

## **Tehama County Law Library Legal Patron Use Policy**

The purpose of the Legal Patron Use Policy is to create a safe and respectful environment for all law library patrons. The Legal Patron Use Policy ensures access to the law library, safety for patrons and staff, and protects the law library facilities, equipment, and collection.

- Use of the law library is for legal assistance and research only.
- Law library users are encouraged to visit during posted hours. Legal community member requests to access the law library during non-staffed hours will require review and approval from law library staff and the head librarian. Guidelines not specified within this policy may apply.
- A patron computer is available for the legal community and members of the public to access legal information such as forms, online legal subscriptions, and research.
- Those using the patron computer for non-legal research will be asked to leave.
- Beverages/food must contain a lid and may not be used near patron computers or other law library technology and equipment.
- Conversations are to be kept at a respectable volume, so as not interfere with other patrons' use of the law library.
- Patrons should not engage in any kind of conduct that may disrupt the use of the law library for other patrons or staff.
- Disruptive conduct includes, but is not limited to abusive, derogatory, inflammatory, or profane language directed at law library patrons or staff; the use of personal audiovisual recording devices without the express permission of law library patrons and staff; and any other conduct that is not conducive to the reasonable use of the law library as a place of research.
- Patrons accessing audible material on the law library patron computer must keep sound at a respectable volume as to not interfere with staff work or other patrons' use of the law library.
- Children under the age of thirteen may not be left unattended in the law library.
- Cell phone use is allowed upon permission given by law library staff only as it pertains to legal research or the gathering of pertinent legal information.
- Smoking/Vaping or consumption of alcohol/cannabis inside the law library is prohibited.
- Damage or theft of law library property could result in a suspension of services.
- No animals are allowed in the law library, except for those required for assistance with a disability as defined in the Americans with Disabilities Act (ADA) at 28 C.F.R. 36.104.
- Interference with another person's use of the law library or with law library personnel's work performance is prohibited.

Disregard of the Legal Patron Use Policy could result in the suspension of law library privileges.

## **Staff Guidelines**

First Offense: Verbal Warning

Second Offense: If the patron continues to disregard verbal warnings from a law library staff member, the patron may be required to leave the building. Law library staff will use their own discretion on a situational basis. Law library staff will then complete an incident report which will be submitted to the Tehama County Librarian.

Third Offense: If further disruptive behavior with a patron occurs, the Tehama County Librarian may issue a suspension from the law library for up to 6 months. A written notice of the suspension, which will include the reason for and length of the suspension, will be provided to the patron. After the patron receives the written notice of suspension the patron may appeal. This process will involve a meeting between law library staff, a member of the Law Library Board of Trustees, and a representative from Tehama County Administration / Risk Management.

*The Legal Patron Use Policy was adopted by the Tehama County Law Library Board of Trustees on Mar 18, 2021.*