

<p style="text-align: center;">Town Hall Library Policy Manual</p>	<p style="text-align: center;">Library Use</p>	<p>Issued: July 2008 Revised: December 2011 Revised: November 2013 Revised: February 2021</p>
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Anyone, regardless of his/her residency, age, race, religion, national origin, or social or political views, may use the Town Hall Library in accordance with established policies and procedures.

The Town Hall Library serves the residents of the Town of Merton, Waukesha County, adjacent counties, as well as people who work or own property in the Town of Merton. Service will not be denied or abridged because of religious, racial, social, economic, or political status, or because of mental, emotional, or physical condition, age, or sexual orientation.

The use of the library may be denied for due reasons. Such cause may be failure to return library materials or to pay fees, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

The Town Hall Library has an obligation to its patrons to maintain an atmosphere conducive to reading, study, research, and the pursuit of life-long learning opportunities.

Library patrons are expected to use the library, including its facilities, grounds, resources and materials, in a responsible, appropriate, and courteous manner. It is a patron's responsibility to maintain necessary and proper standards of behavior to protect the rights and privileges of all patrons. Patrons may be restricted from use of the library, and those who are unwilling to leave or do not leave within a reasonable amount of time after being instructed to do so by Town Hall Library staff will be subject to intervention by law enforcement personnel.

Failure to comply with this policy may result in the loss of Library Use privileges.

Rules of Conduct

1. Any behavior that disrupts or hinders public use of the library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, drunkenness, running, or fighting.
2. The violation of federal or state laws or local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of library property are criminal offenses and may be prosecuted. The Town Hall Library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated.
3. Seating tables, carrier and chairs at Library is limited to the number of people for whom the furniture was designed.

4. Smoking, vaping or the use of tobacco is prohibited in the Town Hall Library.
5. Bicycles are not permitted in any Library public interior area or entryway. Roller skating, skateboarding and Heelys (athletic shoes that feature a single, stealth wheel housed in the heel) are not permitted in the library. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
6. Sale of products or services, or soliciting of donations, is not permitted in the library, except as part of a Town Hall Library-sponsored program.
7. Taking surveys (except for library patron surveys), circulating petitions, distributing leaflets, and other similar activities are prohibited.
8. Animals, except those used to aid persons with disabilities, are not permitted in the library, except as part of a Library sponsored program. Animals may not be left unattended on Library property.
9. The library is not responsible for personal belongings left unattended.
10. Shoes and shirts must be worn at all times.
11. Engaging in any physically intimidating or assaultive behavior or making any threats of violence or unlawful activity is prohibited. The library has a policy of zero tolerance for threats and acts of violence.
12. Possessing, distributing, consuming or being under the influence of any alcoholic beverage or controlled substances is prohibited.
13. No weapons are allowed inside the library (Town Hall Library is exempt from WI Conceal Carry Legislation).

Town Hall Library Policy Manual	Children in the Library	Issued: December 2007 Revised: November 2013 Revised: February 2021 Revised: August 2023
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The Town Hall Library provides a warm, welcoming, exciting, and safe environment for people of all ages. All people are required to abide by the rules for Library Use established by the Board of Trustees.

Unattended Children

The library encourages visits by young children, but the staff is not responsible for the care of unsupervised children in the library.

All children in 5th grade and under must be accompanied by a parent, guardian or a caregiver at the library. If a young child is attending a library program, a parent or a designated responsible person must remain in the library throughout the program.

Disruptive Children

Disruptive behavior is any noisy, boisterous, or acting-out behavior which is inappropriate in a setting where library business is being conducted. This behavior may represent a physical danger to the child or others or may serve to interfere with legitimate library business of other parents or staff. Examples of disruptive behavior may include running, throwing, loud or abusive talking, or fighting. Vandalism will not be tolerated.

Children (whether with parents or not) who are continually disruptive will be warned that they must settle down or be told to leave the library. If they need to contact a parent, they may do so and then wait with a staff person until the parent arrives.

Our Library Board and Staff are committed to helping our young people with activities related to the library. However, they are not here to serve as babysitters, teachers, or disciplinarians, and cannot arrange transportation needs.

We reserve the right, at our discretion, to ask parents or guardians to remove children who are displaying inappropriate behavior in the library. We further reserve the right to call parents when not present, or the police when children display such behavior in the library.

Closing Time

Children should arrange for transportation before arriving at the library. If parents or responsible people cannot be contacted by 15-minute time frame after closing, the library staff will contact law enforcement personnel.

Two library staff members will stay with the child after closing until either a parent/caregiver or law enforcement personnel have picked up the youth.

Children will not be left outside to wait for a ride. Under no circumstances will staff members drive unattended children home. Staff will leave a note on the library door notifying the parent/caregiver that law enforcement personnel have their child prior to leaving the premises.

Town Hall Library Policy Manual	Food & Beverage in the Library	Issued: June 2008 Revised April 2013 Revised February 2021
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In order to protect our resources and facilities from damage, the Town Hall Library requests that you adhere to the following guidelines regarding food and drink:

- Please use sturdy, spill-proof containers with lids for beverages.
- Please limit your consumption of food to pre-packaged/individually wrapped snacks.
- Avoid snacks that disturb (loud or aromatic) others or may damage library materials.
- Dispose of any food or drink-related trash before you leave the library.
- Report any spills that may occur to Library Staff immediately. Town Hall Library users violating this policy will be asked to remove the food and drink from the area. Unattended food and drink openly displayed in public areas may be confiscated and discarded. THL Staff have the right to limit consumption of food or drink if it is disruptive to others or potentially damaging to library property. No food or drink allowed in the stacks or by computers. This policy will be modified if it is not effective in protecting our facility and our collections.

Alcoholic beverages are allowed only with written permission from the Library Board.