

## **POLICY**

Category: Access & Facilities

Number: E.3

**Title: Library Code of Conduct**

Effective Date: July 21, 2004

Authorized By: Library Board of Trustees

Last Revision or Review: June 24, 1999; March 20, 1991

References: Wisconsin State Statute 43.52 (2); Cudahy Municipal Code Chapter 9;  
ALA Guidelines for Development of Policies Regarding Behavior & Library Usage

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In accordance with its mission statement, the Library welcomes everyone in the community to use and enjoy its facility and services. In order to provide an environment conducive to its appropriate use, and to assure equal access to all patrons, the Library Board has established the following Code of Conduct. These regulations protect the rights and safety of patrons, staff, and volunteers, and preserve and protect the Library's materials and property. The Code of Conduct will be courteously, but firmly, enforced by the Director and Staff, and the Library will uphold all city, state and federal laws and ordinances in regard to public behavior. This policy has been reviewed and approved by the City Attorney's Office and has the full support and cooperation of the Cudahy Police Department. Copies of the Code of Conduct will be posted in the Library and available as handouts.

### **APPROPRIATE USE OF THE LIBRARY**

Patrons shall be engaged in activities associated with the use of the Library while in the facility. Appropriate uses of the Library's materials and services include browsing for materials; reading; studying; researching; writing; doing homework; attending programs, events and meetings; and viewing exhibits. Group work which creates enough noise to disrupt other patrons must be conducted in the Library's study rooms, following the Study Rooms Policy (Access & Facilities, E.5).

When using the Library, patrons are asked:

- to treat Staff and fellow users with respect and courtesy
- to observe the Library's policies and rules for borrowing materials
- to take proper care of the Library's materials, equipment and property
- to take care of their personal property
- to supervise children who are in their care
- to use cell phones outside the Library
- to use headphones with electronic devices
- to ask the Staff for assistance with their information needs
- to report any behavior problems to the Staff immediately

The Library is not responsible for anyone's personal belongings that are lost or damaged. Personal property left by patrons in the Library is subject to disposal. The Library Staff reserves the right to inspect all bags, briefcases, backpacks, containers, books and any similar items. The Library is not responsible for the safety of unattended children, which is explained in detail in the Unattended Children Policy (Access & Facilities, E.4) or for persons or property outside the building.

### INAPPROPRIATE CONDUCT

Behavior becomes unacceptable when it impinges on the rights of others, when it could result in injury to oneself or others; or when it could result in damage to the facility, equipment or materials. Any misconduct which is disturbing or disrupting to library users or Staff, or that interferes with individuals who are using the Library and its materials, or that interferes with a Staff member's work, is prohibited.

Examples of inappropriate conduct that are not permitted, but are not limited to, include:

- Aggressive or boisterous behavior, running, fighting, throwing things
- Abusive, loud or obscene language
- Inappropriate displays of affection
- Entering Staff areas without permission
- Unauthorized or unscheduled group meetings or activities
- Removal of any library materials from the building that have not been checked out
- Vandalism, destruction, theft or improper use of Library property
- Using Library telephones without specific permission from the Staff
- Unlawfully attempting to obtain a library card
- Consuming food and beverages in the Library, except when authorized
- Possessing, using or being under the influence of alcohol, tobacco or illegal substances
- Entering the Library without proper attire and footwear as determined by Library Staff
- Riding or using skateboards, rollerblades, or bicycles in the Library
- Using the restrooms for bathing or for doing laundry
- Bringing in animals, except those needed to assist a patron with a disability
- Offensive bodily hygiene which constitutes a nuisance to others
- Carrying, displaying, or drawing any unauthorized or dangerous weapon
- Loitering or blocking access to any part of the Library
- Sleeping, if it interferes with the use or enjoyment of the Library by others
- Sexual misconduct, including exposure, offensive touching, or sexual harassment
- Selling, advertising, petitioning, or soliciting, except as authorized
- Panhandling

## ENFORCEMENT

The Library Board has authorized the Director and Staff with the responsibility of the interpretation and enforcement of this policy. The Director and Staff will determine when and what behavior is inappropriate on the Library's premises. Disciplinary measures will be applied to all persons without discrimination as to origin, age, background, views, or physical attributes, such as manner of dress or hygiene. Patrons who fail to comply with the Code of Conduct may be asked to provide some form of proper identification, which will be copied for documentation. Violations of the Code may result in individuals having their library privileges restricted or revoked, and any criminal activity, including the theft of library materials, will immediately be reported to the Cudahy Police Department. Usual enforcement of the Code starts with warnings and may progress to expulsion, police involvement, and/or exclusion.

### Warnings

In most cases, individuals who are behaving inappropriately or disruptively will be given up to two warnings that the misbehavior must stop.

### Expulsion

Individuals who continue to behave in an inappropriate manner will be asked to leave the Library premises for the remainder of the day at the third offense. For serious misconduct, patrons may be asked to leave the premises for the day immediately.

### Police Involvement

In cases where the individuals pose a clear danger to themselves or others, or where they deliberately violate the law, or when they refuse to leave the Library premises after being asked to leave, the Cudahy Police Department will be called to handle the situation.

### Exclusion

Depending on the nature and severity of the misconduct, individuals who have been asked to leave the Library may be barred from returning for a designated time period. Habitual abusers of the Code of Conduct, who have been asked to leave the Library a number of times, may also be banned from library privileges or the premises for longer periods of time. The length of the exclusion will vary between two weeks and six months and will be determined at the discretion of the Director, who will take into consideration the seriousness of the conduct, the extent of damage or disruption caused, any history of prior infractions of library policies, and any other relevant information. Individuals who have been barred will be asked to speak to the Director before being readmitted. Minors (age 17 or younger) will be required to bring a parent or guardian to such a conference. If, in the judgment of the Director, an individual constitutes a threat to the safe operation and use of the Library, the person may be permanently excluded from the facility.

### Documentation

Staff members will complete an Incident Report form to document any incident where users are asked to leave or when it is necessary for the Cudahy Police to be called. These records will be kept by the Director and will be available for review by Staff and the Cudahy Police in cases of repeat violations to the Code of Conduct. Patrons excluded from the Library for a time period of two weeks or more will receive written notice from the Director, explaining the reasons for the exclusion and the duration.

**CUDAHY FAMILY LIBRARY INCIDENT REPORT**

Cudahy Family Library  
3500 Library Drive  
Cudahy, Wisconsin 53110  
414-769-2244  
Rebecca Roepke, Library Director

Type of Incident  
Disruptive behavior \_\_\_\_\_  
Injury/Illness \_\_\_\_\_  
Library property damage \_\_\_\_\_  
Theft/Attempted theft \_\_\_\_\_  
Other \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Day \_\_\_\_\_

Location of Incident \_\_\_\_\_

Person(s) involved (other than staff) \_\_\_\_\_  
(Name, address, phone, date of birth)  
\_\_\_\_\_  
\_\_\_\_\_

Description (gender, race, age, dress, etc.):

Action Taken:

Police/Ambulance called: Yes / No      First Aid given: Yes / No By \_\_\_\_\_

Officer in Charge \_\_\_\_\_ Case # \_\_\_\_\_ Value of Theft/damage \_\_\_\_\_

Witnesses (name, address, phone number, date of birth):

Description of incident:

Report filed by \_\_\_\_\_ Date \_\_\_\_\_

Director's signature \_\_\_\_\_ Date \_\_\_\_\_

