

Cuyahoga County Law Library Public Use Policy

It is the policy of the Cuyahoga County Law Library (“Law Library”) that legal information should be accessible to the public. The Law Library is open to members of the public from 8:30 a.m. to 4:30 p.m. every Wednesday (excluding legal holidays and building closures). Members of the public may use Law Library materials only in the Law Library. No fee is charged to members of the public for access to the Law Library.

Law Library use is restricted to performing/conducting legal research. Only nominal uses incidental to legal research are permitted. Members of the public who are engaged in general (non-legal) study or research should use other libraries. The Law Library reserves the right to ask members of the public to verify that their use of the Law Library and its materials and services is for legal research purposes only.

Members of the public may use selected computers for legal research purposes, subject to availability and time restrictions that may be imposed by Law Library staff. No one under the age of 18 may use any public computer without prior permission from a Law Library staff member. Members of the public may not install programs or save personal files on any computer.

As time allows, Law Library staff will provide limited reference assistance to members of the public by suggesting legal materials and resources that might be helpful, indicating where they are located, and explaining how to use them. However, employees of the Law Library are prohibited from providing legal advice. Often, members of the public do not realize that it is unlawful for Law Library staff to interpret legal materials or advise about how the law might apply to particular situations. That kind of service could constitute the unauthorized practice of law and could subject Law Library staff members to prosecution and/or civil liability. The Law Library recommends that anyone taking a legal action, or considering whether or not such legal action is appropriate, should consult with an attorney.

Members of the public may use personal laptops or notebook computers for legal research, provided that they do not disturb others.

All members of the public must wear appropriate attire, including shoes.

Minors must be under the control and supervision of a responsible adult at all times.

The Law Library expects all members of the public to be considerate of others and the Law Library facility. Members of the public may engage in quiet conversation throughout the Law Library, as long as they do not disturb others. Members of the public who violate this policy or create a disturbance will be asked to leave.

Cell phones and similar electronic devices should be turned to vibrate or silent.

Smoking and vaping are prohibited in the Law Library.

Weapons are not permitted in the Law Library.

Food and beverages are prohibited near the computers. Food and beverages in spill-proof containers may be consumed elsewhere in the Law Library.

Animals, other than service animals assisting persons with disabilities, are not permitted.

In-house photocopies and computer print-outs are charged according to the Law Library's current fee schedule. Payment is due at the time of service by cash, check, or credit card.

All briefcases, backpacks, purses, bags, packages, and outer clothing may be subject to inspection at any time.

No policy can address all potential circumstances. The Law Library reserves the right to address issues on a case-by-case basis.

Dated: 4-22-2025