

Lincoln County Public Library
Customer Behavior
Reviewed & Approved April 14, 2025

Rules of Conduct

It is the policy of the Lincoln County Public Library to provide a comfortable environment that is conducive to the use of library materials either by individuals or small groups. The library is designed for the use of all members of the public. Patrons are expected to observe the rights of other patrons and staff members and to use the library for its intended purpose.

The Board of Trustees of the Lincoln County Public Library has adopted the following policy regarding conduct. Any behavior or activity that interferes with legitimate library business will be prohibited. Persons who fail to observe the following guidelines may be asked to leave the library and library grounds or be subject to arrest.

The following kinds of behavior will not be allowed in the library or on library grounds:

- Any behavior that endangers safety or health.
- Violation of any local, state or federal law.
- Vandalism or deliberate destruction of library property or materials.
- Theft of library materials or the personal property of other patrons or staff members.
- Deliberate disruption of library services.
- Use of abusive language or loud talking that disrupts or could disrupt other patrons.
- Smoking, tobacco use, and vaping are not allowed on library property.
- Library users must wear shoes and shirts.
- Panhandling, soliciting and loitering.
- Failure to supervise a child, of whom you are a parent or legal guardian, so that he or she does not disturb other persons in the library or damage library property.

These rules are not all inclusive of every behavior that will be regulated on library property. The Lincoln County Public Library reserves the right to prohibit any behavior or actions, which we feel, may be inappropriate or disruptive.

The Library maintains the right to inspect all packages of visitors entering or leaving the Library. The Library has the right to restrict visitors from entering the Library with large bundles, carts, bicycles, or similar items.

Anyone who refuses to leave the Library at the request of a staff member is guilty of criminal trespass and is subject to arrest and prosecution. The Library may take appropriate legal measures to enforce these behaviors or to prevent access to individuals who refuse to comply. Staff is not expected to allow them to interrupt their work, but is expected to treat them fairly.

Harassment Policy

Anyone, including patrons, who harasses staff or another patron, will be asked to leave the library and a report will be filed with the director. Repeated acts of harassment or acts that may escalate into violent or illegal actions will be report to the Lincoln County Sheriff's Department or the Stanford City Police Department.

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Lewd acts or sexual misconduct is not appropriate in the library. Serious acts and acts involving minors will be reported to the Lincoln County Sheriff's Department or the Stanford City Police Department. All serious acts will be reported to the director.

Complaints:

Regarding Personnel-

If a patron wishes to lodge a complaint against a library employee, that patron should be directed to the Library Director. In the Director's absence, the patron may be asked if he/she would like to contact the Director later or speak with the Assistant Director. If the complaint is against the Director, the patron should be given the name of the President of the Board of Trustees.

Regarding Policies- All library users have a right to question general library procedures and policies. If a patron wishes to challenge or discuss a particular library policy, he/she should be shown the policy as written in the Policies and Procedures Manual of the Lincoln County Public Library, and invited to discuss the matter further, if need be, with the Director.

Regarding Selection of Materials- All library users have a right to question general library procedures and policies. If a patron wishes to complain about a library material, they will be shown the Collection Development policy and be given a copy of the Citizen's Request for Reconsideration of an Item form. Give the completed form to the Director.

We appreciate your cooperation in maintaining a pleasant atmosphere in the library.

Adopted by the Lincoln County Public Library Board of Trustees this 14 day of April , 2025.

_____ Board President _____ Date