



**PUBLIC LIBRARY**  
7421 West National Avenue  
West Allis, Wisconsin 53214  
www.westalliswi.gov

June 29, 2018

Ms. Jane Huttner  
2211 S. 69th Street  
West Allis, WI 53219

Dear Ms. Huttner:


At a meeting held on June 27, 2018 the West Allis Public Library Board of Trustees voted to reinstate your library privileges. The ban imposed on February 16, 2018 is lifted and you may again use the West Allis Public Library.

However, as part of the board's decision, you must read and agree to comply with all aspects of the West Allis Public Library Code of Conduct (attached), as well as the following:

1. Will not invade the personal space of other patrons while staff is assisting that patron
2. Will comply with the procedure that patrons work with Library staff to reserve a study room
3. You will allow Library staff to inform a patron who may be using a study room that you have reserved that their time is up. Only Library staff is allowed to inform any patron that they must vacate the room.
4. You must leave the Library at the end of the evening or when the Library closes in a prompt manner. You will comply with Library staff reminders that you vacate the study room prior to closing.

The Library Board of Trustees is placing a zero tolerance contingency on your reinstatement, and you must sign and return the attached signed/dated document to the Adult Information Desk staff the first time you return to the West Allis Public Library. If you violate any aspect of the Library Code of Conduct or do not comply with the principals noted above your reinstatement will be revoked.

Sincerely,

  
Michael Koszalka  
Library Director  
West Allis Public Library

C: West Allis Public Library Board of Trustees

Administration .....(414) 302-8501  
Circulation/Other Inquiries...(414) 302-8503

Reference .....(414) 302-8500  
Children's.....(414) 302-8502



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**Please return this copy to the Library staff at the Adult Information Desk the first time you visit the Library. Please ensure that you have signed and dated the document.**

I Jane Huttner, agree to comply with all articles stipulated in the West Allis Public Library Code of Conduct, and understand and agree to fully meet the terms of the four points detailed below. Furthermore, I understand that any violation of the four stated principals and/or of the Library Code of Conduct will result in revocation of reinstatement and immediate loss of library privileges at the West Allis Public Library.

1. Will not invade the personal space of other patrons while staff is assisting that patron
2. Will comply with the procedure that patrons work with Library staff to reserve a study room
3. You will allow Library staff to inform a patron who may be using a study room that you have reserved, that their time is up. Only Library staff is allowed to inform any patron that they must vacate the room
4. You must leave the Library at the end of the evening or when the Library closes in a prompt manner. You will comply with Library staff reminders that you vacate the study room prior to closing

\_\_\_\_\_  
Jane Huttner

\_\_\_\_\_  
Date

## **LIBRARY CODE OF CONDUCT**

### **Library Mission Statement**

The West Allis Public Library is committed to providing the members of its community with access to materials and services that can actively support lifelong learning and enrich their personal and professional lives.

In order to carry out these goals, the West Allis Public Library attempts to present an environment that promotes reading, study, and the legitimate use of materials and services. Any person is welcome in the library so long as they respect the rights of other persons also on the premises, and provided that their conduct in the library is lawful, not dangerous, does not create unhygienic conditions, and is not disruptive. Patrons are required to observe the following rules when visiting the library or library property.\* Failure to comply with these rules of behavior may result in patrons being asked to leave the library property, the loss of their library privileges, or library staff calling the police.

#### **1. Respect the rights of fellow patrons and library staff:**

- Public intoxication is prohibited.
- Electronic equipment/media devices may be used in the library as long as the volume is kept low enough so that other patrons do not hear it.
- Voices of library patrons should be kept low.
- Polite cell phone use is permitted in the library. A patron speaking loudly on a cell phone or disrupting other library visitors will be asked to use his/her cell phone in the library atrium.
- Soliciting goods or services on library property is not allowed.
- Disruptive behavior, including but not limited to fighting, running, throwing objects, and loud conversations, is prohibited.
- Cursing, verbal abuse, or other use of foul language and/or gestures that cause or tend to create a disturbance will not be tolerated.
- Children under nine years of age must be accompanied and adequately supervised by a responsible adult or babysitter at all times.  
Please note: To ensure the safety of young children, the West Allis Police Department will be notified in the event parents or caregivers of these young children cannot be located in the library
- Restrooms located in the Children's Department are for use only by children and their caregivers
- Service dogs are the only animals allowed to enter the library. If a pet is left unattended on library property, the West Allis Police Department will be notified. This includes dogs or other animals that may be tied up outside the library or left in a car without proper ventilation.
- Sleeping is prohibited in the library.
- Any person using the library must wear a shirt or other covering of the upper body and shoes or other footwear, in addition to those other articles of clothing required by municipal or state ordinance or statute.

- An acceptable standard of personal hygiene is expected of all individuals. Patrons whose bodily hygiene/odor is offensive so as to constitute a nuisance to other persons shall be required to leave the building.

**2. Respect for the library's building, property, furnishings and equipment:**

- Smoking and chewing tobacco is prohibited in all areas of the library including meeting rooms, restrooms, and atrium areas.
- The library entrances and atrium areas must be kept free of wagons, strollers, shopping carts and bicycles. Bicycles must be parked outside the library – not restricting entrance or exit. Strollers and wagons transporting infants or children may be brought into the library – as long as they do not create a danger/nuisance. Bicycles, shopping carts, or other large wheeled conveyances, excluding wheelchairs, scooters, walkers, or other such devices used by individuals with mobility disabilities, are not permitted inside the library. Neither the library nor the City of West Allis is responsible for the theft or loss of any personal items of patrons.
- Library furniture is to be used in an appropriate manner. Placing feet on tables, chairs, and study carrels may cause damage and is prohibited.
- Food and beverages of any kind shall not be consumed in any area of the library other than inside the Constitution or Conference Rooms during scheduled meetings.
- Tampering with the library's computers and other equipment, attempts to change computer settings, and/or manipulating computer software etc. is prohibited.
- Loitering or sleeping along the outside areas of the library will not be tolerated. Climbing trees or bushes and/or placing objects on trees or bushes located on library property is not allowed.

**3. Respect for the laws of the City of West Allis. The police may be called when disruptive behavior may also be illegal. This includes, but is not limited to such things as:**

- Loitering
- Using skateboards, roller skates, roller blades and/or other toy and sports articles on library property
- Selling or consuming alcohol or illegal drugs on library property
- Assault
- Verbal Abuse
- Criminal damage to library property--including the intentional destruction or damage to books, audiovisual materials etc.
- Theft
- Disorderly Conduct
- Harassment, which may include unwanted conversations with other individuals or employees, impeding access to the building or an area of the library property, and sexual harassment as defined by Wisconsin Statutes and U.S. Federal Law, etc.