

## Kewaunee Public Library Rules of Conduct Policy

In keeping with its mission to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike, Kewaunee Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of library spaces and resources. Staff and library patrons share responsibility to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are not allowed on library property. These rules shall apply to interior, exterior, and all grounds controlled and operated by the Kewaunee Public Library.

In addition, this policy covers all digital services and sites as operated by Kewaunee Public Library. The purpose of these sites, including social media, is to provide information about Kewaunee Public Library services and programs, as well as other information that is of public interest to residents, businesses, and visitors. We encourage you to submit your questions, comments, and concerns, in person or by email at [kew@kewauneepubliclibrary.org](mailto:kew@kewauneepubliclibrary.org)

Library staff will enforce these guidelines in a consistent and impartial manner.

### **The following behaviors and activities are examples of conduct NOT allowed on Library property:**

- All illegal activities
- Possession of firearms or other weapons that pose a threat to staff or the public
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- 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 rowdy physical behavior or talking
  - 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
  - conduct that interferes with free access to the building, library materials, and/or library services for other library patrons

- Panhandling or soliciting unless authorized by staff
- Bringing in personal items of an excessive size or quantity; such as shopping carts, garbage bags, or large pieces of luggage; blocking of aisles, seating, shelves, or any thoroughfare with personal items; or leaving personal items unattended at any time
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices in the library building
- Using cell phones, audio or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing animals into the library except for persons with disabilities as defined by the Americans with Disabilities Act or as approved by the library director or for an approved library event
- Trespassing on library property during a period in which you are banned
- Entering the building not fully clothed including, but not limited to, a lack of a shirt or other covering of the upper body, a lack of shoes or other footwear, and/or having other exposed body areas not fit for a public setting
- Wearing an article of clothing or carrying objects that may be perceived to affect the security and safety of patrons, library materials, and/or library staff
- Having bodily hygiene so lacking as to constitute a nuisance, a health hazard, or an impediment to other members of the public or to library staff
- Sleeping on library premises
- Disobeying direction by a library staff member
- Consuming food or drink that creates a nuisance because of odor, garbage, or spills. Food and drink are not allowed by the computer terminals.
- Using wheeled vehicles such as roller blades, skateboards, and/or similar objects in the library or on the library patio
- Inappropriate displays of public affection
- Using library material, equipment, furniture, fixtures, or building/grounds in a manner inconsistent with its intended use
- Any of the following activities on digital media platforms:
  - Vulgar language
  - Personal attacks of any kind
  - Comments of content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, nation origin, physical or intellectual disability or sexual orientation
  - Spam or links to other sites
  - Discussion not relevant to topic
  - Advocates illegal activity

- Promote particular services, products, or political organizations or causes
- Infringe on copyrights or trademarks
- Personally identifiable medical information or information that may compromise the safety, security or proceedings of public systems or any criminal or civil investigations

### **Consequences of Violating this Policy**

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by library staff is subject to removal from library property and/or restriction of library privileges. Kewaunee Public Library reserves the right to delete posts/comments/submissions/etc. on any digital platform on which Kewaunee Public Library operates. The Library will keep an archive of any content removed from these sites. Violations of the Kewaunee Public Library Rules of Conduct Policy may also result in a formal banning from Kewaunee Public Library and/or criminal prosecution. Patrons may appeal the decision of library staff by contacting the Library Director and/or the Kewaunee Public Library Board of Trustees.

Approved August 21, 2024