

# CODE OF CONDUCT POLICY

The Board of Trustees [Board] of the Pewaukee Public Library [Library] is committed to providing a safe, welcoming, and pleasant environment for all patrons. In order to ensure this environment, the Board has adopted a Code of Conduct Policy.

Each patron has a responsibility to ensure that the Library is a safe, welcoming and pleasant environment for all. Their behavior should reflect this expectation. Disruptive and inappropriate behaviors which diminish the safe, welcoming and pleasant environment of the Library will not be tolerated.

Examples of disruptive or inappropriate behaviors include, but are not limited to:

- Any illegal activities
- Behaving in a disorderly, rowdy, or boisterous manner
- Using offensive language or gestures (i.e. profanity, sexual references, or middle finger)
- Harassing, threatening, or using behavior or language that is abusive, intimidating, or disrespectful, which may include unwanted conversation
- Engaging in excessive displays of affection or any sexual contact, activities, or conduct
- Soliciting commercial goods or services in the Library facility or on Library property
- Use of electronic devices or behaviors which disrupt others from using the Library facility, collections or services
- Loitering or impeding access to the Library facility
- Entering unauthorized areas
- Damaging, defacing or misusing Library materials, equipment or facilities
- Failure to dispose of all trash or failure to remove all traces of food or drink
- Smoking, tobacco or electronic cigarette use
- Possession and/or use of alcoholic beverages
- Shaving, bathing, or laundering of clothes in public restrooms
- Not wearing sufficient clothing, including a shirt or shoes
- Personal hygiene which disrupts others from using the Library facility, collections or services
- Prolonged or chronic sleeping
- Pets, except service animals
- Using skateboards, scooters, rollerblades and/or similar toy/sport items in the Library facility
- Engaging in behaviors in the Library facility or on Library property which create a safety hazard for themselves or others

Patrons are encouraged to report disruptive or inappropriate behaviors immediately to staff so steps can be taken to correct the issue. Library staff will make every effort to immediately address issues and/or complaints.

Library staff have the authority to issue an immediate and temporary ban from the Library facility and/or property at their sole discretion (up to forty-eight (48) hours per incident). Library staff are encouraged to contact local law enforcement if they require assistance.

The Library Director or designee has the authority to issue extended bans from the Library facility and/or property at their sole discretion (up to one (1) year per incident).

A patron may appeal an extended ban from the Library facility and/or property to the Pewaukee Public Library's Board of Trustees at its next regularly scheduled meeting. The Board's decision shall be final.