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USCL Code of Conduct

Adopted by the Board of Trustees

Date: 3/14/2019; Revised 2/13/2020, 8/14/2025

The Upper Sandusky Community Library seeks to provide quality library service to all users. The following Code of Conduct has been developed in order to protect the ability of everyone to enjoy the library in a manner consistent with its purpose, which is primarily to be a place of reading, study, and quiet community gatherings.

The following are not permitted:

- Loud or disruptive noise, or loud talking
- Profane, abusive or obscene language; racial, ethnic, religious, gender, or sexual orientation epithets
- Disruptive or rowdy behavior, including shouting, running, jumping, chasing, hitting or pushing
- Fighting, challenging someone to fight, physical abuse or assault
- Harassing patrons or staff, including deliberate or repeated language or behavior that is intimidating, hostile, or offensive, or that adversely impacts staff work performance or patron use of the library
- Inappropriate use of furniture (sitting on tables, feet on tables and chairs, etc.)
- Intentionally damaging, destroying or stealing property belonging to the library, other patrons, or staff
- Eating (including candy) in the library, except for meeting rooms or for a library program
- Littering
- Standing in front of or interfering with access to entrances and other areas of the library
- Inappropriate physical contact, engaging in or soliciting a sexual act, or indecent exposure
- Inappropriate dress, including bare feet, no shirt, and uncovered swimsuits
- Inappropriate use of the Internet or violation of the library's [Internet Safety Policy](#), available at the circulation desk.
- Smoking, using tobacco or using electronic nicotine delivery devices (e.g. e-cigarettes, vaping) in the library or on library property. Receptacles located at the entrances for disposal of cigarettes before entering are not to be used as "smoking areas."
- Being under the influence of or possessing alcohol or drugs, or selling drugs or alcoholic beverages
- Bringing animals other than ADA-defined service animals into the library
- Posting, selling, or distributing materials without permission from library staff
- Asking patrons or staff for money or other donations, or selling or attempting to sell merchandise to library patrons or staff
- Playing in or walking and running through landscaping stones, bushes, and trees
- Using roller blades, roller skates, skateboards, spiked shoes, cleats or other sports equipment in the library or on library property
- Taking photographs or recording videos of library staff or patrons without their permission
- Possessing weapons of any kind, either concealed or in plain view, in the library, unless the person in possession of the weapon is a law enforcement officer
- Entering library property when banned, or remaining on library property after having been restricted or directed to leave

The examples above are not a complete list of violations but are intended to provide guidance.

The director and other library staff are authorized to determine what constitutes disruptive behavior.

For the safety and comfort of our visitors, please observe the following:

- Put book bags, instrument cases, etc. on or under tables and out of the way.
- Place coats on the back of your chair or on a table and out of the way.
- Beverages in covered containers are permitted, except at computer workstations.
- Leave the area you were using clean and in order for the next user.
- Return all game pieces, etc., to their boxes and return to the shelf.
- Bring any books or other materials you have been using to the circulation desk, unless you have checked them out.

PERSONAL BELONGINGS

The library is not responsible for lost, stolen or forgotten items. It is recommended that patrons do not leave personal belongings unattended.

EMERGENCIES

In the event of an emergency, patrons shall comply with instructions from library staff.

PLEASE NOTE:

- Warnings will be issued to the entire group causing a disturbance, and all will be asked to leave if the behavior continues, regardless of a specific individual's participation in the disturbance.
- Parents or other caregivers are responsible for their children's behavior while in the library. Failure to keep children under control will result in the child and caregiver being asked to leave the library, with the understanding that they are welcome to return at a time when the child can behave appropriately, according to this Code of Conduct.
- The library does not assume or accept responsibility for unattended minors.
- Criminal or potentially dangerous activity will be reported to the police.

Violators of this policy will be warned once by library staff. If the behavior is continued, the violator will be asked to leave the library property, including the outdoor grounds. In cases of gross misconduct, violators will not receive a warning and will be asked to leave the library property immediately. If the violator does not leave when asked by library staff, the police will be called. In case of serious or repeated infractions, violators may be banned from the library either temporarily or permanently. Serious infractions include threats or violence to library users or staff, use of abusive or obscene language, and deliberate damage of library property or the belongings of others.

Administration of this policy shall be the responsibility of the Library Director, and enforcement of this policy shall be the responsibility of all library employees.

APPEALS

A library patron who has been banned from using library facilities may appeal the suspension of privileges by submitting a written petition to the Director. The petition should state why the person's library privileges should be reinstated. The Library Director will bring a recommendation on the appeal to the Upper Sandusky Community Library Board of Trustees at the next regular Board meeting, where it will be discussed in open session. The patron is not required to attend the meeting, but has the right to request the opportunity to speak to the Board at this time. The decision regarding the appeal shall be final and mailed to the patron within seven days of the Board's decision.