

Conduct Policy

I. Purpose

- A. 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.
- B. No person shall engage in unacceptable conduct when using the library facility or participating in library programs.

II. Definition

- A. Unacceptable conduct shall include any individual or group activity which is unlawful, unsafe, or disruptive to other persons 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.
- B. The term "premises" includes inside and outside areas of the public library property and also include the vicinity of a library program when the program is held offsite.

III. Unacceptable behavior

- A. The following conduct shall be deemed "inappropriate," including, but not limited to:
 - 1. Excessive and disruptive conversations/discussions
 - 2. Eating or drinking at computer workstations
 - 3. Sexual harassment of Library users or Library staff.
 - 4. Occupying or "holding" more than one seat and/or table per individual
 - 5. Selling, soliciting, or engaging in any commercial activity
 - 6. Preventing staff from performing normal closing activities after closing announcement has been made
 - 7. Smoking or use of tobacco products in the building.
 - 8. Other activities which are inconsistent with reading, studying, computer use, and activities normally associated with the use of public library facilities.
- B. Offenses will be treated as follows:
 - 1. First infraction will result in a warning that loss of library privileges may result.
 - 2. Second infraction will result in loss of library privileges for one week.
 - 3. Third infraction or continuous repeat infractions will result in loss of library privileges for six weeks.

IV. Serious offenses

- A. Serious offenses include but are not limited to:
 - 1. Committing any crime or violation of a municipal ordinance on the premises of the library.

2. 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.
 3. Exhibiting abusive, indecent, profane, or drunken conversation and/or behavior toward library staff or other library patrons.
 4. Engaging in behavior that is harassing or threatening in nature to library patrons or staff, including following or stalking patrons or staff.
 5. Using the Internet for other than legal purposes.
 6. Leaving minor children unattended for extended periods of time or after library hours.
- B. 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 three months or more, 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.

V. Appeal procedure

- A. 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.
- B. 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.