

SUN PRAIRIE PUBLIC LIBRARY

UNACCEPTABLE CONDUCT POLICY

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I. Purpose

(A) The Sun Prairie Public Library serves people of all ages. It provides many community services and programs. The purpose of this policy is to assure that the library environment is safe and that everyone feels comfortable as they use the library, according to the library's Guidelines for Using the Library.

(B) No person shall engage in unacceptable conduct when using the library facility or participating in library programs.

II. Definition

(A) Unacceptable conduct shall include any individual or group activity which is disruptive to other persons using library facilities, or is otherwise inconsistent with activities such as reading, studying or other similar conduct normally associated with a public library or is unlawful or unsafe.

(B) The term "premises" includes inside and outside areas of the public library property.

III. Unacceptable Conduct

(A) Inappropriate conduct on the premises includes but is not limited to:

- Excessive and disruptive conversations/discussions
- Eating or drinking at computer workstations
- Obstructing others work by overuse of computer workstations
- Occupying or "holding" more than one seat and/or table per individual
- Selling, soliciting, or engaging in any commercial activity
- Preventing staff from normal, reasonable, clean up, activities after the 15-minute closing announcement has been made
- Smoking or use of tobacco products in the library building
- Bringing any animal into the library building, except working animals which assist the disabled

- Other activities which are inconsistent with reading, studying, and any other activities normally associated with the use of public library facilities.

(B) Serious offenses on the premises include but are not limited to:

- Stealing, damaging or vandalizing library property, including removing protective covers from books, magazines, and other media with the intent to damage and/or steal library property
- Exhibiting abusive, indecent, profane or drunken conversation and/or behavior toward library staff or other library patrons
- Committing any crime or violation of a municipal ordinance on the premises of the library
- Engaging in behavior that is harassing, or threatening in nature to library patrons or staff, including following or stalking of patrons or staff
- Knowingly entering non-public areas of library facilities
- Using the Internet for other than legal purposes
- Leaving children under the age of eight or any minor children unattended for extended periods of time or after library hours.

(C) Any patron who commits a serious offense will be immediately reported to the Sun Prairie Police Department for removal from the building.

IV. Consequences of Unacceptable Conduct

- First infraction will result in a warning that loss of library privileges may result.
- Second infraction will result in a loss of library privileges of up to one month.
- Third infraction or continuous repeat infractions will result in a loss of library privileges for not less than one month or more than a year.

V. Appeal Procedure

(A) The library director may reconsider a decision to suspend library privileges upon written request of the patron if information submitted by the patron warrants such modification. The director will respond in writing to the individual with a notice to the library staff and library board president of the reconsideration decision.

(B) Any person who enters or remains on library premises after losing their library privileges will be reported to the Sun Prairie Police Department for removal.

Adopted August 21, 2002
Reviewed and adopted April 12, 2007