

# ORANGE PUBLIC LIBRARY

## RULES OF CONDUCT

*Adopted by Library Board of Trustees on June 26, 2006*  
*Revised and/or Adopted: 4/19/2010; 2/24/2014; 7/15/2014; 12/19/2016; 1/22/2018; 4/15/2019*

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. Failure to comply with the Library's established rules, policies, and requests by staff, may result in suspension of library privileges and/or arrest.

**A. For the comfort and safety of our users, volunteers and staff, and the protection of Library property, the following actions are not allowed on Orange Public Library property:**

1. Being disruptive in the library, including loud talking, screaming, or sounds from any personal devices or from public computer stations.
2. Photographing or filming that is disruptive to Library operations, its patrons or staff, or otherwise in violation of the Photography and Filming Policy.
3. Littering.
4. Smoking, vaping, or any use of tobacco or marijuana products.
5. Moving furniture or equipment without permission from staff.
6. Blocking aisles, exits or entrances.
7. Eating in the Library.
8. Running, pushing, shoving, or throwing things.
9. Using any wheeled device inside the Library, such as skateboards, bicycles or scooters. Examples of devices permitted, when used for their intended purpose, include: wheelchairs, assistive scooters, walkers, strollers, wheeled backpacks and laptop cases.
10. Parking/leaving a bicycle or any wheeled device inside the Library; bicycles must be parked at the bicycle racks located outside of the Library.
11. Lying down, sleeping, or occupying furniture in a manner that suggests lounging (feet propped on furniture, etc.).
12. Leaving items unattended. Staff may remove unattended items which may be maintained or disposed of at the discretion of the Library Director. The Library is not responsible for items that are lost, stolen, or damaged in or on the grounds of the Library.
13. Oversized items are not allowed inside the Library. Examples include: bedrolls and bedding, suitcases, shopping carts, large bags, or an accumulation of items that exceeds 24" x 18" x 12".
14. Neglecting to provide proper supervision of children. Please refer to "Children in the Library" policy for further details.

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15. Bringing pets or animals other than service animals, as defined by the Americans with Disabilities Act (ADA), into the Library. Service animals must remain with owner at all times. Pets or animals shall not be left unattended outside of the Library.
16. Being in the library without shoes or shirt, or dressed in attire that may be disruptive to the Library or its patrons. Wearing cleats, roller skates/blades, or other items that could damage Library property.
17. Having offensive body odor or personal hygiene that may be disruptive to the Library or its patrons.
18. Using restrooms or fountain for use other than intended purpose, including, bathing, shaving or laundry.
19. Soliciting or conducting surveys inside the Library without Library authorization.
20. Viewing material on computers or laptops that bring forth a complaint, or is in violation of the Computer and Internet Use policy.

**B. 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:**

1. Trespassing in non-public areas, or being in the Library without permission of an authorized Library employee before or after Library operating hours.
2. Carrying firearms and/or weapons of any type.
3. Possessing or being under the influence of alcohol, marijuana, or illegal drugs.
4. Fighting and/or challenging others to fight.
5. Verbally or physically threatening or harassing others, including: stalking, staring, lurking, offensive touching, abusive language or gestures, or obscene acts.
6. Stealing, damaging, altering, or inappropriately using any Library property.
7. Viewing or conducting illegal activity on computers or laptops per the Computer and Internet Use policy.

**C. Enforcement of Prohibited Activities**

1. First Violation – Staff may address the patron to correct the behavior, and may suspend the patron from all Orange Public Libraries for the day, and/or up to thirty (30) days depending on the severity of the violation.
2. Second & Third Violation – Subsequent violations need not be the same as the first. A second violation may result in a thirty (30) day suspension, and a third violation may result in a ninety (90) day suspension, or longer. The Assistant Library Director will send an official notice of suspension to the patron, or it may be hand delivered by staff during patron's next visit.
3. Further Violations – the Library Director (or designee) may suspend a patron for up to one (1) year based on the severity of the violation.

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**D. Notice**

All suspensions will be accompanied by written notice and a copy of the Rules of Conduct policy, notifying the patron of his/her specific violation(s) and suspension length.

**E. Appeal Procedures for Privilege Suspension**

1. **Filing an Appeal.** An appeal may be filed with the Library Director or his/her designee within ten (10) calendar days following the date a suspension was issued. Appeal must include the patron's mailing address or alternative contact information (e.g. phone, email address, etc.).
2. **Scheduling Appeal.** The Library Director shall schedule a date within ten (10) calendar days, or such other time that is mutually agreeable to the parties, to hear the appeal.
3. **Notice.** The Library Director shall provide written notice to the patron appealing the suspension of the time, place and date of the appeal meeting.
4. **Conduct.** The appeal meeting will provide the suspended patron an opportunity to speak with the Library Director and provide a written or verbal response as to why the suspension should not be enforced. On review, the Library Director may sustain, reverse, or modify the suspension. The Library Director shall decide the appeal within ten (10) calendar days of the close of the appeal meeting, and shall provide written notice to the patron. The decision of the Library Director is final.
5. **Date of Privilege Suspension.** A suspension of Orange Public Library privileges shall take effect immediately and shall remain in effect unless modified or reversed by the Library Director.

**F. Suspension Violations**

Any additional violations of this policy by a patron currently serving a suspension shall automatically result in an additional one (1) year suspension.