

## **Cambridge Community Library Appropriate Library Use Policy**

Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52 (1) the Cambridge Community Library Board of Trustees may enact regulations that serve to ensure that library facilities are safe, welcoming and provide equitable access to materials and services to all library users.

The following policy for appropriate library use has been adopted for the comfort and protection of the rights of all those using and working within the Cambridge Community Library.

We strive to provide a welcoming and comfortable atmosphere so that people of all ages may read, browse, do research, play, study and engage in library programming. Our children's area is a key part of our library, and we encourage the development of lifelong enjoyment of the library and learning while visiting. For this reason, a more casual atmosphere and higher noise level may be experienced when children are present in the library. The level of appropriate noise may fluctuate throughout the day, due to our open floor plan. Those using public computers can expect at certain times of the day, a work environment similar to a coffee shop. Headphones are available at the desk upon request, or personal earbuds/headphones may be utilized while working at our computers if desired. Those seeking a more quiet work environment are encouraged to use our Quiet Reading Room, or reserve one of our two other available rooms. Tables, outlets, and comfortable seating are available for laptop users in any of the spaces mentioned above.

### **Inappropriate Behaviors**

Inappropriate behavior includes any activity that:

- interferes with library operations
- damages the building or furnishings inside or outside the building
- or includes any instances of disrespectful, profane, or threatening language

Behaviors and activities listed below are not permitted inside the library because they fall within one or more of the inappropriate behaviors previously stated. This includes, but is not limited to:

- Any act that constitutes a criminal offense under federal, state or local law.
  - This may include, but is not limited to: theft, assault, arson, indecent exposure, consumption of illegal drugs, or damaging property of the library or of library users.
- Disorderly conduct
  - Which may include, but is not limited to: fighting, violent or seriously disruptive behavior, threatening or intimidating staff or other library patrons, continuous use of profanity or threatening language
- Harassing or Stalking staff or other library patrons
  - Including (but not limited to) recording or photographing any person after being asked to desist, engaging in conduct such as staring or making gestures, that

would cause a reasonable person to fear for their safety or feel distressed, harassed or uncomfortable.

- Running, jumping, or potentially hazardous movement throughout the building
- Consumption, possession, distribution, selling or being under the influence of alcoholic beverages or controlled substances
- Smoking or use of other tobacco products
  - This includes (but is not limited to): cigarettes, e-cigarettes, vapes, cigars, chew, dip or other tobacco products.
- Carrying weapons of any kind
- Soliciting
  - This can include: signatures on a petition, for donation, or distributing materials at the library without prior approval, as well as, selling, surveying, distributing written materials, panhandling, or canvassing for political, religious or charitable purposes inside the library building, in the vestibule or doorway of the building.
- Bringing animals or pets inside the library
  - Exceptions include animals contracted by the library for programming, or service animals defined by federal and state law.

### **Food and Drink in the Library**

Food and drinks are allowed inside the library within reason. All food and drinks allowed at library programming is at the discretion of the Library Director.

- Non-alcoholic drinks with secure lids are allowed anywhere inside the library, but extra caution is required around public computers.
- Snack items are permitted anywhere in the library. Please be sure to dispose of trash in the proper receptacles when finished.

### **Children and Vulnerable Adults in the Library (includes Unattended Minors policy)**

Cambridge Community Library welcomes all members of the public to use our space and materials. Parents, guardians, and caregivers should note that there are risks associated with leaving children or vulnerable adults\* unattended in the library. Library staff does not, and cannot act as caregiver, baby-sitter or responsible party to unattended children and vulnerable adults. All patrons who enter and use the library are expected to follow the appropriate behaviors, including children and vulnerable adults.

In order to maintain an enjoyable experience, and reduce the risk to children and vulnerable adults, the following guidelines can be observed:

- Responsibility for the safety and well-being of every child or vulnerable adult using the library rests solely with parents, guardians or caregivers. Library staff never assume responsibility under any circumstances.
- Children age six (6) and under must be attended at all times by a responsible caregiver, guardian or parent. That person must be at least 12 years old.

- Children age seven (7) or older, and vulnerable adults who can understand and follow appropriate behavior policies, are welcome in the library unattended. Contact information for a responsible adult or teen (to provide assistance, if needed) is highly encouraged.
- Children cannot remain at the library after closing. If a child (under 18) is left alone at the library after closing, parents, guardians or caregivers will be contacted. If a responsible party is not able to be contacted, or if the child is not picked up within 15 minutes after closing, library staff will contact law enforcement to assume responsibility for the child.

\*For the purposes of this policy, the definition of a vulnerable adult is an individual aged 18 or older, who because of a mental or physical impairment, is unable to protect themselves from abuse or exploitation by others.

### **Consequences of Non-Compliance of the above mentioned policies and guidelines**

Violations of this Appropriate Behavior Policy (and other library policies) will result in increasing levels of action.

- Staff will issue a first warning -in most violations of this policy, staff will warn the patron of the inappropriate behavior, perhaps providing them with a copy of this policy.
- Staff will issue a second warning - in most violations, staff will warn the patron one more time of the inappropriate behavior.
- Staff will ask the patron to leave for the rest of the day - in most violations of this policy, staff will request the patron to leave for the rest of the day, following up to two warnings.
- Patrons will have temporary or permanent loss of library privileges - the severity of the violation will determine if the patron loses privileges temporarily or permanently. A serious violation or repeated violations, or a violation where the police are contacted may result in longer or permanent loss of library privileges. That determination is made by the Director.
- Law enforcement involvement - in some violations of this policy, library staff are instructed to call law enforcement, in particular when the inappropriate behaviors are dangerous. Library staff are also instructed to contact law enforcement for any behaviors that violate state, federal or local ordinances. Library staff are also instructed to call law enforcement if patrons who have been asked to leave for the day, refuse to do so, or if someone who has lost library privileges refuses to leave the library.

Any individual who has lost library privileges either temporarily or permanently, may appeal the decision to the Library Board of Trustees, who will review the situation at their next scheduled meeting. The appeal must be made in writing, and submitted to the Library Director, to be given to the President of the Library Board of Trustees. Appeals may be mailed to: Cambridge Community Library, ATTN Library Board of Trustees, PO Box 490, Cambridge, WI 53523. They must be sent within 30 calendar days of the date the loss of privileges was issued. The decision of the Library Board of Trustees is final.

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