



# Edgerton Public Library

101 Albion Street | 608-884-4511 | [www.als.lib.wi.us/epl](http://www.als.lib.wi.us/epl)

## **Code of Conduct Policy**

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 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 use of the public library all persons who willfully violate such regulations.”

It is the policy of the Edgerton Public Library that community people have the right to use library materials and services without being unduly disturbed or impeded by other library users, and that patrons and staff have the right to a safe and welcoming environment.

### **General Rule**

Any behavior that disrupts or hinders public use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, impairment due to substance use, running and fighting, and engaging in excessive displays of public affection. Behavior that is annoying, harassing, or threatening to another person either through language or gestures will not be allowed.

### **Guidelines**

1. The violation of federal or state laws or local ordinances will not be permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted. The library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. The library is not responsible for personal belongings left unattended.
2. Use of alcoholic beverages, tobacco products including electronic delivery devices, or illegal drugs is not permitted on library property.
3. All entries, exits, and walkways both inside and outside of the library must be kept free from strollers, bicycles, scooters, and other equipment. Benches should be utilized for seating outside the library and bicycles should be parked in the bike rack.
4. Selling products or services, and soliciting donations, are not permitted in the library except when pre-approved as part of a library sponsored program.

5. Taking surveys, circulating petitions, distributing leaflets and other similar activities are permitted in the library only when authorized by the library administration.
6. Animals, except those used to aid persons with disabilities, are not permitted in the library, except as part of a library sponsored program. Animals must be leashed and under control at all times. The library is not responsible for animals left unattended on library property.
7. Food is not permitted in the upstairs of the library unless it's part of a planned library program. Beverages must be in closed containers and kept away from computer work stations.
8. All persons must respect the privacy and space of persons using the computer workstations. A maximum of two persons may use any one of the library's computer workstations simultaneously.
9. Headphones should be utilized when using devices that produce sound. Cell phone conversations should be conducted outside of the library.
10. Seating at library tables, carrels and chairs is limited to the number of persons for whom the furniture was designed.
11. Parents or other legal guardians are responsible for the behavior of their minor children in the library. Very young children are expected to be attended and adequately supervised by a parent, guardian or caregiver who is a responsible person of at least twelve years of age. Older children may use the library unattended provided they are able to maintain proper library behavior in accordance with this policy. The library is not responsible for unattended children after the library closes for the day.
12. Library staff will always respond to children with care and concern, but they cannot assume responsibility for children when they are unattended. Staff may contact authorities such as the police either to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.
13. All persons are required to wear shoes in the library, except babies who are too young to walk.

### **Staff responsibilities**

Library Staff play an important role in ensuring that the Edgerton Public Library is a welcoming library environment for all.

Staff are expected to:

- Weigh the degree of disruptive conduct with the onsite conditions at the time
- Exercise their best judgment in determining conduct that is in violation of the Library Code of Conduct and in determining the correct course of action
- Explain the Library Code of Conduct to patrons

- Request that patrons conduct themselves in a way that is necessary to maintain a welcoming public library environment
- Seek assistance from other staff to resolve ongoing or escalating patron conduct issues

### **Consequences**

Failure to follow the Library Code of Conduct may result in eviction from the library and may include a ban from future library use and services. Staff may request police assistance if patron in question refuses to leave the library, regardless of age. **All incidents cannot be planned for, and as such the Library Director and/or the Library Staff has full discretion on how and when to apply the aforementioned restrictions.**

Questions and appeals regarding compliance with this policy are to be addressed to the Library Director, and after that to the library board if the result of the appeal is believed to be unsatisfactory to the appellant.

Approved by the Edgerton Public Library Board  
April 11, 2001; revised October 11, 2010; revised September 10, 2019; revised September 13, 2022