ORANGE PUBLIC LIBRARY

RULES OF CONDUCT

Adopted by Library Board of Trustees, June 26, 2006
Revised & Adopted: 4/19/2010; 2/24/2014
Updated: 7/15/2014

The Library is responsible for establishing Rules of Conduct to protect the rights and safety of library patrons, volunteers and staff, and to preserve and protect library materials, equipment, facilities and grounds. Our goal is to provide clean, comfortable and safe places for selecting materials, reading, research, studying, writing and attending programs and meetings.

Enforcement of these Rules of Conduct will be carried out in a fair and reasonable manner. Library staff and/or Orange Police Officers will intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules, policies, and requests by staff, may result in a library user's removal from the premises and possible exclusion from the Library for a period of one day to two years (or longer), or in arrest and prosecution. Violations may also result in restriction and/or termination of a library user's privileges, including the use of Library computers and other equipment.

For the comfort and safety of our users, volunteers and staff, and the protection of Library property, the following actions are <u>not allowed</u> on Orange Public Library property:

- Running, pushing, shoving, or throwing things.
- Being disruptive in the library, including loud talking, screaming, or sounds from any personal devices or from public computer stations.
- Littering.
- Smoking (including electronic cigarettes/vaping), chewing or other tobacco use.
- Moving furniture or equipment without permission from staff.
- Eating in the Library.
- Using any wheeled sports devices inside the Library, such as skateboards, bicycles or scooters. Devices that are allowed include: wheelchairs, assistive scooters, walkers, strollers, wheeled backpacks and laptop cases.
- Lying down or sleeping.
- Blocking aisles, exits or entrances.
- Leaving items unattended. Unattended items will be turned in to Lost & Found.
- Neglecting to provide proper supervision of children. Children age 12 and under must be accompanied by an adult at all times.
- Bringing pets or animals other than authorized service animals into the Library.
- Being in the library without shoes or shirt, or dressed in attire that may be disruptive to the Library or its patrons.
- Having offensive body odor or personal hygiene that may be disruptive to the Library or its patrons.
- Using restrooms or the fountain for bathing, shaving or laundry.
- Soliciting or conducting surveys inside the Library without Library authorization.
- Viewing material on computers or laptops that bring forth a complaint, or is in violation of the Computer and Internet Use policy.

RULES OF CONDUCT *(cont'd)*

Engaging in any activity, such as the following, in violation of Federal, State, Local, or other applicable law, including Library Policy, is strictly forbidden and may result in arrest and possible prosecution:

- Trespassing in non-public areas, or being in the Library without permission of an authorized Library employee before or after Library operating hours.
- Carrying firearms and/or weapons of any type.
- Being under the influence of alcohol/illegal drugs, or selling, using or possessing them.
- Fighting and/or challenging others to fight.
- Verbally or physically threatening or harassing others, including: stalking, lurking, offensive touching, or obscene acts, such as sex acts or indecent exposure.
- Stealing, damaging, altering, or inappropriately using any Library property.
- Viewing or conducting illegal activity on computers or laptops per the Computer and Internet Use policy.