

SECURITY POLICY

I. PURPOSE

The purpose of this policy is to maintain a safe and secure environment for the staff of the Appleton Public Library (“Library”) and the public in accordance with the Library’s Rules of Conduct Policy.

II. POLICY

1. Monitoring. Library staff will monitor public behavior using staff and security equipment, subject to provisions of Wis. Stat. § 43.30 and the Library’s Privacy Policy.
2. Enforcement. Enforcement of this policy is the responsibility of all Library staff. Staff members are expected to deal with any inappropriate behavior they encounter. Supervisors, professional librarians and Operations Clerks are expected to have a greater awareness of this policy and exhibit a willingness to step in and serve as a resource in helping other staff deal with problems.
 - a. Asking for Help. Staff members have the right to ask other staff members, security and/or the police for assistance and should provide assistance to other staff when able and requested.
 - b. Contacting Police. Staff members may contact the Appleton Police Department (“APD”) at any time to preserve his or her own safety, the safety of the public, and to request assistance in enforcing this policy and preserving the library environment as defined by the policies adopted by the Library Board of Trustees (“library board”).
 - c. Using Judgment. Staff members who have acted with reasonable judgment in addressing violations of library policies and any other law, rule or regulation will be supported by their supervisor, the librarian in charge and the administration.
3. Response to Inappropriate Behavior:
 - a. Level of Response. Inappropriate behavior will be addressed with a response proportionate to the severity of the behavior, with the exception of the Class 1 behavior, as defined in Section 5(a) below, which requires the APD be contacted immediately, followed by contacting the librarian in charge or their supervisor.
 - b. Juvenile Patrons. If a juvenile patron violates a Rule of Conduct, or any other rule or regulation, staff may contact their parent/guardian.
 - c. Restriction.
 - i. Authority. The library board delegates authority to restrict people from the library to the Library Director and Assistant Library Director. If the Director and Assistant Director are unavailable, a Section Supervisor may restrict an individual for up to fourteen (14) consecutive days. Evictions will generally be from the Library

building as a whole, not just an area, and is generally for the balance of the day. The library board may also restrict individuals from entering the library a specified limited time, indefinitely, pending some specified legal condition or ruling, or permanently.

- ii. Length. The length of a restriction will depend on the severity of the offense, whether there are prior offenses, and the safety of staff and patrons, as applicable, though other factors may be considered.
 - iii. Notice. When a patron receives a library restriction, the patron and the APD must be notified within 2 business days of the restriction in writing by the Library Director or designee, and the information must be made available to library staff. Should a restricted patron return to the library in violation of the restriction, staff should contact the APD.
- d. Use of Equipment. Staff members may stop a patron from using Library equipment, or may contact a supervisor about a patron's use of equipment, if the use violates a rule or policy. The Library Director or Assistant Director may restrict patrons from using the Library if the patron violated a rule or policy by placing the reason and length of the restriction in writing and providing it to the patron.
- e. Warnings. Staff members may issue a verbal warning or may refer a problem to a monitor, supervisor or the librarian in charge, unless it involves a Class 1 offense pursuant to sections 5(a) herein, in which case the APD must be contacted.
- f. Identification. Staff members are authorized to request identification from library patrons as necessary and appropriate for safety and security, or when library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the APD.
- g. Photographs. Staff members have the right to take photographs of patrons as needed to identify them for security purposes.
- k. Communication. Library staff will communicate disciplinary actions with one another, including reports to the supervisor, operations staff or librarian in charge. Disciplinary actions beyond verbal warnings must be documented by library staff.

5. Classes of Behavior and Response:

- a. Class 1 - Serious Danger or Overt Criminal Behavior. Staff response must include calling the APD and may result in the patron being immediately restricted from the Library. Examples include, but are not limited to:
 - i. Fighting or combative behavior,
 - ii. Exhibitionism,
 - iii. Inappropriate, overt, and/or unwelcome sexual behavior,
 - iv. Threats,
 - v. Refusal to leave when asked,
 - vi. Physical abuse,
 - vii. Stalking,
 - viii. Possession of illegal drugs,

- ix. Child pornography,
 - x. Theft, including theft of library materials,
 - xi. Vandalism.
- b. Class 2 - Potentially Serious Behavior. Staff response will vary according to the severity of the disruption or threat, ranging from a warning to calling the APD to immediate restriction from the Library. Examples include, but are not limited to:
- i. Alcohol or drug intoxication,
 - ii. Possession of weapons,
 - iii. Possession of alcohol, except as part of an approved program,
 - iv. Verbal abuse of staff or other patrons,
 - v. Loitering in a manner that interferes with others,
 - vi. Excessively emotional, hostile, threatening or uncontrolled behavior,
 - vii. Use of loud profanity, obscenity or obscene gestures,
 - viii. Intentional entry into restricted areas of the building,
 - ix. Panhandling,
 - x. Intrusive behavior, including staring at or following staff or patrons with the intent to annoy, harass them, violate privacy, or interfere with staff performance of duties or patrons use of the library.
- c. Class 3 - Annoying or Disruptive Behavior. Staff response will vary according to the severity of the disruption, ranging from tolerance to warning. In severe or repeated cases, eviction, calling the APD or a library restriction may follow. Examples include, but are not limited to:
- i. Bodily hygiene which is so offensive that it is a nuisance to patrons and staff,
 - ii. Loudness and/or talking in monologues,
 - iii. Monopolizing the time of staff,
 - iv. Inappropriate public displays of affection,
 - v. Blocking the library entry or sidewalk in front of the building,
 - vi. Loud profanity or obscenity in front of the building or in the parking lot,
 - vii. Other violations of the Rules of Conduct Policy
6. Appeals. Individuals who are restricted from the Library or from using Library equipment may request a reconsideration of their restriction from the Library Director. The request for reconsideration may be made in writing or orally. The person requesting the reconsideration may present relevant information to the Library Director to support their request. The Library Director will respond to the reconsideration request in writing within fourteen (14) regular business days. If the person is dissatisfied with the decision of the Library Director, he/she may appeal to the library board pursuant to the library board's Bylaws.

Approved: 5/02. Amended: 4/05; 6/07; 8/16; 12/16