

Library Code of Conduct Policy

Purpose Statement

The purpose of this policy is to:

- Protect the rights of individuals using library services.
- Assist staff members in effectively conducting library operations.
- Preserve library materials and facilities.

Behavior Expectations

Library patrons may not engage in behavior or take any action on library property which:

- Violates any federal and/or state laws, or City of Jefferson statutes, codes, ordinances, or mandates.
- Modifies or damages library property.
- Disrupts or prevents library services.
- Solicits donations.
- Circulates petitions or surveys.

Any behavior or actions not listed above will be left to the discretion of the library director or their designee for review and action.

Safe Child Guidelines

All minors (under age 18) must follow Jefferson Public Library's Code of Conduct while on library premises. The Library assumes neither responsibility nor liability for the actions, care, supervision, or safety of minors while on library premises. Parents and/or legal guardians are responsible for the actions and behaviors of minors whether they are directly supervising the minor or not. The following age restrictions provide parents and/or legal guardians rules applicable to minors in the Library.

A. Minors ages 0 to 7 – Must be accompanied by a parent/legal guardian or designated responsible individual aged twelve (12) or older, and be in sight of that person, while in the Library and/or while attending library programs. This responsible individual must supervise, guide, and always control the behavior of their charge(s).

B. Minors ages 8 to 11 – May visit the Library on their own and may be left alone to participate in library programs. They are not allowed to supervise other minors.

C. Minors ages 12 to 18 – May visit the Library on their own and may be left alone to participate in library programs. They are allowed to supervise other minors and must supervise, guide, and always control the behavior of their charge(s).

The Youth Department is located on the lower level of the Library and is intended for children to read, play, and enjoy with their parent(s)/guardian(s). For the safety and security of the children, adults who are not accompanied by a child may be asked to leave the area.

Policy Enforcement

Violations of the Code of Conduct Policy may result in the temporary suspension or the permanent revocation of the patron from the Library and/or the use of library services. The Library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:

1. Patrons exhibiting disruptive behavior will be given a verbal warning.
2. If after two (2) verbal warnings, the behavior continues, the patron will be asked to leave the Library for the remainder of the day. The Code of Conduct Incident Report (Appendix A) will be completed by library staff and Director.
3. Recurring incidents may result in a suspension from the Library and/or services from one day to one year. Extreme incidents may result in law enforcement involvement and/or permanent revocation from the Library and/or library services. Code of Conduct violations will be reviewed, and terms of suspension or revocation determined at the discretion of the Library Director. The patron will be notified of temporary suspension or permanent revocation in writing (Appendix B).
4. The patron may appeal a decision of the library director to the Library Board within thirty (30) days by completing the "Appeal Form" form (Appendix B). The form may be mailed to Jefferson Public Library or placed in the outside book return.
5. Should a suspension or revocation be appealed to the Library Board, review of the violation of the Library Code of Conduct will be reviewed at the next regularly scheduled Library Board meeting. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal is final.
6. At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, in accordance with applicable laws and/or library policies.

Adopted by the Library Board on August 5, 2009; updated August 12, 2015; Revised May 8, 2024.

Appendix A: Code of Conduct Incident Report

Date of Incident: _____ Time of Occurrence: _____ am/pm

Library Staff Name Filling out Report: _____

Description of Incident:

What action was taken?

Names / Addresses / Phone Numbers of Person / Persons involved in the incident:

Names / Addresses / Phone Numbers of Person / Persons witnessing the incident:

Comments (For Library Director):

Suspension/Revocation of Library Services: No Yes

Terms of Suspension/Revocation:

Dates of Suspension/Revocation: _____

Library Director: _____ Date: _____

Appendix B: Notice of Code of Conduct Violation and Appeal Form

User Name: _____

A Library Code of Conduct violation was reported on the following date: _____

Reason for suspension/revocation: _____

Terms of suspension/revocation: _____

Library Director signature: _____

Should you wish to appeal this action, please fill out the form below and place in the outside book return or mail to: Jefferson Public Library, 321 S. Main Street, Jefferson, WI 53549, Attn: Library Director. Upon receipt of this appeal form, the matter will be scheduled for a hearing before the Library Board about the appeal's merits at the next regularly scheduled meeting from the date of receipt. Reasonable notice of the date and time of the hearing will be provided, and you will have the right to be heard and present evidence in support of your appeal. The Library Board’s decision is final.

APPELLANT INFORMATION:

Name: _____ Date: _____

Address: _____

Phone and/or Email: _____

Reason suspension/revocation should be lifted:

Signature: _____ Date: _____