

## La Crosse County Library

### Code of Conduct

The purpose of this and other public behavior policies is to ensure a safe, orderly, and comfortable atmosphere in which all library patrons can use the library's materials and services most effectively. Staff and patrons should be mindful of the effects of their behavior on others using the library's facilities. This policy addresses standards of public behavior in general.

#### **GENERAL PUBLIC CONDUCT**

General rules of behavior are designed to protect the rights of library patrons, to outline for staff members acceptable and appropriate behavior on the part of patrons, 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."

Behavior which violates library policy or interferes with staff in the conduct of their duties is not permitted. Individuals engaging in such behavior will be asked to stop and/or leave the building. For serious offenses, police will be called and/or library privileges revoked. Repeated disorderly or disruptive behavior will result in revocation of library privileges from a period of one week to indefinitely. Staff members will notify the Director in writing following any incident.

## **PUBLIC CONDUCT**

1. Loitering in the library building, on library property, or parking lot is prohibited.
2. Noise is to be kept to a minimum
3. Bicycles, tricycles, wagons, and similar equipment must be left outside of the building. A bicycle rack is provided adjacent to the parking lot. Staff reserves the right to move these items should they in any way obstruct walk ways inside or outside of the building.
4. Eating or drinking is permitted only in meeting rooms, unless otherwise noted for library sponsored events.
5. Alcohol is prohibited on library property unless formally approved by a municipality for library sponsored events. Behavior suspected to be related to the use of alcohol or other substances will not be tolerated.
6. Smoking or the use of chewing tobacco or similar products or devices including eCigarettes inside any area of the library property is prohibited. Please note that local ordinances may include additional restrictions.
7. Animals and pets are not permitted in the library unless part of an official program. Exceptions include properly identified service animals or animals being trained as service animals.
8. Defacing or vandalizing library property is prosecutable under the law.
9. Patrons are not permitted in non-public areas of the library unless conducting official library business or as part of a library tour.
10. Patrons are expected to use library equipment, furnishings, programming opportunities and facilities in an equitable manner and respect age appropriate areas. Additional policies cover the use of specific Library equipment. Patrons are expected to surrender the use of equipment when their scheduled time is over and/or when staff so requests.
11. Appropriate apparel, including footwear, must be worn in the library. All patrons must wear shoes at all times. Wet swimwear is not permitted.
12. Out of consideration for others, personal cleanliness is expected. Patrons whose body odor proves offensive to other patrons or staff will be asked to leave.

13. Permission must be obtained from the Director prior to taking photographs, videotaping, or doing similar types of filming or audiotaping when the library is utilized as a backdrop or set. *Refer to the Photographing, Video Taping and Live Feeds Policy for additional information.*
14. Board-type games and computer games may be played in the library, provided it does not disturb others.
15. Running, playing, or jumping in the library, or purposely rearranging library materials or furniture is not permitted. Keep feet off chairs, tables, or other furniture or equipment.
16. Parents are responsible for the behavior of their children. Library staff will not take responsibility or provide childcare for any child left alone in the building or on library grounds. Children under the age of eight (8) should be accompanied by a parent or designated responsible person while in the library. Unacceptable behavior may be reported to law enforcement officials if library staff is unable to provide an adequate solution to any problem.
17. Harassment of other patrons or library staff members will not be tolerated.
18. Weapons are not permitted on library property. Exhibiting any tool or other item in a threatening manner will not be permitted.
19. Solicitation is not permitted.
20. Any behavior disturbing to library patrons or staff is unacceptable. Patrons will be asked to cease such activity and/or be told to leave.
21. All patrons must leave the building by closing time.

*Any behavior or actions not listed above will be left to the discretion of the Library Director or designee for review and action.*