



Rules of Conduct

Effective: February 9, 2023

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 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 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 for violating rules #25-34 will be issued a new five-year Trespass Warning. Any individual returning to an Orange County Library System facility during a period of trespass for violating rules #1-24 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 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 required to leave the Library premises and prohibited from future use of all Library facilities and services for one year.

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, comments, or gestures or unreasonably loud or boisterous physical behavior, talking or noise.

3. Use personal electronic equipment, including but not limited to phones, tablets, headphones, or computers at a volume that disturbs other individuals.
4. 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.
5. Bring into the Library visible bedding. Blankets for small children are acceptable.
6. Bring into the Library bags, containers or other items measuring more than 24" x 20" x 15". Musical instruments are acceptable but only to the extent they do not violate other Rules of Conduct.
7. Loiter in posted areas.
8. Smoke, use tobacco products, electronic cigarettes or similar devices on Library premises.
9. Fail to properly checkout Library materials, follow computer access procedures, or comply with established Library lending procedures.
10. Attempt to enter any area designated as a "Staff" area.
11. Improperly use Library restrooms, including but not limited to; washing or drying clothes, bathing or shaving.
12. Fail to wear shoes, tops, and bottoms 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.
13. Sleep, or give the appearance of sleeping, in or on Library premises.
14. 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.
15. Distribute or post written materials in or on Library premises.
16. Bring animals in or on the Library premises, other than those approved as service animals or for the purposes of Library approved events or programs.
17. Use, store, or park bicycles, skates, roller blades, skateboards, or scooters in or on Library premises. Bicycles must be parked in designated areas.
18. Engage in the burning of candles, incense, pyrotechnics, or any type of open flame.

19. All drinks must be in an enclosed container. Food items must be small, single serving sized. Foods that may be considered by Library staff to present possible harm to Library materials or furnishings are not permitted.
20. All food and /or snack items are prohibited around or while using Library computers.
21. Wheeled transport is not permitted unless as an assistive device for people with disabilities. Shopping carts with basket/container measuring more than 24" x 20" x 15" are not permitted.
22. 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.
23. 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."
24. Fail to comply with posted age restrictions in designated youth areas.

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:

25. Verbally, physically, or sexually abuse or harass any Library staff member or individual. This includes staring, leering, and voyeurism.
26. Are under the influence of, consume, possess, sell, or distribute any alcoholic beverage as defined under Chapter 561 of the Florida Statutes.
27. Are under the influence of, consume, possess, sell, or distribute any controlled substance as defined under Chapter 893 of the Florida Statutes.
28. Intentionally destroy, damage, or deface any Library or other individual's property.
29. Trespass on Library premises after regularly scheduled closing hours.
30. 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 #31-34).

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.

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

31. Engage in any sexual conduct as defined under Chapter 800 of the Florida Statutes.
32. 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.
33. Commit assault or battery as defined under Chapter 784 of the Florida Statutes.
34. Commit theft, or attempt to remove library materials by concealment, removal of barcodes/security devices, or by any means other than authorized checkout procedures.

Violations of Rules 25-34 will be immediately reported to the appropriate law enforcement agency.

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.

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

Individuals may request a review of a trespass warning issued based on these procedures. ***An appeal must be submitted in writing only by letter, email, or web form.*** You are prohibited from entering any Orange County Library System location. The written appeal must be received through any of the options listed below within 30 days of the trespass issue date listed above.

By mail:

Orange County Library System
Customer Resolution Committee
101 E. Central Blvd.
Orlando, FL 32801

Through email:

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

Through the web form:

ocls.info/appeal

Please provide an email address or mailing address in your appeal at which the Library may correspond with you. The Customer Resolution 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.