

**IN THE CIRCUIT COURT, SIXTH JUDICIAL CIRCUIT
IN AND FOR PASCO AND PINELLAS COUNTIES, FLORIDA**

ADMINISTRATIVE ORDER NO. 2025-004 PI-CIR

RE: PINELLAS COUNTY LAW LIBRARY

The Pinellas County Law Library exists to provide cost effective access to legal resources. In accordance with Article V, section 7, Florida Constitution, Florida Rule of General Practice and Judicial Administration 2.215, and section 43.26, Florida Statutes,

IT IS ORDERED:

1. The Pinellas County Law Library is open to the public Monday through Friday, 8:30 a.m. - 4:30 p.m., excluding holidays and other court closures, unless otherwise authorized in writing by the Chief Judge, or his designee. Any changes to the regular law library hours will be posted outside the library and on the Circuit's website where circumstances permit.

2. Individuals utilizing the law library must comply with all rules and regulations of the library as outlined in the Code of Patron Conduct. This Code must be posted at the law library and may be updated without need to update this Administrative Order. Individuals who fail to comply with the Code will first be warned of the offending behavior. Upon continued violation of the Code, the individual will be trespassed from the law library.

Administrative Order 2006-056 PI-CIR is hereby rescinded.

DONE AND ORDERED in Chambers at Clearwater, Pinellas County, Florida, this
_____ day of January 2025.

ORIGINAL SIGNED ON JANUARY 27, 2025
BY SHAWN CRANE, CHIEF JUDGE

Attachment A: Code of Patron Conduct

cc: All Pinellas Judge
The Honorable Bruce Bartlett, State Attorney
The Honorable Sara Mollo, Public Defender
The Honorable Ken Burke, Clerk of Court, Pinellas County
The Honorable Bob Gualtieri, Sheriff, Pinellas County
Jennifer Parker, Trial Courts Administrator
Michele Emmerman, Deputy Trial Courts Administrator
Jewel White, County Attorney, Pinellas County
Court Security Division, Pinellas County Sheriff
Bar Associations, Pinellas County
Chair, Law Library Board
Law Library, Pinellas County
General Services, Pinellas County

CODE OF PATRON CONDUCT

The Pinellas County Law Library is an environment designed to provide a welcoming and pleasant place to gain or maintain knowledge of the law through reading, writing, and quiet study. The Code of Patron Conduct is meant to ensure an environment conducive to the study of law. The Code of Patron Conduct is as follows:

1. **Intent to utilize resources.** Patrons shall be engaged in activities associated with the use of a public law library, i.e. reading, studying, or using library materials, while at the library.
2. **Disruptive behavior.** Patrons shall not harass, disturb, or annoy other patrons or staff.
3. **Sleeping.** Sleeping is prohibited in the library.
4. **Solicitation.** Selling and/or solicitation are prohibited in the library.
5. **Children.** Unattended children are not allowed in the library. Any adult bringing a child into the library must supervise and monitor the child's behavior at all times.
6. **Personal items.** Patrons should limit the items brought into the library to those materials needed to perform their legal research. The library reserves the right to limit patrons to one bag and one purse or briefcase. The library is not responsible for, nor shall it have any liability for, the personal items that patrons bring into the library.
7. **Hygiene/Dress.** Appropriate attire is required, including but not limited to shirts and shoes. Any person, including the personal belongings of any person, emanating an offensive odor constituting a nuisance to other persons will be asked to leave the library until the situation can be corrected. Shaving, bathing, and washing of personal items in the library restrooms is prohibited.
8. **Cell phones.** Cell phones and other personal technology devices must be set to "vibrate", silenced, or turned off while in the library. Brief telephone conversations are allowed, but speakerphone calls are prohibited.
9. **Seating.** Walkways and aisles must be kept clear.
10. **Public areas.** Patrons may utilize the main collection of the library, the second floor of the library, the copy room, the public computers area, and the restrooms. All other areas and rooms in the library are for staff use only.
11. **Re-shelving.** Patrons must re-shelve their books. In the event that the patron does not recall where they got the book(s), they may leave it with library staff to re-shelve.
12. **Library materials.** Patrons shall not conceal or hide library materials. Pocket parts, loose leaf pages, and pages from the forms binder at the reference desk may not be removed from books except to make copies at the public copier. When finished copying, removed materials must be returned to the original book/binder. Theft, abuse, vandalism, mutilation, marking, defacing, or otherwise damaging library books, equipment, furniture, or other objects in the library is prohibited.
13. **Computer research.** The library provides computers to aid patrons in their legal research. Use of the computers for any non-law related use is prohibited.
14. **Food and drink.** Food is not permitted in the library and drinks must have a spill-proof cap.
15. **Smoking/Vaping.** Smoking and vaping are not allowed pursuant to the Florida Clean Air Act.
16. **Alcohol/Drugs.** Patrons who are under the influence of alcohol or drugs, or who have alcohol or drugs in their possession while in the library will be reported to law enforcement.
17. **Animals.** Service animals are permitted in accordance with applicable law. Pursuant to Administrative Order [2023-022](#), patrons wishing to visit the library with an emotional support animal must request permission at least 7 days prior to the visit and provide the signed order permitting the use of the emotional support animal to court security upon arrival at the courthouse.
18. **Photography/Videography.** The use of electronic devices in all areas of court facilities is detailed in Administrative Order [2024-018](#). If you wish to request permission to take photographs or film in the library or any other area of the courthouses, please contact the Sixth Circuit's Public Information Office at (727) 453-7176 or via email at pio@jud6.org.

Discretion of Library Staff: No policy can address all potential circumstances. Staff reserves the right to address issues on a case by case basis including, but not limited to disruptive and harassing behavior, requests for privileges, and use of facilities.