

# Horicon Public Library

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## Patron Responsibilities and Conduct

Patrons of the Horicon Public Library have the right to use Library materials and services without being unduly disturbed or impeded by others. Both patrons and Library staff have the right to a secure and congenial environment. It is the Library's obligation to maintain an atmosphere conducive to reading, study, research, and pursuit of life-long learning opportunities. To that end, the Horicon Public Library Board and its designated representatives have the right to establish and enforce regulations for the protection and comfort of all. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action.

### Prohibited Behavior:

- Any illegal activity - including stealing, damaging, or altering any Library property.  
**Examples** (includes but is not limited to): Altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving table tops; puncturing upholstery, jumping in bushes, starting a fire.
- Disorderly, intoxicated, or disruptive behavior that disturbs patrons or staff while using the library.  
**Examples** (includes but is not limited to): Cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene; wearing inadequate clothing (shirt and shoes are required); approaching patrons or staff and engaging in unwanted or inappropriate interaction; running, skateboarding, or rollerblading; chronic sleeping.
- Dangerous or threatening behavior that may jeopardize the personal safety of patrons, staff or facilities at the Library.  
**Examples** (includes but is not limited to): threatening the personal safety of patrons or staff; fighting; using a laser pointer (except for authorized use in a presentation); transmitting threatening, harassing, malicious, or abusive language and images.
- Loitering.  
**Examples** (includes but is not limited to): Blocking the entryways, vestibules, book returns. Disruptive groups congregating on Library grounds may be asked to disperse. Any bicycle or other item blocking the Library entryway and/or sidewalk is subject to confiscation by Library staff.
- Consumption of intoxicants, tobacco, and food.  
**Examples** (includes but is not limited to): Consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 15 foot perimeter of the front door. Food is only permitted in staff areas and for groups meeting in the meeting rooms, if arrangements have been made in advance, or as provided for library programming. Non-alcoholic beverages in covered containers are allowed in the library except near computers or other electrical equipment.

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- Stalking.  
**Examples** (includes but is not limited to): Conduct that alarms, annoys or harasses another patron or staff; an adult unaccompanied by a child in the Youth Services area who is not engaged in Library business.
- Indecent exposure; harassment; displaying pornography.  
**Examples** (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.
- Soliciting signatures on a petition; soliciting donations of money or distributing materials at the Library without prior approval. Impeding ingress to or egress from the Library. Community organizations may submit literature to the administration for approval for display in the information racks in the Library.  
**Examples** (includes but is not limited to): Panhandling, canvassing.
- Soliciting the sales of goods. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.
- Unacceptable personal hygiene.  
**Examples** (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.
- Producing excessive noise separate from an authorized Library program.  
**Examples** (includes but is not limited to): Loud talking, singing, playing a musical instrument or radio/cassette/CD player, using a portable telephone, prolonged ringing of a beeper, crying children for an extended period, or a hearing aid that continues to squeal.
- Bringing animals or pets into the Library separate from authorized programs, with the exception of certified service animals.
- The Library is not responsible for lost, damaged, or stolen items while on Library property. Items left at the library are subject to disposal.
- Remain in the building after its regular closing hours.

It is a charge of the library staff to see that the rights of individuals to use the Library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

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## General Guidelines for Handling Behavior Problems

It is the 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.

- Patrons who display inappropriate behavior (including but not limited to any actions listed above) at the Librarian in Charge's discretion will be warned about the behavior and may be asked to leave if the patron fails to comply with the Patron Responsibilities and Conduct policy. Failure to leave the Library premises immediately will be considered trespassing and local law enforcement will be called. Violations that are determined to be of a severe nature will be given no warning and will be dealt with immediately by appropriate authorities.
- A written report of the patron's behavior will be submitted as soon as possible to the Library Director by all staff members involved or witnessing the situation.
- The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library policies when the severity or continued reoccurrence warrants such action [Wisconsin State Statutes 43.52(2)] and will be notified in writing of the suspension and reason(s) for such action to the last known address on file in the patron's account. The Library Director will inform the Library Board of any such action taken. Any patron whose privileges have been denied by the Library Director may appeal in writing to the Horicon Public Library Board of Trustees, and the case will be reviewed at the next regularly scheduled meeting.

## Unattended/Disruptive Children

One of the primary missions of the Library is to provide a variety of services for children of all ages. Children are encouraged to use the Library for homework, pleasure reading, gaming, and attending programs. Library staff and patrons realize that the library will be noisier at busier times of the day.

In order to prevent undue disruption of normal library activities, to accommodate the general welfare of all persons using the library, and to provide for the general safety of children using the Horicon Public Library, the Board of Trustees has approved the following rules and regulations:

- All children under nine(9) years of age shall at all times be attended and adequately supervised by a responsible adult or mature adolescent twelve (12) years of age or older. Children attending a program require a parent/responsible person to remain in the library throughout the program.
- Children nine (9) years of age and older may use the library unattended providing they adhere to the Patron Responsibilities and Conduct policy. **If a child of this age group is not able to leave the library without an adult, he/she should not be in the library.**

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- Parents/Legal Guardian, whether present or not, are responsible for their minor children, their children's behavior, and any resulting damages from their children's behavior.
- The Library assumes no responsibility for children left unattended on library premises.
- In the event a child is lost or left unattended, a staff member shall attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Horicon Police Department.
- Disruptive behavior will not be tolerated. Examples of disruptive behavior include running in the library, unsupervised use of library equipment, pulling books from the shelves -- any behavior that interferes with other people's use of the library or that may damage library property.
- Whether with parents/responsible person or not, children who are continually disruptive will be dealt with firmly. The child will be given a warning that he/she must settle down or will be asked to leave the library. (If the child is too young to understand this warning, such as a crying baby, the parent will be given the warning). If after a second warning the child continues to be disruptive, he/she (or in the case of a younger child, the parent) will be asked to leave the library. If the child needs to contact a parent, he/she may do so and then wait in the lobby until the parent arrives. At the Librarian in Charge's discretion, no warnings are needed for disturbances created on a daily basis by the same patron/s.

## **Closing Time**

Children up to age eleven (11) not having transportation home at closing time will be supervised by staff and attempts will be made to contact the child(ren)'s parent to pick them up at the library. If transportation is not provided within 30 minutes of closing, the police will be asked to pick up the child(ren). For every minute after closing the staff remain with the child(ren), \$1 will be assessed to the parents.