



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531

(608) 222-6127

FAX (608) 222-8590

<http://www.mononallibrary.org>

email: monona@scls.lib.wi.us

Code of Conduct in the Library

PURPOSE

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Monona Public Library Board of Trustees may enact regulations that serve to insure 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.

GUIDELINES FOR USING THE LIBRARY

1. So that everyone feels comfortable and welcome, treat everyone in the Library with respect.
2. So that others are not disturbed, talk quietly. Disruptive, threatening or abusive language/behavior is prohibited.
3. For your safety, walk in the Library.
4. For your child's safety and out of respect for other patrons, children under nine (9) should be accompanied by an adult or caretaker age 12 or older.
5. For your health and safety, shoes and shirts must be worn in the Library.
6. For your safety, the Monona Public Library prohibits, on Library premises, all firearms, explosives, and any item deemed a dangerous weapon in Wisconsin Statute sec. 939.22(10).
7. For your safety, the Library prohibits possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
8. To protect materials and furniture, food/snacks are not allowed in the Library. Covered beverages are permitted.
9. Library staff cannot be responsible for your belongings. Keep your coat and other belongings with you.
10. Use of tobacco products is not allowed in the building or under the entryway overhang.
11. No pets or other animals are allowed in the library unless they are service animals or part of a library program. The Library defines a service animal as defined by the Americans with Disabilities Act.
12. Usage of cell phones and other electronic devices is allowed, but their use may not disrupt library use by other patrons. We ask that patrons turn off all audible sounds or use headphones.

Solicitation & Canvassing

The Library is a non-partisan source for public and community information. As such, we prohibit the following activities:

1. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only.

Exceptions may be made for library-sponsored activities and organizations affiliated with the library.

2. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.
3. Canvassing – for example, soliciting signature for a petition, nomination papers, and the like – is not allowed on Library property.

GUIDELINES FOR HANDLING CODE OF CONDUCT VIOLATIONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.
2. Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the law.
3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
4. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued re-occurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.
5. The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.
6. Children exhibiting problem behavior will be given a warning that he/she must settle down or be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, he/she may do so and then wait by the main entrance until the parent arrives.

Unattended Children

1. One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by young children, and it is our desire to make these visits both memorable and enjoyable for the child.
2. "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Parents are responsible for their children's behavior while in the library.
3. Therefore it is the policy of the Library that all children under the age of nine (9) must be in the company of a parent or caretaker (age 12 or older) while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remains in the Library throughout the program.
4. If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Coordinator or other staff member in charge. He/she will then attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Monona Police Department.

Amended and Approved by the Library Board on December 20, 2011.