

APPEALING A LIBRARY BAN

If you have been banned from the L.E. Phillips Memorial Public Library for a year or more and would like to appeal the decision, complete this form and submit it by mail. Just fold this brochure in half with the mailer information on the outside and tape or staple it closed. If you prefer, you may fill out the form online at www.ecpubliclibrary.info/ban.

The form must be filled out completely to be considered.

A decision will be made within 30 days of the day we receive your appeal. You are still banned from the library until we contact you with the decision.

You must read the library's Appropriate Library Behavior policy below before you fill out the form.

APPROPRIATE LIBRARY BEHAVIOR

The Appropriate Library Behavior policy is enforced inside the library (including restrooms and meeting rooms), on outdoor library property, and in virtual spaces like online chats or meetings hosted by the library, and phone calls.

RESPECT PEOPLE'S PROPERTY

Property that belongs to the library or other customers is not your own. Don't steal or damage anything. Adults are responsible for any damage their custodial children cause.

THE LIBRARY IS SAFE

If it's against the law, it's not allowed in the library. Children under the age of 8 must be with a responsible caregiver at all times.

- This is a substance-free place. You cannot have or be under the influence of illegal drugs or alcohol.
- Weapons,¹ concealed or not,² are not allowed.
- Don't block aisles or doorways with your things or yourself.
- Stay awake. Sleeping (or looking like you're asleep) makes it hard for other people to tell whether you're okay. While the library can be a place of peace and rest, it is not a place for naps.

THE LIBRARY IS WELCOMING

Show respect to each other and keep the feeling in the library calm.

- Don't make threats, stalk, swear, or disrespect others or the library.
- Don't harm yourself or others.
- Don't engage in public displays of affection.

1. Weapon means a handgun as defined under Wis. Stats. §941.296, an electronic weapon as defined under Wis. Stats. §941.295, a knife or a billy club in accordance with City Ordinance 9.32.040.

2. City Ordinance 9.32.040 says: In addition to the provisions of Wisconsin Statutes enumerating places where the carrying of a weapon or a firearm is

prohibited, including exceptions thereto, it shall be unlawful for any person other than a law enforcement officer or other City officer or official designated by the Eau Claire Chief of Police to enter the following City of Eau Claire municipal buildings, facilities or locations while carrying a weapon or a firearm. [The library is one of the listed locations.]

- No selling or panhandling. If you want to take a survey or ask for signatures to a petition you need to follow the library's policy on Petitioning, Solicitation, and Distribution of Literature.³
- Don't leave your property unattended. The library is not responsible for your things. Staff will remove abandoned property.
- Discrimination based on race, ethnicity, sexual orientation, gender identity, age, any attribute, or protected class is not tolerated. This includes both words and behavior towards others.
- Don't make disruptive noise. This includes being loud enough for others to hear from a reasonable distance.
- Don't use athletic equipment such as skateboards, roller skates, etc. You can bring these things inside with you, just don't use them. Keep bikes locked in the bike racks outside.
- Don't cause strong smells. These may include perfume, body odor, and food odor.
- Follow the library's policy on Computer and Internet Use.⁴

THE LIBRARY IS CLEAN AND HEALTHY

We can work together to keep the library clean and healthy.

- Using tobacco or vaping products must be done off of library property. This includes rolling cigarettes. You can have these products, but keep them stored away and out of sight.
- Snacks and drinks are allowed if they are small and do not have an odor. Messy foods or drinks must be taken outside. Clean up after yourself.
- Food is only to be delivered to the library if it's for a meeting approved by the library.
- Wear appropriate clothing and keep your shoes on.
- Don't lie down in the library. Keep your feet off the furniture. One person per seat.
- Animals are only allowed inside the building if they are service animals or are part of a library program.
- Avoid making a mess. This includes messes in the restrooms.
- Don't visit the library if you are sick.

WHAT IF SOMEONE DOESN'T FOLLOW THE RULES?

Everyone has the right to use the library as long as they don't interfere with anyone else's right to do the same.

- Follow instructions from staff. This includes providing your name or library card if asked.
- If you appear to have symptoms of illness or contagious medical conditions, create any kind of health hazard, or admit to being ill, you may be asked to leave the library.
- Breaking the rules may lead to being banned from the library. Anyone who is banned for more than one year can appeal the ban following the instructions in the "Handling
- a Citizen's Complaint Concerning Library Policies" Policy.⁵
- If you're banned, you won't be able to check out materials or log in to library services.
- It's trespassing if you are on library property when you have an active ban.
- The police may be called if staff think it's necessary. You may receive citations for behavior prohibited by City Ordinances.

3. The full text of the library's policy on "Petitioning, Solicitation, and Distribution of Literature" is available at www.ecpubliclibrary.info/library-policies.

4. The full text of the library's policy on "Computer and Internet Use" is available at www.ecpubliclibrary.info/library-policies.

5. The full text of the library's policy on "Handling a Citizen's Complaint" is available at www.ecpubliclibrary.info/library-policies.

REQUEST TO SHORTEN A LIBRARY BAN

Your Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Library Card Number (if any): _____

You must read the library’s Appropriate Library Behavior policy for your request to be considered. Have you read the Appropriate Library Behavior policy? ☐ No ☐ Yes

Check the box(es) of the Appropriate Library Behavior category or categories that you violated.

- ☐ Respect people’s property.
- ☐ The library is safe.
- ☐ The library is welcoming.
- ☐ The library is clean and healthy.

In your own words, please explain why you were banned.

Please explain why the library should consider shortening your ban. Have you made changes since you were banned?

A decision will be made within 30 days of the day we receive your appeal. You are still banned from the library until we contact you with the decision. You may be required to meet with library staff to review the Appropriate Library Behavior policy before you can get back your library privileges.



L.E. Phillips Memorial
Public Library

400 Eau Claire Street
Eau Claire, WI 54701

Non-Profit Org.
U.S. Postage
PAID
Eau Claire, WI
Permit No. 1557

L.E. Phillips Memorial Public Library
Attn: Administration Office
400 Eau Claire Street
Eau Claire, WI 54701

Fold on dotted line. Seal top edge.

