

Baraboo Public Library Conduct Policy

It is the mission of the Baraboo Public Library to offer a secure, comfortable, and welcoming environment for patrons of all ages and for library staff. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52(1), the Baraboo Public Library Board of Trustees may enact regulations that ensure the safety of all library patrons and staff, protect the usefulness of the materials in the collection, and maintain order in the library.

Inappropriate behavior includes any activity that is unlawful, unsafe, disruptive to staff or other persons using library facilities, or is otherwise inconsistent with activities associated with a public library. It also includes any behavior generally considered unacceptable in a public place which damages the building, property, or furnishings, or interferes with library operations.

Specific guidelines

To ensure a safe, orderly environment for patrons and staff, the following actions are prohibited:

- Committing a crime or violating a municipal ordinance;
- Stealing, damaging, or vandalizing library property;
- Exhibiting abusive or disruptive conversation and/or behavior toward library patrons or staff;
- Engaging in harassing, threatening, intimidating or willfully annoying behavior including following or stalking library patrons or staff;
- Sexual harassment of library patrons or staff;
- Leaving children age six and under unattended;
- Checking out materials with another person's card without their permission;
- Using another patron's library card to access the internet;
- Misrepresenting identity in order to receive library services;
- Loud, boisterous, or otherwise disruptive behavior;
- Smoking, vaping, or use of tobacco products;
- Interfering with normal library operations including closing activities;
- Entering or remaining in the library without a shirt or shoes;
- Blocking or obstructing entrances, exits, or sidewalks;
- Possession or use of illegal drugs;
- Possession or consumption of alcoholic beverages except as part of a library-sponsored program or event;
- Possessing a weapon or exhibiting any object in a threatening manner except for on-duty law enforcement officials;
- Solicitation for the sale of goods or services to library patrons or staff except for persons on library business, or for library-sponsored activities, or organizations affiliated with the library;
- Surveying or canvassing outside of the areas designated by library staff;
- Bringing pets or other animals into the building unless they are service animals or part of a library-sponsored program;
- Being in a state of intoxication that causes a public disturbance;
- Bathing or shaving; persons whose bodily hygiene is so offensive as to constitute a nuisance to other library users will be asked to leave; and
- Any other behavior that is disruptive to library use.

Unattended children

“Unattended” means that the parent or chaperone is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Parents or chaperones are responsible for their children’s behavior while in the library.

Children age six and under must be in the company of a parent or chaperone while in the library. Even if the child is attending a program, the parent/chaperone must remain in the library throughout the program.

If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Librarian or other staff member in charge who will attempt to identify and locate the parent/chaperone. If library staff cannot find the parent /chaperone, the child will be remanded to the care of the Baraboo Police Department.

Guidelines for handling problem patrons

Wisconsin Statutes Chapter 43.52(2) states: “Every public library shall be free for the use of the inhabitants of the municipality by which it is established and maintained, subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations.”

Library staff may require violators of this policy to leave the premises, call the police, and /or ultimately revoke a patron’s library privileges for noncompliance with this policy.

Appeals

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 file 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 at a regularly scheduled meeting. Appeals to the Board shall be filed at the Baraboo Public Library, 230 4th Avenue, Baraboo, WI, 53913. The determination of the Board shall be final.

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

Adopted by the Baraboo Public Library Board of Trustees November 18, 2014