



Code of Conduct

Purpose

The Fitchburg Public Library is committed to providing a space that fosters and supports a lifetime of learning, curiosity, and discovery in a diverse and vibrant community. Patrons of all ages may come to read, browse, do research, study or participate in programs. Pursuant to Section 43.52(2) of the Wisconsin Statutes, the Fitchburg Public Library has established this Code of Conduct Policy to ensure that the Library is safe and welcoming for all Library users.

The behavior rules listed in this document shall apply to all patrons on Library property as well as patrons attending outreach events provided by the Library.

Unacceptable Behavior

- Behavior that is disruptive to Library patrons or staff will not be permitted. This includes, but is not limited to, excessive noise, harassment, intoxication, running, horseplay, odor, or sleeping.
- Patrons cannot possess, sell, or be under the influence of drugs or alcohol while on the premises.
- Patrons may not smoke, use tobacco products or substitutes while on the premises.
- Carrying any type of weapon into the Library building is prohibited.
- Making threats of violence or unlawful activities, or engaging in any physically intimidating or assaultive behavior is not allowed.
- Service animals are the only animals allowed in the building.
- Animals may not be left unattended on City property.
- Food is not permitted in the Technology Center. Patrons are responsible for the proper disposal of any waste.
- Solicitation, gambling, petitioning or canvassing in any form is not allowed on Library property.
- Any inappropriate use of Library facilities is not allowed. This includes, but is not limited to, monopolizing or obstructing any Library space, bathing, shaving or washing clothes on the premises.
- Patrons are not allowed to enter non-public areas of the Library without permission.
- Bicycles must be parked at the bike racks. Roller-skating and skateboarding are not permitted on Library property, including any of the parking areas.
- Patrons may not prevent staff from performing duties.

- Patrons are expected to be fully clothed, including footwear.
- Patrons may not engage in any sexual contact, activities or conduct.
- Patrons may not take photographs or videos of Library users without their permission.
- Theft of Library materials is unlawful. Please see [Theft of Library Materials Policy](#)
- Inappropriate use of computers and the internet is unacceptable. Please see [Computer and Internet Use Policy](#)

Room Designation (Teen and Children's rooms)

The Fitchburg Public Library Board of Trustees feels strongly that the Library should provide dedicated spaces for children and teen patrons. For the safety and comfort of youth patrons, the Library Board of Trustees has enacted the following policies and guidelines.

- The Children's area is for children birth-12 years old, and their parents or caregivers. Adults are permitted in the Children's area when accompanied by a child or while selecting materials.
- The Teen area is specifically reserved for kids ages 13-18. Adults are permitted in the area when they are accompanied by a teen or while selecting materials.
- The Family Computing Center is for parents and caregivers with children aged 7 years or younger. It is available on a first-come, first-served basis.

Unattended Child Policy

Library employees cannot function as caregivers or babysitters. The Library is not equipped—and it is not the Library's role—to provide long-term or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

- Any child aged 7 or younger must be directly supervised at all times by a responsible adult or caregiver at least 12 years old. This responsible individual must supervise, guide and control the behavior of their charge or charges at all times. Unattended children ages 7 or younger or any child requiring repeated intervention by Library staff may be asked to leave and Library staff may contact the caregivers, guardians or the police.
 - When a child is unattended or under-attended/ignored and
 - the behavior of the child is disruptive or inappropriate (or)
 - the child appears to be a danger to herself or himself or others (or)
 - the child appears to be threatened by others (or)
 - the child appears to be ill or upset (or)
 - the child has not been met by a parent or caregiver at closing

Library staff will attempt to contact the parent or guardian of the child. If the parent or guardian cannot be located, staff will contact

the Fitchburg Police Department. In the event of an emergency, staff will call 911.

Conduct Violations

- In the event of a violation of the Code of Conduct, the patron will be asked to discontinue any violations or leave the Library for the rest of the day. This decision is left to the discretion of Library staff.
- In the event of continued violations of the Code of Conduct, the offending patron will be banned from the Library for up to 30 days.
- Patrons whose behavior is egregious, continuous or illegal face immediate removal from the Library.
 - Library staff will use their discretion in dealing with the patron, which includes the possibility of notifying Fitchburg Police.
 - Bans exceeding 30 days will be determined by the Library Director.
- In the event that a patron is banned from the Library for more than 30 days, the patron will be notified in writing of the action and sent a copy of the Code of Conduct to the address on file.
- The patron or the patron's guardian will be advised in writing that the Fitchburg Public Library Board of Trustees will consider any appeals to the suspension of privileges at their next regularly scheduled board meeting. The suspension remains in effect during this time.
- Fitchburg Public Library management will notify Library staff that a ban has been issued, and ensure that pertinent information is available to staff.

Policy approved by the Fitchburg Public Library Board on June 15, 2022