

Hedberg Public Library  
A 901 Public Code of Behavior  
Board Policy  
Last Update – February 2012

The purpose of the library's Public Code of Behavior is to protect the rights of individuals who are in the library to use materials or services, to assist staff members in conducting library business effectively, and to preserve library materials and facilities. The Library Board established these rules so everyone can share the library and its resources in an environment that is safe, pleasant and conducive to comfortable library use. This policy applies to patrons of all ages.

Library property is defined as: Library building (interior, lobbies, restrooms and library entryways) covered parking, the open parking lot, and green spaces surrounding the library, not including the park.

#### ***Violation of Public Code of Behavior - Consequences***

The library staff may require violators to leave the premises, may call the police, and/or ultimately bar a patron from the library for noncompliance with this code of conduct. Such exclusion from the library shall occur on the order of the Library Director or his/her designee.

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."

## Public Code

Generally, behavior is permitted that does not disturb or infringe on the rights of other library patrons or library staff.

**LIBRARY POLICIES:** Each person using the library must respect legally established policies and procedures for using library services. All activities that would be a violation of any federal, state or local criminal statute or ordinance are prohibited in the library and on library grounds.

**ALCOHOL/DRUGS:** Alcohol may not be brought into the library, unless it is part of a scheduled library activity authorized by the Library Director and Library Board, as set forth in policy #A105. Illegal drugs are not permitted in the library at any time.

**SMOKING/CHEWING TOBACCO:** Smoking or the use of tobacco products is not allowed anywhere in the building, and is not allowed within 25 feet of library entrances.

**WEAPONS:** No concealed or unconcealed firearms or weapons are allowed in the library, excepting those carried by sworn Wisconsin or Federal law enforcement officers.

**SOLICITATION:** Solicitation for sales or donations is not permitted on library property, unless it is part of a scheduled library activity authorized by the Library Director.

**EXPRESSION OF POLITICAL SPEECH:** Circulation of petitions, leaflets and other activities categorized as political speech are prohibited in the general service areas of the library, the library entryways, the Ground Floor coffee shop, and the covered parking lot. Political speech activities are allowed in the open parking lot, green spaces surrounding the library and designated sidewalks. The Public Meeting Room has been designated as the only place inside the building where political speech activities may take place, provided all rules for the use of the Public Meeting Room are observed.

**ANIMALS:** Animals are not permitted in the library, except service animals trained to assist individuals with disabilities, or animals which are part of a scheduled library activity authorized by the Library Director.

**UNATTENDED CHILDREN:** Children under the age of eight must be supervised by a parent or by another responsible person age 12 or older.

**NOISE:** Loud talking and creating any other loud noise is not permitted. Prolonged conversations are allowed only in areas specifically designated by staff for such use. Patrons must mute cell phones when entering the building, take or place calls in designated conversation areas only, and speak quietly while on the phone. Electronic devices may be used if the noises they emit are not audible to other patrons.

**HARASSING BEHAVIOR:** Harassment of other patrons or of library employees or volunteers is prohibited. Harassment is defined as deliberate and/or repeated behavior that is not welcome and creates a hostile environment. Harassment includes but is not limited to constantly staring at another person, following another person, bullying, or using offensive or abusive language.

**THEFT/DAMAGE TO PROPERTY:** Theft, attempts at theft, or intentional damage or defacement of materials, furnishings, equipment or premises is not allowed and will be prosecuted according to Wisconsin Statute 943. See policy #A208 for further detail.

**THEFT DETECTION SYSTEM (SECURITY GATES):** If the security gates sound an alarm when patrons exit, the patrons must return to the Checkout Desk so staff may verify that materials were processed properly.

**LOITERING:** Loitering is defined as being in an area for no apparent reason, and loitering is not allowed within the main traffic areas of the library. Entrances, doorways and stairs must be kept clear at all times.

**STAFF AREAS:** Patrons may not enter non-public work areas unless they are escorted by library staff for library business.

**CLOSING TIME:** Patrons must leave the library, including the upper and lower lobbies, promptly at closing time.

**LIBRARY PERSONNEL:** Patrons shall not interfere with any library staff member's performance of his/her duties.

**RUNNING:** Running in the library is prohibited.

**BICYCLES:** Bicycles are not allowed in the building or in library entryways. Bicycles are to be parked in the racks provided near the lower entrance.

**SKATEBOARDS, SKATES, RECREATIONAL SCOOTERS:** Skating of any kind is prohibited in the library and on library grounds. Owners of skateboards, skates and recreational scooters may carry such items into the library. Owners check in skateboards, skates and recreational scooters at the Children's Desk.

**DRESS/PERSONAL HYGIENE:** Patrons must dress appropriately, and must wear shirts and shoes in the library. Library staff may ask patrons to leave if they are dressed in a manner that violates public health and safety. Library staff may also ask patrons to leave the library if their personal hygiene is so poor that it disturbs others.

**FOOD/BEVERAGES:** Eating is allowed in the upper and lower lobbies. Eating is not permitted in the library inside the security gate. Beverages in covered containers may be consumed in all portions of the library, except in the Janesville Room or other areas designated by staff.

**GAMES:** Chess, checkers and other games may be played in the library providing that other patrons are not disturbed by such activity.

**SLEEPING:** Brief naps are allowed, provided they do not disturb other patrons.