

**Middleton Public Library**  
**LIBRARY USE POLICY**

- I. Purpose**
- II. Specific Guidelines**
- III. General Guidelines**
- IV. Unattended Minors**

**I. Purpose**

Under the provisions of Chapter 43 of the Wisconsin State Statutes §43.52 (1), the Middleton Public Library Board may enact regulations that serve to ensure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

- (A) The library is committed to providing an atmosphere where people of all ages are welcome. Designated quiet spaces within the building are designed to preserve a reasonably quiet atmosphere. Open spaces in the library serve as social spaces and may be loud at times.
- (B) Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishings, or involves rudeness, profanity, or any other behavior generally considered unacceptable in a public place.
- (C) This policy applies to all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff, and library property, the patron will be asked to leave the library and privileges may be suspended.

**II. Specific Guidelines**

- (A) The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:
  - 1. The library is a smoke-free zone. Smoking or vaping of any kind is prohibited throughout the facility.
  - 2. Sleeping in the library for more than 15 minutes.

3. The Library is a weapon-free environment. Pursuant to Wis. Stats. § 943.13(1m)(c)4., no person shall enter or remain in any part of a building owned, occupied or controlled by the State or local governmental unit if the State or local governmental unit has notified the person not to enter or remain in the building while carrying a firearm or a specific type of firearm or dangerous weapon as defined by Wis. Stats § 939.22(10).
  4. Pursuant to Wis. Stats. §943.61 (3), the concealment of library materials beyond the security gate is evidence of intent to deprive the library of possession of the material, is considered theft, and may be subject to legal consequences.
- (B) No pets or other animals are allowed in the library unless they are an ADA certified animal or part of a library program.
- (C) Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.
- (D) Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.
- (E) Canvassing, which is the soliciting signatures for a petition, nomination papers, and the like, is not allowed on library property.
- (F) "Library staff are responsible for upholding individuals' rights to use the library and for enforcing library use policy to ensure that all may use and enjoy the library to the fullest extent." Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

### **III. General Guidelines**

- (A) It is the patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.
- (B) Occasionally, staff members may have to address the behavior of patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from

the library and from the use of library services. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff, will be subject to the law.

- (C) Staff members shall file a brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior with the Library Director as soon as possible after its occurrence.
- (D) The Library Director, acting on behalf of the Library Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action. Wisconsin State Statutes §.43.52 (2). The Library Director will inform the library board of any such action taken.
- (E) The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled library board meeting.

#### **IV. Unattended Minors**

- (A) "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Caregivers are responsible for their children while in the library. At no time will library staff act in loco parentis.
- (B) Therefore, it is the policy of the library that all children under the age of eight (8) years old must be in the company of a parent/responsible person while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remain in the library throughout the program.
- (C) If it is determined that a child is lost, left unattended, or is not accompanied by a caregiver at closing time, a staff member shall bring the child to the library staff member in charge, who will attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Middleton Police Department.

Amended March 10, 1992  
Amended December 14, 2004  
Amended August 10, 2010  
Amended May 8, 2012  
Amended February 11, 2014  
Amended June 16, 2015  
Amended May 9, 2017  
Amended April 3, 2019  
Amended March 8, 2022  
Amended November 11, 2025