

Hortonville Public Library

Patron Responsibility and Conduct Policy

The Hortonville Public Library strives to provide a welcoming environment that encourages all patrons to use library resources and facilities. The library will follow the following policy in regards to patron responsibility and conduct. The purpose of this policy is to ensure the safety and well-being of all patrons using the library. Enforcement of this policy is the responsibility of all library staff.

1. Behavior that hinders library operations is prohibited and shall be addressed by library staff. Persons engaging in prohibited behaviors will be given a warning by library staff, and if no steps are taken to correct the behavior, may be asked to leave the facilities.
 - a. The terms of this behavior may include the use of threatening language or excessive profanity, bullying, soliciting, running, or any other behavior generally considered unacceptable in a public space.
2. While the Hortonville Public Library staff will always respond with care and concern, the library assumes no responsibility for the care and/or supervision of children.
 - a. Children under the age of 10 must be accompanied by a parent and/or designated guardian while in the library.
 - b. If young children are attending a library program, we require the parent and/or designated guardian to remain in the library throughout the program.
 - c. Library staff members reserve the right to notify parents and/or designated guardians regarding improper behavior of children if no steps are taken by the child to correct unacceptable behaviors after a warning has been given.
 - d. To ensure the safety of unattended children, library staff members also reserve the right to contact law enforcement should the need arise in extreme cases or in the event of an unattended child after the library closes.
3. Appropriate dress, including shirts and footwear, is required.
4. All doors and aisles must remain unblocked.

5. Patrons are not allowed within employee work areas, except by invitation of a staff member.
 - a. Photocopies, printouts, and faxes must be retrieved by a member of library staff.
6. The use of alcohol, tobacco, e-cigarettes, and nicotine products inside the library is prohibited.
7. The Hortonville Public Library does not assume responsibility for unattended or abandoned personal property.
8. Cell phone usage within the library must be kept to a courteous level. The library staff members reserve the right to ask cell phone users to keep the conversation level down if the conversation is disruptive to other library users.

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