



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Policy: Patron Code of Conduct

Approved: Dec 19, 2017

Purpose:

To give library patrons guidelines for appropriate library behavior and the potential repercussions for not following those guidelines.

The Antigo Public Library will monitor public behavior using staff and security equipment, subject to provisions of Wis. Stat. 43.30 and the Library's Confidentiality Policy. Behavior that violates the Rules of Conduct will be addressed by staff. In addition to observing Municipal Code 22 and other applicable federal and state laws, has established the following Patron Code of Conduct for all patrons.

1. Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.
2. No smoking is allowed inside the library building including electronic cigarettes, and vaping units.
3. Lidded drinks and food may be carried into the public area of the library but are not permitted near public computers or work stations.
4. Considerate cell phone use only.
5. Shirts and shoes are required. Bathing suits are not permitted.
6. No loitering. Loitering is remaining in an area for no obvious library-related reason.
7. Seating at library tables and chairs is limited to the number of persons for whom the furniture was designed.
8. To ensure safety of patrons and compliance with fire codes, bicycles must be left in the bike rack outside the library entrance, skateboards, rollerblades, scooters, and other sporting equipment shall be left by the circulation desk.



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9. No soliciting is allowed except for library-sponsored activities, for profit and private parties would be exempt within the room they have reserved for this purpose.
 10. The library is not responsible for any items lost, damaged, or stolen on library property. Once a month items in the lost and found will be placed on a free table in the hall for anyone to take. This excludes items that have names on them, keys, electronics or personal documents. Personal Documents will be shredded one month after staff have attempted to make contact with the person.
 11. Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.
 12. Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
 13. Theft, vandalism, and abuse of Library property are criminal offenses and will be prosecuted.
 14. The violation of state or federal laws, or local ordinances is not permitted on Library property.
 15. Adults who bring children to the library are responsible for the appropriate conduct of those children. Please see the Unattended Persons policy.
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1. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.
 - a. Staff members are expected to deal with problems they encounter or alert other staff. Any staff member has the right to ask other staff for assistance and should provide assistance when requested.
 - b. The staff person in charge is expected to have a greater awareness of policy and willingness to step in and serve as a resource in helping other staff deal with problems.
 - c. Library staff that follow policy and act in their best judgment in confronting a person who violates board approved policies and rules will be supported by the staff person in charge.
 2. Response to problems, proportionate to the severity of behavior:
 - a. Any staff member may issue a verbal warning or may refer a problem to the staff person in charge.
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b. After the verbal warning is given the staff person in charge may evict a patron for violations of library rules or policies. Eviction will be from the library building as a whole, not just an area, and is for the balance of the day.

c. Any staff member may stop someone from using library equipment if the use violates rules or policy. The staff person in charge may bar patrons from using the equipment for a period of time or permanently.

d. Any staff member observing serious criminal behavior should contact the staff person in charge who will contact the police.

f. The Library Board delegates authority to the Library Director, Assistant Director, Children's Librarian, and Outreach Librarian as a group, to ban people from the Library and they must reach a consensus on the length and conditions of the ban. If they are unavailable, the staff person in charge may temporarily ban an individual until the supervisors can reach a decision. As a result of this decision, individuals may be banned for a limited time, indefinitely, or permanently as per Wisconsin State Statute 43.52(2). The length of the ban, rendered within 30 days of the offense, will depend on the following factors:

- i. Severity of offense
- ii. Repeated offenses
- iii. Safety of staff and patrons
- iv. Pending legal charges

g. When an individual is banned they will receive formal notification which will be shared with the Antigo Police Department, the Library Board and the parents of the offender, if a minor. Should a banned individual return to the library in violation of the ban, they will be asked to leave. If the individual becomes disruptive staff will contact the Police. Formal notification will include date of offense, reasons, and the time period for the ban. A banned minor will be allowed to use the library if accompanied by a parent or legal guardian at all times.

h. If the banned individual disagrees with the ban, they may submit a written appeal to the Library Director for reconsideration. If the banned individual is a minor the written appeal must include their parent or legal guardian's signature. After receiving the written appeal the Library Director, Assistant Director, Children's Librarian and Outreach Librarian will address the appeal within 30 days and may modify the ban which may include changing the length or conditions of the ban.

i. If the banned individual is not satisfied with the Library Administration's decision after the written appeal was reviewed and acted on, they may submit a written appeal to the Library Board to be reviewed at the next scheduled Board meeting. After the Board has reviewed their



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written appeal, the individual and/or parent or legal guardian (if minor) will be allowed five minutes to speak on their behalf to the Board. Minors must be accompanied by their parent or legal guardian. The Library Board will issue a written decision within ten days after the meeting. The Library Board has the power to affirm, reverse or modify the banning period or conditions.

3. The Library staff will communicate disciplinary actions with all staff by filing a written incident report and communicating through electronic resources. Disciplinary actions beyond verbal warnings will be documented by library staff.

Sample Banning Letter

Your behavior violates our Rules of Conduct Policy or poses a threat to providing a safe, secure environment. (list behavior in detail)

Because of the behavior listed above, and/or history of inappropriate behavior on library premises, you are banned from the Antigo Public Library until the date listed below. Notification of this ban has also been sent to the Antigo Police Department, the Library Board and your parents (if applicable). If you are a minor, you are allowed access to library resources if accompanied by a parent or legal guardian at all times. If you enter the Antigo Public Library (without a parent or legal guardian if applicable) before the return date listed below you will be asked to leave.

You may file a written request, in the form of a letter, to the Library Director for reconsideration. Your letter should clearly state the reasons for reconsideration. If you are a minor the written appeal must include your parent or legal guardian's signature. After receiving the written appeal the Library Director will address the appeal within 30 days and may modify the ban which may include changing the length or conditions of the ban.

If you are not satisfied with the Library Director's decision after the written appeal was reviewed and acted on, you may submit a written appeal to the Library Board to be reviewed at the next scheduled Board meeting. After the Board has reviewed your written appeal, you and/or your parent or legal guardian (if minor) will be allowed five minutes to speak on your behalf to the Board. If you are a minor you must be accompanied by your parent or legal guardian. The Library Board will issue a written decision within ten days after the meeting. The Library Board has the power to affirm, reverse or modify the banning period or conditions.

Date of offense:

Date banned from Library:

Return Date:

Signature of Director