

The St. Louis County Law Library is directly under the helm of the Department of Judicial Administration of the Circuit Court. Thus, the director of the Library reports to the director of Judicial Administration. The Library also meets with and reports to the Library Committee, consisting of members of the court en banc.

All users of the St. Louis County Law Library must adhere to any and all St. Louis County Court and St. Louis County Law Library procedures, policies, and rules including, but not limited to:

Library Use

- Use of the St. Louis County Law Library is limited to use of the books, materials, and computers for the purposes of legal research and court-related activities.
- Use of the Library as an office for conducting a practice of law or any other business activity is strictly prohibited.
- Patrons shall not engage in activities that violate federal, state or local law or regulation, including (but not limited to) the unauthorized practice of law.
- No patron shall remain in the Library after closing time or after a request to leave, including emergencies and evacuation drills.
- Patrons shall not disturb other patrons in any manner, including asking others for legal advice or assistance. Assistance is available from any Library Staff member, though patrons are warned that Library Staff is prohibited from providing legal advice.
- Sleeping anywhere within the Library is prohibited. Patrons are further prohibited from sitting or lying down on the floor.
- The Library is not to be used as a break room. Any patron should be actively engaged in the performance of legal research while in the library.
- There is no eating allowed in the library, and drinks are only allowed with a covered lid.
- Phones and other devices are to be set to silent while in the library. Phone calls must be taken outside of the library.
- The Library's tables are not to be moved from their locations by patrons.
- The Library's stapler and paper clip holders are to remain at the reference desk at all times, and shall not be moved by patrons.
- Pens are not provided by the Library, but are made available when other patrons have donated their pens to the Library.

- Copy machines are to be used to copy legal documents only. Patrons that use the copy machines for non-legal purposes will be asked to leave.
- Patrons are expected to conduct themselves with appropriate behavior and interact with Library Staff in a respectful manner. Behaviors that are inappropriate include but are not limited to inebriation, threats, insults, yelling, using profane or foul language, engaging in lewd acts, and leaving bags unattended. These behaviors will invoke the Library's Disruption and/or Hostile Patron policies, and potentially the Violations policy.

Internet Use

The St. Louis County Law Library has 12 computer terminals available for use by Library patrons. The Library's computers are in place to give individuals a place to conduct online legal research via free access to Westlaw and various relevant legal websites. These computers are for **legal research only**, and only legal research websites are available on these terminals.

Use of Library computers to engage in any illegal purpose, including, but not limited to, hacking, misrepresentation, harassment, slander, and violation of Federal copyright laws, is prohibited. Patrons are further prohibited from installing software, connecting personal devices to the terminals, downloading material from thumb drives, CD-ROMs, or the Internet to the terminals' hard drives, reconfiguring the hardware, software, or system settings, or using the computers in any way that damages the hardware, software, the Library's local network, or Internet access.

Patrons are free to bring their own personal computers to the Library to use at one of the available tables. Attorneys wishing to use the Court's Wi-Fi must visit the I.T. helpdesk located on the sixth floor of the courthouse to obtain the Wi-Fi password. Just as in the Library, use of the Court's Wi-Fi should be limited to legal research needs only. The Library is not responsible for any materials left unattended or damaged within the Library.

The Library assumes no liability for any loss, damage or injury arising from using the Library's computers or Internet services. The Library further assumes no responsibility for the currency or accuracy of information retrieved from the Internet.

Printing

The computers in the Library are connected to one printer behind the circulation staff desk. This printer is intended to be used to print **legal materials only**. Patrons are asked to self-regulate their printing needs, and to refrain from printing large amounts of documents. Patrons are further asked to limit their printing only to those documents that are relevant to a current case, and to refrain from printing documents that are simply instructional. Should Library Staff find that this policy has been violated, it is at the discretion of Library Staff to determine whether material printed should be dispersed to patrons.

Print Materials

The St. Louis County Law Library makes many print materials available for patron use. Patrons are allowed to photocopy material at the Library's copy machines. Copies cost \$0.10 per page. This material does not circulate, and must remain within the Library. Any removal of Library material is considered theft, and violators will be prosecuted under Section 570.210.1 of the Missouri Revised Statutes. The Library assumes no responsibility for the currency or accuracy of information retrieved from the print material.

Copy Machines

The St. Louis County Law Library has three copy machines available for public use. Copies cost \$0.10 per page. Should patrons have questions about how to use these machines, they are encouraged to ask Library Staff for assistance before attempting to make copies. The Library is not responsible for user error, and will not issue refunds for pages that are incorrectly copied.

Unattended Items

Patrons are warned not to leave their personal belongings unattended in the Library, or elsewhere in the Courthouse. The Library is not responsible for any materials left unattended or damaged within the Library. Bags left unattended are subject to search by County Police. Items found by Library Staff will be collected and held behind the circulation area, if possible, for up to one week. After this period, the item(s) in question will be turned over to County Police for proper disposal.

Theft

Library Staff reserves the right to inspect any briefcase, bag, box, or other container capable of holding Library material. Any removal of Library material is considered theft, and violators will be prosecuted under Section 570.210.1 of the Missouri Revised Statutes.

Disruptions

Library patrons are reminded that the St. Louis County Law Library maintains a library-quiet zone. This means that, while patrons are free to communicate with one another, they should do so as quietly as possible with minimal disruption of other patrons. Patrons are asked to silence any electronic devices before entering the Library. Under no circumstances are patrons allowed to answer phone calls within the Library. Patrons violating this policy will be asked to either silence their devices, or to take the phone outside of the Library. A second violation will result in the patron being asked to leave the Library.

Hostile Patron

It is within the discretion of Library Staff to determine whether a patron has elevated from disruptive to hostile. Library Staff has been instructed to alert the Director of the Library of the presence of a hostile patron. Should the Director determine that alerting security is necessary, Court Security will be asked to escort the hostile patron out of the St. Louis County Court facilities.

Food and Drink

Food and Drinks with open-topped lids are not allowed within the Library, either being actively consumed by a patron or not. Drinks with closed-top lids are allowed, but patrons are

cautioned that any spilled drink that results in damage to Library property will invoke the Damaged Property policy.

Damaged Property

Patrons shall be respectful of furnishings including equipment and material. Patrons shall not deface, mark on, or mutilate any furnishings, material or equipment, nor shall any patron remove pages from or otherwise damage any Library publication.

Patrons observed misusing computers or any other Library equipment or materials will be asked to desist and leave the premises. If misuse results in damage to Library equipment or materials, Library Staff is instructed to obtain contact information from the damaging patron if possible. Patrons are responsible for any damage, intentional or not.

Children

While children under the age of 18 are allowed to enter the library, they must be accompanied by an adult at all times, and said adult assumes responsibility for those children at all times. Children are expected to abide by the same library-quiet rules as adults. Parents and accompanying adults must at all times supervise their children's conduct. If children become loud and/or unruly, they and the adult accompanying them will be asked to leave the library.

Library Furnishings

Patrons shall use chairs, tables and other furnishings for their intended use. Patrons shall not stand on chairs, nor shall they sit, stand, nor lay down on tables.

Violations

Patrons who fail to adhere to St. Louis County Court and St. Louis County Law Library procedures, policies, and rules following a request to do so will be asked to leave. The St. Louis County Law Library will use all resources available in prohibiting violations of these or any other policies, including asking Court Security to escort a patron out of the St. Louis County Court facilities. At the discretion of the Director of the Law Library, patrons violating procedures, policies, and rules may be banned from returning to the Library within a set period of time, or permanently.