

Jack Russell Memorial Library Code of Conduct

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52(1), the Jack Russell Memorial Library (JRML) Board of Trustees and its designated representatives may enact regulations that serve to insure the safety of library staff and patrons, protect the 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 the safety and comfort for all individuals. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

Library staff is committed to providing courteous and knowledgeable assistance, access to library resources, a reasonably quiet environment and a clean physical environment.

Library patrons have an obligation to interact courteously with other users and library staff, properly check out materials that leave the library, return books by the due date, keep library materials clean, unmarked and intact, follow established computer use policies and maintain a clean environment. Specific inappropriate conduct inside the library, on library grounds, on the mill pond patio or on the two outdoor library terraces includes but is not limited to the following list of behaviors and activities:

- all illegal activities
- misrepresenting identity and/or eligibility for services
- smoking or tobacco use including the use of electronic cigarettes
- possessing or using alcoholic beverages, drugs, or other regulated illegal substances
- entering with concealed or openly visible firearms, knives or other dangerous weapons, with the exception of those carried by authorized law enforcement agents and concealed carry permit holders
- loitering, blocking or interfering with free passage – using one's body or with backpacks, bicycles, skateboards or scooters
- soliciting, interviewing, canvassing or surveying
- behaving in a disorderly, abusive, boisterous or loud manner
- harassing, fighting, bullying, threatening, physically harming or interfering with staff or library patrons
- sleeping or napping
- remaining in the library after its regular closing time, with the exception of meetings or programs that are previously scheduled in the community room
- using cell phones, audio or personal equipment in a way that disturbs others or interferes with library service
- violating computer use policies
- damaging, defacing, destroying or stealing library property or equipment
- entering without shoes or shirt and any other manner of dress resulting in indecent exposure
- skateboarding, rollerblading, bicycling on library walkways, sidewalks and in parking areas
- throwing of any object
- bringing animals or vehicles into the library, except as required by persons with special needs as defined by the Americans with Disabilities Act and as part of library sponsored programs.
- creating a disruptive atmosphere by allowing unruly children to go unsupervised by the caregiver

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. Occasionally, staff members may

have to deal with patrons who violate the rights of others or who create a disturbance in the library. Therefore, code of conduct violations shall be handled in the following manner:

1. If a patron created a public nuisance, that patron may be restricted from the library and from 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 law enforcement.
2. A brief written report of any incident involving theft, vandalism, illegal activity or major disruptive behavior will be filed with the Library Director as soon as possible after its occurrence.
3. The Library Director, acting on behalf of the Board of Trustees, may suspend 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.
4. 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.
5. 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, guardian or responsible caregiver, he/she may do so and then wait by the main entrance until their caregiver arrives.

Safe Child Policy

The (JRML) welcomes library use by children, and hopes that children who use the library will perceive it as a fun place to be. Library staff members are available to assist children with library materials or services. The library desires to provide a safe and appropriate environment for visitors of all ages. The library, however, is a public building with staff trained to provide public library services. The library is not equipped, and it is not the library's role, to provide long-term or short-term child care.

Responsibility for the welfare and the behavior of children using the library rests with the parent, guardian or responsible caregiver. A responsible adult or caregiver should accompany children at all times while they are using the library; this includes while children are participating in library programs unless otherwise specified. For the safety of all children at the library, a responsible caregiver must be over the age of 12. Library staff reserves the right to determine a caregiver between the ages of 12-18 not fit for this role while they are at the library. In this situation, parents/legal guardians, will be alerted to this change in status and are expected to make proper arrangements for their children from that point forward. In addition, children 6 years old and under should not visit the library without a responsible caregiver present.

Though staff will always respond with care and concern, they cannot assume responsibility for children's safety and comfort. While in the library, parents and caregivers are responsible for monitoring and regulating the behavior of their children. Please be mindful of the following: noise level, running, climbing stairs and/or railings, elevator use, pulling items off the shelves, tantrums, bathroom needs, and social interaction with other children. Children under the age of 12 may not be on the upstairs outdoor library terraces unsupervised.

The library has one phone line at each service desk. The library's phone is intended for public business. The phone is not intended for children and/or other patrons to make personal, professional, or social

calls. To provide adequate service in a timely manner to the public, library staff reserves the right to limit the amount of phone calls a child makes and whom they are calling.

While staff will assist when necessary, it is not library staff's responsibility to check if a child is in the building, find out where a child went after they have left the building, or remind a child to go home at a certain time.

The library is not responsible for any property youth patrons bring into the library. While library staff will help search for an item lost or misplaced within the building, care and supervision of the property falls to the youth patron and/or their caregiver. Library staff also reserves the right to temporarily confiscate any items that are a possible safety hazard or a distraction to youth while they are at the library (i.e. slime, sports balls, etc.). Youth will receive these items back on their way out of the library.

Situations where a child can be considered unattended includes but is not limited to the following list:

- At the library without supervision
- At the library without adequate supervision (a caregiver not over 12 years of age)
- With a parent, legal guardian, or responsible caregiver who is distracted and not providing care to the child in any of the following manners:
 - In another part of the library separate from their child
 - On the computer
 - On their cell phone
 - In a conversation with others

If an inattentive parent, guardian, or responsible caregiver does not intervene to care for the child after staff has notified them of an issue, they will be asked to leave. If they do not leave, staff will call the Hartford Police Department to come resolve the situation.

If an unattended child has not been picked up by a parent or caregiver by closing time, every effort will be made to contact a parent or caregiver. After ten minutes (10) though, the child will be placed in the care of Hartford Police Department. Under no circumstances shall the child be taken out of the building by a staff member.

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