

Verona Public Library
Public Behavior Policy

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I. Purpose of Policy

Pursuant to Section 43.52(2) of the Wisconsin Statutes, the Verona Public Library Board of Trustees adopts this Verona Public Library Behavior Policy in order to regulate the use of the library. The purpose of the Policy is to protect the rights and safety of library patrons and staff members; to preserve and protect the library's materials, facilities, and property; and to maintain order in the library to render its use most beneficial to the greatest number.

II. Definitions and Scope

(A) These behavior rules shall apply to interior, exterior, and all grounds controlled and operated by the Verona Public Library (hereafter referred to as “Premises”) and to all persons entering in or on the Premises.

(B) Listed below are the library’s behavior rules. Persons violating these rules may be asked to leave the Premises and be excluded from using the library for up to one week by any library staff member. Such exclusions will be forwarded to the Library Director for review. Adjustment of the exclusion or further exclusion from using the library for a period of time within the guidelines below will be made by the official ruling of the Library Director. Official written notice of an exclusion from using the library will be sent to the last known address of the violator when possible.

(C) Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director within 30 days of issuance. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Its decision will be final.

(D) Persons on library Premises during a period of exclusion will be criminally trespassing, and law enforcement will be notified. An exception will be made for an excluded person to attend the Library Board of Trustees meeting in which his or her appeal is being discussed.

III. Behavior Rules

(A) Any person who violates the rules in this section will be excluded from using the library for up to three (3) years without first being given a warning. The incident will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance. This includes theft of library items.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. Engaging in sexual conduct, as defined under Section 944.21(2)(e) of the Wisconsin State Statutes, or engaging in sexual contact, as defined under Section 939.22(34) of the Wisconsin Statutes. This includes, but is not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
4. Being under the influence of any controlled substance or intoxicating liquor. Controlled substance is defined under Section 961.01(4) of the Wisconsin State Statutes.
5. Possessing, selling, distributing, or consuming any alcoholic beverage, except as allowed at a library-approved event.

(B) Any person who violates the rules in this section may be given up to one (1) warning at the discretion of library staff. Then the person will be asked to leave the Premises and be excluded from using the library for at least that day and up to one (1) week by any library staff member and possibly up to one (1) year upon official ruling of the Library Director.

1. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons, including but not limited to conduct that involves the use of abusive or threatening language or gestures; conduct that creates unreasonable noise; conduct that consists of loud or boisterous physical behavior or talking; or behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature, including stalking, prolonged staring, or following another with the intent to annoy.
2. Using library materials, equipment, furniture, fixtures, or building and grounds in a manner inconsistent with the customary use thereof; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others. This includes running in the library.
3. Disobeying the reasonable direction of a library staff member.
4. Only the Verona Public Library or the Friends of the Library, with approval of the Verona Public Library, may solicit, petition, or distribute written materials on the Premises. All forms of solicitation, petitioning, distribution of materials, canvassing or similar activities for any purpose is prohibited on the Premises. Notwithstanding the preceding sentences, because the Verona Public Library is part of the non-partisan political fabric of the community, citizens seeking nomination for public office as outlined in Chapter 8 of the Wisconsin Statutes may solicit signatures outside of the library facility so long as the solicitation does not unreasonably interfere with or impede access to the library facility or the library parking lot. The citizen seeking nomination for public office is prohibited from distributing materials relating to his or her political views, party, or platform on the Premises.
5. Leaving personal belongings unattended or placing oneself, personal belongings, or objects, including but not limited to bicycles, skateboards, or backpacks on or against

the building, furniture, equipment, or fixtures in a manner that interferes with library staff or patron use of the library facility.

6. Operating roller skates, inline skates, skateboards, or other similar devices in the library building.
7. Parking vehicles on library Premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
8. Smoking or other use of tobacco on library Premises.
9. Consuming food or drink that creates a nuisance because of odor, garbage, or spills. Non-alcoholic beverages in closed containers and small amounts of snack foods are allowed. No food or drink of any kind is allowed inside the Computer Lab.
10. Bringing animals inside the library building (with the exception of service animals, see Sec. III. (D)3.), except as allowed at a library-approved event, or leaving an animal tethered and unattended on the library Premises are in violation of City of Verona Ordinance 7-1-10. Additionally, the police will be called if an animal is left in a vehicle on a hot day. The responding police officer will determine whether City of Verona Ordinance 7-1-16(a) has been violated.
11. Violating the library's *Public Computer Use Policy* and/or *Wireless Access Terms of Service and Acceptable Use Policy*, which are posted in the Computer Lab and on the library website.
12. Bringing firearms and weapons as stipulated in the City of Verona Code of Ordinances Sec. 11-2-2 or facsimiles thereof, on to the library Premises, except as allowed at a library-approved event, is prohibited.

(C) Any person who violates the rules in this section may be given up to two (2) warnings at the discretion of library staff. Then the person will be asked to leave the Premises and be excluded from using the library for at least that day and up to one (1) week by any library staff member and possibly up to six (6) months upon official ruling of the Library Director.

1. Entering staff workspace without approval of a member of the library staff.
2. Loitering or sleeping in or on the library Premises, except as allowed at a library-approved event such as a library sleepover.
3. Improperly using library restrooms, including but not limited to bathing, shaving, washing hair, and changing clothes.
4. Using personal electronic equipment in a manner or volume that disturbs others, including but not limited to mobile phones, smart phones, laptops, and head phones.
5. Leaving one or more children under the age of 8, who reasonably appear to be unsupervised or unattended, anywhere in or on the library Premises (see the Child Safety Policy for more detail). Additionally, the library recognizes that parenting is challenging. However, parenting that is disruptive or may reasonably be construed as abuse will not be tolerated. Law enforcement will be notified if abuse is suspected.
6. Inappropriate displays of public affection.

(D) Any person who violates rules in this section will be excluded from the Premises until the problem is corrected.

1. Entering the library building with bare feet or bare chest.
2. Disturbing others because of offensive body odor or perfume.

3. Improper handling or behavior of a service animal. Service animals must be trained to provide a specific service for the handler of the animal. A service animal must be tethered and controlled by the handler. If a service animal barks, lunges, misbehaves, urinates, or defecates in the library, library staff can ask that the animal be removed from the building. Library staff may not ask about the disability of the person with the animal. Instead they should ask:
 - a. Is that a service animal?
 - b. What specific services, tasks, or work has the animal been trained to perform for you?

Unless the animal has been trained to do a specific task, service, or work for the handler, library staff can ask that the animal be removed from the building. Training for a specific task, job, or service is the key component to the distinction of a service animal. The mere presence or existence of the animal as a crime deterrent and/or the provision of emotional support, well-being, comfort, or companionship does not constitute training for work or tasks under the Americans with Disabilities Act.

Note: If it is determined that a service animal be removed from the building, the individual with a disability who uses the service animal should be given the option of continuing to enjoy the library without having the service animal on the Premises.

IV. Additional Rules

(A) Requests for staff to share their knowledge of a patron being in the building will be denied. If possible, library staff will take down the requestor's name and phone number and pass that information on to the patron. The patron can then call that person back if he or she wishes.

(B) Paging patrons will not be done except in extreme emergency.

This policy replaces any previous policy regarding behavior in the library.
Adopted December 1, 2010.
Revised November 2, 2011.
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Revised March 6, 2013.