

Fox Lake Public Library

Fox Lake Wisconsin

Policy Manual

Section 5. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. 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 the staff, will be subject to the law.

Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52 (1), the Fox Lake Public Library Board of Trustees may enact regulations that serve to insure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

The Board of Trustees is committed to providing an atmosphere where people of all ages come to read, browse, do research, or study. This policy permits quiet conversation between patrons and/or staff members or conversation required to carry on library programs or business. It is designed to preserve a reasonably quiet atmosphere where library patrons may use library services and materials without disturbance.

Unacceptable behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishings, as well as rudeness, profanity, or any other behavior generally considered inappropriate in a public place.

This policy has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff, and library property, the patron will be asked to leave the library.

UNACCEPTABLE BEHAVIORS

A. 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 unacceptable behaviors:

1. Eat or drink, except as provided for in the library's meeting room policy. Beverages in closed containers permitted (except @ computers).
2. Smoke. The library is a smoke-free zone. Smoking is prohibited throughout the facility.
3. Willfully annoy another person.
4. Damage or deface public property.
5. Engage in loud or boisterous behavior.
6. Use profane, obscene, or offensive language.

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7. Be in the Library without shirt, pants or shoes or otherwise acceptable attire
 8. Loiter on the premises
 9. Sleep in the library for an extended period of time (more than 15 minutes)
 10. Using a cell phone or pager in a way that disturbs others. Audible ringers should be turned off.
 11. Possess a weapon (except for an on-duty law enforcement official) or exhibiting any instrument in a threatening manner. A weapon is defined as an instrument used to inflict bodily harm. Examples of weapons are firearms, knives, clubs, nunchakus, steel knuckles, etc.
 12. Block entry, aisles or traffic areas.
 13. Patrons will be asked to leave if they are exhibiting extremely poor hygiene that is disturbing to others.
- B. No pets or other animals are allowed in the library unless they are service animals or part of a library program.
- C. 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.
- D. Surveying may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.
- E. Canvassing – for example, soliciting signatures for a petition, nomination papers and the like – is not allowed on library property.
- F. It is a charge of the library staff to see that the rights of individuals to use 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. Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the Library and/or arrest. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

Young children:

The Fox Lake Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library. Therefore, it is library policy that **all children under age six must be accompanied by a parent or designated responsible person while**

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in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Adopted:

Date 9/2011