Village of Kewaskum Public Library
Code of Conduct

Purpose

The purpose of the code of conduct policy at the Kewaskum Public Library is to ensure a safe, orderly, and comfortable atmosphere in which all Library patrons can use the library's materials and services most effectively. Staff and patrons should be mindful of the effects of their behavior on others using the library's facilities. This policy addresses standards of public behavior in general. From time to time, the Library Board may adopt additional policies governing public behavior.

General Public Conduct

Wisconsin Statutes s. 43.52(2) states: "Every public library shall be free for the use of the inhabitants of the municipality by which it is established and maintained, subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations."

Anyone who disregards these regulations is subject to removal from the library and/or restriction of library privileges, which may include denial of specific privileges (such as use of computers) to denial of right to use the library for a specified time period by the senior staff member on duty. The Library Director, acting on behalf of the Board of Trustees, may suspend 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.
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. In the event of inappropriate behavior by a minor, the child's parent or guardian will be notified by the library.

Staff members observing unacceptable behavior shall take appropriate action. When a patron is asked to leave the library for any reason, the staff member shall complete an incident report which will be filed with the Library Director as soon as possible.

Library patrons have an obligation to interact courteously with other users and library staff, properly check out materials, return items by their due dates, keep library materials clean, unmarked and intact, follow established computer use policies and maintain a clean environment. Specific inappropriate conduct inside the library or on library grounds includes but is not limited to the following list of behaviors:

- All illegal activities including the possession of illegal substances.
- Smoking, chewing tobacco, electronic cigarettes and vaping. Possessing or drinking alcohol.
- Misrepresenting identity for eligibility of services.
- Removal or attempt to remove any library materials without first checking them out. Theft of library materials is punishable under Wisconsin Statute 943.61.
- Harassment of patrons or staff including but not limited to abusive language, staring at or following.
- Eating except in programs that permit this activity. Beverages in spill proof containers are permitted inside the library.
- Soliciting, interviewing, canvassing or surveying.

- Noisy, disorderly or boisterous behavior.
- Not being fully clothed (upper and lower body clothing and footwear) or with bodily hygiene lacking to the point it constitutes a nuisance or health hazard to others.
- Animals in the library except for service animals defined by the Americans with Disabilities Act or animals as part of scheduled library programs.
- Cell phone or other personal electronic device usage that interferes with library services or is a disruption to ~~other~~ others.
- Violating our internet use policy **OR** violating any of the library's policies.

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<u>Children in Library Policy</u>

The Kewaskum Public Library welcomes and encourages children to visit the library, use Library resources and services, and attend Library programs. Staff members are available to help and support children; however, the library is not able to provide short- or long-term childcare or be responsible for unattended children.

Unattended children are children under 18 years of age who are apparently unaccompanied by a parent, guardian, and/or responsible caregiver. Children who are unable or unwilling to care for themselves may not be left alone in the library and must have adequate supervision while in the library.

No child aged nine or under may be left unattended in the library or in a Library program. Children nine years of age and younger must be supervised by a parent, guardian or caregiver who is able to attend to the child's safety and ensure appropriate behavior. Exceptions may be made at the discretion of Library management. If a child nine years or younger is found to be unattended in the library, staff will attempt to find the child's parent/guardian. If the staff cannot locate a parent/guardian, the Kewaskum Police Department may be notified.

The library is not responsible if children leave library property.

Parents, guardians, or caregivers are responsible for the safety, behavior, and supervision of children at all times in the library and on library property. Children are expected to respect library property and adhere to the rules outlined in the "General Public Conduct."

Library staff will attempt to contact a parent, guardian, or caregiver in circumstances such as the following:

- A child engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business.
- A child involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- A child left alone at the library at closing time.

Such situations will be handled on a case-by-case basis. If parents, guardians, or caregivers cannot be reached, or are unresponsive, the library will notify the Kewaskum Police Department as needed.

Approved by the Kewaskum Public
Library Board of Trustees 5/13/2019, 11/13/2023