

# SUN PRAIRIE PUBLIC LIBRARY

## *CONDUCT POLICY*

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### **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. Ensure a Safe and Secure Environment**

The role of the Sun Prairie Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Sun Prairie Public Library property. 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. Possessing, selling or being under the influence of illegal drugs or alcohol
5. Eating or drinking at computer workstations
6. 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
7. Soliciting of any kind
8. Preventing staff from performing normal duties
9. Smoking or using tobacco, alcohol or vaping products in the library building
10. Bringing any animal into the library building, except for assistance/therapy animals
11. Any and all forms of bullying
12. Stealing, damaging or vandalizing library property
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, including sleeping

**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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