

**Lincoln Public Library Board
POLICY MANUAL**

SECTION: FACILITIES

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TOPIC: General Facility Use

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DATE: September 2001 REVISED: April 2006; May 2010; December 2014; November 2016; June 2018

The Lincoln Public Library provides service in two facilities. *Fleming Branch* is located in Beamsville and *Moses F. Rittenhouse Branch* is located in Vineland. The following are general guidelines, which pertain to both facilities:

1. The Library is a smoke-free building. This includes tobacco products, cannabis and e-cigarettes.
2. Patrons are asked not to eat in the Library; only lidded beverages are permitted.
3. Pets, with the exception of service animals or animals participating in a library program, are not permitted in the Library.
4. Library users must speak and work quietly the library. Use respectful language and not profanity.
5. Patrons are asked to use headphones while on computers or with audio devices, and keep the volume at a level that will not disturb others.
6. Parents must arrange for supervision of their children while the children are on library premises. Children under 10 must not be left unattended in the Library.
7. Patrons must ask for staff permission before posting notices, handing out written material, asking for donations, or engaging in any commercial activity on library premises.
8. Patrons must ask staff before engaging in photography, filming, recording or video.
9. Patrons must refrain from using wheeled toys, sports equipment, skateboards or roller blades in the Library.
10. Library staff are not responsible for patron items lost or stolen on library premises.

When a breach of the Rules of Conduct occurs, the Library has discretion in determining whether a person will be excluded, the time period of the exclusion, and will take into consideration the severity of the misconduct, the circumstances surrounding

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the incident and any mitigating factors. If the behaviour involves illegal activity, Library staff have the authority to call the police.

Related Documents: Code of Conduct (see Appendix)
C-10 Unattended Children
G-22 Violence in the Workplace