

POLICY TITLE: CODE OF BEHAVIOR

ADOPTION/LAST REVISION: Approved 7/12/2005; Revised 2/16/21, 7/20/23, 1/18/2024

Purpose

The Everett Roehl Marshfield Public Library's Behavior Policy is intended to ensure an environment that promotes the use and enjoyment of the library's resources while at the same time protecting the public, staff, and library property. As such, the Library Board of Trustees may impose reasonable restrictions on the time, place, or manner the library is accessed as outlined in Wisconsin Statute 43.53(2).

The library also recognizes that the users of the library are also the owners of the library. As users and owners, the public has certain expectations of the library. These include an outstanding collection of library materials; pleasant, attractive surroundings; and courteous, efficient and effective service.

Child Safety and Vulnerable Adult Policy

I. Purpose Statement

The Everett Roehl Marshfield Public Library welcomes all ages and strives to provide an environment and space for all to enjoy. The library is a public building open to all and the safety and welfare of children and vulnerable adults at the library is of utmost importance. Vulnerable adults and young children should be supervised by age appropriate, responsible parties at all times. Parents and caregivers are responsible for monitoring the activities and regulating the behavior of persons in their care while they are in the library. The Library Board and staff respect the rights and privacy of all library patrons. Library staff will intervene only when juveniles or vulnerable adults are left unattended or issues relating to safety, disruptive behavior, or well-being occur. Library staff will follow established procedure for the protection of the involved party and to maintain an environment free from disruption in accordance with the Library's Code of Behavior.

II. Unattended Children/Vulnerable Adults in the Library

A. For your child's protection, children age 10 or under or vulnerable adults must be in the immediate presence of a parent, sibling, caregiver, or other responsible person age 16 or older at all times while on library property. An unattended child is a minor of any age whose behavior requires them to be accompanied by a parent or caregiver. A vulnerable adult is a person over the age of 18-years-old who is unable or unwilling to care for themselves.

B. The library does not have staff, staff training, or State Certification to act as a child care facility or in lieu of trained staff or family for vulnerable adults.

C. The library staff is not responsible for the care of unattended children and vulnerable adults and does not assume responsibility from the parents or caregivers for providing for the welfare of persons in their care.

D. Library staff is not responsible for children or vulnerable adults interacting with or leaving the library with persons who are not appropriate caregivers.

E. Library staff is not responsible for any consequences of parents or caregivers forfeiting their responsibilities.

F. Library staff may refer to the police those children or vulnerable adults who are left unattended in the library when a parent/guardian cannot be reached or if the behavior of the minor child or vulnerable adult falls outside that of acceptable behavior in the library.

G. Please refer to the Library Behavior Guidelines below for more information regarding acceptable behavior.

III. Parent/Caregiver Responsibilities

A. Parents/caregivers should remain with persons in their care at all times and are responsible for the care of those persons while inside the building and on the premises.

B. Parents/caregivers should encourage positive behavior by persons under their care while in the library and all areas of the facility.

C. Parents/caregivers should cooperate with the library staff if persons in their care are disruptive or if they interfere or endanger others or cause damage to property.

D. Parents or guardians with children over the age of 11 and mature enough to be left alone at the library are expected to set reasonable time limits for their children's visits to the library and provide a means of transportation home from the library by the time the library closes. If a child age 15 or younger is left unattended at closing time, library staff will attempt to locate or contact the child's parent or other responsible adult. If the adult cannot be located within 15 minutes of closing time, library staff will contact the police to assume responsibility of the child.

Behavior Guidelines & Violations

The rights of both the public and the staff are sometimes violated by the attitudes and behavior of a very small number of persons. Therefore, it shall be the library's policy to maintain a quiet, pleasant environment conducive to study as well as casual use. To assure the successful implementation of this policy, unacceptable behavior includes, but is not limited to:

Minor Violations

- Blocking or in any way interfering with the free movement of any person or persons
- Riding bicycles, scooters, or skates or bringing shopping carts into the library
- Bringing animals, other than service dogs, into the building except when approved for specific library programs
- Consuming food or beverages at computer workstations
- Campaigning, petitioning, interviewing, survey-taking, soliciting, or selling that is not part of approved library activities or programs
- Disobeying posted signs on library property, including those related to parking and health mandates
- Distributing or posting materials such as flyers, leaflets, or other literature without authorization
- Disturbing other users with loud conversations or offensive body odor, including excessive scent
- Failing to wear shoes, shirt, or clothing appropriate to a public venue
- Listening to music, movies, videogames, or other streaming services without headphones
- Loitering or sleeping on library property
- Rearranging library furniture or equipment from one location to another without staff authorization
- Using tobacco products or electronic vaping devices inside the building or on library grounds
- Viewing, in plain sight, materials which are inappropriate for the public surroundings
- Failing to comply with directions from library staff

Major Violations

- Being intoxicated
- Carrying an unauthorized weapons of any sort
- Engaging in sexual activity
- Harassing, threatening, intimidating or using obscene language toward other users or staff
- Possessing or consuming alcoholic beverages or illegal drugs

- Entering the library with an unhygienic condition, including, but not limited to insects or pests, or with unsanitary clothing and belongings that are health and safety hazards to other library patrons and library staff.
- Removing library property from the building without authorization
- Using obscene or abusive language
- Willfully damaging library property

Policy Enforcement

In order to maintain a peaceful environment, visitors may be asked to leave for minor violations. One major violation will result in exclusion from the library for up to one year. Decisions to exclude persons from library property will be made by the Library Director or the Assistant Library Director and persons may be temporarily banned for up to three days by a supervisor in charge. Appeals may be submitted in writing to the Library Board.

It is unlawful for any person to fail to leave library property after being asked to leave. Criminal behavior will be prosecuted under the law.