

**CONDUCT IN PUBLIC INFORMATION FACILITIES**  
**United States Patent and Trademark Office (09-05)**



**1. Applicability**

These rules apply to all premises under the charge and control of the U.S. Patent and Trademark Office (PTO) through the General Services Administration and to all persons entering such premises. See Rules and Regulations Governing Conduct on Federal Property Federal Management Regulation Title 41, Code of Federal Regulations, Part 102-74, Subpart C. For purposes of these rules, Public Information Facilities include: the Public Search Facility, the Trademark Search Facility, the Scientific and Technical Information Center, the Biotechnology-Chemical Library, and the File Information Unit.

**2. Admission to Property**

Patent and Trademark Office facilities are closed to the public outside of specific hours of operation. During hours of operation, a valid Public user or visitor's badge is required to enter PTO premises. The individual's Public User or Visitor badge issued by PTO Security must be displayed at all times while on PTO premises.

**3. Preservation of Property**

The following activities are prohibited on PTO premises:

- Willfully destroying or damaging property.
- Creating a hazard to persons or things.
- Willfully concealing any record, book, document, microfilm, electronic product, equipment, or other property.
- Removing papers, materials, equipment or other Government property from designated areas.

Within a designated area, microfilm, books, bound volumes, paper or other Government property must be returned to its proper location after use, unless otherwise posted.

**4. Inspection**

Packages, briefcases, storage lockers and other containers in the possession of visitors, employees, or other persons arriving at, working at, visiting, or departing from the PTO are subject to inspection. See 41 CFR § 102-74.370.

**5. Conduct on PTO premises**

Persons on the PTO premises shall at all times comply with the official signs of a prohibitory, regulatory or directory nature and with the lawful direction of PTO employees or security personnel.

Persons on PTO premises shall only use PTO telephones and office equipment specifically designated for public use.

**The following activities are prohibited on PTO premises:**

- Using PTO premises and facilities as a place of business. For example, it is prohibited to reserve work areas, use PTO as a mailing address, use PTO stationery or use a PTO telephone number as a personal or business telephone number.
- Disorderly conduct which disrupts the performance of official duties by Government employees or other public users.
- Rude or abusive conduct to PTO employees or other public users. Offensive language or actions towards or impacting PTO employees and other public users.
- Improperly disposing of rubbish.
- Consuming food or beverages.

**The following personal electronic devices may be used only if the use of the device does not disrupt PTO employees or other public users:**

- Laptop and notebook computers.
- Personal entertainment devices such as MP3 and CD players when connected to headphones.
- Handheld personal communication service devices (e.g. cellular and wireless phones, pagers)

**The taking of photographs and the use of mechanical or electronic equipment such as radios, voice or sound recording devices or televisions require prior permission by the Office of Public Affairs.**

**6. Penalties and Other Laws**

Nothing in these rules shall be construed to abrogate any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which property under the charge and control of the PTO through the U.S. General Services Administration is situated. (See 40 U.S.C. §§ 1315 and 121).

Whoever is found guilty of willfully concealing, destroying, or damaging Government property may be subject to a fine of not more than \$2,000 or Imprisonment of not more than 3 years, or both. See §18 U.S.C. Section 2071. 41 CFR § 102-74.450 provides that whoever is found guilty of violating the rules of conduct on Federal property contained in 41 CFR Part 102-74, Subpart C while on any property under the charge and control of the U.S. General Services Administration is subject to a fine of not more than \$50, imprisonment of not more than 30 days, or both. See 40 U.S.C. §1315.

**FAILURE TO FOLLOW THESE RULES MAY RESULT IN IMMEDIATE REMOVAL FROM THE PREMISES, SUSPENSION OF USER PRIVILEGES, AND/OR ENFORCEMENT OF ANY CRIMINAL SANCTIONS THAT MAY APPLY.**

**7. Public User Badges**

Public users may obtain a badge to enter the Public Search Facility either from the PTO Security Office located in the Madison East first floor, OR, at the Security Desk located at the entrance of the Public Search Facility also located in the Madison East first floor. Public users will be asked to provide a picture identification prior to being issued a public user or visitor badge. Public user and visitor badges are issued by the PTO Security Office based on the nature of the business to be conducted at the PTO.

For further information about how to obtain a Public user badge contact USPTO Security Office at 571.272.8000.

**8. Hours of Operation**

PTO facilities are open Monday through Friday, excluding federal holidays. Current hours of operation are:

Public Search Facility	Madison East Atrium	8:00 AM - 8:00 PM
Trademark Search Facility	South Tower 2nd floor	8:00 AM - 5:00 PM
Scientific and Technical Information Center	Madison West Atrium	8:30 AM - 6:00 PM
Biotechnology-Chemical Library	Remsen Building, Lobby Level	8:30 AM - 5:00 PM
File Information Unit	South Tower 2 <sup>nd</sup> floor	7:00 AM - 7:00 PM

Clearing of all areas will begin prior to closing times to ensure all public users and visitors are out of the building by the times designated.

**9. Rules Specific to Search Facilities**

**Public Search Facilities**

- A user account is required for access to the automated systems in the Public Search Facility.
- Trademark registrations are not to be removed from their bundles.
- Trademark Bound Volumes and Historical Patent Indexes are not to be copied.
- Book trucks are not to be removed from facility, used for sitting, or used as storage racks.

**Scientific and Technical Information Center:**

**Main Facility and Biotechnology and Chemical Branch Library**

- Non-patent literature (books and periodicals) and foreign patent documents should not be re-shelved. These materials should be left on the patron tables in the information center
- Documents housed off-campus will be copied upon request after payment of the appropriate fee.
- Book trucks are not to be removed or used as storage racks.

**File Information Unit**

- When others are waiting, no more than two persons from a company may occupy photocopiers.
- Photocopiers are assigned from a sign up sheet on first come basis and may not be retained during breaks or other temporary absences.