

Hales Corners Library & W. Ben Hunt Center Rules of Conduct Policy

Appropriate conduct in the Library assures a secure and congenial environment. Library patrons and employees have the right to be treated with civility, courtesy and respect, at all times. Patrons also have the right to the undisturbed use of Library materials and services. (For the purposes of this policy on rules of conduct, Library shall include the W. Ben Hunt Center, community meeting rooms, and tenants of the W. Ben Hunt Center.)

Conduct Violations

Disruptive conduct includes, but is not limited to:

1. Loud conversations in person or on cell phones, loud and disruptive ring tones from a cell phone, boisterous behavior or language, horseplay, verbal or physical harassment, running or fighting.
2. Loitering or blocking access to any part of the Library. This includes obstructing Library aisles or doors with strollers or wagons.
3. Misuse of the public internet computer stations or laptops that violate the Internet Services Acceptable Use Policy (see separate Internet Policy).
4. Using tables or chairs beyond their intended capacity.
5. Eating is prohibited at the computer work stations.
 - Eating is allowed in the open areas of the Library.
 - Eating is limited to brief, contained snacks that are immediately cleaned up by the individual.
6. Drinking is prohibited at the computer work stations.
 - Drinking is allowed in the open areas of the Library.
 - Drinking is limited to covered beverage-containers only.
7. Food delivery is not allowed.
8. Bicycles in any part of the Library building; a bicycle rack is provided outside the Library entrance.
9. Roller skates or skate boards cannot be used in the building.
10. Animals, unless they aid persons with disabilities or are used in a Library sponsored event.
11. Leashed, unattended dogs outside the Library entrance.
12. Campaigning, petitioning, soliciting or selling of products or services, unless they are part of a Library sponsored event. This may only be done on the public sidewalk along S. 116th Street.
13. Smoking is only allowed on the public sidewalk along S. 116th Street; smoking is not allowed on Library property adjacent to the front entrance.
14. Use of Library telephones without specific permission from Library staff.
15. Offensive bodily hygiene which constitutes a nuisance to other patrons or to staff.
16. Sleeping, if it interferes with the use or enjoyment of the Library by others.
17. Bare feet; footwear is required.
18. Violations of federal or state laws or local ordinances including theft, mutilation or vandalism of Library property; being under the influence of or possessing alcohol or an unlawful substance; possessing guns, knives or other weapons. These are criminal offenses, subject to prosecution.

Young Children in the Library (See separate Unattended Children Policy.)

Parents or guardians are at all times responsible for the supervision of their children. Children 8 years or younger should be attended and adequately supervised by a parent, guardian, or assigned caregiver who accompanied them to the library is in the building and readily available. This is to prevent accidental injury, avoid disturbance to other Library patrons and prevent any damage to Library property.

- Per the Unattended Children Policy: “Depending on the activity or behavior, the parent, guardian or assigned caregiver and the child or the individual may be asked to leave the library or the police may be called.”

Children, 9 years of age or older, may use the Library unattended provided they are able to maintain proper Library behavior.

Uncontrolled crying of a child is unacceptable in a Library setting. The responsible adult is expected to calm the child in the lobby or outside the building.

Enforcement

The Library Board authorizes the director and staff to enforce rules of conduct in the Library. Like all Library policies, the enforcement is nondiscriminatory and based on the severity of a violation. Normally, enforcement involves three stages:

1. A patron who violates the Library Rules of Conduct receives up to two verbal warnings per visit. The patron may be asked to leave the Library for the remainder of the day.
2. Additional violations may result in barring the patron from the Library for an extended time period. Its length is determined by the Library Director and usually varies from two weeks to six months. The Library Director notifies the patron or parent/guardian of a minor in writing of the decision.
3. Continuing violations may result in suspending Library borrowing privileges as well as barring physical Library access. The time period is determined by the Library Director, who also notifies the patron or parent/guardian of a minor in writing of the decision.

Occasionally, the Library Director or staff encounter conduct violations that are criminal in nature or endanger the patron involved, other Library patrons, or staff. In these situations, appropriate actions may include, but are not limited to,

- asking to see the patron’s Library card or other source of identification
- inspecting bags, briefcases, backpacks and other items of concealment
- contacting the Hales Corners Police Department
- immediate expulsion of a patron from the Library

Appeal

Patrons, who wish to appeal an enforcement decision can do so by writing to:
President, Library Board of Trustees
c/o Hales Corners Public Library
5885 S. 116th Street
Hales Corners, Wisconsin 53130

Thank you for observing the library rules of conduct.