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## USCL Policy on Visitor Behavior

Adopted by the Board of Trustees

Date: 3/14/2019; Revised 2/13/2020

The Upper Sandusky Community Library seeks to provide quality library service to all users. The following standards of library behavior have been developed to:

- Protect the rights of all individuals to use library materials and services.
- Protect the right of library employees and volunteers to conduct library business without interference.
- Ensure the safety of library users, employees, and volunteers.
- Preserve library materials and property from harm.

### **Please Do:**

- Keep your voice to a level appropriate to indoor conversation.
- 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.
- Have beverages in a covered container and consume with care to avoid spills.
- 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.
- Return any books or other materials you have been using to the circulation desk (unless you have checked them out).
- Place trash in trash cans.
- Check that you have all of your belongings when you leave. The Library is not responsible for items left behind.

### **Avoid—Examples of prohibited behavior include but are not limited to:**

- Bringing food (including candy) into the library, except for meeting rooms or for a library program.
- Use of cell phones or other devices at a volume that disturbs other patrons or library staff.
- Profane, abusive or obscene language.
- Making racial, ethnic, religious, gender, or sexual orientation epithets.
- Loud behavior, including loud talking, singing, other loud or disruptive noise.
- Disruptive or rowdy behavior including shouting, running, jumping, or 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.).
- Vandalism, or intentionally damaging, destroying or stealing property belonging to the library, other patrons, or staff.
- Littering.
- Congregating around or interfering with access to entrances and other areas of the library.
- Trespassing, violating an eviction, entering library property when banned, or remaining on library property after having been restricted or directed to leave.
- Inappropriate physical contact, engaging in or soliciting a sexual act, or indecent exposure.
- Improper dress, including bare feet, no shirt, and uncovered swimsuits.
- Posting, selling, or distributing materials without permission from library staff.
- Soliciting or panhandling library patrons or staff, including soliciting money or donations, or selling or attempting to sell merchandise to library patrons or staff.

- Being under the influence of or possessing alcohol or drugs, or selling drugs or alcoholic beverages.
- 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.”
- Bringing animals other than service animals into the library.
- 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.
- Entering unauthorized workspaces or work areas or other non-public areas.
- 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.
- Inappropriate use of the Internet or violation of the library’s Internet Use Policy.
- Engaging in other acts disruptive to patrons or staff.

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.

### **PERSONAL BELONGINGS**

The library is not responsible for lost or stolen 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. **DO NOT JOIN OR STAY IN A GROUP THAT YOU THINK WILL GET YOU IN TROUBLE.**
- Parents or other caregivers are responsible for their children’s behavior while in the library.
- 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—this includes 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.

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.