

Security Policy

A high priority of the Kimberly-Little Chute Public Library is to provide its public with an environment that is safe, pleasant, and conducive to comfortable library use.

Wisconsin Statutes, Chapter 43.52(2), states: "Every public library shall be free for the use of the inhabitants of the municipality by which it is established and maintained, subject to such reasonable regulations as the library board prescribes in order to render its use most beneficial to the greatest number. The library board may exclude from the use of the public library all persons who willfully violate such regulations."

The library staff may require such a patron to leave the premises, may call the police, and/or ultimately may ban a patron from the library and the use of its services for noncompliance with the library's **Rules of Conduct** and/or **Safe Child Policy**. Such exclusion from the library shall occur on the order of a library staff person.

Policy

1. This policy applies to patrons of all ages.
2. The library will monitor public behavior using staff and security equipment, subject to the provisions of Wisconsin Statute 43.30. Behavior that violates the **Rules of Conduct** will be addressed by library staff.
3. Inappropriate behavior will be addressed in accordance with this policy.
4. Enforcement of this policy is the responsibility of all library staff.
 - a. All staff members are expected to deal with problems they encounter using their best judgment.
 - b. Any staff member has the right to ask others for assistance and should provide assistance when requested.
 - c. Any staff member may contact the Police Department at any time to preserve his or her safety or the safety of other library users, or for assistance in enforcing policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees.
5. Response to problems, shall be made in accordance with the following:

- a. Any staff member may issue a verbal warning or may refer a problem to a supervisor if one is available.
- b. Any staff member may stop someone from using equipment if the use violates library rules or policies. The Library Director may bar patrons from using the equipment for a period of time or permanently.
- c. Any staff member may evict a patron for violations of library rules or policies and/or for disregarding verbal warning. Eviction for minor offenses will be from library property as a whole and for the balance of the day. In the case of juvenile patrons, staff may contact their parents or guardians.
- d. Any staff member observing serious criminal behavior, such as assault, robbery, child pornography or child endangerment, should contact Police immediately, and follow up by contacting the Library Director.
- e. All staff members are authorized to request identification from library users as necessary and appropriate for safety and security, or when library rules or policies have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the Police. Staff have the right to take photographs of patrons as needed to identify them for security purposes.
- f. The Library Board delegates authority to the Director and Library Supervisors to ban people from the library for a period of time. If they are unavailable, all staff members may temporarily ban an individual for up to 14 days. Individuals may be banned for a limited time, indefinitely, or permanently. The length of the ban will depend on the following factors, as applicable, though other factors may be relevant in specific cases:
 - i. Severity of offense
 - ii. Frequency of offenses
 - iii. Likelihood of possible continued offenses
 - iv. Safety of staff and patrons
- g. When an individual is banned, he or she will receive formal notification which will be shared with the Police Department, the Library Board, and the parents of the offender, if a minor. Should a banned individual return to the library in violation of the ban, staff should contact the Police.
- h. If the banned individual disagrees with the ban, he or she may submit a written appeal to the Library Board of Trustees for reconsideration. If the banned individual is a minor, the written appeal must include a parent or guardian's signature. After receiving the written appeal, the Library Director will place the appeal on the agenda for the next

regularly scheduled Library Board meeting. After the Board has reviewed the written appeal, the individual and/or parent (if a minor) will be allowed 5 minutes to address the Board. Minors must be accompanied by a parent or guardian. The Library Board will issue a written decision within 10 days after the meeting. The Library Board has the power to affirm, reserve, or modify the banning period or conditions.

6. Disciplinary actions beyond verbal warnings will be documented by library staff. Library staff involved will communicate disciplinary actions with all staff by completing a written incident report to be filed by Library Director and communicated through electronic resources.
7. The Library Director or supervisors will notify all staff when a ban has expired.