



Administration

414.302.8501

Circulation

414.302.8503

Reference

414.302.8500

Children's

414.302.8502

West Allis Public Library Code of Conduct

It is the policy of the West Allis Public Library to provide a comfortable and safe environment that is conducive to the use of library materials, programs, and services. The library is a space that is used by all members of the public. Patrons are expected to observe the rights of other patrons and library staff. Persons who fail to observe the following guidelines while on library property (both library building and its surrounding grounds and parking lot) may be asked to leave the property, may lose their library privileges, or may result in library staff calling police.

Safety – to promote a safe environment the following are prohibited:

- Committing or attempting to commit any activity in violation of local, state, or federal laws.
- Bringing weapons or concealing weapons on library property.
- Carrying, consuming, selling, or distributing alcoholic beverages, illegal drugs, or drug paraphernalia.
- Public intoxication including being under the influence of alcohol and/or illegal drugs.
- Smoking, vaping, rolling tobacco or other substances.
- Loitering and/or blocking entrances, walkways, or otherwise - interfering with free passage.
- Harassment and/or verbal abuse, including cursing and the use of foul language and/or gestures, stalking, touching, and staring at or following others with intent to disturb, threaten or intimidate.
- Skateboarding, roller skating, roller blading, scootering or the use of other toy and sports recreational equipment.
- Running, pushing, shoving, throwing objects, fighting, or participating in other unsafe physical behavior.
- Sleeping or appearing to sleep on library property.
- Neglecting to wear shirt, pants, shoes, or other footwear.
- Bringing an animal into the library. Service animals are allowed to enter the library. Animals, other than disability service animals, and animals participating in a library sponsored event, are not permitted inside the library. If a pet is left unattended on library property, the West Allis Police Department will be notified.
- Climbing trees or bushes or leaving objects on trees or in bushes.
- Using candles, matches, lighters, fireworks or other devices used to ignite.
- Leaving children under nine years of age unsupervised. A responsible adult or babysitter should always be supervising.
- Parking bicycles, wagons, strollers, and shopping carts in the library atrium. Bicycles must be kept in designated areas outside of the building, strollers and wagons transporting children may be brought into the library, if they do not create a danger or nuisance. Shopping carts or other large, wheeled conveyances are not permitted inside the library.
- **Vandalism and Improper use of library property. Storage of or locking personal property on library grounds is prohibited.**

Behavior:

- Personal possessions should be limited and not left unattended or take up space or seating for other patrons. The library is not responsible for personal items left unattended for any period of time.
- Public restrooms should not be used for inappropriate purposes such as bathing, shaving, sleeping, washing clothes, utensils and other personal items; or drying of clothes. Restrooms in the Children's Department are for use only by children and their caregivers.
- The use of personal Internet connectable devices are subject to and must also comply with the library's Computer and Internet Policy. Use of the Internet via library computers or personal devices may be for legal purposes only; displays of sexually explicit or violent material in any format are prohibited.
- Electronic equipment/media devices may be used as long as the volume is kept low, and others do not hear it.
- Polite cell phone use is allowed. If use becomes disruptive, visitors will be asked to take the call to the library atrium or outside. As a courtesy to others, speakerphones are not allowed.
- Persons whose bodily hygiene/odor is offensive so as to constitute a nuisance to others shall be asked to leave the building.
- Food and uncovered beverages are prohibited inside the building unless being serviced during a library program or scheduled meeting.
- Voices should be kept low. Loud or disruptive noises from patrons or devices is not allowed.
- Wearing hoods, ski masks or costume masks is prohibited.

Use of Library Materials and Property

- Using another person's library card to access materials to checkout or access computers is not allowed.
- Damaging, defacing, or destroying or stealing library property is unacceptable and will result in fines and/or replacement charges.
- Library furniture should be used appropriately. Placing feet on tables, chairs, sturdy carrels is prohibited.
- Tampering with library computers or other equipment is prohibited. Patrons using their own devices, connecting to the library's Wi-Fi must comply with the library's Public Access Internet Policy.
- Library phones and staff computers are for library staff use only.
- Soliciting goods or services on library property is not allowed.

Staff Procedures:

Persons who fail to comply with the guidelines will be either warned or asked to leave the building. If warned, and the patron reacts with further disruptive behavior they will be asked to leave immediately. If a patron refuses to leave after being asked, if the behavior is extremely disruptive, or in any way illegal, the police will be called immediately. Anytime a staff person assesses a situation dangerous to the public or staff, the police will be called. Staff should complete and submit an Incident Report documenting the Code of Conduct violation to the Library Director.

Repeated violations of the Library's Code of Conduct will result in a person having their library privileges revoked or restricted.

Adopted by the Board of Trustees

West Allis Public Library

January 28, 2004/July 28, 2010; (revised)/April 24, 2013; June 22, 2016; February 28, 2018; March 27, 2019; March 22, 2023, April 24, 2024, September 25, 2024, **June 25, 2025.**