

## Lester Public Library of Rome Appropriate Behavior Policy

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Lester Public Library of Rome Board of Trustees may enact regulations that serve to ensure the safety of library staff and patrons, protect the materials collection, and maintain order in the library.

While committed to providing an atmosphere that welcomes all ages to partake of the library's services, this policy attempts to provide guidelines which preserve a reasonably quiet environment and which promote safety and comfort for all individuals. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

No individual may engage in inappropriate conduct on the premises of Lester Public Library of Rome, or when using library facilities, or when participating in library programs. Patrons shall be engaged in normal activities associated with the use of a public library while in the building. Patrons not engaged in reading, studying, or using library materials or computers may be asked to leave the building. When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

To ensure comfort and safety of staff and patrons, and to maintain order in the library, inappropriate behavior includes, but is not limited to, the following conduct or behavior:

- All illegal activities
- No firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) are permitted in the library building, except for firearms carried by authorized law enforcement personnel.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Remaining in the library after its regular closing time, with the exception of meetings or programs that are previously scheduled in the community room.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including fighting, bullying, 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 patrons.
- Canvassing for petitions, nomination papers or other purposes, or soliciting or surveying not authorized by the Library.
- Smoking, chewing or other tobacco use is not allowed in the library.
- Eating or drinking, except in designated areas or with Library staff permission. Beverages in closed containers are permitted. No open containers allowed.
- Sleeping in the library for an extended period of time.
- Bathing, shaving and other personal grooming activities in the library are strongly discouraged.
- Not wearing shoes or shirts within the library premises.
- Harassing, fighting, bullying, threatening, physically harming or interfering with library staff or patrons. The Library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library.
- Damaging, defacing, destroying or stealing library property or equipment.
- Usage of cell phones and other electronic devices is allowed, but their use may not disrupt library use by other patrons.

- Blocking entry, aisles or traffic areas.
- No pets or other animals are allowed unless they are a service animal as defined by the Americans with Disabilities Act or are part of a library program.
- Violating computer use policies.
- Parents are responsible for the behavior of their children while they are on library property. Children under the age of 8 must be attended by a parent or other responsible caregiver age 14 or older at all times while on library property.
- The violation of federal and state laws or local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of library property are criminal offenses that will be prosecuted. The library reserves the right to inspect all bags, purses, briefcases, backpacks, and other such items when staff members have reason to believe that this rule has been violated. The library is not responsible for personal belongings that are left unattended.
- The Rome Police Department may be called to assist staff in dealing with unacceptable conduct.
- The library reserves the right to contact the Rome Police Department to remove any personal materials a patron leaves unattended in the library.

Library Staff will enforce these guidelines so that the facility can be used to the fullest by all persons. Any person who is asked to leave the Library as a result of the violation of these guidelines and refuses to do so shall be considered trespassing and may be subject to permanent exclusion from the library and/or arrest. Questions regarding the interpretation of these guidelines will be referred to the library director or other staff member in charge.

Banning Letter:

To: \_\_\_\_\_

On \_\_\_\_\_ at approximately \_\_\_\_\_ you were observed at the  
Lester Public Library of Rome.

At that time you were:

\_\_\_\_\_ Intoxicated

\_\_\_\_\_ Loud and disturbing

\_\_\_\_\_ In the library despite being previously banned until \_\_\_\_\_

\_\_\_\_\_ Other conduct \_\_\_\_\_

COMMENTS:

You are banned from entering the Lester Public Library of Rome because of the behavior listed above, and/or other history of inappropriate behavioral conduct at the Lester Public Library of Rome until the date listed below. If you enter the Lester Public Library of Rome before the return date listed below, police will be called and you will be subject to being arrested for trespassing under the Town of Rome's Chapter 281-1 (45).

You may file a written request to Director, Lester Public Library of Rome, 1157 Rome Center Dr., Nekoosa, WI 54457 to reconsider this ban from the Lester Public Library of Rome. Your written request shall set forth your reasons for reconsideration of the ban. The length of this ban from the Lester Public Library of Rome shall remain as stated in this document unless the director issues a written determination altering the terms of this document.

BANNED FROM LIBRARY \_\_\_\_\_

RETURN DATE \_\_\_\_\_

Director's initials: \_\_\_\_\_