

Birchard Public Library of Sandusky County
Library Use and Behavior Expectations Policy (adopted 9-21-21)

Libraries and library resources are provided for use by all people the library serves. The library administration and staff strive to conduct all interactions with respect and to provide an atmosphere conducive to study and learning in order to provide effective library services for all. Community members are expected to make use of the available facilities and resources in a lawful, orderly, and considerate manner.

Section 1: Conduct Governed by Birchard Public Library Policy

Any behavior that disrupts the orderly use of the library is prohibited. This includes, but is not limited to, behavior that constitutes a nuisance or presents a safety and/or security hazard or health risk, or that affects the ability of the library staff to provide service to library patrons. The following actions are examples of conduct not allowed on library property:

- 1.1 Possessing weapons of any kind, either concealed or in plain view
- 1.2 Using threatening, profane, or offensive language or gestures
- 1.3 Trespassing in non-public areas at any time, or trespassing on library properties after posted closing times
- 1.4 Blocking aisles, exits, or entrances
- 1.5 Creating excessive noise or a disruption
- 1.6 Using computers, phones, or other devices at a volume that disturbs other patrons or library staff
- 1.7 Leaving packages or any other personal items unattended
- 1.8 Bringing large items into library facilities
- 1.9 Leaving a child, age 6 or under, unsupervised or unattended anywhere in or on library premises(See also Unattended Children Policy)
- 1.10 Monopolizing equipment, materials, or furnishings
- 1.11 Moving furniture or equipment without authorization from library staff
- 1.12 Bringing animals into library facilities, with the exception of service animals and animals brought in for authorized programs,
- 1.13 Furnishing false information to a library staff member or library representative
- 1.14 Being on library property without shoes or without a shirt or, or being otherwise attired so as to create a threat to health or safety or disrupt other patrons' use of the library facilities
- 1.15 Eating or drinking, except in designated areas
- 1.16 Using skateboards, skates, scooters, or similar devices on library property
- 1.17 Bringing bicycles, scooters, or carts into library facilities without permission

- 1.18 Misusing computers and/or violating the library's policy on internet and computer use (see also Internet Access Policy and Rules for Library Computer Use)
- 1.19 Disabling, circumventing, or breaching library software on public computers or devices
- 1.20 Soliciting, panhandling, or gambling
- 1.21 Posting or distributing material without permission
- 1.22 Parking vehicles on library property for purposes other than library use
- 1.23 Engaging in horseplay, running, pushing, or shoving
- 1.24 Bullying
- 1.25 Using restrooms for bathing, shaving, or washing clothes
- 1.26 Emitting offensive or pervasive odors which are a nuisance to patrons and staff
- 1.27 Sleeping or camping in or on library property
- 1.28 Smoking, vaping, chewing, consuming or otherwise utilizing tobacco or marijuana products
- 1.29 Consuming alcohol
- 1.30 Littering or otherwise creating an unreasonable mess
- 1.31 Failing to use designated toilet facilities when eliminating bodily wastes
- 1.32 Refusing to leave the Library during an emergency evacuation, an emergency drill, or at closing
- 1.33 Refusing to comply with health and/or safety mandates or regulations
- 1.34 Refusing to comply with staff requests to adhere to library policies and regulations

SUBJECT TO SEARCH

By entering the Library, all persons consent to search by the Library of bundles, packages, backpacks, briefcases, purses, and other containers upon entering or leaving Library buildings, in order to protect and preserve the safety and security of property and people using the Library.

Section 2: Conduct Governed by Federal, State, and Local Law

Patrons must comply with federal, state, and local laws, including, without limitation, those that concern the following:

- 2.1 Concealed weapon
- 2.2 Physical harm or threat of physical harm
- 2.3 Menacing or stalking
- 2.4 Fighting
- 2.5 Selling, using, or possessing alcohol or illegal drugs

- 2.6 Defacing or intentionally damaging library property
- 2.7 Theft and/or attempted theft of library property or the property of library patrons or staff
- 2.8 Abusive language
- 2.9 Sexual conduct
- 2.10 Indecent exposure
- 2.11 Trespassing
- 2.12 Gambling
- 2.13 Being under the influence of alcohol or illegal drugs
- 2.14 Smoking
- 2.15 Computer usage
- 2.16 Sending, receiving, printing, disseminating, or displaying text or graphics which may be construed as obscene or as “harmful to juveniles” under Chapter 2907 of the Ohio Revised Code.

Infractions of the law may result in a patron’s expulsion from the Library, criminal prosecution, or other legal action, as appropriate.

POLICY ENFORCEMENT

The Board of Trustees of the Birchard Public Library of Sandusky County has delegated to the Director and other library staff the authority to enforce the Policy on Library Use and Behavior Expectations. A patron who violates this policy will be notified of the portion of the policy that has been violated. A violation of this policy may result in a patron’s expulsion from Library property, criminal prosecution, or other legal action as appropriate, depending on the severity or frequency of the violation. If possible, a person who has violated this policy and is expelled for more than one (1) day will be given written notice of the violation at the time of the infraction. Otherwise, the Library will make a good faith effort to notify the person via U.S. mail.

APPEALS PROCESS

A person may appeal an expulsion which exceeds one (1) day by filing an Administrative Appeal in writing. Persons who believe they are being unfairly targeted with multiple one-day suspensions or consecutive suspensions because of managerial abuse of discretion, unevenly applied enforcement, or unreasonable managerial response may also file an Administrative Appeal. Administrative Appeals and any documentation may be mailed to: Library Director, Birchard Public Library of Sandusky County, 423 Croghan Street, Fremont, Ohio, 43420. The Library Director will respond in writing within seven (7) days of receipt of the appeal. The Library Director has the authority to affirm, modify, or revoke any suspension or expulsion.

Decisions of the Library Director or his/her designee may be appealed to the Board of Trustees. A patron may submit a written statement explaining why the Director’s decision should be overturned, along with any supporting documentation or evidence the patron wishes the Board to consider. Statements may be mailed to: Board of Trustees, Birchard Public Library of Sandusky County, 423 Croghan Street, Fremont, Ohio, 43420.