

POLICY: CODE OF CONDUCT POLICY

PURPOSE: This policy establishes the goals of the library in providing safe and welcoming spaces, and equitable access to materials, services, and spaces for all library users and staff. This policy is complemented by the Behavior Policy, and the Behavior & Response Matrix which establishes varying levels of responses to violations to the Code of Conduct Policy.

Lincoln City Libraries (LCL) supports the rights of all individuals to free and equal access to information and use of the library without discrimination, intimidation, threat of harm or invasion of privacy. LCL is dedicated to providing friendly, courteous and respectful service. The goal of LCL is to provide an enjoyable, clean and comfortable environment for all library users. This environment encompasses the interior and grounds of Lincoln City Libraries buildings, as well as virtual spaces. The Code of Conduct Policy is designed to:

Provide a Comfortable and Welcoming Environment

Lincoln City Libraries provides a comfortable and welcoming environment. Mutual respect makes it possible for everyone to enjoy library materials and services. We ask library users to be respectful of each other and library staff and behave in a manner that does not disrupt other library users or interfere with normal operation of the library. Examples of disruptive behaviors include but are not limited to:

- Using obscene or abusive language, including epithets directed at an individual, including, without limitation, language regarding race, ethnicity, sexual orientation, gender identity, or other personal characteristics
- Creating unreasonable noise in a manner that disrupts others in their use and enjoyment of the Lincoln City Libraries collections, equipment and property
- Using audible devices without headphones or using headphones set at a volume that disturbs others. Using any communication devices in a manner that disturbs others
- Running, pushing, fighting or shoving
- Operating roller skates, cycles, skateboards, scooters or other similar devices inside the library
- Failing to comply with a reasonable staff request

Ensure a Safe and Secure Environment

Lincoln City Libraries strives to ensure a safe and secure environment for customers and library staff. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal law or ordinance is prohibited on LCL property. Examples of prohibited activities include but are not limited to:

- Sexual, physical, verbal or other harassment
- Bullying
- Bringing unauthorized weapons into library buildings
- Possessing, selling or being under the influence of illegal drugs or alcohol
- Engaging in staring, stalking, or indecent exposure
- Soliciting or panhandling on library property
- Trespassing or entering library property when suspended or banned
- Impeding passageways with personal property
- Leaving personal property unattended
- Failure to leave the library during emergencies and at closing time

Maintain a Healthy and Clean Environment

Lincoln City Libraries maintains a healthy, clean, alcohol-free and smoke-free environment for all library users. Considerate consumption of snack food or a covered beverage is allowed in public areas of the library unless otherwise posted. Examples of behaviors that are not conducive to providing a clean and hygienic environment include but are not limited to:

- Public possession, use or sale of illegal drugs, alcohol, cigarettes, vapes, marijuana, chewing tobacco or other tobacco
- Consuming food or beverages in a manner that creates an unclean environment, attracts insects or vermin, disrupts other customers or is harmful to library resources
- Sleeping
- Patrons four years and older not wearing shoes or a shirt
- Personal hygiene that poses a health risk
- Bringing animals inside library buildings, with the exception of service animals and those allowed during special library programs
- Using restrooms for bathing or washing of clothes

Protect Library Property

- Lincoln City Libraries protects collections, equipment and property including: buildings, grounds and virtual spaces for present and future users. Intentionally defacing, damaging, destroying or stealing any materials, equipment or property belonging to the library, another customer or staff member is prohibited, and may be a violation of the law.

Enforcement of the Code of Conduct Policy

Enforcement of the Code of Conduct Policy will be conducted in a fair and reasonable manner. Library staff and contracted security staff will intervene to stop prohibited activities and behaviors. Individuals who fail to observe the Code of Conduct Policy may be asked to leave the library building, property, or virtual space, be suspended from the library for a period of time (or suspended permanently under certain circumstances); be subject to arrest and/or be subject to other lawful action. Violations of any suspension(s) imposed by Lincoln City Libraries may be

enforced in any lawful manner, which may include, without limitation, civil and/or criminal action being brought against the appropriate individual(s).

If an individual is suspended from the library, they may file an appeal by following the "Appeal Procedure of Banning Order" as outlined in the Behavior Policy.

Adopted by Library Board: March 17, 2026

Revisions Last Approved by Library Board:

Revised:

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