

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***CONDUCT POLICY***

*The purpose of this policy is to ensure a safe, accessible and enjoyable library environment for all patrons.*

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### **I. Definition**

(A) Acceptable conduct includes that of respect and consideration of other patrons, staff and library property.

(B) Unacceptable conduct shall include any individual or group activity which is disruptive to other persons using library facilities, or is otherwise inconsistent with activities such as reading, studying or other similar conduct normally associated with a public library or is unlawful or unsafe.

(B) The term “premises” includes inside and outside areas of the public library property.

### **III. Unacceptable Conduct**

(A) Unacceptable conduct on the premises includes but is not limited to:

- Excessive and disruptive noise; abusive, indecent, profane or drunken behavior toward library staff or other library patrons
- Eating or drinking at computer workstations
- Obstructing others work by overuse of computer workstations
- Selling, soliciting, or engaging in any commercial activity
- Preventing staff from partaking in normal duties
- Smoking or use of tobacco products in the library building
- Bringing any animal into the library building, except working animals which assist the disabled
- Any and all forms of bullying
- Stealing, damaging or vandalizing library property
- Committing any crime or violation of a municipal ordinance
- Engaging in behavior that is harassing, or threatening in nature to library patrons or staff
- Knowingly entering non-public areas of library facilities
- Using the Internet for illegal purposes
- Other activities which are inconsistent with reading, studying, and any other activities normally associated with the use of public library facilities

(B) The Sun Prairie Police Department may be called to assist staff in dealing with unacceptable conduct.

### **IV. Consequences of policy violation**

- First infraction will result in a warning that loss of library privileges may result.
- Second infraction will result in a loss of library privileges of up to one month.
- Third infraction or continuous repeat infractions will result in a loss of library privileges for not less than one month or more than a year.

## **V. Appeal Procedure**

(A) The library director may reconsider a decision to suspend library privileges upon written request of the patron if information submitted by the patron warrants such modification. The director will respond in writing to the individual with a notice to the library staff and library board president of the reconsideration decision.

(B) Any person who enters or remains on library premises after losing their library privileges will be reported to the Sun Prairie Police Department for removal.

Adopted August 21, 2002

Reviewed and adopted April 12, 2007

Reviewed and approved August 14, 2008