

# **LIBRARY CODE OF CONDUCT**

## **Library Mission Statement**

The West Allis Public Library is committed to providing the members of its community with access to materials and services that can actively support lifelong learning and enrich their personal and professional lives.

In order to carry out these goals, the West Allis Public Library attempts to present an environment that promotes reading, study, and the legitimate use of materials and services. Any person is welcome in the library so long as they respect the rights of other persons also on the premises, and provided that their conduct in the library is lawful, not dangerous, does not create unhygienic conditions, and is not disruptive. Patrons are required to observe the following rules when visiting the library or library property.\* Failure to comply with these rules of behavior may result in patrons being asked to leave the library property, the loss of their library privileges, or library staff calling the police.

### **1. Respect the rights of fellow patrons and library staff:**

- Public intoxication is prohibited.
- Electronic equipment/media devices may be used in the library as long as the volume is kept low enough so that other patrons do not hear it.
- Patrons using their own Internet connectable devices are subject to and must also comply with the library's Public Access Internet Policy, as applicable (e.g., Misuse of Computer Equipment and Internet Access, Copyright Considerations, etc.). Because the screens of Internet workstations and personal Internet connectable devices may be viewed by patrons in the library other than the user, displays of sexually explicit or violent materials are prohibited. Additionally, access to/use of the Internet may only be for legal purposes. Displays of sexually explicit materials in any format are prohibited.
- Voices of library patrons should be kept low.
- Polite cell phone use is permitted in the library. A patron speaking loudly on a cell phone or disrupting other library visitors will be asked to use his/her cell phone in the library atrium.
- Soliciting goods or services on library property is not allowed.
- Disruptive behavior, including but not limited to fighting, running, throwing objects, and loud conversations, is prohibited.
- Cursing, verbal abuse, or other use of foul language and/or gestures that cause or tend to create a disturbance will not be tolerated.
- Children under nine years of age must be accompanied and adequately supervised by a responsible adult or babysitter at all times.  
Please note: To ensure the safety of young children, the West Allis Police Department will be notified in the event parents or caregivers of these young children cannot be located in the library
- Restrooms located in the Children's Department are for use only by children and their caregivers

- Service dogs are the only animals allowed to enter the library. If a pet is left unattended on library property, the West Allis Police Department will be notified. This includes dogs or other animals that may be tied up outside the library or left in a car without proper ventilation.
- Sleeping is prohibited in the library.
- Any person using the library must wear a shirt or other covering of the upper body and shoes or other footwear, in addition to those other articles of clothing required by municipal or state ordinance or statute.
- An acceptable standard of personal hygiene is expected of all individuals. Patrons whose bodily hygiene/odor is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

**2. Respect for the library's building, property, furnishings and equipment:**

- Smoking, vaping, and chewing tobacco is prohibited in all areas of the library including meeting rooms, restrooms, and atrium areas.
- The library entrances and atrium areas must be kept free of wagons, strollers, shopping carts and bicycles. Bicycles must be parked outside the library – not restricting entrance or exit. Strollers and wagons transporting infants or children may be brought into the library – as long as they do not create a danger/nuisance. Bicycles, shopping carts, or other large wheeled conveyances, excluding wheelchairs, scooters, walkers, or other such devices used by individuals with mobility disabilities, are not permitted inside the library. Neither the library nor the City of West Allis is responsible for the theft or loss of any personal items of patrons.
- Library furniture is to be used in an appropriate manner. Placing feet on tables, chairs, and study carrels may cause damage and is prohibited.
- Food and beverages of any kind shall not be consumed in any area of the library other than inside the Constitution or Conference Rooms during scheduled meetings.
- Tampering with the library's computers and other equipment, attempts to change computer settings, and/or manipulating computer software etc. is prohibited.
- Loitering or sleeping along the outside areas of the library will not be tolerated. Climbing trees or bushes and/or placing objects on trees or bushes located on library property is not allowed.

**3. Respect for the laws of the City of West Allis. The police may be called when disruptive behavior may also be illegal. This includes, but is not limited to such things as:**

- Loitering
- Using skateboards, roller skates, roller blades and/or other toy and sports articles on library property
- Selling or consuming alcohol or illegal drugs on library property
- Assault

- Verbal Abuse
- Criminal damage to library property--including the intentional destruction or damage to books, audiovisual materials etc.
- Theft
- Disorderly Conduct
- Harassment, which may include unwanted conversations with other individuals or employees, impeding access to the building or an area of the library property, and sexual harassment as defined by Wisconsin Statutes and U.S. Federal Law, etc.

### **Staff Procedures:**

The library staff is authorized to bring to a patron's attention any behavior that affects the library's ability to provide an atmosphere conducive to reading, study and the legitimate use of materials and services.

Persons who violate the Library's Code of Conduct will either be warned or asked to leave the building. If warned, and the patron reacts with further disruptive behavior, they will be asked to leave immediately. If, having been asked to leave the library, the patron refuses to do so, staff will call the West Allis Police Department.

If an individual's behavior is extremely disruptive, or in any way illegal, the police will be called immediately. Any time that a staff person assessing a situation determines that the public or staff is in danger, the police will be called.

Repeated violations of the Library's Code of Conduct will result in a person having their library privileges revoked or restricted. Except in the case of minor infractions (e.g. a single request for a patron to lower their voice, a single reminder to a patron that food or beverage are not allowed in the main library, etc.), staff should complete an Incident Report, documenting the Code of Conduct violation, and forward it to the Library Director.

\*For purposes of these rules, the term "library property" includes both the library building and its surrounding grounds and parking lot.

Adopted by the Board of Trustees

West Allis Public Library

January 28, 2004/July 28, 2010; (revised)/April 24, 2013; June 22, 2016; February 28, 2018; March 27, 2019

West Allis Public Library

Staff Manual

Building Use

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