 - f. Be in a state of intoxication that causes a public disturbance.
 - g. Enter or remain in the library without a shirt or shoes.
 - h. Loiter on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
 - i. Remain in the building after its regular closing times.
 - j. Sleep in the library for an extended period of time (more than 15 minutes).
 - k. Use the emergency staircase except in the event of an emergency.
 - l. Bathing, shaving, and other personal grooming activities in the library are also discouraged.
2. No pets or other animals are allowed unless they are a service animal as defined by the Americans with Disabilities Act or are part of a library program.
3. Usage of cell phones and other electronic devices is allowed, but their use may not disrupt library use by other patrons. We ask that patrons turn off all audible sounds or use headphones *or earbuds*.
4. 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.
5. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

6. Canvassing – for example, soliciting signature for a petition, nomination papers, and the like – is not allowed on library property.
7. No firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) are permitted in the library building, except for firearms carried by authorized law enforcement personnel. This policy shall be prominently posted per State of Wisconsin law at all building entrances.
8. It is a charge of the library staff to see that the rights of individuals to use of 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. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

FOOD AND BEVERAGES IN THE LIBRARY

The Waunakee Public Library strives to create a welcoming, clean and comfortable environment for all patrons to enjoy. In line with this goal, snacks and covered drinks are allowed in the library except in designated areas and should be consumed in a responsible and courteous manner. Food may be consumed in designated areas such as the Den off of the main lobby, in History Hall, and outside on the patio or near the front entrance. Food and drinks can pose a potential risk to library collections and equipment. In order to protect our resources, equipment, and building from damage, we ask that you act responsibly when consuming snacks and drinks. Patrons violating this policy will be asked to remove the food and drink from the area. We appreciate your cooperation.

- Foods in the main areas of the library are limited to dry snacks, such as pretzels, cereal bars, or crackers. Fragrant, greasy, messy, or sticky foods like pizza, burgers, subs, and fries, which might disturb others, are not allowed except in the designated areas noted above.
- No food or beverages are allowed near the computers or other library-owned electronic equipment.
- Outside snacks are not allowed in the Storytime Room.
- Group meals and food delivery are not allowed in public areas except for pre-arranged and approved meetings in public meeting rooms.
- In designated quiet areas, food consumption should be silent.
- Beverages are allowed in a covered container. No open containers allowed.
- No alcoholic beverages allowed.
- Please report spills immediately to staff and discard all trash after eating or drinking.
- Unattended food or beverages will be discarded.

GUIDELINES FOR HANDLING BEHAVIOR POLICY VIOLATIONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his or her individual rights and the rights and privileges of other patrons.
2. 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 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 staff, will be subject to the law.
3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
4. 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 re-occurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.

5. 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 also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

THEFT OF LIBRARY MATERIALS

1. According to section 943.61 (3) of the Wisconsin State Statutes, the concealment of library material beyond the last station for borrowing this item 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 among the belongings of the person or concealed by a person upon the person or belongings of another is evidence of theft.
2. According to section 943.61 (4) of the Wisconsin State Statutes, an employee of the library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor.
3. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation of the accused person.

Approved by the Library Board on January 13, 2017.
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