

Appropriate Behavior & Expectations Policy

Fond du Lac Public Library

Board approved: April 18, 2024

Previous policy dated: November 17, 2022

1) Customer behavior

The following rules are established to provide an environment that is comfortable, pleasant and safe for all at the Fond du Lac Public Library:

- a. Shoes and shirts worn at all times.
- b. Only service animals or animals in library-sanctioned programs are allowed inside the building.
- c. Skateboards, scooters, and roller blades may be carried inside the building, but cannot be used in the library or on library grounds.
- d. The library is not responsible for personal property. Personal items must be in the possession of the owner at all times. Coat racks may be used for personal possessions, but they are still the responsibility of the owner.
- e. Customers cannot store personal items at the library or ask staff to be responsible for personal items. Unattended property will be taken to lost and found.
- f. The moving of library furniture without permission of library staff is prohibited.
- g. The possession and/or consumption of alcohol is prohibited on library property unless part of a Friends of the Fond du Lac Public Library-sponsored event. Intoxicated patrons will be asked to leave the library.
- h. Bicycles must be parked in bike racks.
- i. Audio equipment volume is to be kept at levels that do not disturb others.
- j. Cell phone ringers are to be kept low; conversations on cell phones should be kept at levels that do not disturb others.
- k. No laying on floors, couches, or outside on library property; no sleeping inside or outside the building.
- l. Meetings or group project work should not disturb others. Groups should use study rooms or meeting rooms whenever possible. Groups that circumvent the reservation process by holding a meeting in an open public space will be asked to leave or disband immediately. (See also: *Meeting Room Policy*)
- m. Customers who emit excessive odor due to unhygienic conditions — where lack of hygiene is so offensive that it constitutes a nuisance, forces others to leave the area or inhibits library employees from performing their duties — may be prohibited from using the library by the director or supervisory staff. Staff will advise the customer to remedy the problem by their next visit.
- n. Customers cannot hoard newspapers, magazines, or other materials that may be in demand by others.
- o. There is no smoking, vaping, or inhaling of intoxicative inhalants inside library facilities.
- p. Adults (18 and over) who are not accompanied by children are to use the children's areas only for the purpose of gathering materials. Study or reading by adults should take place in adult areas of the library.
- q. Library staff will contact police if it is determined anyone's health or safety is at risk.

- r. The use of profanity or abusive language is prohibited.

Customers who refuse to comply with any of the requests listed above may be asked to leave the premises by the Director or other supervisory staff. Egregious or frequent problems may result in a no-trespass order being issued by the Fond du Lac Police Dept.

2) Minors in the library

(See also: *Safe Child Policy*)

- a. Children who are not old enough to be aware of their surroundings and responsible for their own behavior must be accompanied and supervised by an adult or older caregiver in all areas of the building.
- b. Egregious or frequent problems may result in the library director or supervisory staff prohibiting the minor from using the library.
No-trespass orders may be requested to enforce such prohibitions.
- c. The Director or management staff may contact the authorities regarding minors who are suspected of being truant or runaways.

3) Solicitation in the library

Solicitation by individuals or outside groups is not permitted in the library or on library grounds. This includes selling*, petitioning, and political campaigning. No tickets will be sold in the library except for library-sponsored events. Individuals are not permitted to place a box, receptacle or canister to solicit donations in the library. Upon approval, organizations may place article (i.e., clothing, food) donation receptacles in the library.

**Sales may be permitted in special library-sanctioned events (for example: authors' book sales), with staff approval.*

Meetings held for commercial purposes are allowed only in the McLane or MidStates Meeting Rooms, which require advance reservation. A commercial purpose is defined as selling, promoting or advertising a product; recruiting employees; providing personal services for a cost; or any other activity engaging in or relating to commerce. (See also: *Meeting Room Policy*)

4) Disturbances in the library

Library users who cause a disturbance or who engage in violent or abusive behavior will be asked to stop immediately. Any library users who persist in such behavior after being warned shall be required to leave the library. Staff will call police to escort anyone from the library who refuses to leave when asked or whose behavior or actions might jeopardize the safety of others.

- a. Customers who display a pattern of disruptive behavior will be subject to a no-trespass order from local law enforcement.
- b. No-trespass orders may be requested for individual incidents of violence, threats of violence or vandalism.

- c. The duration of the no-trespass order is at the discretion of the director or supervisory staff, and will depend on the severity of the incident(s).

5) Illegal activity

Library staff reserve the right to call local law enforcement when persons are caught in or suspected of illegal activity, and may result in a no-trespass order as per state statute.