

Security Policy and Banning Policy

Purpose

To give staff direction in enforcing the Rules of Conduct Policy and maintaining a safe and secure environment.

Note: "staff person in charge" refers to a department supervisor who is also an adult.

Policy

1. The Library will monitor public behavior using staff and security equipment, subject to provisions of Wis. Stat. 43.30 and the Library's Confidentiality Policy. Behavior that violates the Rules of Conduct will be addressed by staff.
2. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior.
 - a. Staff members are expected to deal with problems they encounter or alert other staff. Any staff member has the right to ask other staff for assistance and should provide assistance when requested.
 - b. The staff person in charge is expected to have a greater awareness of policy and willingness to step in and serve as a resource in helping other staff deal with problems.
 - c. Library staff that follow policy and act in their best judgment in confronting a person who violates board approved policies and rules will be supported by the staff person in charge.
3. Response to problems, proportionate to the severity of behavior:
 - a. Any staff member may issue a verbal warning or may refer a problem to the staff person in charge.
 - b. The staff person in charge may evict a patron for violations of library rules or policies. Eviction will be from the library building as a whole, not just an area, and is for the balance of the day.
 - c. Any staff member may stop someone from using equipment if the use violates rules or policy. The staff person in charge may bar patrons from using the equipment for a period of time or permanently.

- d. Any staff member observing serious criminal behavior should contact the staff person in charge who will contact the police.

 - f. The Library Board delegates authority to the Director, Assistant Director and Children's Librarian, as a group, to ban people from the Library for a period of time. If they are unavailable, the staff person in charge may temporarily ban an individual until the supervisors can reach a decision. As a result of this decision, individuals may be banned for a limited time, indefinitely, or permanently. The length of the ban, rendered within 30 days of the offense, will depend on the following factors:
 - i. Severity of offense
 - ii. Repeated offenses
 - iii. Safety of staff and patrons
 - iv. Pending legal charges

 - g. When an individual is banned they will receive formal notification which will be shared with the Waupaca 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, they will be asked to leave. If the individual becomes disruptive staff will contact the Police. Formal notification will include reasons and the time period for the ban. A banned minor will be allowed to use the library if accompanied by a parent at all times.

 - h. If the banned individual disagrees with the ban, they may submit a written appeal to the Library Director for reconsideration. If the banned individual is a minor the written appeal must include their parent or guardian's signature. After receiving the written appeal the Director, Assistant Director and Children's Librarian will address the appeal within 30 days and may modify the ban. Modification may include changing the length or conditions of the ban.

 - i. If the banned individual is not satisfied with the supervisors' decision after the written appeal was reviewed and acted on, they may submit a written appeal to the Library Board to be reviewed at the next scheduled Board meeting. After the Board has reviewed their written appeal, the individual and/or parent (if minor) will be allowed five minutes to speak on their behalf to the Board. Minors must be accompanied by their parent or guardian. The Library Board will issue a written decision within ten days after the meeting. The Library Board has the power to affirm, reverse or modify the banning period or conditions.
4. The Library staff will communicate disciplinary actions with all staff by filing a written incident report and communicating through electronic resources. Disciplinary actions beyond verbal warnings will be documented by library staff.

Banning Letter

Your behavior violates our Rules of Conduct Policy or poses a threat to providing a safe, secure environment. (list behavior in detail)

Because of the behavior listed above, and/or history of inappropriate behavior on library premises, you are banned from the Waupaca Area Public Library until the date listed below. Notification of this ban has also been sent to the Waupaca Police Department, the Library Board and your parents (if you are a minor). If you are a minor, you are allowed access to library resources if accompanied by a parent at all times. If you enter the Waupaca Area Public Library (without a parent if you are a minor) before the return date listed below you will be asked to leave.

You may file a written request, in the form of a letter, to the Library Director for reconsideration. Your letter should clearly state the reasons for reconsideration. If you are a minor the written appeal must include your parent or guardian's signature. After receiving the written appeal the Director will address the appeal within 30 days and may modify the ban.

Modification may include changing the length or conditions of the ban.

If you are not satisfied with the Director's decision after the written appeal was reviewed and acted on, you may submit a written appeal to the Library Board to be reviewed at the next scheduled Board meeting. After the Board has reviewed your written appeal, you and/or your parent or guardian (if minor) will be allowed five minutes to speak on your behalf to the Board. If you are a minor you must be accompanied by your parent or guardian. The Library Board will issue a written decision within ten days after the meeting. The Library Board has the power to affirm, reverse or modify the banning period or conditions.

Date banned from Library _____ Return Date _____

Signature of Director _____

Adopted by the Waupaca Area Public Library Board of Trustees July 8, 2008