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USCL Petitions and Solicitation Policy

Adopted by the Board of Trustees

Date: August 14, 2025

The Upper Sandusky Community Library (USCL) is considered a limited public forum under Ohio law and is therefore obligated to permit the public to exercise those rights that are consistent with the nature of a library and consistent with the government's purpose in establishing a library.

Accordingly, this policy sets forth conditions for signature petitions and solicitation on USCL property to protect both the free exercise of individual rights and to maintain a safe and welcoming environment for all persons who visit USCL facilities.

This policy is content neutral and applies to all petitioning regardless of the candidate, organization, issue, or cause. Petitioners, as with all visitors to USCL, must abide by USCL's Code of Conduct.

1. Circulating petitions for signature, requesting money or other types of donations, or selling anything inside the library building, including meeting rooms, is prohibited.
2. Circulating petitions for signature outside of the library, at a distance of 20 feet or more from doorways is allowed.
3. Petitioners are not permitted to occupy areas designated as traffic lanes or parking areas.
4. Petitioners shall not block, hinder, interfere, or otherwise impede persons from entering or exiting USCL facilities or from accessing the outdoor book return or bicycle racks.
5. Petitioners shall not prevent or hinder persons from getting in or out of vehicles, use abusive language, harass, intimidate, or behave in any way that violates USCL's Code of Conduct.
6. Only one person at a time is permitted to approach an individual or group of visitors to solicit signatures for a petition or distribute leaflets. Petitioners shall not gather in a group of more than two persons in front of or behind the library.
7. Petitioners must provide their own supplies and equipment. USCL will not provide tables, chairs, or supplies.
8. Petitioners may not place signs on library property, or place materials or leaflets on cars in the library's parking lots. They may wear garments or carry signs with messages supporting their cause.
9. Solicitation for the purposes of selling items, merchandise, tickets, or other for-profit activities is not permitted in USCL facilities or on USCL property.

10. Nonprofit fundraising activities are not permitted in USCL facilities or on USCL property when the purpose is to benefit a group or organization other than USCL, the Friends of the Upper Sandusky Community Library, or other groups affiliated with USCL.

11. The library has the right to ask any person circulating petitions or leafleting to provide his or her name and/or their supervisor's name, address, and a copy of the petition or leaflet to library staff.

Persons who fail to comply with this policy will be asked to leave USCL premises and may be barred from the right to petition at USCL in the future.

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 may be made to the Library's Board of Trustees at a regularly scheduled meeting, according to Part VI Section G of the [Library Board Bylaws](#). Copies are available at the circulation desk.

USCL will not assume responsibility for any harm or injury suffered by persons circulating petitions or leaflets, or by those who are signing a petition.

The presence of a person circulating petitions or distributing leaflets outside a library facility does not constitute the USCL's endorsement of any candidate, initiative or referendum, policies, beliefs, or political affiliations of any person or group circulating petitions or distributing leaflets.

APPEALS

A person who has been banned from circulating petitions or distributing leaflets on library property may appeal the ban by submitting a written petition to the Director. The petition should state why the person's 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 person 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 person within seven days of the Board's decision.