



Library Code of Conduct Policy

The Lewiston City Library is supported by the taxes of the citizens of Lewiston who expect our facility to be clean, comfortable, and safe for selecting materials, reading, researching, studying, writing, and attending programs and meetings. To this end, the Library is responsible for establishing rules or a code of conduct to protect the rights and safety of Library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment and facilities.

Unacceptable behavior is defined as any conduct which is (a) a disruption to the orderly and efficient administration of the Library's business; (b) a disruption to others using the Library; (c) a threat to the security of the Library's property; or (d) a danger to any person.

Enforcement of these rules will be conducted in a fair, humane, and positive manner for the benefit of all. Library staff and/or the City of Lewiston Police will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules and policies could result in removal from the premises and exclusion from the Library for a period of one day to one year by Library Administration directive. Violations could also result in the restriction and/or termination of specific Library privileges, such as the use of Library computers.



Administrative Policy: Library Code of Conduct

Staff Guidelines

Lewiston City Library's behavior rules protect the rights and safety of library patrons and staff members, and preserve and protect the library's materials, facilities and property.

Definitions and scope

These behavior rules shall apply to the interior and exterior of the building, and all grounds controlled and operated by the Lewiston City Library (building and grounds are hereafter referred to as the "premises") and to all persons entering in or on the premises.

Listed below are the library's behavior rules. Persons who violate these rules may be ejected from the premises for the period of time listed below.

Behavior rules

Any person who violates rules 1-5 while in or on library premises will be immediately ejected and excluded from the Lewiston City Library premises without first being given a warning. Any person so excluded shall lose all library privileges for a period of up to one year, and the incident will be reported to the appropriate law enforcement agency.

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state or local criminal statute or ordinance.
2. Directing a specific threat of physical harm against an individual, group of individuals or property. Violation of this rule will result in a minimum exclusion of one year.
3. Engaging in sexual conduct including, but not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
4. Being under the influence of any intoxicating liquor or controlled substance, including marijuana and marijuana derivatives.
5. Possessing, selling, distributing or consuming any alcoholic beverage (except as allowed at a library approved event), marijuana or any marijuana derivative.



Any person who violates rules 6-19 while in or on library premises will be given up to one warning at the discretion of library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the Lewiston City Library premises. Any person so excluded shall lose all library privileges for a period of up to six months.

6. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or patrons, including, but not limited to, conduct that involves the use of abusive or threatening language or gestures, conduct that creates unreasonable noise, or conduct that consists of loud or boisterous physical behavior or talking.

7. Using library materials, equipment, furniture, fixtures or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others.

8. Disobeying the reasonable direction of a library staff member.

9. Soliciting, petitioning, or distributing written materials or canvassing for political, charitable or religious purposes inside a library building, including the doorway or vestibule of the library, or in a manner on the library premises that unreasonably interferes with or impedes access to the library.

10. Interfering with the free passage of library staff or patrons in or on the library premises, including, but not limited to, placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free passage.

11. Placing personal belongings on or against buildings, furniture, equipment or fixtures in a manner that interferes with library staff or patron use of the library facility, or leaving personal belongings unattended.

12. Bringing bicycles or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways if no bicycle rack is provided within that area.

13. Operating roller skates, skateboards or other similar devices in or on library premises.

14. Parking vehicles on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.

15. Smoking, any use or preparation of tobacco, or any use or preparation of vaping devices or substances.

16. Consuming food or drink that creates a nuisance because of odor, garbage or spills. Non-alcoholic beverages in closed containers and small amounts of snack foods are allowed.



17. Bringing pets or animals, other than those needed to guide or assist a disabled person, into the library except as authorized by the library director.

18. Taking library materials into restrooms if the materials have not been checked out.

Any person who violates rules 20-23 while in or on library premises will be given up to two warnings at the discretion of library staff; then the person will be asked to leave the premises for the day. Subsequent offenses by that person will result in that person's immediate ejection and exclusion from the Lewiston City Library premises. Any person so excluded shall lose all library privileges for a period of up to three months.

20. Sleeping in or on library premises.

21. Improperly using library restrooms, including, but not limited to, bathing, shaving, washing hair and changing clothes.

22. Using personal electronic equipment at a volume that disturbs others, including, but not limited to, pagers, stereos, televisions and cellular telephones.

23. Leaving one or more children under the age of 10, who reasonably appear to be unsupervised or unattended, anywhere in or on library premises.

Any person who violates rules 24 and 25 while in or on library premises will be excluded from the premises until the problem is corrected.

24. Entering library buildings with bare feet or a bare chest.

25. Disturbing others because of offensive body odor.

Repeat Offenses

Individuals who repeatedly violate these Behavior Rules after having been previously excluded for library rule violations may face a longer exclusion than indicated in these guidelines. Repeat offenders need not violate the same rule to be subject to stricter enforcement and may not be warned that their behavior is inappropriate before being excluded.



Appeal Procedure

Notice of Appeal. Any person excluded and whom shall lose all library privileges for a period of one year may appeal the decision to the Library Board of Trustees. The individual aggrieved must file a written notice of appeal within 10 days after he/she receives the exclusion. Such notice shall be filed with both the Library Director and the Library Board Chair, c/o 411 D Street, Lewiston, ID 83501. The Board shall hold a hearing within 30 days after the notice has been filed. The individual shall be notified at least 10 days before the hearing.

Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Approved by the Library Director, 03-21-2017