

Patron Code of Conduct Policy

The Spring Green Community Library wants to be a welcoming space for all visitors to have a positive experience. We expect people to be respectful and behave in a manner that does not disrupt others. This policy establishes rules for behavior in the Library necessary to:

- Promote a safe environment for staff, visitors, materials, and facilities
- Protect the rights of individuals to use Library materials, facilities, and services
- Create an environment that is conducive for Library staff and volunteers to conduct Library business without interference
- Encourage the equitable use of building, materials, services

Mutual respect makes it possible for everyone to enjoy the Library. Behavior that interferes with the rights of others includes, but is not limited to:

Use and care of Library materials, facilities, and services -

- Consuming food in the carpeted areas of the Library
- Abuse or improper use of furniture, equipment, or materials
- Smoking, chewing tobacco or using electronic cigarettes or similar devices
- Monopolizing/obstructing space, seating, tables or equipment to the exclusion of others, including restrooms
- Bathing, shaving or washing clothes on the premises
- Intentionally damaging or destroying any property belonging to others

Safety -

- Blocking entrances and/or exits
- Roller skating, roller blading, skateboard, or cycling, except when participating in Library-sponsored programs
- Running, pushing, rough play, or other dangerous physical activity
- Leaving children under age 7 unattended or insufficiently supervised
- Bringing animals, other than service animals, into the Library
- Sleeping by ambulatory individuals
- Possessing weapons, dangerous ordnance, explosive devices (including fireworks), knives with a blade length over 2 inches, or other items that present a reasonable danger
- Violation of posted concealed weapons prohibition, except by law enforcement
- Inducing panic, false 911 or emergency calls
- Harassing others - deliberate repeated behavior that is intimidating, hostile, offensive or adversely impacts others

- Fighting, challenging someone to a fight, physical abuse, or assault
- Being under the influence of alcohol or illegal drugs
- Possession of drugs or alcohol
- Actively distributing drugs or alcohol
- Engaging in or soliciting any sexual act or indecent exposure

Rights of others to use the Library -

- Offensive body odor, including perfume/cologne, and alcohol
- Unreasonable noise including: loud talking, singing, boisterous activity, cell phone use, and headphone sound that is audible to others
- Profane, obscene or abusive language, racial, ethnic or sexual orientation epithets
- Gambling, panhandling, or soliciting money
- Use of the internet for unlawful purposes as defined by federal, state, and local laws
- Use of sound and visuals at the computers which might be disruptive to other library patrons is prohibited.
- Theft of personal or Library property
- Improper dress, including bare feet, and lack of tops and lack of bottoms
- Bringing into the Library more than three (3) bags
- Storing personal belongings on Library property or leaving personal belongings unattended or under the care of another customer
- Distributing/posting unauthorized printed materials (Materials must be submitted or reviewed and approved for posting and distribution)
- Trespassing
- Other acts disruptive to patrons and staff.

Supervising Children's Use

The public library does not serve *in loco parentis* (in place of a parent). The Spring Green Community Library supports the right for each family to decide what appropriate internet use is for their children. Parents or legal guardians are responsible for supervising their children's internet sessions and for letting their children know if there are materials, which they do not want them to access or use. Restriction of a child's access to the internet rests with the parent or legal guardian.

Consequences of Public Violation

Library staff will notify an individual when their behavior interferes with the rights of others. The individual will be asked to change the problem behavior to conform to the rules. If the individual does not cooperate, any member of staff can ask them to leave Library property for 24-48 hours. Failure to leave when asked may

result in the police being called.

If a person has engaged in severe or repeated misconduct, the Library Director may choose to ban the individual for up to one year.

- The Library Director will issue a written letter notifying the individual that they are banned from the Spring Green Community Library. If the individual is a minor (15 years or younger), the letter will be sent to the minor and their parent/guardian. The letter will indicate the reasons for the ban and the time period of the ban. A copy of the letter will be forwarded to the Spring Green Police Department, Library Board, and Library Staff for information purposes.
- Until such time as the ban has expired or been reversed on appeal, the individual may not enter the Library or its grounds.
- If a banned individual enters the Library, the police will be called and the individual may be arrested for trespassing.

Appeal Procedure

The Library Director may reconsider a ban upon written request by the patron or in the case of a minor, a scheduled conversation with the individual and/or parent/legal guardian. The Library Director will respond in writing to the patron and give notice to the Library Staff, Library Board, and Police Department of their reconsideration decision.

Adopted by the Library Board: 8/12/2008

Revised: 7/12/2011, 10/8/2013, 12/5/2017, 2/8/2022, 10/30/2023