

GERMANTOWN COMMUNITY LIBRARY CODE OF CONDUCT

Under the provisions of Chapter 43 of the Wisconsin State Statues, 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 (ADA) or unless part of an official library program. Service animals must be trained to perform a task directly related to a person's disability. Emotional support animals, therapy animals, and pets are not permitted.
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 12 or older, must supervise and remain within eyesight of all children 8 and under. Library staff reserve the right to determine if a caregiver 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 police involvement for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

Serious misconduct (e.g., violence, threats, illegal activity) may result in law enforcement involvement, immediate suspension and/or permanent ban. An Incident Report will be filled out by the managerial staff or designee on duty after the second violation.

First Violation: Verbal warning

Second Violation: Patron may be asked to leave the premises for the remainder of the day

Third Violation: Patron may be suspended from premises for 1 to 6 months

Fourth Violation: Patron may be suspended from premises for up to one year or permanently banned

The final decision regarding revoking library privileges for the day rests with the managerial staff or designee on duty. The Library Director or designee will review the Incident Report and a written letter will be given to the patron for third and fourth violations.

If the patron is not satisfied with the decision, the patron may submit an appeal to the full Library Board for review. The Library Board will make the final decision. The Library Director or designee will inform the patron of the decision.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17; 9/22/21; 1/26/22; 3/22/23; 4/22/26