

## XII. RULES OF CONDUCT

These Rules of Conduct were adopted to promote a quiet, safe, attractive, sanitary, and orderly atmosphere and to insure every person's ability to use the Library and Library materials to the maximum extent possible and to have reasonable access to Library facilities without unreasonable interference from any other person. Any person violating any of these Rules may be asked to leave the Library for the remainder of the day, or for a longer period of time under the circumstances described below. Any person who refuses to leave the Library after being requested to do so for violating these Rules, or who returns to the Library prior to the authorized time, will be subject to arrest and prosecution for trespass. These Rules apply to all Library facilities. Approaching other patrons in an effort to enforce these Rules of Conduct or to conform his/her or others' conduct in any given manner is prohibited.

The Members of the Board of Directors of the Sandusky Library hereby adopt the following policy in order to provide an atmosphere conducive to appropriate use of library services and facilities. These rules of conduct are hereby ordered to be posted in a prominent location in the library and will be given to patrons upon request.

### **1. Respect Library Rules**

Patrons must follow rules and policies as requested by Library staff, guard, or law enforcement.

### **2. Disturbing Noise**

Creating any loud, unreasonable, and/or disturbing noise by personal actions, radios, tape players, televisions, telephones, and/or other means of communication is prohibited.

### **3. Food or Drink**

Eating of any packaged or unpackaged food or drinking of any uncovered beverages in the Library building is prohibited. Food and drink are allowed only in designated areas or for programs and meetings held in the meeting room areas of the Library as indicated in the Meeting Room Policy and Procedures document.

### **4. Sleeping**

Sleeping or putting a head on the table repeatedly or for prolonged periods of time is prohibited. Putting feet or legs on table tops or other flat surfaces which are meant to be used for writing, reading, or research is prohibited.

### **5. Inappropriate Language**

Using obscene or abusive gestures or language is prohibited.

### **6. Public Displays of Obscene Material**

Patrons must refrain from displaying profanity, sexually explicit graphics, or other sites that violate community standards as set forth in the U.S. Code Sec. 1460 of Title 18 and U.S. Code Sec. 2256 of Title 18.

## **7. Loitering**

Activities and behavior that creates a nuisance are prohibited. Patrons shall be engaged in activities associated with the use of a public library while in the building. Patrons not engaged in reading, choosing materials, studying, using library materials, or attending meetings or library programming shall be required to leave the building and/or grounds.

## **8. Selling, Soliciting, or Mass Distribution of Materials**

Selling and/or soliciting for any purposes, which includes but is not limited to money or items of service, prostitution, sale of illegal drugs or sale of alcohol, gambling, etc. is prohibited. For the safety of patrons, rather than setting up in front of the entrance, petitioners may set up beside the bike rack (10 feet west from the curb and across from the book drops) and/or in front of the outside granite Donor Wall and/or on the public sidewalk at Jackson Street, Columbus Avenue, and Adams Street. Distributing or posting printed materials/literature that has not been approved by the Library is prohibited.

## **9. Unsafe Behavior**

Unsafe behavior such as roughhousing, climbing on furniture, running, skateboarding, or any other potentially injurious actions is prohibited.

## **10. Personal Belongings**

Intentionally damaging, destroying, or stealing any library property, patron's property, or employee's property is prohibited. Bringing bedrolls, blankets, large duffle bags, large plastic bags measuring over two and one half feet in length or height, or any bags of that size is prohibited.

## **11. Smoking**

Smoking or other uses of tobacco is prohibited.

## **12. Offensive Odors**

Interfering with another's use of the library through personal hygiene that doesn't conform to customary standards in the community is prohibited.

## **13. Full Dress Required**

Failing to wear shoes or shirt is prohibited. Wearing clothing that doesn't conform to customary standards in the community is prohibited.

## **14. Restroom Use**

Taking library materials into restrooms is prohibited. Misusing restrooms, which are meant for Library patrons only, including but not limited to bathing and indecent or illicit acts is prohibited.

## **15. Following/Stalking**

Stalking others in the Library is prohibited. For the purpose of enforcing the Library's Code of Conduct, following/stalking behavior directed at a Library employee by a Library patron shall include behavior which occurs anywhere on Library property.

### **16. Abusive Behavior**

Engaging in disorderly conduct, fighting, or challenging to fight, or using offensive words likely to provoke violence is prohibited.

### **17. Unlawful Behavior**

Carrying weapons of any type is prohibited. Engaging in acts of indecent exposure or threatening or attempting to do so is prohibited. Engaging in rude, obnoxious, vexatious, agitating, alarming, annoying, harassing, or other unreasonable behavior, noise, or communication with patrons or staff, after previously being warned to cease and desist in such behavior, noise, or communication is prohibited. Acts of conduct which are prohibited by state, federal, or City of Sandusky ordinance are prohibited. Any communication of threats, use of obscene or abusive language or gestures, physical violence or sexual offenses will result in permanent exclusion if arrest and conviction occur.

### **18. Unattended Child Policy**

Leaving a child under six (6) years of age unattended by a responsible, non-library employee is prohibited. Leaving a child or young adult (up to the age of 17) on Library premises after closing time is prohibited. Leaving a child over the age of six (6) and under the age of thirteen (13) unaccompanied in the Library for prolonged periods of time or on a repetitive daily or weekly basis is prohibited. Allowing a small child to ride the elevator unaccompanied by a responsible, non-Library employee is prohibited. (See also Unattended Child Policy – 2.17)

### **19. Animals**

No animals are permitted within the Library with the exception of certified service dogs, certified therapy dogs, “purse” dogs, and such other animals as shall be approved in advance in writing by the Director.