

Library Use Policy

It is the policy of the Cuyahoga County Law Library (the "Law Library") that law library services and materials maintained at the Law Library should be accessible to the public, subject to such limitations and restrictions as determined by the Law Library's management. The Law Library is open to dues paying members of the Cleveland Law Library Association and Cuyahoga county and court personnel during normal daytime Court House hours. Members of the Cleveland Law Library Association may check out library materials. County and court personnel may circulate materials for legal research they conduct related to their public employment. Because of staffing considerations, members of the general public may use the Law Library on Wednesdays only and may only use Law Library materials on site. No fee is charged to public employees, court personnel and members of the general public for access to the Law Library.

Law Library use is restricted to performing/conducting legal research. Accordingly, Law Library computers are reserved for legal research. Members of the public may conduct legal research on a dedicated public access terminal, subject to availability and time restrictions that may be imposed by Law Library staff. No one under the age of 18 may use any computer without prior permission from a Law Library staff member. No user may install programs or save personal files on any computer. Patrons engaged in general (non-legal) study or research should use other libraries. The Law Library reserves the right to ask patrons to verify that their use of the Law Library and its materials and services is for legal research purposes only.

As time and staffing allow, Law Library staff will provide 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. Employees of the Law Library, however, are prohibited from providing legal advice. Often, library patrons do not realize that it is unlawful for members of the Law Library staff to help patrons interpret legal materials they read or to advise them how the law might apply to any particular situation. That kind of service may constitute the unauthorized practice of law and may subject Law Library staff members to prosecution and/or civil liability. We recommend that anyone taking a legal action, or considering whether or not such legal action is appropriate, should consult with an attorney.

Users may use personal laptop or notebook computers for legal research, provided that they do not disturb others.

The Law Library expects all patrons to be considerate of others and the library facility. Users who violate this policy or create a disturbance will be asked to leave.

All patrons must wear appropriate attire, including shoes.

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

Users may engage in quiet conversation throughout the Law Library, as long as they do not disturb others.

Cell phones, pagers and PDAs should be turned to vibrate.

Smoking is prohibited in the Law Library.

Weapons are not permitted in the Law Library.

Only public employees, court personnel, and members of the Cleveland Law Library Association may use the 4th floor conference room and Lawyers' Lounge.

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, except those made by county, municipal, township and court personnel performing legal research as part of their jobs, are charged according to the Law Library's current fee schedule. Payment by members of the public is due at the time of service by cash or credit card. A minimum of \$10.00 in charges is required for payment by 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. Law Library staff reserves the right to address issues on a case-by-case basis.

Dated 5/19/10