

Code of Conduct Lincoln Public Library

PURPOSE

To provide a safe and appropriate environment both within the library and on library grounds

POLICY

It is the policy of the Lincoln Public Library to provide a safe and appropriate environment both within the library and on library grounds to facilitate the public's use of the library's services and resources. When the behavior of a patron constitutes a disruption which interferes with the use of the library by other patrons or which interferes with a staff member's completion of his/her duties, the following progressive steps will be taken:

PROCEDURE

1. The staff member will issue a verbal warning, with the statement that the person(s) will be told to leave if the behavior in question does not cease.
2. If the disruptive behavior continues after the verbal warning, the staff member will tell the person(s) to leave the building and the grounds.
3. If there is difficulty in getting the person(s) to leave the building or the grounds, the staff member will call the police.

All instances of eviction and notification of police will be documented by the staff member.

Behaviors which will result in warnings and then evictions from the library and its premises:

- Violation of library rules regarding the proper use of materials and equipment
- Inappropriate, foul or vulgar language
- Running or throwing things in the library
- Inappropriate use, marring, or rearranging of library furniture, fixtures or equipment
- Eating. (all beverages must have lids)
- Loitering or sleeping in the library.
- Smoking or vaping
- Loitering within or outside the building
- Solicitation of library patrons or staff for money, products, services or causes
- Gambling
- Inappropriate public display of physical affection
- Disturbing others with loud or boisterous conduct Including talking or laughing in a repeated pattern of loud outbursts
- Violation of any town, state or federal law
- Engage in any type of sport in the building or on library grounds. This includes skate boarding, ball games and bike riding in the parking lot.
- Lack of appropriate apparel. Shirts and Shoes required.
- Entering non-public areas of the library or using library equipment without authorization

Any time a staff member feels that a patron's behavior is threatening to the immediate safety of other patrons or staff members, the staff member will call the police immediately.
Behaviors which will result in the immediate calling of the police:

- Hitting or striking another person
- Threats of violence to oneself or others
- Harassing other patrons, library staff or volunteers, including stalking, staring, and touching
- Theft of or vandalism to library materials or property or to the personal property of library patrons or staff.
- Disrespectful attitudes or language, goading, teasing or other types of harassment of library patrons or staff
- Loitering or remaining on library grounds after eviction from the building.
- Consuming Alcoholic beverages, possession of illegal drugs, and weapons are prohibited on Library premises

A minor who has been evicted from the building more than twice or whose disruptive behavior has resulted in the summoning of the police will not be allowed to use the library again unless accompanied by a parent or guardian. When possible, a letter will be sent to the parent or guardian stating this policy. The minor will be allowed to use the library again without parental supervision only when mature, lawful behavior is demonstrated.

To allow for the safety of all patrons

Sidewalks outside, lobby, and aisles indoor must remain obstacle-free.

Library patrons should park bicycles or other vehicles only in authorized areas.

Large backpacks, other large bulky items block aisles and should not be brought into the library.

Library patrons should not bring any animals into the library except Service Animals assisting patrons. See Animal Service policy

Patrons should promptly leave the library at closing time.

To allow for uninterrupted service, library phones are for staff use only.

To ensure individuals' right to use the library free of disruption, library patrons must refrain from using cell phones in any area but the front lobby. All cell phones need to be set to vibrate or turned off when in the library.

Approved by the Board of Trustees April 17, 2005
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