

## **Library Patron Rules of Conduct**

### **Board of Trustees**

A governing body of trustees that have exclusive financial control over all funds and budget expenditures controls the Colfax Public Library. The Library Board approves library policies along with the guidance of the Library Director. The Village Board approves trustees, of which not more than two can reside outside the village of Colfax, for a term of three years.

### **Patron Use**

Any individual, regardless of residence, can borrow materials from the Colfax Public library. The following restrictions may apply:

- A. The use of the library and its services shall be limited when excessive demands of a group or individual tend to curtail service to the general public.
- B. The use of the Colfax Public Library or its general services may be denied for cause, such as failure to pay penalties, stealing or destruction of library property, disturbances of other patrons, or any objectionable or illegal conduct on the library premises.

### **Patron Rules of Conduct**

**While in the library or in the municipal building (Village Hall), library users are expected to behave in a respectful, courteous and civil manner. Library users are to respect the library building, library staff and fellow library users. Library users must not engage in the following behavior:**

- Any activity that violates federal law, state law, local ordinance, or is deemed a violation of library policy
- Threatening, stalking, intimidating or harassing any staff member or library patron
- Making noise to such a degree that it can reasonably be interpreted as disturbing by other patrons
- Running, fighting, wrestling, rough-housing or engaging in physical play
- Eating or drinking at the computer workstations. Beverages in closed containers and food items are permitted in other areas of the library

- Using a cell phone, paper or other mobile devices in a way that disturbs other; specifically at the Internet workstations. Cell phone conversations must be conducted outside the library, unless allowed by staff discretion.
- Using or being under the influence of alcohol or illegal drugs
- Smoking, rolling cigarettes, e-cigarettes (“vaping”) or chewing tobacco. Smoking is not permitted in the library or the Municipal building.
- Spitting, littering or using any fire-producing device
- Entering the library without shirt, pants, shoes or otherwise unacceptable attire.
- Entering or remaining upon library premises with bodily hygiene so offensive that it constitutes a nuisance to others.
- Blocking and obstructing entry, exit, aisles or traffic areas with items such as wagons or strollers. These are allowed in the building if care is taken not to block traffic areas or exits.
- Sleeping at the library
- Riding skateboards in the library or municipal building
- Engaging in any form of sexual activity or inappropriate affectionate behaviors
- Possessing a weapon or exhibiting any instrument in a threatening manner
- Bringing animals into the Library other than service animals or animals used in library programming.
- Children eight years old and younger cannot be left alone in the library without a guardian or a parent

Those engaging in the above behaviors or any behavior that makes a staff member or patron feel uncomfortable or unsafe may be approached by a staff member about the behavior and asked to refrain there from. Any patron who repeatedly fails to follow or who refuses to follow these guidelines may be asked to leave the library or be escorted from the premises by the police. Any patron asked to leave or who is escorted out may have his library privileges suspended or revoked and may be banned from the library.

**Other Conduct Not Permitted in the Library:**

- Selling products or services or soliciting donations, except as part of a Library – sponsored program
- Latex balloons are not permitted in the library at any time because of their potential to cause severe allergic reactions in some people
- Seating at library tables and chairs is limited to the number of persons for whom the furniture was designed
- Taking surveys, circulation petitions, distributing leaflets, and other similar activities are permitted in the Library only when authorized by the Library Administration.
- Violation of federal or state laws or local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted. The Library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. The Library is not responsible for personal belongings left unattended
- Failure to comply with these rules may result in loss of library use privileges

**These rules will be enforced at the discretion of the Library Director and the Colfax Public Library Board of Trustees.**

### **Children's Safety**

The Colfax Public Library encourages visits by young children and hopes they will find the library warm and welcoming. The library staff holds a high standard for happiness and safety of all children in the library. Unattended young children can become frightened, anxious or bored. Older children cannot be expected to deal with a younger child that may become scared, disorderly or restless. No public place, including the library, can guarantee the safety of young children.

We ask your cooperation in making the library a positive and safe place for a child to visit:

- Children 8 years old and younger must be in the company of a parent or responsible caregiver at all times in the library.

- Children 9 years old or older are responsible for their own behavior in the library and must follow library rules. Children 9 years old or older who use the library unattended, should have means of contacting a parent or legal guardian.
- Children 8 years old and younger must be accompanied by a parent or responsible adult when attending all library programs. Children 9 years or older can attend library programs unsupervised, however, a parent or caregiver is expected to pick up their children as soon as the program ends.
- Any child under the age of 12 years old, who is unaccompanied by a responsible adult or caregiver for an extended period of time may be approached by library staff to find out more information about the availability of the parents.
- The library is only responsible for a child when they are present in the library.
- The library staff will attempt to contact the parents or legal guardian of the children who safety is in doubt.

### **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 that 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 they must settle down or they 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. If the child needs to contact a parent, he/she may do so and then wait with a staff person until the parent arrives.

### **Cell Phone Usage**

The Colfax Public Library discourages the use of cell phones in the library. Cell phones should be kept on “silent” or “vibrate” status while inside the facility. Cell phone conversations must take place outside the library in the municipal hallway. For Individuals that do not follow this practice, library staff will ask the patron to use their cell phones outside the library, or turn them off.

### **Library Card Registration**

The Colfax Public Library will issue a library card without charge to any resident in the surrounding area. A \$2.00 fee will be charged for replacement library cards. To obtain a card the individual must present the following:

- A. Complete and sign registration form, including township. A student must give permanent and temporary address.
- B. A child under the age of 18 years old must have the parent or guardian read and sign the registration form. The parent or guardian is responsible for any fines, damages or loss of library materials.

Patron library accounts expire every twelve months. When the patron's library account expires, the account will be blocked by the online system. The patron may call or stop by the library to renew their accounts.

The individual, parent, or guardian as appropriate to whom the card is registered is responsible for all fines, losses, or damages against their card.

### **Juvenile Borrowers**

Children are eligible at the age of six years old to register for a library card. The parent or guardian who signs for the child assumes financial responsibility for the books and other library materials that young patrons charge to their cards. The parent or guardian will assume any fines accrued from overdue library materials and also are responsible for any materials not returned or damaged. The library staff recommends that parents or guardians fully read and understand this policy rule since they take full responsibility for the young patron's library account.

### **Staff/Board Member Borrower**

All materials borrowed by staff or board members must be charged out on the current circulation system. Library staff and board members are exempt from overdue fines or rental fees. They are, however, responsible for damaged or lost materials and must pay accrued fees. Library staff and board members may not let other members of their family use their library account to check out materials.

### **Confidentiality of Circulation Records**

All circulation records identifying the names of library patrons are confidential according to Wisconsin State Statute, Chapter 43, (43.30). These records will not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of any pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. The issuance or enforcement of any such process, order or subpoena will be resisted until such time as a proper showing of good cause has been made in a court of competent jurisdiction.