

Patron Responsibilities and Conduct

The Jefferson Public Library has adopted these rules of conduct:

- to provide a safe and comfortable environment for both patrons and Library Staff,
- to allow the Library to maintain our collection and provide fair and equitable services to all,
- to ensure an atmosphere that benefits the greatest number of users.

Wisconsin State Statutes, Section 43.52(1) grants the Jefferson Public Library Board of Trustees the authority to enact regulations that serve to insure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

These rules of conduct have been established for all library users. If a patron is not responsive to the needs of other library users or disregards the rules and policies protecting patrons, staff and library property, the patron will be asked to stop the behavior. If the behavior persists, the individual will be asked to leave the library and/or the police may be called and the individual may be subject to further restrictions of library privileges.

RULES

1. Any behavior that is disruptive to library use is not allowed. Behavior that disrupts or hinders use of the Library includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness or drug intoxication, running, fighting, climbing on fixtures or any other unsafe activity.
2. Misrepresenting eligibility for services or identity in order to receive Library services is prohibited. Misrepresenting identity may be prosecuted as a felony.
3. The violation of federal or state laws or local ordinances is not permitted on Library property.
4. Damaging library materials, equipment or property is not respectful of the community's property and will not be tolerated. Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. The Library reserves the right to inspect all bags, briefcases, backpacks, etc. for library material. Personal belongings should not be left unattended and the Library assumes no responsibility for such items.
5. Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Children under age 6 must be in the company of a parent/ legal guardian or caregiver when in the library for the safety and comfort of the children.

Even when the child is attending a program, the parent/responsible person should remain in the library throughout the program. Library Staff is not expected to assume responsibility for the care of unsupervised children in the library.

6. 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 Administration.
7. Smoking, vaping, and chewing tobacco are not permitted on Library property. Receptacles at the entrances are provided for the extinguishing of smoking materials.
8. Roller-skating, roller-blading, and skateboarding are not permitted in the Library. Bicycles are not permitted in any Library public area or entryway. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits.
9. Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.
10. Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
11. Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration. Panhandling is not permitted on Library property.
12. Cell phone conversations should be kept to a minimum and should be conducted respectfully and quietly or conducted in the foyer or outside the library. Other personal electronic devices should be used in a mode so as not to disturb others.
13. Shoes and clothing must be worn. Shaving, bathing or laundering clothes in public restrooms is not allowed. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.
14. Sleeping is not allowed in the library when it interferes with Library services or other users.
15. Animals may not be left unattended on Library property.
16. Seating at Library tables, carrels and chairs is limited to the number of persons for whom the furniture was designed.

RESPONSIBILITIES

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights of other patrons.

Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library via verbal, written, electronic, or physical actions. Such individuals may be restricted from the Library and from the use of library services. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by staff will be subject to the law.

A brief written report of any incident will be filed with the Director as soon as possible after its occurrence.

The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action [Wisconsin State Statutes 43.52 (2)]. The Library Director will inform the Library Board of any such action taken.

The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

Adopted by the Library Board on August 5, 2009; updated August 12, 2015