

## **Oscar Grady Public Library**

### **Code of Conduct Policy**

The Oscar Grady Public Library Board is responsible for determining the rules of behavior and appropriate conduct necessary to protect all patrons' access to the Oscar Grady Public Library and to its materials, to ensure the safety of patrons and staff, and to protect the library's resources and facility from damage. In order to maintain an atmosphere appropriate for work, study and enjoyment for all library patrons and staff, the following Code of Conduct Policy has been established. Library employees are responsible for courteously enforcing this policy.

Examples of inappropriate behavior towards other patrons or staff include, but are not limited to: loud noise, running, abusive language, inappropriate displays of affection, soliciting, gambling, intimidation, deliberate disruption of a library event, harassment, distributing unauthorized information or distributing images that could be considered objectionable, offensive, violent, or pornographic in nature, use of alcohol, use of tobacco products or use of electronic cigarettes.

In such cases of illegal activity or behavior, or cases of any patron acting in extreme violation of this policy, or any behavior that poses an immediate threat to the safety or well-being of other library patrons or staff, no warning is required by the library staff and the Saukville Police Department will be immediately contacted for assistance.

Library staff will handle occasional misbehavior informally. If the behavior becomes frequent, is malicious in nature or is escalating, patrons will be verbally warned that they are in violation of this policy and that the behavior must stop. Patrons will be given a copy of this policy upon their request. If the patron continues in an inappropriate manner after they have been clearly and verbally warned, or if at any point the patron refuses to comply with this policy, the patron may be asked to leave the premises; library staff may contact the Saukville Police Department at any time for assistance without notice to the patron. If a patron disregards a request made by either the Library Director or the Saukville Police Department not to return to the library for a specified period of time due to violation of this policy, the action may be considered trespassing and may result in legal action.

If the patron in violation of this policy is a minor, the parent or guardian will also be notified.