

Sauk City Public Library Policy

POLICY: Patron Conduct

AUTHORIZED BY: Board of Trustees

APPROVED DATE: September 12, 2016

DATE OF LAST REVIEW/REVISION:

All persons are welcome in the Sauk City Public Library. The Sauk City Public Library Board seeks to set standards of behavior in order to ensure the greatest access to the greatest number of people; and assure the safety of library users, library staff, and library resources.

The Library Board defines inappropriate behavior to include, but is not limited to:

- Illegal activity of any kind in violation of public law
- Abusive, obscene, profane, or threatening language
- Fighting, running, horseplay, loud talking or any noisy behavior
- Intimidation or harassment of library patrons or staff
- Loitering or sleeping
- Soliciting of any type
- Being in a state of intoxication and/or drug impairment that causes a disturbance
- Skateboarding or use of roller skates and roller blades
- Use of tobacco products, including electronic cigarettes, are not allowed in the library building or on library grounds
- Unruly children and children left unattended
- Failure to maintain personal body hygiene which constitutes a public nuisance
- Use of listening devices that disturb others
- Vandalism, damage, theft, or improper use of library property and facilities • Blocking aisles or doorways, or interfering with the free movement of individuals
- Violation of the library's Internet Acceptable Use Policy
- Improper use of library restrooms or facilities for purposes such as bathing or shaving
- Any other conduct deemed objectionable by library staff

The Sauk City Public Library Board reserves the right to eject from the library and to refuse admission to those individuals who violate this patron conduct policy. The Board empowers library staff with the authority to take specific actions when problem behaviors occur.

Staff Response to Misconduct: When the library staff observes or receives complaints about disruptive behavior, and the behavior is perceived as nonthreatening:

1. The patron will be asked politely to improve his/her conduct.
2. If the inappropriate behavior continues, he/she will be given a warning that behavior must be improved or he/she will be asked to leave the library.
3. If after a warning the behavior continues, the Director or Charge Person will ask the patron to leave.
4. If the patron does not comply, the Director or Charge Person will call the Sauk-Prairie Police.

Sauk City Public Library Policy

However, any conduct that threatens the safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises. Library staff is authorized to contact the Sauk Prairie Police to respond to such situations. Repeat misconduct or severe offenses may result in individuals being banned from the library for up to one year.

Banning

If a person has engaged in severe or repeat misconduct, the Director may choose to ban the individual for up to one year.

1. The Director will issue a written ban letter to the individual involved notifying the individual that they are banned from the Sauk City Public Library. The letter shall indicate the reasons for the ban and the time period of the ban. A copy of the written ban shall be forwarded to the Sauk Prairie Police Department for information purposes.
2. Until such time as the ban has expired or been reversed on appeal by the Library Board, the individual may not enter the library.
3. If a banned individual enters the Sauk City Public Library, the police will be called and the individual may be arrested for trespassing.

Children

The Sauk City 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 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.

1. Children (whether with parents or not) who are being continually disruptive will be asked to refrain from the disruptive behavior.
2. If the behavior continues he/she will be given a warning that he/she must stop the disruptive behavior or leave the library.
3. If after a warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, he/she may do so and then wait with staff in a public area until the parent arrives.
4. If the behavior is extreme, the Sauk Prairie Police will be called.