

### III. Patron Responsibilities and Conduct - 2023

#### **Purpose:**

The Forest Lodge Library is committed to serving the community as a safe and welcoming resource, providing equitable access to materials and services for all library patrons. Appropriate library conduct includes activities such as reading, studying, properly using library materials or computers and other similar conduct normally associated with a public library.

Wisconsin Statutes Chapter 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."

**Our Policy:** It is a patron's responsibility to maintain commonly accepted standards of behavior in order to protect their individual rights and the rights and privileges of other patrons and library staff. Patrons are participants in a shared, public use environment and must conduct themselves accordingly.

#### **Respect yourself and others.**

- Keep conversations and all electronic equipment (computers, music players, cell phones, etc.) at a low volume that doesn't disturb others.
- Respect other patrons' privacy and their right to use the library.
- Use of profanity is unacceptable.
- Keep your cell phone in silent mode and move to the library vestibule or outside to receive or make phone calls.
- Do not expose other patrons to explicit images or information.
- Do not threaten or harass library staff, volunteers, or patrons.
- Comply with Forest Lodge Library protocols and policies and follow the direction of library staff.
- Do not engage in any sexual contact, activities or conduct.
- Public hate speech is not allowed.
- Those with concerns about materials available at the library should ask for a form to Request Reconsideration of a Library Resource.
- Differences of opinion with Library Policies should be addressed, in writing, to the Library Director and/or the Library Board.
- No selling, soliciting, surveying, distribution of written materials, panhandling or canvassing for any political, charitable or religious purposes anywhere on library property without prior authorization from the Library Board, Library Director or their designee.
- Maintain publicly acceptable personal hygiene.

#### **Respect the library and library property.**

- Respect the library facility, materials, furniture, and equipment.
- Do not move library furniture without permission of library staff.
- Keep food and beverages contained.
- Clean up after yourself.

- Commit or attempt to commit no activities that would constitute a crime or a violation of Town, County, State or Federal laws.

#### **Maintain a safe and healthy environment.**

- Be fully clothed and wear shoes.
- Keep pets out of the library. (Trained service animals or animals which are part of library programming are acceptable)
- Supervise children under the age of eight.
- Do not use any tobacco products or electronic cigarettes in the library.
- Do not visit the library under the influence of alcohol or drugs.
- Do not carry firearms, concealed or openly carried, or any other weapons.

#### **Children/minors**

The Forest Lodge Library encourages visits by children of all ages and wishes to make visits to the library memorable and enjoyable. Children are encouraged to use the library for homework, recreational reading and program attendance. The library staff and library patrons should recognize that the library can be noisier at times and that children can cause a commotion. Children who are being willfully or continually disruptive will be given a warning that they must settle down or be asked to leave the library. If disruptive behavior continues beyond a second warning, the child will be asked to leave the library. If the child needs to contact a parent, they may do so and wait with a library staff person until parent arrives.

- Children under the age of eight must be accompanied/supervised by a parent or designated responsible person while in the library. Library Staff cannot be expected to supervise unattended children.
- If a child under eight is attending a library program, parent/responsible party must remain in the library for the duration.
- Parents, present or absent, bear ultimate responsibility for the behavior of their child.
- Parents bear responsibility for their child's material choices and should accompany minor children if they have concerns about the content of items being checked out. Library Staff shall not be expected to monitor or make a determination about what any specific child may or may not check out.

#### **Violation of Patron Responsibilities and Conduct Policy**

If, at any time, patron conduct threatens the life or safety of any person or is damaging to library property, equipment or facilities, library staff shall advise patron of immediate expulsion and shall contact the Bayfield County Sheriff's Department to report the incident and/or assist with patron removal.

Non-crisis violation of this policy will first result in staff warning patron regarding behavior and educating them about the Patron Responsibilities and Conduct Policy. Patron will be provided with a copy of the policy and referred to pertinent section. Further or continued violation of this policy may result in expulsion from the library and/or forfeiture of library privileges.

- 1<sup>st</sup> offense: (after initial warning and presentation of library policy) Staff will inform Library Director of conduct resulting in disciplinary response. Patron will be notified, by written letter issued by Library Director, that their library privileges have been suspended for 30 days commencing the date of infraction. The Library Board of Trustees and all library staff will receive communication regarding the name and description of the banned patron, the behavior underlying the ban, the time period of the ban and the dates covered. Parents/guardians of minors will be notified, and if there is reason to suspect that Wisconsin Statutes or federal laws have been violated, the proper authorities will be notified.
- 2<sup>nd</sup> offense: Patron may lose library privileges for 6 months. Procedure as for 1<sup>st</sup> offense.
- Further violations may lead to permanent loss of library privileges including the right to visit library building or grounds. Patron will be advised in writing of permanent loss of privileges. (procedure as outlined above.)
- Sufficiently severe violations may result in immediate and permanent expulsion and loss of library privileges.
- Persons ordered or banned from premises who do not comply may be subject to arrest and prosecution for trespassing.

Adopted: 10/11/2023

Board President:   
Laurie St. Aubin-Whelihan

To be reviewed every five (5) years.

Review dates: November 2028