



JEFFERSON COUNTY LAW LIBRARY

SERVING THE COURTS, ATTORNEYS, AND PUBLIC SINCE 1885

Law Library Code of Conduct

1. The Library and its resources are open to the public for research and informational purposes. Please note, library staff are not permitted to provide legal advice to users.
2. Patrons are expected to behave respectfully towards Library employees and other Library users. Disturbing, harassing, or intimidating behavior towards staff or other patrons is not allowed. Users shall not interfere with the Library employees' performance of their duties.
3. Library employees may exclude, for the duration of that business day or longer, any person violating these rules or causing disturbances in the Library.
4. The Law Librarian or the Presiding Judge have the right to suspend, terminate, or restrict patrons from using the Library if the Library's rules have been violated.
5. Talking on cell phones is not permitted in the Library. Cell phones and other electronic devices must be set to silent mode. Staff are not permitted to allow public use of the Library telephone to make or receive phone calls. Additionally, the Law Library may not be used in lieu of an office for the practice of law or other professional activities.
6. No food or beverages are permitted in the library.
7. Children are welcome in the Library as long as they are accompanied by an adult. They may not engage in any activity that is distracting to other patrons or that is destructive to Library property. In the event a child does make a disturbance, we kindly ask the parent/guardian to take the child outside the library.
8. Computers and internet access are provided. Staff can only provide basic computer help, and cannot perform lengthy research or type documents for the public.
9. 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. Shoes or other footwear and shirts or other clothing covering the body must be worn at all times while in the library.
10. Any activity which defaces or otherwise damages the Library's furniture, technology equipment, or facilities is prohibited. This also includes mutilation of and writing in books and materials.
11. Do not re-shelve books. They may be placed on book trucks after use.
12. Books and materials may not leave the Library.
13. Copier use is on a first come, first served basis; however, please restrict copying to 5 minutes when others are waiting. Copy cards left unattended in the copier may be picked up at the circulation desk.
14. All patrons must leave the Library at closing time. Employees may not work overtime for the benefit of patrons.