



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.

This document cannot include all aspects or scenarios of behavior and Library use. Library staff will use reasonable judgment to ensure that the Library is a safe and welcoming space for all. When possible, Library staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

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

- Committing or attempting to commit any act that would constitute a crime or violation of City or County ordinances.
- Engaging in behavior that is abusive, aggressive, threatening, physically intimidating, or harassing toward library staff or patrons. This includes stalking, prolonged staring, or following another person with the intent to annoy or disturb.
- Using indecent, profane, discriminatory, or pejorative language, or other behavior generally considered unacceptable in a public place.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is disturbing to other library users.
- Engaging in disruptive behavior, including excessive noise, intoxication, running, horseplay, or odor.
- Possession, sale, distribution, consumption, or being under the influence of drugs or alcohol while on the premises. Smoking, vaping, or use of tobacco products while on the Library premises, including the parking areas.
- Possession, sale, distribution, display, use or threat of use of any dangerous weapon as defined by the [Wisconsin Statutes Section 939.22\(10\)](#).

- Engaging in any sexual contact, activities, or conduct.
- Preventing staff members from performing duties.
- Inappropriate use of Library facilities, including monopolizing or obstructing any Library space, bathing, shaving, sleeping, or washing clothes on the premises.
- Bringing any animal into the Library except service animals. Leaving animals unattended on City property.
- Bringing food into the Technology Center.
- Failure to place waste in an appropriate receptacle.
- Solicitation, petitioning, or canvassing in any form.
- Entering non-public areas of the Library without permission.
- Failure to be fully clothed within the Library, including footwear.
- Taking Library materials into the rest rooms.
- Intentionally concealing materials within the Library.
- Failing to follow the reasonable directions of Library staff.
- Manipulating Library displays. Please see the Library Display Policy.
- Parking or leaving bicycles anywhere other than the Library's bicycle racks.
- Roller-skating, skateboarding, and use of similar recreational devices on Library property, including any of the parking areas.
- Theft of Library materials. Please see [Theft of Library Materials Policy](#).
- Inappropriate use of computers and the internet. 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 21, 2023