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## USCL Policy on Visitor Behavior

Adopted by the Board of Trustees

Date: 3/14/2019

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:

- Bringing food (including candy) into the library (Food is permitted only in meeting rooms or in connection with a library program).
- Loud or boisterous behavior, including conversation that is disturbing to other users or library employees.
- Use of cell phones or other devices at a volume that disturbs other patrons or library staff.
- Abusive or vulgar language.
- Disruptive or rowdy behavior including shouting, running, jumping, or chasing.
- Inappropriate use of furniture (sitting on tables, feet on chairs, etc.)
- Threatening behavior or harassment, either verbal or physical.
- Inappropriate physical contact, sexual misconduct, fighting, or physical violence.
- Inappropriate use of the Internet or violation of the library's Internet Use Policy.
- Posting, selling, or distributing materials without permission from library staff.
- Vandalism: damaging or tampering with library property, indoors or outdoors.
- Use of alcohol or tobacco or being under the influence of alcohol or drugs on library property, including electronic substitute devices (e.g. vaping).
- Congregating around or interfering with access to entrances and other library facilities.
- Playing in or walking and running through landscaping stones, bushes, and trees.

**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 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 user 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.

### Unattended Children Policy

The Upper Sandusky Community Library welcomes and encourages children to visit the library, use library resources and services, and attend library programs. The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. Library staff cannot act *in loco parentis* and are not responsible for children who are unattended or demonstrating inappropriate behavior. The library is not responsible if children leave library property.

Children displaying inappropriate or destructive behavior will be informed of the rules. If inappropriate behavior continues, the child may be asked to leave the library. If a child is unaccompanied by an adult or appropriate-aged caregiver, and, in the judgment of the staff, is too young to travel the streets alone, the staff will attempt to contact a parent, guardian, or assigned caregiver. Library staff are not permitted to give an unaccompanied child a ride home. Local law enforcement may be asked to intervene if the situation warrants.