



PATRON RESPONSIBILITIES AND CONDUCT POLICY

Effective Date: November 11, 2022

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Purpose

The Thomas St. Angelo Public Library of Cumberland has this Patron Responsibilities and Conduct Policy to ensure library facilities are safe, welcoming and provide access to materials and services for all library users. Under section 43.52 (1) of the Wisconsin State Statutes, the Thomas St. Angelo Public Library of Cumberland Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons.

The Thomas St. Angelo Public Library of Cumberland wants patrons to be safe, respectful, and responsible. The following guidelines have been devised to ensure that the library is useable by all.

Safety Guidelines

- Parents and caregivers are responsible for the behavior, safety and supervision of their children at all times. Children under the age of eight must be in the company of a parent/caregiver while in the library or attending library programs.
- Items carried into the library, such as backpacks or other personal belongings, must be stored out of pathways. Athletic equipment such as skateboards, skates, or balls may be carried into the library; however, they may not be used in the library.
- Blocking the entryway, corridor, or aisles is prohibited. Disruptive groups congregating inside or outside the library will be required to leave the library premises.
- Bicycles are prohibited in the library and should be stored in the racks outside of the library.
- Animals, other than service animals are not permitted in the library, unless as part of a program authorized by the Library Director. Owners/handlers must keep service animals with them and under their full custody and control at all times. By law, staff

may ask if the animal is required because of a disability and what task the animal has been trained to perform.

- Firearms, weapons, and facsimiles are prohibited on library premises, except for law enforcement and those with prior Library Director approval for a library approved event.

Respect Guidelines

- Appropriate attire is required. Shirts and shoes must be worn in the library. Offensive body odor due to poor personal hygiene or overpowering perfume or cologne that causes a nuisance or reasonably interferes with library use by other patrons or staff is prohibited.
- Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other patrons or staff or interferes with library service is prohibited. Patrons should limit themselves to short, quiet phone calls whenever possible.
- Improper use of library restrooms, including, but not limited to, bathing, shaving, hair trimming, and laundering is prohibited.
- Using library materials, equipment, furniture, fixtures, or building and grounds in a destructive, abusive, or potentially damaging manner is prohibited.
- Conduct that disrupts or interferes with the normal operation of the library or disturbs Library Staff or patrons, is prohibited. This includes but is not limited to creating unreasonable noise; abusive or threatening language or gestures; loud or boisterous physical behavior or talking; behavior that a reasonable person would find disruptive, harassing, threatening, including stalking, prolonged staring, or following another with the intent to annoy or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons or staff.
- Patrons should follow directions from Library Staff.

Responsible Guidelines

- Smoking, vaping, or other use of tobacco on library premises is prohibited.
- No food or beverages are allowed in computer workstations due to the possibility of spills and damage to electronics.
- Patrons are required to comply with the library's policies and procedures on computer use and the Internet.
- In order to keep Library phone lines available for incoming and outgoing calls, Library phones are for library use only.
- Patrons sleeping in the library may be awakened by library staff if there is concern for the patron's health or well-being, or if the patron's sleep is disturbing others.

Violation of Guidelines

Behavior which violates library policy, interferes with the use of the library by others or interferes with staff in the conduct of their duties is not permitted. Patrons engaging in such behavior may be asked to stop the behavior and/or they may be asked to leave the library. The police may be called and/or the patron's library privileges may be revoked. Unlawful activities will promptly be reported to the appropriate law enforcement authorities.

Unlawful situations include, but are not limited to:

- Committing or attempting to commit an activity that would constitute a violation of any federal, state, or local criminal statute or ordinance. This includes theft of library items.
- Directing a specific threat of physical harm against an individual or a group of individuals or property.
- Engaging in sexual conduct, as defined under Section 944.21(2)(e) of the Wisconsin State Statutes or engaging in sexual contact, as defined under Section 939.22(34) of the Wisconsin Statutes. This includes, but is not limited to, the physical manipulation of touching a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
- Being under the influence of any controlled substance or intoxicating liquor. Controlled substance is defined under Section 961.01(4) of the Wisconsin State Statutes.
- Possessing, selling, distributing, or consuming any alcoholic beverage or controlled substance, except as allowed at a library event as approved by the Library Director.

Staff members are authorized to require a patron to leave the library for the day if in the judgment of the staff member the patron's behavior is disorderly or disruptive. If the behavior is repeated or severe, the director may limit a patron's use of library services/materials or request that the Board revoke them altogether. The patron shall have the right to a hearing before the Board at the meeting at which the Board is scheduled to act on revocation of privileges.

Patrons shall cooperate with library staff who must interpret and apply rules and policies. Upon request, patrons shall be required to provide their correct name or show their library card or other identification to library staff and leave the premises when so directed.

In the case of repeated or severe conduct issues, the director will first review all staff concerns on the topic, as well as discuss the activities with the patron in question. It is at the director's discretion as to the limits placed on the patron's library privileges. At the director's request, the Board may decide to permanently revoke a patron's library privileges. It is the patron's right to a hearing before the Board during the meeting at which the Board is scheduled to act on revocation of privileges.

