

GERMANTOWN COMMUNITY LIBRARY CODE OF CONDUCT

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52(1), the Germantown Community Library Board may enact regulations that serve to ensure the safety of library staff and patrons, protect the collection and maintain order in the library. The policy is committed to providing an atmosphere that welcomes all ages and ability levels to partake of the library's services and activities while providing guidelines to preserve the safety and comfort for all individuals. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

Library grounds are defined as the property between the library building and the sidewalk along Mequon Road or other adjacent property lines including library parking lots. This policy also applies to patron activity outside of the physical library building when staff are conducting planned Outreach activities offsite.

Specific inappropriate conduct inside the library and on the library grounds includes but is not limited to the following list of behaviors. Additional situations will be at the discretion of the Library Director or designee.

1. Misrepresenting identity and/or eligibility for library services.
2. Harassing, fighting, threatening, physically harming, or interfering with library staff or patrons.
3. Using offensive language or gestures.
4. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture or structures.
5. Smoking or tobacco use (including e-cigarettes or chewing tobacco) and using alcohol, drugs, and other regulated illegal substances.
6. Processing or selling tobacco products, alcoholic beverages, drugs or other regulated illegal substances.
7. Entering the library with an animal, with the exception of service animals as defined by the Americans with Disabilities Act or unless part of an official library program.
8. Using the library without shoes and in any other manner of indecent exposure.
9. Ignoring Village of Germantown public health directives.
10. Entering unauthorized staff or storage areas in the library building.
11. Remaining in the library after regular closing time or when requested to leave.
12. Throwing items or littering.
13. Damaging, defacing, or misusing library materials, equipment or facilities.
14. Posting of materials or creating displays in the library building or on library grounds.
15. Petitioning, interviewing or campaigning including handing out literature, engaging in discussions regarding political platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the Community Meeting Room.

NOISE LEVEL IN THE BUILDING

Due to the nature of the library as a public building and in order to meet the needs of all patrons to the best of our ability, staff do not monitor the noise level of patrons using the library with the exception of the following:

1. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture or structures is not allowed.

2. Patrons engaging in listening to music or media, cell phone usage, virtual meetings, or other types of sound equipment must have devices on silent or use headphones.
3. The seating areas at the East side of the building (near the Adult Nonfiction area) are monitored as quiet areas. This area should be used only for quiet study or activities. Any individual or groups engaged in activities that create noise, including the following, will be asked to leave this area and find a different location in the library:
 - a. Noisy group work
 - b. Noisy conversations
 - c. Noisy cell phone or computer equipment usage

UNACCOMPANIED MINORS

Parents, guardians, and caregivers are responsible for the behavior of their children.

1. A responsible party, age 11 or older, must accompany and supervise all children under the age of 7. Library staff reserve the right to determine if a caregiver between the ages of 11-17 is not providing appropriate supervision while using the library building.
2. The library does not accept responsibility for any unsupervised children.
3. The parent/guardians of unsupervised children will be contacted to pick up the children. Unresolved or repeated situations may be referred to the Germantown Police Department.

EATING AND DRINKING

1. Beverages must be covered.
2. No food or beverages are allowed near any Germantown Community Library computer equipment.
3. Patrons are responsible for cleaning up their area.
4. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.

Unacceptable behavior may result in the suspension of library privileges, expulsion from the library and/or possible arrest for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below. At their discretion, staff members shall also fill out an incident report and forward it to the Library Director or designee.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

1. Verbal Warning: Staff members shall issue one verbal warning to anyone violating the rules of behavior as listed above.
2. If there is not a positive response to the verbal warning, managerial staff or a designee may ask the offender to leave the premises.
3. If the offender resists, the Library Director, managerial staff or designee should contact the Police Department for assistance.
4. In the event that expulsion from the premises is necessary, staff should provide the patron with written notification if possible and should fill out an Incident Report and forward it to the Library Director or designee.

The final decision regarding revoking library privileges rests with the managerial staff or designee on duty. The Library Director will review the Incident Report. Appeals can be made to the Library Board.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17; 9/22/21; 1/26/22; 3/22/23