

# Orange County Library System

## *Rules of Conduct*

**Effective: November 1, 2014**

The Orange County Library System has adopted the *Rules of Conduct* to protect the right of individuals to access Library materials, services, and programs, to protect the right of Library staff to conduct Library business and pursue the goals of the Library's Mission without improper interference, to protect the right of patrons and employees to enter and exit the Library's property without impediment, annoyance, or distraction from non-Library activities, and to protect Library materials and facilities from harm.

The Library reserves the right to inspect an individual's personal belongings to prevent the removal of Library materials or equipment. Anti-theft devices are used to protect the Library's collection.

The *Rules of Conduct* apply to all Library premises, including buildings, interior and exterior, and all grounds controlled and operated by the Orange County Library System. The *Rules of Conduct* apply to all individuals entering in or on the Library premises. The violation of any federal, state, or local criminal statute or ordinance will also be regarded as a violation of the Library's rules.

Any individual issued a Trespass Warning is prohibited from the use of **all** Orange County Library System facilities and services for the duration of the warning. Any individual returning to an Orange County Library System facility during a period of trespass will be issued a new three year Trespass Warning. Any individual who re-enters the location from which they have an active Trespass Warning is subject to arrest. This prohibition from entering any OCLS facility is good for the duration of the Trespass Warning.

***Individuals will be immediately ejected from the Library premises without warning and prohibited from the future use of all Library facilities and services for three years who, upon the premises of any OCLS Library:***

1. Engage in any sexual conduct as defined under Chapter 800 of the Florida Statutes.
2. Unlawfully carry or illegally use weapons, firearms, slung shots, electric weapons or devices, remote stun guns, destructive devices, or explosives of any kind inside an OCLS Library building or on Library premises.
3. Commit assault or battery as defined under Chapter 784 of the Florida Statutes.
4. Commit theft, or attempt to remove library materials by concealment, removal of barcodes/security devices, or by any means other than authorized checkout procedures.

***Individuals will be immediately ejected from the Library premises without warning and prohibited from the future use of all Library facilities and services for one year who, upon the premises of any OCLS Library:***

5. Are under the influence of, consume, possess, sell or distribute any alcoholic beverage as defined under Chapter 561 of the Florida Statutes.
6. Are under the influence of, consume, possess, sell, or distribute any controlled substance as defined under Chapter 893 of the Florida Statutes.
7. Intentionally destroy, damage, or deface any Library or other individual's property.
8. Trespass on Library premises after regularly scheduled closing hours.
9. A. Commit or attempt to commit any activity that would constitute a violation of any federal law, state statute, or local criminal ordinance (Other than Rules #1-4).  
  
B. Engage in conduct that poses an immediate threat to the safety of Library staff or individuals. Such conduct includes, but is not limited to: threatening physical harm or unwelcome touching.

Violations of Rules 1-9 will be immediately reported to the appropriate law enforcement agency.

***Individuals who violate any of the following rules will be given an informative moment for the first offense, a verbal warning for the second offense and upon a third offense will be ejected from Library premises and prohibited from future use of all Library facilities and services for one year.***

10. Fail to comply with or ignore a directive of a Library staff member or security officer.
11. Engage in any conduct that disrupts or interferes with the normal operation of the Library or that disturbs Library staff or individuals. Such conduct includes, but is not limited to: abusive or threatening language or gestures or unreasonably loud or boisterous physical behavior, talking or noise.
12. Verbally, physically, or sexually harass any Library staff member or individual.
13. Fail to maintain control of personal items by either leaving items unattended, allowing items to block access to Library materials or equipment, or by allowing items to interfere with a Library staff member or individual's use of the Library.
14. Bring into the Library, or possess or control while in the Library, bedrolls, pillows, sleeping bags, blankets, yoga mats, and garbage bags. Blankets for small children are acceptable.
15. Bring into the Library, or possess or control while in the Library, bags or containers such as diaper bags, purses, courier bags, messenger bags, briefcases, suitcases, computer bags, backpacks and duffle bags measuring more than 24" x 16" x 10". Musical instruments are acceptable but only to the extent they do not violate other Rules of Conduct. Additional restrictions may apply when using meetings rooms, classrooms or studios in the Melrose Center due to space constraints. Items for use in conjunction with a Library event or program that exceed these dimensions must be arranged with and approved by staff in advance.
16. Loiter in posted areas.

17. Smoke, use tobacco products, electronic cigarettes or similar devices except in designated areas.
18. Fail to properly checkout Library materials, follow computer access procedures, or comply with established Library lending procedures.
19. Attempt to enter any area designated as a "Staff" area.
20. Improperly use Library restrooms, including but not limited to; washing or drying clothes, bathing or shaving.
21. Do not wear shoes and shirts at all times on Library premises. Exceptions will be made for children under the age of 3 years old in strollers, carriers, infant seats, or other carrying devices.
22. Sleep, or give the appearance of sleeping, in or on Library premises.
23. Solicit patrons or employees for money, donations, attention, votes, political support, or signatures in or on Library premises except in conjunction with a Library-sponsored activity or program.
24. Sell merchandise or services in or on Library premises except in conjunction with a Library-sponsored activity or program.
25. Distribute or post written materials in or on Library premises.
26. Use photography, film, or television equipment in or on Library premises without prior permission from the Library.
27. Bring animals in or on the Library premises, other than those approved as working companions or for the purposes of Library approved events or programs.
28. Use personal electronic equipment, including but not limited to cellular telephones, pagers, stereos, and televisions, at a volume that disturbs other individuals.
29. Use, store or park bicycles, skates, roller blades, skateboards, or scooters in or on Library premises. Bicycles must be parked in designated areas.
30. Engage in the burning of candles, incense, pyrotechnics, or any type of open flame.
31. Bring food or drink into the Library that does not meet the following definitions: Drinks must be in an enclosed container and may not contain alcohol. Small, single serving, individually wrapped food items such as snack bars, crackers, or candy bars are permitted. Hot foods, food items such as commercially catered food, carry-out or delivered meals, and covered dish meals, or foods that may be considered by Library staff to present possible harm to Library materials or furnishings are not permitted. Additionally, all food/snack items are prohibited around or while using Library computers. Excepted from this restriction are, Library sponsored events and fee-based meeting room accommodations.
32. Bring any type of wheeled conveyances into the Library, with the exception of (i) assistive devices for the disabled, strollers or wheelchairs being used for the actual transport of a person or child, or (ii) shopping carts with the basket/container dimension measuring less

than 24" x 16" x 10". Wheels on all wheeled conveyances must be in good working order. Items for use in conjunction with a Library event or program that exceeds these dimensions must be arranged with and approved by staff in advance.

33. Unless part of a Library program or in an area designated for children, lie down on any floor, table, or seat in the Library or sit or recline on the floor.

***Individuals whose bodily hygiene is offensive so as to constitute a significant nuisance to other persons shall be required to leave the building until such time as the condition is corrected.***

### **Procedure for Appeals**

Individuals may request a review of a trespass warning issued based on these procedures. An appeal must be submitted in writing as visits in person to any system location are prohibited. The written appeal must be received at the following address within 30 days of the trespass issue date.

Orange County Library System  
Trespass Review Committee  
101 E. Central Blvd.  
Orlando, FL 32801

The appeal must include an address at which the Library may correspond with the individual making an appeal. The Trespass Review Committee will review timely filed appeals and make a recommendation to the Director, who will respond in writing within 30 days of the receipt of the appeal.