

Conduct & Behavior Policy

I. Purpose - The Prairie du Chien Memorial Library serves people of all ages. It provides community services and programs. The purpose of this policy is to assure that the library environment is safe, and that everyone feels comfortable when using the library.

1. All persons are welcome in the library
2. Parents or guardians are responsible for the conduct & safety of persons under their care. Counselors or teachers are responsible for the conduct and safety of persons under their care.
3. Library furniture and equipment is available for the public use and must be used for its intended purpose

II. Behavior & Acceptable Conduct - No person shall engage in unacceptable conduct when using the library facility or participating in library programs.

1. Unacceptable conduct shall include any individual or group activity which is unlawful, unsafe, or disruptive to other persons in or using library facilities, or is otherwise inconsistent with activities such as reading, studying, computer use, or other similar conduct normally associated with a public library.
2. All areas inside and outside of the public library property and also include the vicinity of a library program when the program is held offsite would be considered Library property.
3. Unacceptable behavior & conduct shall be deemed "inappropriate," including, but not limited to:
 - Excessive and disruptive conversations/discussions
 - Eating or drinking at computer workstations without staff approval
 - Sexual harassment of Library users or Library staff. Any form of sexual misconduct, including but not limited to, exposure, offensive touching, or sexual harassment of patrons or staff
 - Selling, soliciting, or engaging in any commercial activity except with
 - previous authorization
 - Preventing staff from performing normal activities, from day-to-day and/or closing, also preventing staff from closing even after the announcement has been made
 - Use of tobacco, vaping, alcohol, or any & all illegal substances in the building or within 50 feet of the entrances
 - Entering designated staff areas or emergency-only areas for non-emergency purposes
 - Other unacceptable activities which, in the judgment of library staff, are inconsistent with reading, studying, computer use and disturbs or infringes on the rights of staff or patrons
 - Loud talking, running, shoving, throwing things, physical or verbal harassment, or threats
 - Unauthorized or unscheduled group meetings or activities
 - Entering the library without proper attire, which must include shoes and shirts
 - Damage, destruction, theft or improper use of library property or facilities
 - Animals, except service animals, unless with previous authorization

- Carrying, displaying, or drawing an unauthorized or dangerous weapon
- Sleeping, shaving, bathing, or laundering in the library
- Any illegal act or conduct that violates local, state, or federal law, or regulations and ordinances

4. Offenses will be treated as follows:

- First infraction will result in a warning with certain loss of library privileges
- Second infraction will result in loss of library privileges for one week
- Third infraction or continuous repeat infractions will result in loss of library privileges for six weeks or as the Director authorizes

III. Serious offenses

1. Serious offenses include but are not limited to:

- Committing any crime or violation of a municipal ordinance on the premises of the library
- Stealing, damaging, or vandalizing library property, including removing protective covers, labels, or barcodes from books, magazines, or other media with the intent to damage and/or steal library property
- Exhibiting abusive, indecent, profane, or drunken conversation and/or behavior toward library staff or other library patrons
- Engaging in behavior that is harassing or threatening in nature to library patrons or staff, including following or stalking patrons or staff
- Using the Internet for other than legal and appropriate purposes
- Leaving minor children unattended for extended periods of time or after library hours

2. Any patron who commits a serious offense will be immediately reported to the Prairie du Chien Police Department for removal from the building. The patron may lose their library privileges for a period of time depending on the nature of the offense that required removal, the extent of the damage or disruption, any history of previous infractions of library policies, and other relevant circumstances.

IV. Appeal procedure

1. If an individual wishes to appeal his/her loss of privileges, he/she may file a written appeal to the Library Director within 10 days of the notification of loss of privileges. The Library Director will meet with the claimant and will make a determination within five business days thereafter. The Library Director will respond to the individual with a notice to library staff and the Library Board President. If the Library Director denies the appeal, the claimant may make a further appeal by filing a written appeal with the Library Board of Trustees within ten days of the Library Director's determination. The Library Board shall consider the appeal and make a final determination within 30 days of the date of the filing of the appeal with the Board. Appeals to the Board shall be filed at the Prairie du Chien Memorial Library, 125 S. Wacouta Ave, Prairie du Chien, WI, 53821. The determination of the Board shall be final.

2. Any person who enters or remains on the library premises after losing his/her library privileges will be reported to the Prairie du Chien Police Department for removal.

Medical Emergencies

In the event that a Library staff member detects a medical emergency situation, a call to 911 will be made. In the event of a medical emergency involving a child, Library staff will attempt to contact the child's guardian within the library building immediately after calling 911.

Behavioral Emergencies

Emergency situations may warrant an immediate call for police intervention.

These may include, but are not limited to patrons who:

- engage in abusive, indecent, or profane conversation and/or behavior
- are under the influence of alcohol or drugs
- attempt to steal, damage, or destroy Library property or the personal property of another patron or Library staff
- threaten or attempt to inflict harm upon another patron or Library staff member
- act in a manner that presents an imminent danger to the life or safety of other patrons, Library staff, or to the patron him/herself
- carry or are in possession or control of a weapon (except for on-duty law enforcement officials)
- refuse to leave the building at closing time or when asked to leave by Library staff

Incident Reporting

Library staff will complete an electronic Incident Report for all accidents, injuries, and medical/behavioral emergency situations. The Incident Report will be filed in an incident report file and a copy given to the Library Director. The Library Director may forward reports to the Library Board and Prairie du Chien Police Department or other appropriate law enforcement agencies as necessary. Staff members may fill out Incident Reports for other patron behavior problems.

Approved by Library Board April 22, 2025