

Hedberg Public Library
A901 Public Code of Behavior
Board Policy
Last update - November 2007

A high priority of the Hedberg Public Library is to provide its public with an environment that is safe, pleasant and conducive to comfortable library use.

The purpose of the library's rules for behavior as described in this policy 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 efficiently, and to preserve library materials and facilities.

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."

The library staff may require such a patron 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 director or his/her designee.

General Guidelines

- I. Age--This policy applies to patrons of all ages.
- II. Emergency Situation—Normally, the Director or Person-in-Charge will initiate calls to the police when needed. However, any staff member may call the police when he/she considers a situation to be one of a threatening or violent nature requiring immediate police action. In these cases, time will not be taken to contact the Director or the Person-in-Charge until after the police are called. In the case of medical emergencies, 911 will be called.
- III. Illegal Activities--The police will be called when a staff member observes or receives a report of a person committing an illegal act (e.g. indecent exposure, vandalism).
- IV. Behavior--Generally, behavior that does not disturb or infringe on the rights of other library patrons is permitted. Specific behavioral guidelines for patrons are detailed in the Public Code, which is posted on the bulletin board near the photocopiers.

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

1. **ALCOHOL/DRUGS:** Alcohol or illegal drugs may not be brought into the library at any time.
2. **ANIMALS:** Only animals trained to assist individuals with disabilities are permitted in the library.
3. **BICYCLES:** Bicycles are to be parked in the provided racks near the lower entrance.
4. **BOARD GAMES:** Chess, checkers and board games may be played in the library if other patrons are not disturbed by such activity.
5. **CLOSING TIME:** Patrons are requested to leave the library, including upper and lower lobbies, promptly at closing time.
6. **FOOD/BEVERAGES:** Beverages in covered containers may be consumed in the library, except near computers, in the Janesville Room or other areas designated by staff. Eating is only allowed in the upper and lower lobbies.
7. **HARASSING BEHAVIOR:** Harassment of other patrons or of library staff is prohibited. Harassing behavior is deliberate and/or repeated behavior that is not welcome and creates a hostile environment. Some examples of harassment include constantly staring at or following another person, and using offensive and abusive language.
8. **LIBRARY PERSONNEL:** Interfering with library personnel's performance of their duties is not allowed.
9. **LOITERING:** Entrances, doorways, and stairs must be kept clear at all times.
10. **NOISE:** Loud talking or creation of other loud noise is not permitted. Use of electronic devices, CD players, etc. is permitted if the noises they emit are not audible to other patrons. Use of cell phones is permitted if the use is not loud. Cell phones must be muted upon entering the building. Prolonged conversations of any kind are allowed only in areas specifically designated by the staff for such use. The area along the north wall of the library in the reference department is currently designated for low-volume, prolonged talking.
11. **DRESS/PERSONAL HYGIENE:** For reasons of public health and safety, patrons must wear shirts and shoes in the library. Patrons will be asked to leave if they are exhibiting extremely poor personal hygiene that is disturbing to others.
12. **RUNNING:** For the safety of all patrons, running in the library is prohibited.

13. **SKATEBOARDS, SKATES AND RECREATIONAL SCOOTERS:** Skateboards, skates and recreational scooters may be brought into the library when carried by owners and must be checked in at the Children's Desk. Skating of any kind is prohibited in the library and on library grounds.
14. **SLEEPING:** Sleeping is allowed, provided it is not prolonged and provided it does not disturb other patrons.
15. **SMOKING/CHEWING TOBACCO:** Smoking and the use of tobacco products is not allowed anywhere in the building and is not allowed in close proximity to the public entrances.
16. **SOLICITATION:** Solicitation of patrons or staff for the purposes of sales, donations, petitions is not permitted.
17. **STAFF AREAS:** It is not appropriate for patrons to enter non-public work areas unless they need to conduct library business there.
18. **THEFT/DAMAGE TO PROPERTY:** Intentional damage and/or defacement of materials, furnishings, equipment or premises, or attempts at theft will be prosecuted according to Wisconsin Statute 943. Clipping coupons, cutting articles out of magazines, removing pages from books or magazines, hacking or altering computer settings, writing on, scratching or in any way damaging materials, furniture, or premises are included in this policy.
19. **THEFT DETECTION SYSTEM (SECURITY GATES):** If the security gates sound an alarm when patrons exit, patrons must return to the checkout desk for staff to verify that the materials were processed properly.
20. **UNATTENDED CHILDREN:** Children under the age of 8 are to be attended by a parent or by another responsible person who is age 12 or older.