



OREGON PUBLIC LIBRARY
CONDUCT POLICY

I. Purpose

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Oregon Public Library Board of Trustees adopts this policy to ensure a safe, enjoyable and welcoming library environment for all library patrons and staff members.

II. Definitions

- A. Acceptable conduct includes acting respectfully to other patrons, staff, and library property.
- B. The term “premises” includes inside and outside areas of the public library property.
- C. An “unattended child” refers to a child age 8 or younger who is unaccompanied or not within sight and sound of a parent, guardian, or responsible caregiver age 11 or older.

III. Unacceptable Conduct

- A. Unacceptable conduct on the premises includes but is not limited to:
 - 1. Any behavior that causes a public disturbance.
 - 2. Abusive, indecent, threatening, or profane behavior and/or language.
 - 3. Any and all forms of bullying.
 - 4. Excessive and disruptive noise, including loud cell phone conversations. However, this policy does not prohibit conversations between patrons and/or staff members nor conversations required to conduct library programs or library business. Library staff also realize that noise levels in the building may be higher during busy times or when children are present.

5. Any behavior that interferes with another person's access to library materials and services, or prevents staff from performing library duties.
6. Possessing, selling, distributing, displaying, or using any dangerous weapon on library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
7. Smoking or use of tobacco products, including e-cigarettes or vaping, in the library building or within a reasonable distance of the library entrance.
8. Possessing, selling, distributing, consuming, or being under the influence of any alcoholic beverage or controlled substance.
9. Bringing any animal into the library building, except service animals as defined by the Americans with Disabilities Act or those that are part of a library program.
10. Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any purposes without prior authorization of the Library Director or designee.
11. Food or uncovered beverages at public computer workstations. Beverages in lidded containers are permitted.
12. Entering or remaining in the library without a shirt or shoes.
13. Using the library's telephone for personal or business purposes. Exceptions will be made for children contacting a parent or guardian for a ride home or for a medical emergency.
14. Improperly using the library restrooms, including bathing or shaving.
15. Knowingly entering non-public areas of library facilities without authorization.
16. Stealing, damaging or vandalizing library property.

17. Engaging in any sexual contact, activities, or conduct as defined under Sections 944.21(2)(e) and 939.22(34) of the Wisconsin State Statutes.

18. Violating any federal, state, or municipal laws.

B. The Oregon Police Department may be called to assist staff in dealing with unacceptable conduct.

IV. Unattended Children

The Oregon Public Library welcomes children of all ages to use the library's facility and services. Library staff members do not operate *in loco parentis*; responsibility for the welfare and behavior of children rests with the parent, guardian, or responsible caregiver age 11 or older. Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

A. Children ages 8 or younger must be under direct supervision of a parent, guardian, or responsible caregiver age 11 or older at all times while on library premises unless the child is participating in a library program designed for independent participation. However, parents or caregivers who do not attend the program with the child should remain in the building.

B. Children ages 9 or older who are able to maintain proper library behavior may use the library unattended; otherwise they should be supervised by a parent, guardian, or responsible caregiver.

C. A library staff member will attempt to identify and locate the parent, guardian or caregiver of a lost or unattended child. If a parent, guardian or caregiver cannot be located, staff will contact the Oregon Police Department.

D. Parents or guardians are responsible to pick up children from the library by closing time. If a child under the age of 14 has not been picked up within 10 minutes after closing time, staff will contact the Oregon Police Department to wait with the child until he/she is picked

up. Two staff members will wait until an officer or the child's ride arrives, whichever occurs first.

V. General Guidelines for Handling Inappropriate Behaviors

- A. It is the patron's responsibility to maintain proper behavior in order to protect his/her rights and the rights of other patrons and staff.
- B. If a patron engages in an inappropriate behavior, Library staff will instruct the patron(s) to stop the behavior. Failure to stop the inappropriate behavior after being warned will result in the individual(s) being told to leave. If the patron refuses to leave or threatens library staff, the police department will be contacted.
- C. Consequences of infractions to this policy will be as follows:
 - 1. 1st infraction: Patron will receive a verbal warning. Patron may be required to leave the library for the rest of the day if the behavior does not cease following the warning.
 - 2. 2nd infraction: The patron may be required to leave the library premises for 1 week.
 - 3. 3rd infraction: If a 3rd infraction occurs within 1 year or continuous repeat infractions occur, the patron may be banned from the premises for 1 month.
 - 4. 4th infraction: The patron may be banned from the premises for 6 months.
- D. Staff will contact the Police Department immediately if a patron is engaging in illegal activity, is endangering or threatening the safety of anyone, or in any situation in which police assistance is needed. The patron may lose his/her library privileges for a period of 6 months or more, depending on the nature of the offense that required removal, the extent of the damage or disruption caused, any history of previous infractions of library policies and other relevant circumstances.

- E. Additional infractions after receiving a 6 month ban will result in an additional suspension of privileges of 6 months or more, pending approval of library board.
- F. A written report of any incident involving inappropriate behavior in violation of this policy will be completed by library staff and given to the Director as soon as possible after its occurrence.
- G. The Director may suspend the privileges of any individual who willfully violates library regulation when the severity or continued reoccurrence warrants. The Library Director will inform the Library Board of any such action taken.

VI. Appeal Procedure

- A. If any individual wishes to appeal a loss of privileges, the individual may file a written appeal within 10 days of the notification of loss of privileges to: Library Board and Library Director, c/o Oregon Public Library, 256 Brook St., Oregon, WI 53575.
- B. Upon receipt of an appeal, the Library Director will review and may reconsider the decision including shortening or terminating of the ban if information submitted by the individual warrants such modification.
- C. If the Library Director denies the appeal, the Library Board will review the appeal at their next regularly scheduled board meeting or may schedule a special meeting within 30 days of the receipt of appeal. The individual making the appeal will be notified of the meeting date.
- D. The Library Board shall issue a written decision to the appeal within 30 days of the Library Board's Review.
- E. The determination of the Library Board shall be considered final.
- F. Any suspension of privileges will remain in effect throughout the appeal procedure.

Adopted: February 10, 2010

Amended: August 14, 2013, November 14, 2019