



800 Borner Street North  
Prescott, WI 54021

## **PRESCOTT PUBLIC LIBRARY BEHAVIOR POLICY**

This policy has been established to maintain a peaceful atmosphere and promote the use and enjoyment of Prescott Public Library resources; protect the safety of the general public, staff and library property; and create a welcoming environment for all.

### **To ensure a welcoming environment:**

1. Drinking of non-alcoholic beverages is permitted in the library. Consumption of food is limited to pre-packaged snacks or wrapped items that are consumed by an individual and are not damaging to library collections or furnishings or distracting to others. No outside delivery of food is permitted with the exception of meetings held in the meeting rooms and receptions approved by the library. Customers must discard all trash in appropriate containers, immediately report spills to staff, and leave all areas clean for use by others.
2. Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance is prohibited throughout the library building and on library property.
3. Use and/or display of all tobacco, smoking or vaping products, including e-cigarettes, are prohibited throughout the library building and on library property.
4. Those who steal, damage or deface library materials or property may be prosecuted. Parents are liable for damage done by a child under the age of eighteen.
5. Customers are required to comply with the library's policies and procedures on computer use and the Internet.
6. Improper use of library restrooms, including, but not limited to, bathing, shaving, hair trimming, and laundering is prohibited.

### **The safety of customers and staff is essential.**

7. Blocking the aisles, walkways, entryways, vestibules or a staircase is prohibited. Disruptive groups congregating inside or outside the library will be required to disperse.
8. Bicycles may not in any way interfere with entering or exiting the library, and they should be parked in the bicycle racks outside.

9. Items carried into the library, such as backpacks or other personal belongings, must be stored out of pathways and within reach of the owner. Athletic equipment such as skateboards, balls or in-line skates may be carried into the library; however, they may not be used in the library.
10. Threatening, harassing, abusive, or intimidating language or behavior will result in immediate expulsion from the library and possible legal action.
11. Parents and caregivers are responsible for the behavior, safety and supervision of their children at all times. According to library policy, children under the age of eight (8) must be supervised by a parent or responsible caregiver at all times.
12. Animals, other than service animals, are not permitted in the library, unless as a part of a program authorized by the Library Director.
13. Customers sleeping in the library may be awakened by library staff if there is concern for the customer's health or well-being, or if the customer's sleep is disturbing others. Sleeping in the library for extended periods is prohibited.
14. No customers shall possess, sell, distribute, display or use any dangerous weapon as defined in Wis. Stats. §939.22(10) upon library premises or use or threaten the use of any other object in such a manner that it may be considered a weapon.

**The rights of an individual to use the library without being unreasonably disturbed by another is essential.**

15. Creating a disturbance by making noise, talking loudly, whistling, singing, using profanity, running or engaging in other disruptive conduct is prohibited. This includes stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other customers or staff.
16. Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other customers or staff or interferes with library service is prohibited.
17. Appropriate attire is required. Shirts and shoes must be worn in the library. Offensive body odor due to poor personal hygiene or overpowering scents that causes a nuisance or reasonably interferes with library use by other customers or staff is prohibited.
18. Cell phones should be set to low volume or silent (vibrate) or turned off when entering the library. Customers should limit themselves to short, quiet phone calls whenever possible. Extended conversations that might disturb other customers should be moved to the hallway or outside. Cell phone conversations are discouraged in public computer workstation areas.

Everyone has the right to use library resources provided their behavior does not unreasonably interfere with the rights of others to do the same.

Behavior which violates library policy, interferes with the use of the library by others or interferes with staff in the conduct of their duties is not permitted. Customers engaging in such behavior may be asked to stop the behavior and/or they may be asked to leave the building. The police may be called and/or the customer's library privileges may be revoked. Unlawful activities will promptly be reported to the appropriate law enforcement authorities.

Staff is authorized to require a person to leave the library if in the judgment of the staff member the customer's behavior is disorderly or disruptive.

Customers shall cooperate with library staff who must interpret and apply rules and policies. Upon request, customers shall be required to provide their correct name or show their library card or other identification to library staff and leave the premises when so directed.

Entrance to this public library indicates that you are willing and able to act courteously toward all other persons here, act respectfully with regard to public property, and follow all library rules.

## **SUSPENSION PROCEDURE**

The Library Director or designated library staff member may suspend library services for individuals in response to inappropriate behavior. Library services may be suspended anywhere from three days for minor infractions, to permanent suspension for criminal offenses, depending upon severity and frequency of behavior.

After Library Director and/or library staff determine that a person has engaged in severe or repeat misconduct and it has been determined that the individual involved should be suspended:

1. The Library Director will issue a written "Notice of Library Suspension" letter to the individual involved notifying the individual that they are suspended from the Prescott Public Library. In the case of a minor, the library will attempt to notify the parent or guardian and provide them with a copy of the letter. The letter shall indicate the reasons for the suspension and the time period of the suspension.
2. The Library Director will email all library staff with a description of the underlying behavior, the name of the suspended individual and the time period of the suspension.
3. The Library Director will review and may reconsider the decision to suspend an individual upon written request of the individual and may shorten or terminate the suspension period if information submitted by the individual warrants such modification.

Adopted by the Prescott Public Library Board of Trustees September 17, 2020