

Elkhart Lake Public Library – Code of Conduct

Purpose

Patrons of the Elkhart Lake 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. Library staff is committed to providing courteous and knowledgeable assistance, access to library resources, a reasonably quiet and clean physical environment.

Applicable Laws and Ordinances

The Elkhart Lake Public Library Board of Trustees expect that all our patrons abide by the laws of the United States and Wisconsin and ordinances of the Village of Elkhart Lake. Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52(1), the Elkhart Lake Public Library Board of Trustees and its designated representatives may enact regulations that serve to insure the safety of library staff and patrons, protect the collection and maintain order in the library.

Guidelines for using the Library

- So that everyone feels comfortable and welcome, treat everyone in the Library with respect.
- So that others are not disturbed, the use of phones and other electronic devices may not disrupt library use by other patrons or staff. We ask that patrons turn off all audible sounds or use headphones.
- So that others are not disturbed, talk quietly. Disruptive, threatening or abusive language/behavior is prohibited
- To protect library materials and maintain order in the library, patrons must abide by the Circulation policy. This includes showing proper identification; returning library materials clean, unmarked, intact, on time and/or paying fines in a timely manner.
- For health and safety reasons:
 - The Library is a smoke-free environment. Smoking, use of chewing tobacco, use of electronic cigarette or other similar products are not permitted inside or outside any area of the Library's property.
 - Service animals or animals that are part of a library program are allowed in the library. The Library defines a service animal as defined by the Americans with Disabilities Act.
 - Shoes and proper attire must be worn in the Library.
 - Abide by the Library's Internet Acceptable Use Policy.
 - The Library is a weapons-free environment. All firearms, explosives, any item deemed a dangerous weapon in Wisconsin Statute sec. 939.22(10) are prohibited.
 - Follow instructions by Library staff during times of emergency.
- To protect Library materials and furniture, no food is allowed in the Library except during scheduled events. Only drinks with lids are permitted inside the Library.
- For your child's safety abide by the Safe Child Policy. Toys, puppets, puzzles and other items should be put away after use.
- To protect everyone's confidentiality, permission must be obtained from the Director or his/her designee prior to taking photographs, recording or doing similar types of activities in the Library.

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Guidelines for Handling Code Violations

- It is the patron's responsibility to maintain necessary and proper behavior standards to protect his/her individual rights and the rights and privileges of other patrons.
- Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by staff, will be subject to law enforcement.
- A patron under the age of 18 exhibiting problem behavior will be given a warning that he or she must settle down or be asked to leave the library. If after a second warning the child continues to be disruptive, he or she will be asked to leave the library. The child may contact a parent, guardian or responsible caregiver and then wait by the entrance until their caregiver arrives.
- A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
- The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action. The Library Director will inform the Library Board of any such action taken.
- The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

Patrons are expected to follow all Library policies, including these rules of conduct. Failure to do so may result in the loss of Library privileges and/or contacting law enforcement.

Adopted by Elkhart Lake Public Library Board
October 8, 2018