



Appropriate Library Behavior

I. Food and Drink

- a. Consumption of alcoholic beverages or possession of open containers of alcoholic beverages is not permitted on library property, except as part of a program authorized by the Library Director.
- b. Drinking of non-alcoholic beverages is permitted in the library except near library computers and equipment.
- c. Consumption of light snacks that do not create an odor or a mess and are not damaging to library collections, furnishings, or are distracting to others is permitted.
- d. No outside delivery of food is permitted.
- e. Customers must discard all trash in appropriate containers, immediately report spills to staff, and leave all areas clean for use by others.

II. Smoking/Tobacco Products

- a. Use of all tobacco, smoking, or vaping products, including e-cigarettes, is prohibited throughout the library building.
- b. Smoking or the use of e-cigarettes outdoors may not be within 30 feet of the library's entrance, exit, or window placements according to Wisconsin State Statutes and City of Mondovi Municipal Code 26.01(13)(b).

III. Bathrooms

- a. Improper use of library restrooms, including but not limited to, bathing, shaving, hair cutting or trimming, and laundering is prohibited.
- b. The placing and/or attempted flushing of objects that do not belong in the toilet is prohibited. This includes but is not limited to, adult diapers, large amounts of paper towels, toys, garbage, etc.

IV. Animals

- a. Only service animals, service animal trainees, and animals featured in programs sponsored by the library are permitted into the building.

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V. Attire

- a. Appropriate attire is required. Persons shall not be permitted to enter the building without appropriate footwear or without a shirt or other appropriate covering of their bodies.
- b. Shoes must be worn in the library unless shoe removal is part of a library program
- c. Persons with disruptive body odor, or the disruptive odor of one's personal affects, due to poor personal hygiene or overpowering perfume or cologne that causes a nuisance or reasonably interferes with library use by other customers will be asked to leave.

VI. General Behavior

- a. Customers exhibiting misconduct including aggressive or unwanted physical contact, using foul or threatening language or gestures that are abusive, intimidating, disrespectful, obscene, or racially charged will be asked to leave.
- b. Customers willfully annoying others; exhibiting evidence of drunkenness or drug use; persistent talking or laughing at an inappropriate volume, will be asked to leave.
- c. Creating a disturbance by making noise, talking loudly, whistling, singing, using profanity, running, fighting, or engaging in other disruptive conduct is prohibited. This includes stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other customers or staff.
- d. Threatening, harassing, or intimidating language or behavior will result in immediate expulsion from the library and possible legal action.
- e. Sexual harassment will not be tolerated. Customers using language that is sexual or suggestive, engaging in inappropriate conduct, or making lewd gestures will be asked to leave.

VII. Sleeping

- a. Customers sleeping in the library may be awakened by library staff if there is concern for the customer's health or wellbeing, or if the customer's sleep is disturbing others. Sleeping in the library for extended periods of time is prohibited.

VIII. Personal Belongings and Library Space

- a. Blocking or obstructing the entryways, staircase, entrance, exit, or sidewalk is not permitted. Disruptive groups congregating inside or outside of the library will be asked to disperse.
- b. Personal belongings should not be left unattended, and the library has no responsibility for such items.
- c. Items carried into the library, such as backpacks or other personal belongings, must be stored out of pathways. Athletic equipment such as skateboards, balls or in-line skates may be carried into the library; however, they may not be used in the library.

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- d. Using personal electronic equipment in a manner that could reasonably be expected to annoy or disturb other customers or staff or interferes with library service is prohibited.

IX. Computer Use

- a. Customer are required to comply with the library's policies and procedures on computer use and the Internet.

X. Cell Phones

- a. Cell phones should be set to low volume or no-ring (vibrate) or turned off when entering the library. Customers should limit themselves to short, quiet phone calls whenever possible. Extended conversations that might disturb other customers should be moved to more isolate areas of the library or outside. Cell phone conversations are discouraged at the public desktop computers.

XI. Photography and Video Recording Policy

- a. Library staff members have the right to impose certain time, place, or manner restrictions for safety reasons and for continuous library operations.
- b. The use of photographic equipment, such as tripods or lighting, is not permitted because of safety, liability, and other issues, unless previously authorized by library leadership.
- c. Library staff members may stop any photography or video recording that appears to interfere with the library's ability to conduct business, or that compromises public safety or security.
- d. Photographers/videographers are asked to be respectful of other library users and to observe the following:
 - i. All photography and recording must be carried out so as not to disturb library users or staff and not block aisles, walkways, stairwells, doors, exits, etc.
 - ii. Avoid capturing identifiable likeness of individuals or their computer screens, books, documents, etc. without their assent.
 - 1. Explicit permission must be obtained from any customer and/or staff member who is personally identifiable in any image/video that will be publicly shared online or in print. The library is encouraging the use of "Talent Release Forms" provided by Public Affairs for this purpose.
 - 2. In situations involving a large public gathering, the Library Director may grant permission to post signs notifying individuals that recording or photography will occur, in lieu of the individual talent release forms.
 - 3. Taking photographs or recordings of a minor, an individual under the age of 18, requires the permission of the minor's parent or guardian. The library undertakes no responsibility for obtaining these releases.
 - iii. Taking photos, video, or audio of any person in restrooms is not permitted.

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- iv. Taking photos, video, or audio of any person in staff-only areas is not permitted.
- v. Taking photos, video, or audio of specific, copyrighted (or otherwise protected) materials for the purpose of redistribution is not permitted.
- vi. Members of the media are asked to notify library staff prior to or upon entering the library to alert staff of the intent to photograph or video inside the library.
- vii. Please note that the Mondovi Public Library staff may photograph and record programs and events for library publicity and promotional purposes. Library staff will make every effort to notify members of the public when photography and video recording is taking place, and any patrons who do not want to be photographed or recorded will be respected.
- viii. The Library reserves the right to ask any individual or group to cease photographic, video, or audio recording. Individuals or groups who refuse to cease recording upon request by a library staff member will be considered in breach of the Mondovi Public Library Appropriate Behavior Policy and may be asked to leave.

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XII. Library Property

- a. Library furniture and equipment is for appropriate use. Behavior that could compromise the furniture or equipment (including the outdoor area) is prohibited.
- b. Those who steal, damage, or deface library materials or property may be prosecuted. Guardians are liable for damage done by a child under the age of eighteen.

XIII. Unattended Children

- a. Parents and caregivers are responsible for the behavior, safety and supervision of their children at all times. Children under the age of 8 should be in sight of and supervised by a parent, guardian, or responsible caregiver.
- b. If children over the age of 8 are not abiding by the Appropriate Library Behavior Policy and continue to do so after speaking with a staff member, they may no longer be allowed in the library without a parent or caregiver present.

XIV. Weapons

- a. No customer shall carry, possess, or transport a weapon in an open or concealed manner on library property. Weapon means a firearm, an electronic weapon as defined under Wisconsin State Statute 941.295, or a knife as defined under Wisconsin State Statute 941.24.

The Mondovi Public Library Staff is obligated to enforce these rules so that the facility can be used to the fullest by all persons. Individuals engaging in behavior which violates library policy will be asked to stop the behavior/or may be asked to leave. Repeating such behavior will result in revocation of library privileges from a period of one day up to indefinitely. Questions regarding the interpretation of these rules will be referred to the Library Director.

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Your entrance into the library indicates that you are willing and able to act courteously toward your fellow citizens, treat public property with respect, and abide by all library rules.

Approved and adopted by the Library Board of Trustees on October 1st, 2019

Amended October 6th, 2020.