

## Behavior Policy

### Introduction

The Walter E. Olson Memorial Library (“OML” or “the Library”) is committed to providing a welcoming atmosphere that invites patrons to partake of the Library's services in comfort and safety. In order to safeguard our patrons and staff, as well as our facility and collections, the Board of Trustees has adopted the following policy regarding acceptable behavior. This policy was developed with reference to [Wisconsin State Statute 43.52](#) and has borrowed heavily from the [Duluth Public Library's Behavior Policy](#).

### Policy

Because our Library is a community space, everyone who uses OML is expected to help ensure that it is maintained as a welcoming, shared resource. It is every patron's responsibility to act in accordance with OML's behavior standards in order to preserve equitable access to the benefits of the Library. ***If you feel that this policy has been violated, please let a member of the Library staff know, rather than attempting to resolve the situation.*** The responsibility for interpretation and enforcement of this policy rests with the Library Director.

Library patrons are expected to:

- **Be courteous, considerate, and understanding of other patrons and staff.**

Examples of conduct that would violate this principle include:

- Shouting, swearing, running and roughhousing.
- Conversation or use of electronic devices at a volume that is disruptive or exceeds a reasonable noise level.
- Leaving children unsupervised or unattended. More information can be found in our [Children's Safety Policy](#).
- Entering non-public areas of the Library.
- Leaving personal items unattended.
- Smoking, vaping, and/or using tobacco products.
- Interfering with or impeding others' use of the library by creating a hostile environment, blocking free passage, soliciting, etc.
- Bringing in or consuming alcoholic beverages or controlled substances on library grounds, or being under the influence in a manner that causes a public disturbance.
- Failing to wear shirt and shoes.
- Any other conduct that could reasonably be judged as inappropriate in a public place.

- **Respect the safety and wellbeing of other patrons and staff.**

Examples of conduct that would violate this principle include:

- Bringing weapons of any kind into the Library.
- Making threats against or abusing library patrons or staff. This includes verbal abuse and nonverbal intimidation or harassment including, but not limited to, stalking; online, cell phone or computer harassment; or language or action that is obscene or discriminatory.
- Engaging in sexual and/or obscene acts in the Library or on Library grounds.
- Bringing non-service animals into the library. More information can be found in our [Animal Policy](#).

- **Respect the property of the library and the property of others.**

Examples of conduct that would violate this principle include:

- Stealing, defacing, damaging, or destroying library property.
- Using library fixtures or furnishings in a manner that is inconsistent with customary use.
- Consuming food or drink that creates a nuisance because of odor, garbage or spills.

- **Abide by all applicable local, state, and federal policies and/or laws.**

### **Violation of this Policy**

Individuals who act in violation of this policy will be subject to appropriate consequences by staff. This may include a verbal warning, being asked to leave the Library, the suspension of Library services, or intervention by law enforcement.

**If the behavior of any person threatens the safety of library patrons, staff, or property, or the patron is breaking a law, Library staff should contact emergency law enforcement by dialing 911, and the responding officer(s) will determine the appropriate response.**

The Library staff will fill out a written incident report documenting violations of this policy. A copy of this report will be submitted to the Library Director immediately following an incident for determination of additional actions.

Any person whose library privileges are suspended due to policy violation 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. Suspended patrons will be charged with trespassing by the police if they return to the Library.