

Security Policy & Rules of Conduct

Kimberly-Little Chute Public Library provides its public with an environment that is safe, pleasant, and conducive to comfortable library use.

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."

Policy

1. This policy applies to patrons of all ages.
2. The library monitors public behavior subject to the provisions of Wisconsin Statute 43.30. Behavior that violates the **Rules of Conduct** will be addressed by library staff.
3. Inappropriate behavior will be addressed in accordance with this policy.
4. Enforcement of this policy is the responsibility of all library staff.
 - a. All staff members are expected to deal with problems they encounter using their best judgment.
 - b. Any staff member has the right to ask others for assistance and will provide assistance when requested.
 - c. Any staff member may contact the Police Department at any time to preserve his or her safety or the safety of other library users, or for assistance in enforcing policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees.
5. Response to problems, shall be made in accordance with the following:
 - a. Any staff member may issue a verbal warning or may refer a problem to a supervisor if one is available.
 - b. Any staff member may stop someone from using equipment if the use violates library rules or policies. The Library Director may bar patrons from using the equipment for a period of time or permanently.

- c. Any staff member may evict a patron for violations of library rules or policies and/or for disregarding verbal warning. Eviction for minor offenses will be from library property as a whole and for the balance of the day. In the case of juvenile patrons, staff may contact their parents or guardians.
 - d. Any staff member observing serious criminal behavior, such as assault, robbery, child pornography or child endangerment, will contact Police immediately, and follow up by contacting the Library Director.
 - e. All staff members are authorized to request identification from library users as necessary and appropriate for safety and security, or when library rules or policies have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the Police. Staff have the right to take photographs of patrons as needed to identify them for security purposes.
 - f. The Library Board delegates authority to the Director and Library Supervisors to ban people from the library for a period of time. If they are unavailable, all staff members may temporarily ban an individual for up to 14 days. Individuals may be banned for a limited time, indefinitely, or permanently. The length of the ban will depend on the following factors, as applicable, though other factors may be relevant in specific cases:
 - i. Severity of offense
 - ii. Frequency of offenses
 - iii. Safety of staff and patrons
 - g. When an individual is banned, he or she will receive formal notification which will be shared with the Police Department, the Library Board, and the parents or guardian of the offender, if a minor. Should a banned individual return to the library in violation of the ban, staff will contact the Police.
 - h. If the banned individual disagrees with the ban, he or she may submit a written appeal to the Library Board of Trustees for reconsideration. If the banned individual is a minor, the written appeal must include a parent or guardian's signature. After receiving the written appeal, the Library Director will place the appeal on the agenda for the next regularly scheduled Library Board meeting. After the Board has reviewed the written appeal, the individual and/or parent or guardian (if a minor) will be allowed 5 minutes to address the Board. Minors must be accompanied by a parent or guardian. The Library Board will issue a written decision within 10 days after the meeting. The Library Board has the power to affirm, reserve, or modify the banning period or conditions.
6. Disciplinary actions beyond verbal warnings will be documented by library staff. Library staff involved will communicate disciplinary actions with all staff by completing a written incident

report to be filed by Library Director and communicated through electronic resources.

7. The Library Director or supervisors will notify all staff when a ban has expired.

Rules of Conduct

Patrons of the Kimberly-Little Chute Public Library have the right to use library materials and services without being unduly disturbed or impeded by others. Both patrons and library staff have the right to a secure and congenial environment. Inappropriate behavior is not allowed.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, or damages the building or its furnishings. It also includes rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

Rules

1. Any behavior that disrupts or hinders library operations is prohibited.
2. Intentional entry into restricted areas of the building is prohibited.
3. Patrons shall be engaged in activities associated with the use of a public library while in the building.
4. Reasonable quiet is expected. No patron may disturb others using the library. Use of cellular phones, pagers, or other electronic devices in a manner that disturbs others is prohibited.
5. Misconduct including using foul or threatening language and gestures; willfully annoying others; exhibiting evidence of drunkenness or drug use; engaging in the sale or exchange of alcohol or drugs; persistently talking or laughing at an inappropriate volume, creating a public nuisance by running, pushing, fighting, staring, talking, soliciting, sexual behavior, loitering, or littering; or other behavior deemed offensive by library staff will result in expulsion from the property.
6. Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the library.
7. The library assumes no responsibility for the care and supervision of children. The library's **Safe Child Policy** must be followed at all times.
8. Selling products or services, soliciting donations or business, or distributing materials not approved by the Library Director, is prohibited on library property. Exceptions may be made for library-sponsored programs or when otherwise authorized by the Library Director. Panhandling is not permitted on library property.

9. Taking surveys, circulating petitions, and similar activities are permitted in the library only when authorized by the Library Director.
10. Consumption of food and drink in the library are regulated by the Food and Drink Policy.
11. Smoking and use of tobacco products including vaping is prohibited in the library and on library grounds.
12. Consumption of alcoholic beverages or possession of open containers of alcoholic beverages is not permitted on library property, except as part of a program authorized by the Library Director.
13. Only service animals, service animal trainees, and animals featured in programs sponsored by the library are permitted in the building.
14. Patrons shall not be permitted to enter the building without footwear or without a shirt or other appropriate covering of their bodies.
15. Unreasonable use of the restrooms, including laundering, shaving, hair cutting or trimming, and bathing, is prohibited. Persons whose bodily hygiene is so offensive as to constitute a nuisance to other library users or staff will be asked to leave.
16. Sleeping is not allowed in the library when it interferes with library services or other users.
17. Library materials must be returned on time and in good condition
18. A library patron who tampers with the hardware or software of any library computer or destroys computer equipment will forfeit all library privileges and will be subject to financial liability for damages.
19. The violation of federal or state laws or local ordinances is not permitted on library property. Theft, vandalism, and mutilation of library property are criminal offenses and will be prosecuted. The library reserves the right to request inspection of all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. Personal belongings should not be left unattended, and the library has no responsibility for such items.
20. Possession of firearms or other weapons that pose a threat to the staff or public are not permitted on library property.

21. Misrepresenting eligibility for services or identity in order to receive library services is prohibited. Misrepresenting identity may be prosecuted as a felony.

It is a charge of the library staff to see that the rights of individuals to use of the library are upheld. The staff is obligated to enforce these rules so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these rules will be referred to the Library Director.