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|--------------------------------------|---|--|--|--|
| <b>Effective Date:</b>               | <b>Neillsville Public Library<br/>Standard Policies and Procedures<br/>SECTION 4: PATRON RESPONSIBILITIES</b> |  |  |  |
| <b>Page<br/>1 of 1</b>               | <b>Initiated by: (Library Board)<br/>Approved by: (Library Board)</b>   |  |  |  |
| <b>Date of Review &amp; Initials</b> |   |  |  |  |

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privilege of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Patrons will be expected to respect library materials on and off premises. Patrons will be expected to use a quiet tone of voice while at the library to facilitate the learning atmosphere.

#### **A. Young Children**

The Neillsville Public Library encourages visits by young children, and it is the desire of the Neillsville Public Library to make this important visit both memorable and enjoyable for the child. The library staff does not assume responsibility for the care of unsupervised children in the library. It is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library.

#### **B. Disruptive Children**

Children of all ages are encouraged to use the library for homework, recreational reading and program attendance. The library staff realizes that the library will be noisier at busy times and children, by nature, can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library as age appropriate. If the child needs to contact a parent, he/she may do so and then wait with a staff person until the parent arrives.

#### **C. Patrons Under 18**

The library staff will not be responsible for the content of library materials used/viewed by patrons under 18 years of age. This is the responsibility of the minor's parent or guardian.

#### **D. Prohibitive Activities**

The following activities are not allowed on the library premises:

- |   |                  |                            |
|---|------------------|----------------------------|
| <b>Smoking</b>                                    | <b>Gambling</b>  | <b>Alcohol or Drug Use</b> |
| <b>Swearing</b>                                   | <b>Bare feet</b> | <b>Loud talking</b>        |
| <b>Inappropriate use of Internet or computers</b> |                  |                            |

**Eating or drinking in the building, except for supervised and/or sponsored events.  
Disrupting other patrons**

**Staff Response to Infractions:**

The Library has a zero tolerance policy for illegal acts, threats and acts of violence. Any person engaging in such behaviors will be immediately expelled from the Library. Any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises.

For all other violations, staff will first attempt to educate or warn individuals about policies and enforcement. Repeated violations may result in individuals being suspended from the Library for a minimum of one day to a maximum of one year. Library staff will follow the procedure set forth below. Library staff are authorized to contact law enforcement in response to any illegal behavior or in the event an individual refuses to leave the library when expelled.

**Banning Procedure:**

After staff determine that a person has engaged in severe or repeated misconduct and staff has determined that the individual involved should be suspended:

Staff will issue, or cause to be issued, a written notice to the individual, notifying the individual that they are suspended. The notice shall indicate the reasons for the suspension and the time period. If the customer is a minor, a copy of the Notice will be sent to the parent. The individual may appeal the suspension by submitting a written appeal letter to the library board.

Non-compliance with suspension -

If any person named in a Ban Notice enters the library before the return date listed on the Ban Notice, he or she will be asked to leave. Refusal to leave shall result in contact with law enforcement and prosecution according to law.

**NOTICE OF SUSPENSION NEILLSVILLE PUBLIC LIBRARY**

Last Name:\_\_\_\_\_ First Name:\_\_\_\_\_ Middle name\_\_\_\_\_

Date of birth:\_\_\_\_\_ Age\_\_\_\_\_

Street Address:\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone number:\_\_\_\_\_

Library card number:\_\_\_\_\_

Parents' (If under 18 years of age)\_\_\_\_\_

Parents' home phone: \_\_\_\_\_ Work phone\_\_\_\_\_

On\_\_\_\_\_, at \_\_\_\_\_AM/PM you were warned that you violated the rules of behavior at the library.

Reason for suspension:  
\_\_\_\_\_

**You are evicted from the library for a period of:**  
**1 Day\_\_\_\_\_ 7 Days\_\_\_\_\_ 30 days\_\_\_\_\_ 3 months\_\_\_\_\_ 6 months\_\_\_\_\_ 1 Year\_\_\_\_\_**  
**(please check one)**

The first date that you may return to the library is: \_\_\_\_\_

**If you enter the Library before the date printed above, the Library staff will call the police.**

Because of the behavior listed above, and/or other history of inappropriate behavioral, you are suspendedd from the Neillsville Public Library until the date shown above. If you enter the library before the return date shown above, police will be called and you will subject to being arrested for trespassing under Neillsville City Ordinance

Staff person issuing this form: \_\_\_\_\_  
Date and time: \_\_\_\_\_

A photo may be attached to this notice. A copy will be sent to the local police.

