

## Superior Court Law Library Use Policy

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The Superior Court Law Library is a public law Library open to all for the purposes of legal research and court-related activities. The Law Library is not a traditional public forum and therefore is not a place of unrestricted public access. To ensure open, reliable access to legal information and knowledge in a timely and efficient manner, this Policy shall be applicable to all users of the Law Library.

1. Use of the Law Library is limited to use of the Library's books, materials, and services for the purposes of legal research and court-related activities.
2. Users of the Library must adhere to any and all Court and Library procedures, policies, and rules including, but not limited to:
  - ❑ In the Matter of a Court Security Policy, Superior Court Administrative Order No. 96-047, <http://www.superiorcourt.maricopa.gov/adminOrders/1996/AO96-047.pdf>.
  - ❑ In the Matter of Solicitation on Court Premises, Superior Court Administrative Order No. 96-22, <http://www.superiorcourt.maricopa.gov/adminOrders/1996/AO96-022.pdf>.
  - ❑ Superior Court Law Library Internet Use Policy, <http://www.superiorcourt.maricopa.gov/lawLibrary/Documents/Html/Policies/internetusepolicyrev2.asp>.
3. Users who fail to adhere to a Court or Library policy following a request to do so will be asked to leave. The Library will use all resources available in prohibiting violations of this or any other policy, including asking Court Security to escort a user out of the Court facilities.
4. Use of the Library as an office for conducting a practice of law or any other business activity is strictly prohibited.
5. Users shall not engage in activities that violate federal, state or local law or regulation, including (but not limited to) the unauthorized practice of law.
6. No user shall remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
7. Children under the age of 16 must be accompanied by an adult. Parents and accompanying adults must at all times supervise their children's conduct.
8. Users shall not disturb other users in any manner, including asking others for legal advice or assistance. Assistance is available from any Library staff member.
9. Telephones are available for local outgoing calls. The Library provides a paging service for patrons who need to be reached by another party. Patrons will be paged to the Library Circulation Desk where they can retrieve their message.

10. The use of cell phones, dictation devices, personal computers, typewriters, etc. is permitted to the extent that such use does not disturb any other users. As a courtesy to others, cell phones must be turned off. Cell phone conversations should be limited to one of the Library's study or telephone rooms.
11. Law Library users shall be respectful of Library furnishings including Library equipment and material. Users shall not deface, mark on, or mutilate any Library furnishings, material or equipment nor shall any user remove pages from or otherwise damage any Library publication. Users shall not remove or attempt to remove any Library material without first checking them out. Users shall be respectful of the Library, Library staff and other users by keeping the area in which they are working, neat and orderly.
12. The Library reserves the right to inspect any briefcase, bag, box, or other container capable of holding Library material.
13. Food is not permitted in the Library. Drinks are allowed, except that no drink may be brought into the Online Room or placed near any other computer terminal. Drinks must be in a sealed, covered, or other spill-proof container. Smoking and the use of other tobacco products are not permitted.
14. Users may not use the Library or any Library materials or equipment for their own personal, exclusive use. This includes (but is not limited to) using any part of the Library to store personal items, using any public restroom for bathing, or concealing or otherwise hiding any Library material.
15. Patrons may place a "Do Not Reshelve " note on Library materials for later use, which Library staff will observe for 24 hours. However, any bags, boxes, briefcases, etc. left unattended for an extended period of time during the day may be reported to and removed by Court Security. The Library will not be responsible for any lost or stolen personal items. Users may not place any kind of sign on any computer that indicates the computer is reserved or in use.
16. The Online Room is reserved for those doing online legal research. So as not to disturb others, users shall refrain from conversation while working in the Online Room, except when receiving instruction or assistance from Library staff. Users engaging in conversation with other users or creating any disturbance will be asked to leave the Online Room. Users who fail to comply will be asked to leave the Library. The Library reserves the right to periodic exclusive use of the Online Room for conducting classes.
17. Study rooms are available on a first-come, first-served basis. The Library reserves the right to schedule or limit the use of these rooms. Single users may be asked to leave a Study Room if a group requests its use. In addition, those not engaged in legal research may be asked to leave if another user wants to use the room for that purpose.
18. Permission in advance is required to conduct Library tours or to use Library facilities for classes.