

WAUNAKEE PUBLIC LIBRARY APPROPRIATE LIBRARY BEHAVIOR POLICY

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. Eat, except as provided for in the library's meeting rooms policy.
 - c. Willfully annoy, intimidate, or bully another person.
 - d. Damage or deface public property.
 - e. Engage in loud, boisterous, or obscene behavior.
 - f. Utter profane, obscene, or offensive language directed at another person.
 - g. Be in a state of intoxication that causes a public disturbance.
 - h. Enter or remain in the library without a shirt or shoes.
 - i. Loiter on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
 - j. Remain in the building after its regular closing times.
 - k. Sleep in the library for an extended period of time (more than 15 minutes).
 - 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.
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.

GUIDELINES FOR HANDLING CODE OF CONDUCT 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.

UNATTENDED CHILDREN

1. 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.
2. "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 while in the library.
3. Therefore it is the policy of the Library that all children under the age of nine (9) must be in the company of a parent or caretaker (age 12 or older) while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remains in the Library throughout the program.
4. If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Director or other staff member in charge. He/she will then attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Waunakee Police Department.
5. If it is determined that a minor (12 years old and under) is not accompanied by an adult at closing time, staff will attempt to locate a parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Waunakee Police Department.
6. If it is determined that a minor is not accompanied by an adult during regular school hours and is truant, the minor will be informed of this law before officers are called and

will have the opportunity to call a parent or guardian for a ride if needed. The Waunakee Public Library will work with school and law enforcement officials to uphold Wisconsin state laws on truancy, including Wisconsin State Statutes Section 118.15.

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.