

COMFORT ROOM POLICY

I. PURPOSE

The comfort room in the Children's Department at the Appleton Public Library ("Library") is for use by staff or patrons for the purpose of privately expressing breast milk or calming small children and infants as needed.

II. POLICY

1. Availability. The comfort room will be made available on an equitable basis, regardless of the beliefs, identity or affiliations of individuals requesting use. City employees will be given first opportunity for use based on laws requiring employers to provide accommodations for nursing mothers.
2. Use of Room. The comfort room may be used for private lactation, nursing, or calming children. The comfort room may not be used for any other reason. Only one adult is permitted in the room at a time.
4. Requesting Use. Patrons may request use of the comfort room at the Children's Services desk. Employees may request use by speaking to their supervisor.
5. Frequency of Use. Individual patrons may use the comfort room for up to one hour each day. Employees may use the comfort room as permitted by their supervisor pursuant to local, state and federal laws.
6. Cost. There is no cost to patrons or employees to use the comfort room.
7. Rules of Conduct. Individuals using the comfort room must follow the Library's Rules of Conduct.
8. Supervision of Children. Caregivers using the comfort room must remain in direct supervision of all children who are with them or have another appropriate caregiver supervising the children. Staff has the discretionary authority to limit the number of children in the room.
9. Enforcement. Library staff is authorized to enforce this policy, and may request that any persons using the comfort room inappropriately leave the room or the Library pursuant to the Library's Security Policy.

Approved: 2/13 Amended: 12/16