

SUN PRAIRIE PUBLIC LIBRARY

CONDUCT POLICY

I. Definition

- A.** Acceptable conduct includes respect and consideration of other patrons, staff and library property.
- B.** The term “premises” includes inside and outside areas of the public library property. It also includes telephone, postal, digital, and electronic contact and communication.

II. Unacceptable Conduct

- A.** Unacceptable conduct on the premises includes but is not limited to:
 - 1.** Carrying any weapon into the library building
 - 2.** Excessive or disruptive noise
 - 3.** Abusive, indecent, profane, threatening or harassing behavior toward library staff or other library patrons
 - 4.** Eating or drinking at computer workstations
 - 5.** Selling, or engaging in any commercial activity, except for events sponsored by the Library, Friends of the Library, Library Foundation, or City of Sun Prairie sponsored fundraising.
 - 6.** Soliciting of any kind
 - 7.** Preventing staff from performing normal duties
 - 8.** Smoking or using tobacco products in the library building
 - 9.** Bringing any animal into the library building, except for assistance/therapy animals.
 - 10.** Any and all forms of bullying
 - 11.** Stealing, damaging or vandalizing library property
 - 12.** Violating any federal, state or municipal laws, such as tobacco, alcohol or drug use
 - 13.** Knowingly entering non-public areas of library facilities
 - 14.** 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.
- C.** The Sun Prairie Public Library reserves the right to contact the Police Department to remove any personal materials a patron leaves unattended in the library.

III. Consequences of Policy Violation

- A.** First infraction will result in a warning that loss of library privileges may result.
- B.** Second infraction will result in a loss of library privileges for up to 30 days.
- C.** Third infraction, first-time serious infraction or continuous repeat infractions will result in a loss of library privileges for not less than one month or more than a year.
- D.** 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.
- E.** Repeated or serious infractions may result in a permanent ban from the Sun Prairie Public Library by the Sun Prairie Police Department.
- F.** Resuming library privileges will require a meeting with the library director to review the conduct policy after serving the suspension.

IV. Appeal Procedure

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.

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