

Rules of Conduct

Effective: November 15, 2024

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 customers 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 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 in or on the library premises. Anyone returning to an Orange County Library System facility during a trespass period will have one year added to the original trespass period. Any individual who re-enters the location from which they have an active Trespass Warning is subject to arrest.

Rules 1-20 - Individuals will be given a First Warning for the first offense, a Second Warning for the second offense, and upon a third offense, will be issued a Trespass Warning and required to leave the library premises and prohibited from future use of all library facilities and services for one year for the following actions:

1. Fail to comply with or ignore a directive of a library staff member or security officer.
2. 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: inappropriate language (not directed at staff or other customers), comments, gestures, unreasonably loud talking or boisterous physical behavior.
3. Use personal electronic equipment, including but not limited to phones, tablets, headphones, or computers at a volume that interferes with the normal operation of the library.
4. Fail to maintain control of personal items by leaving them unattended for 15 minutes or more. Items left unattended for 30 minutes may be removed from the premises for the safety of staff and customers.
5. Bring into the library visible bedding. Blankets for small children are acceptable.
6. Loiter in posted areas.
7. Use tobacco products, electronic cigarettes, vapes and similar devices.
8. Fail to properly checkout library materials, follow computer access procedures, or comply with established library lending procedures.
9. Attempt to enter any area designated as a "Staff" area.

10. Improperly use library restrooms, including but not limited to; washing or drying clothes, bathing or shaving.
11. Fail to wear shoes, tops, and bottoms at all times on library premises. Exceptions will be made for children in strollers, carriers, infant seats and other carrying devices.
12. Sell merchandise or services; solicit customers 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.
13. Distribute or post written materials in or on library premises.
14. Bring animals in or on the library premises, other than those approved as service animals or for the purpose of library approved events or programs.
15. Use bicycles, skates, skateboards, or scooters in or on library premises. Bicycles and scooters must be parked in designated areas.
16. Eat meals, hot foods or items with strong aromas in the library. These include but are not limited to pizza, fast food, and sandwiches. Snack items are permitted such as chips, pretzels, fruit, and granola bars. All drinks must be in an enclosed container.
17. Eat any food including snack items around or while using library computers.
18. 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.
19. Parents or caregivers who fail to follow the library's Unattended Children Policy, which requires that "a responsible adult or caregiver must accompany children 10 years of age or younger while they are using the library."
20. Fail to comply with posted age restrictions in designated youth areas.

Rules 21-25 - Individuals will be immediately issued a Trespass Warning and required to leave the library premises and prohibited from future use of all library facilities and services for three years for the following actions:

21. Are under the influence of, consume, possess, sell, or distribute any alcoholic beverage as defined under Chapter 561 of the Florida Statutes or any controlled substance as defined under Chapter 893 of the Florida Statutes.
22. Intentionally destroy, damage, or deface any library or other individual's property.

23. Engage in the use of any type of open flame.
24. Loiter on library premises during closed hours.
25. Commit theft, or attempt to remove library materials by concealment, removal of barcodes/security devices, or by any means other than authorized checkout procedures.

Rules 26-30 - Individuals will be immediately issued a Trespass Warning and required to leave the library premises and prohibited from future use of all library facilities and services for five years for the following actions:

26. Verbally, physically, or sexually abuse or harass any library staff member or individual. This includes but is not limited to staring, leering, voyeurism, unwelcome touching, threatening physical harm or conduct that poses an immediate threat to the safety of library staff and individuals.
27. Engage in any sexual conduct as defined under Chapter 800 of the Florida Statutes.
28. Unlawfully carry or illegally use weapons, firearms, slung shots, electric weapons or devices, remote stun guns, destructive devices, or explosives of any kind inside the library or on library premises.
29. Commit assault or battery as defined under Chapter 784 of the Florida Statutes.
30. Commit or attempt to commit any activity that would constitute a violation of any federal law, state statute, or local ordinance (other than those described in Rules 21-25.)

Violations of Rules 21-30 will be immediately reported to the appropriate law enforcement agency.

The following issues are not considered Rules of Conduct violations, but require the individual to leave the library until such time as the issue is resolved:

- Individuals whose bodily hygiene is offensive so as to constitute a significant nuisance to others.
- Individuals with belongings that inhibit the use of the library for others, are impediments to access, or pose safety concerns. Shopping carts are not permitted on library premises.
- Individuals who continue to sleep or give the appearance of sleeping after receiving two warnings from staff will be required to leave the building for the day.

Photography and Filming

Individuals or organizations seeking to use camera equipment on library premises for photoshoots, filmmaking, recording interviews, or other activity that might impact normal operations must first gain approval from the Marketing & Public Relations Department, or in their absence location management.

Procedure for Appeals

A written appeal must be received through any of the options listed below within 30 days of the trespass issue date.

By mail:

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

Through email:

comments@ocls.org with the subject line "Trespass Appeal"

Through the web form:

ocls.org/appeal

Please provide an email address or mailing address in your appeal at which the library may correspond with you. 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.