

Code of Conduct in the Library

PURPOSE

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Monona Public Library Board of Trustees may enact regulations that serve to ensure the safety of library staff and patrons, protect the materials collection and maintain order in the library.

While committed to providing an atmosphere that welcomes all ages to partake of the library's services, this policy attempts to provide guidelines which preserve a reasonably quiet environment and which promote safety and comfort for all individuals.

GUIDELINES FOR USING THE LIBRARY

1. So that everyone feels comfortable and welcome, treat everyone in the Library with respect.
2. So that others are not disturbed, talk quietly. Disruptive or abusive language/behavior is prohibited.
3. For your safety, walk in the Library.
4. For your health and safety, shoes and shirts must be worn in the Library.
5. For your safety, the Monona Public Library prohibits on Library premises all firearms, explosives, and any item deemed a dangerous weapon in Wisconsin Statute sec. 939.22(10).
6. For your safety, the Library prohibits possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
7. No meals are allowed in the Quiet Reading Room area.
8. Library staff cannot be responsible for your belongings. Keep your belongings with you.
9. Use of tobacco and vaping products are not allowed in the building.
10. No pets or other animals are allowed in the library unless they are service animals or part of a library program.
11. Usage of cell phones and other electronic devices is allowed, but their use may not disrupt library use by other patrons. We ask that patrons turn off all audible sounds or use headphones.

12. The Library has a policy of zero tolerance for threats and acts of violence. Engaging in any intimidating or assaultive behavior, making any threats of violence or unlawful activities is prohibited. Any person engaging in such behaviors will be immediately ejected from the Library.
13. As a welcoming place for everyone, the library will not tolerate engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at 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. Engaging in any sexual contact, activities or conduct is also prohibited.

Solicitation and Canvassing

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.

- You may not sell, solicit, survey, distribute written materials, panhandle or canvass for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee.

GUIDELINES FOR HANDLING PROBLEM PATRONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.
2. Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. 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 staff will be subject to the law.
3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Library Director as soon as possible after its occurrence. (A sample copy of the "Incident Report" follows.)
4. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.
5. 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.
6. Disruptive children will be given a warning that he/she must settle down or 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 or guardian, he/she may do so and then wait by the main entrance to be picked up.

Unattended Children

The Monona 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 with these endeavors; however, the Library is legally not able to provide short or long-term child care, or be responsible for unattended children.

The Library desires to provide a safe and supportive environment for visitors of all ages. Parents, guardians, and/or caregivers are responsible for the safety, behavior, and supervision of children at all times when present in the Library and on library property. Children are expected to respect library property and adhere to the rules outlined in our Code of Conduct.

Children who are unable to care for themselves may not be left alone in the Library and must have adequate supervision while in the library. The Library is not responsible if children leave Library property unattended.

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

- An unattended child is found frightened or crying in the Library.
- An unattended child is perceived to be endangering themselves, or is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- An unattended child exhibits specific inappropriate behavior as defined in our Code of Conduct.
- An unattended child has not been met by a responsible caregiver at closing time.
- An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business.

Such situations will be handled on a case-by-case basis. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, the Library will work with other community welfare agencies such as Child Protective Services or the Monona Police Department as needed.

Amended and approved by the Library Board July 19, 2022