



## ***CONDUCT POLICY***

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### **I. Definition**

- A. Acceptable conduct includes respect and consideration of other patrons, staff and library property.
- B. The term “premises” includes inside and outside areas of the public library property. It also includes telephone, postal, digital, and electronic contact and communication.

### **II. Ensure a Safe and Secure Environment**

- A. The role of the Sun Prairie Public Library is to ensure a safe and secure environment. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on Sun Prairie Public Library property. Unacceptable conduct on the premises includes but is not limited to:
  - 1. Carrying any weapon into the library building
  - 2. Excessive or disruptive noise
  - 3. Abusive, indecent, profane, threatening, racist or harassing behavior toward library staff or other library patrons
  - 4. Possessing, selling or being under the influence of illegal drugs or alcohol
  - 5. Eating or drinking at computer workstations
  - 6. Selling, or engaging in any commercial activity, except for events or fundraising sponsored by the Library, Friends of the Library, Library Foundation, or City of Sun Prairie
  - 7. Soliciting or distributing materials of any kind not approved by the library
  - 8. Preventing staff from performing normal duties
  - 9. Smoking or using tobacco, alcohol or vaping products in the library building
  - 10. Bringing any animal into the library building, except for service animals as defined by the Americans with Disabilities Act (ADA)
  - 11. Stealing, damaging or vandalizing library property or the property of library staff or other library patrons
  - 12. Taking photographs or recordings of other patrons without their permission
  - 13. Other activities which are inconsistent with reading, studying, and any other activities normally associated with the use of public library facilities
- B. The Sun Prairie Public Safety or Emergency Services may be called to assist staff in dealing with unacceptable conduct if the safety of the patron, library staff, or other library patrons is in question.
- C. The Sun Prairie Public Library reserves the right to contact the Police Department to remove any personal materials a patron leaves unattended in the library.

### **III. Consequences of Policy Violation**

- A. In case of conduct policy violation, library staff will make every effort to discuss the conduct policy and acceptable library behavior with patron(s) (and parent or caregiver) before citing any infractions.
- B. First infraction may result in a warning that loss of library privileges for up to 24 hours may result.
- C. Second infraction may result in a loss of library privileges for up to 30 days.

- D. Third infraction, first-time serious infraction or continuous repeat infractions may result in a loss of library privileges for up to a year.
- E. Any person who enters or remains on library premises after losing their library privileges may be reported to the Sun Prairie Police Department for removal.
- F. Repeated or serious infractions may result in a permanent ban from the Sun Prairie Public Library by the Sun Prairie Police Department.

#### **IV. Appeal Procedure**

The library director may reconsider a decision to suspend library privileges upon written or in-person request by the patron (or parent or caregiver) if information submitted by the patron warrants such modification. The director will respond in writing to the individual with a notice to the library staff and library board president of the reconsideration decision.

*Adopted: August 21, 2002*  
*Amended: April 12, 2007*  
*Amended: August 14, 2008*  
*Amended: April 8, 2010*  
*Formatted: August 25, 2011*  
*Amended: April 12, 2012*  
*Amended: March 14, 2013*  
*Amended: February, 2014*  
*Amended: February 11, 2016*  
*Reviewed: July 14, 2016*  
*Reviewed: August 11, 2016*  
*Amended: August 11, 2016*  
*Reviewed: April 13, 2017*  
*Amended: May 11, 2017*  
*Reviewed: January 11, 2018*  
*Amended: February 8, 2018*  
*Reviewed: April 12, 2018*  
*Amended: May 10, 2018*  
*Reviewed: November 14, 2019*  
*Amended: December 13, 2019*  
*Reviewed: November 10, 2022*  
*Amended: December 15, 2022*  
*Amended: June 8, 2023*