

Brodhead Memorial Public Library Code of Conduct Policy

Adopted by the Library Board of Trustees August 8th, 2024

Purpose

- A. The Board of Trustees is committed to ensuring that library facilities are safe, welcoming, and provide equal access to materials and services for all library users. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically Section 43.52 (2), the Brodhead Memorial Public Board of Trustees may enact regulations to ensure the safety of all library staff and patrons, protect the collection, and maintain order in the library.
- B. Questions about interpreting these guidelines will be referred to the Library Director and/or the Library Board.

Definitions

- A. “Inappropriate” is defined as that which interferes with library operations or damages the building or its contents. Any behavior that is generally considered unacceptable in a public place is inappropriate.
- B. “Illegal” is defined as that which violates federal regulations, state statutes, or municipal ordinances.
- C. “Emergency” is defined as any situation in which an individual’s actions present an imminent danger to the life and safety of themselves or others.
- D. “Soliciting” is defined as selling a product or service, or asking for money. “Soliciting for business” is defined as seeking business from potential customers for a product or service.

Inappropriate Behavior

- A. Eating while using library computers
- B. Smoking. The library is a smoke-free environment. Smoking is prohibited throughout the facility, including the use of e-cigarettes or vaping.
- C. Blocking the library’s entrances, aisles, exits, or traffic areas.
- D. Damaging or defacing public property within or outside the building.
- E. Engaging in inappropriate physical contact such as horseplay, roughhousing, or any sexual contact, activities, or conduct.

- F. Intentionally annoying or harassing another person; engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to the library users or staff including stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb others.
- G. Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities.
- H. Causing a public disturbance or engaging in repeated loud or boisterous behavior.
- I. Entering or remaining in the library without a shirt, shoes, or other appropriate attire.
- J. Remaining in the building after its regular closing hours.
- K. Soliciting (selling); soliciting for business by talking to library patrons, handing out flyers, or displaying signs; asking Library patrons or staff for money; surveying and canvassing, except in conjunction with library board approved projects. Vendors may meet with authorized library personnel only.
- L. Bringing pets or other animals into the library unless they are service animals or part of a library program.
- M. Intentionally misfiling or concealing library materials and thereby limiting access to those materials.
- N. Personal electronic equipment may be used in the library as long as it does not disturb or offend others. Users of audio equipment will be asked to use headphones.

Guidelines for Handling Unattended Children

“Unattended” means that the parent or caregiving is not in close proximity to the child.

- A. Children aged 7 and under must be accompanied by a caregiver at all times while using the library. Staff will seek out an adult in charge of the unattended child and will explain the library’s policy regarding unattended children.
- B. If an adult cannot be located or does not arrive within 30 minutes, the staff may call the Brodhead Police Department at 897-2112 for assistance.
- C. At closing, library staff will wait up to 15 minutes at the staff members’ discretion with an unattended child, age ten or younger, until the parent or caregiving arrives. The staff members must be present with the child. This is compensated staff time. If the parents or caregiver do not arrive within the

stated time, the child will be given into the care of the Brodhead Police Department.

Social Media Policy

By publishing any comments, posts or other materials (including photos) on the library's social media pages, you give the library the right to reproduce, distribute, publish, display, edit, modify, delete, and otherwise use your submissions for any purpose in any form on any media. As a form of government, all comments are considered public comments and therefore retained and archived. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided. Appearance of external links do not constitute official endorsement on behalf of library. Inappropriate use of library social media sites will be:

- A. Graphic, obscene, explicit, abusive, hateful, or racial comments or submissions intended to defame anyone or any organization.
- B. Post solicitations or advertisements. This includes promotion or endorsement of any financial, commercial, or non-government agency. Similarly, we do not allow attempts to defame or defraud and financial, commercial or non-government agency.
- C. Post comments that suggest or encourage illegal activity.
- D. Impersonate another person.
- E. Post the same note more than once or "spam".

The library reserves the right (but is not obligated) to do any or all the following:

- A. Edit or delete any communications posted, regardless of whether such communications violate the standards.
- B. Remove communications that are abusive, illegal or disruptive, or that otherwise fail to conform with these guidelines.
- C. Terminate a user's access to the comment feature upon any breach of these guidelines.

Finally, you agree that you will indemnify the library against any damages, losses, liabilities, judgments, cost or expense (including attorney's fees and costs) arising out of a claim by a third party related to any material you have posted.

Guidelines for Handling Inappropriate Behavior

- A. If someone engages in inappropriate behavior, that person may be restricted from the use of the library facilities and be asked to leave the building. Those who do not leave within a reasonable amount of time after being instructed to do so by staff, will be subject to action by law enforcement personnel.
- B. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
- C. Library users engaging in inappropriate behavior may lose their library privileges for a period of days, weeks, or months, depending on the nature of the offense, the extent of damage or disruption caused, and history of previous infractions of library policies. The length of the suspension shall be determined by the Library Director. The Director will inform the Library Board if any Library users have been banned for periods of one month or more.
- D. The person whose library privileges have been suspended will be advised in writing of the suspension and the reason(s) for such action. The offender will also be informed that the suspension may be appealed. Suspensions will start immediately upon issuance of the written notice. Minors who have been banned for behavior issues will be allowed access if they are accompanied at all times by a parent or guardian for the duration of the suspension when they are in the Library.

Appeal procedure

If an individual wishes to appeal loss of Library privileges, the individual may file a written appeal with the Library Director of the notification of loss of privileges, clearly stating why the individual believes that Library privileges should be reinstated. The Library Director will respond in writing within one week of receipt of the appeal.

If the Library Director denies the appeal, the claimant may make a further appeal by sending a written appeal to the Library Board of Trustees. The Library Board shall consider the appeal and make a final determination. Appeals to the Board shall be sent to the Brodhead Memorial Public Library, 1207 25th Street Brodhead, WI 53520. The determination of the Board shall be final. Any person who enters or remains on the Library premises after losing his/her library privileges will be reported to the Brodhead Police Department for removal.

Illegal Activity/Emergency Situation

Any individual observed engaged in the following activities will be subject to police intervention:

- A. Assault or threat of assault.
- B. Possessing controlled substances.
- C. Committing any crime, misdemeanor or violation of a municipal ordinance on the premises of Library facilities
- D. Knowingly entering non-public areas of Library facilities.
- E. Using the Internet for other than legal purposes.
- F. Entering or remaining on Library premises after having been notified by authorized individual not to do so.