APPLETON PUBLIC LIBRARY

LACTATION ROOM POLICY

PURPOSE

The Jackie and Charlie Dungar Lactation room ("Lactation Room") in the John and Julie Schmidt Children's Area at the Appleton Public Library ("library") is for use by staff or patrons for the purpose of privately expressing human milk or nursing infants and small children. Patrons seeking a quiet place to calm children will be referred to the Sensory Room.

POLICY

1. Availability. The Lactation 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 the first opportunity for use based on laws requiring employers to provide accommodations for nursing mothers.

2. Use of Room. The Lactation Room may be used for privately expressing human milk. The Lactation Room may not be used for any other reason.

3. Requesting Use. Patrons may request use of the Lactation Room at the children's services desk. Employees may request use by speaking to their supervisor and reserving the room via Children's Services up to seven (7) days in advance.

4. Frequency of Use. Individual patrons may use the Lactation Room for up to one hour each day. Employees may use the Lactation Room as permitted by their supervisor pursuant to local, state and federal laws.

5. Rules of Conduct. Individuals using the Lactation Room must follow the library's Rules of Conduct.

6. Supervision of Children. Caregivers using the Lactation 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.

7. Enforcement. Staff may request that any persons using the Lactation Room inappropriately leave the room or the library pursuant to the library's Security Policy.

Adopted: 11/2024.