



3. Children under the age of 9 and persons with special emotional, mental, or physical needs that require direct supervision, must remain in the immediate visual vicinity and physical control of a caregiver at all times to ensure their safety.
  4. Children between the ages of 9 and 12 must have a parent or responsible caregiver (over age 16) in the library at all times and will not be permitted to be dropped off by the parent or caregiver.
  5. Children 13 and older may be in the library without direct supervision so long as they abide by all Lake County policies, to include these guidelines.
  6. All patrons must adhere to the Lake County Library System Internet Policy (LCC-45) and be respectful and courteous in their use of library computers.
- C. The activities listed below are prohibited at all times on library property and subject the violating patron to being permanently trespassed from County property pursuant to Section 2-4, Lake County Code. Library staff has been directed to contact law enforcement immediately upon observation of the following:
1. Criminal activity as defined by local, state, or federal law.
  2. Violence or threatened violence toward library staff of other patrons.
  3. Intentional or negligent destruction of library property.
  4. Appearing to be under the influence of alcohol, drugs, or illicit substances of any kind.
- D. The following activities are prohibited on library property:
1. Smoking, vaping, or tobacco use of any kind inside or near the entrance of branch libraries.
  2. Any abusive or threatening language.
  3. Eating or drinking outside of approved areas.
  4. Inappropriate attire as determined by library staff. Shirt and shoes are required at all times.
  5. Loitering, panhandling, or sleeping.
  6. Commercial solicitation.

7. Campaigning or petitioning without library permission. Persons campaigning or petitioning must do so only within designated areas, may not impede or block access to library facilities, and may not harass or annoy library patrons.
  8. Selling merchandise or services on library property without prior library permission.
  9. Animals, except those designated specifically as service animals under the Americans with Disabilities Act, or for the purpose of library-approved programs.
  10. Disruptive, unsafe, or threatening behavior, including harassment of library patrons, personnel, and volunteers.
  11. Littering.
  12. Leaving children unattended or failing to provide necessary direct supervision of a child as defined above.
- E. To ensure that patrons have every opportunity to utilize branch libraries and based on the offense or severity of the offense library staff will utilize the following escalation of consequences. This policy shall not be construed to deny library staff the ability to immediately call law enforcement to trespass a patron, depending on the severity of the offense. Library staff may also utilize any combination of these steps.
1. Warn the patron to immediately discontinue the activity or offense.
  2. Ask the patron to leave the library property for 24 hours.
  3. Suspend the patron's ability to utilize library services for 30 days.
  4. Request that law enforcement trespass the patron pursuant to Section 2-4, Lake County Code. All library services will be suspended during this period.
- Depending on the facts and circumstances of the offense, being trespassed from an individual Branch Library may subject the offender to being trespassed from all Branch Libraries. Member Libraries that adopt this policy will utilize the trespass policy applicable to their municipality.
- F. Any patron conduct issues involving Lake Sumter State College students or staff occurring at Cooper Memorial Library will be addressed by the College Director of Library Services consistent with the Interlocal Agreement between the College and County. These guidelines shall apply to all other patrons of Cooper Memorial Library.

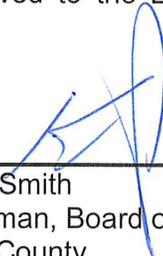
#### **IV. APPEALS PROCESS**

Any patron who is suspended has the right to appeal the decision by writing to the Director of the Office of Library Services within 10 days.

- A. The appropriate director, or their designee, will respond in writing within 10 days.
- B. If the patron is not satisfied, they can contact, in writing, the city or county manager, within 10 days.
- C. The city or county manager will respond in writing within 10 days with a final decision.

**V. RESERVATION OF AUTHORITY**

The authority to issue or revise this policy is reserved to the Lake County Board of County Commissioners.



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Kirby Smith  
Chairman, Board of County Commissioners  
Lake County