

Lubbock County Law Library Policies

Contents:

LL.000	Authority
LL.001	Intent of Policies
LL.002	Services
LL.003	Environment
LL.004	Compliance with Laws, Violations
LL.005	Application and Enforcement of Policy
LL.006	Severability
LL.007	Amendments
LL.008	Posting of Law Library Policy
LL.009-LL.015	Reserved for Expansion
LL.016	Printer and Copier Fees



Mission

The mission of the Lubbock County Law Library is to provide access to legal research materials and information for members of the judiciary, state and county officials, members of the Lubbock Area Bar Association, and all citizens of Lubbock County.

Purpose

The Lubbock County Law Library is a public law library that is open to all for the purposes of legal research and court-related activities. The Law Library's policies are designed to protect the rights and safety of its patrons and staff, and to preserve library materials, facilities, and property. Behavior that disrupts or obstructs others' use of the Law Library threatens the safety or health of patrons or staff, or inhibits the ability of staff to perform their duties is strictly prohibited. Legal and ethical codes prohibit the Law Librarian from providing legal advice, giving legal opinions, or interpreting legal resources. Clarification on the differences between legal advice and legal information is available upon request.

LL.000 Authority

These policies are authorized by section 323.024 of the Texas Local Government Code.

LL.001 Intent of Policies

The Law Library is intended for use by anyone engaged in law-related research. The purpose of these Policies is to ensure that Law Library patrons are provided a pleasant atmosphere that facilitates legal research.

LL.002 Services

- (a) Intent to utilize resources.** Patrons shall be engaged in activities associated with the use of a public law library while in the Law Library. Patrons not engaged in reading/studying law materials, filling out legal forms or using other Law Library resources may be required to leave the Law Library.
- (b) Location.** The Law Library is located at 916 Main Street, 3rd Floor, Suite 306, Lubbock, TX 79401. For more information, you may contact the Law Librarian at 806-775-1667.

- (c) **Library Hours.** The Law Library is open 8 a.m. to 1:00 p.m. and 1:30 p.m. to 4:30 p.m., Monday through Friday (Closed on County holidays). Patrons who repeatedly delay exiting the Law Library after closing may have their library privileges restricted or suspended. **Law Library hours are subject to change without advance notice.*
- (d) **Sign-In.** Everyone entering the Law Library will sign-in upon entry, either on the computer or with the Law Librarian.
- (e) **Computer Use.** There are two computers available for use.

Computer #1-LexisNexis Database. This computer is reserved for the use of LexisNexis subscription legal database. If multiple individuals are waiting to use this computer station, the Law Librarian may limit the time allowed on the computer by any one patron. This is solely at the discretion of the Law Librarian.

Computer #2-Texas Law Help and Other Texas Legal Form Sites. This computer is reserved for accessing Texas Law Help and other Texas form sites. If multiple individuals are waiting to use this computer station, the Law Librarian may limit the time allowed at the computer by any one patron. This is solely at the discretion of the Law Librarian. This computer is designated for specific legal sites and uses. Examples of specific sites include TexasLawHelp.org, Texas.gov, Texas State Law Library, SCRA, and the Texas Judicial Branch. Examples of specific uses include e-Filing and completing electronic forms.

1. Use of any computer to view pornography, social media, surf the Internet or play games will result in the patron being asked to leave or being restricted from using the computers.
2. Computer use log. The Law Librarian may maintain an electronic log of patron use of computers and internet access when required to document infractions of the policy.
3. The Law Library is not responsible for any lost data or damages to personal property arising from computer, Internet, printer, or electrical malfunction.
4. By using the Law Library computers, each patron acknowledges and assumes all responsibility related to the security, privacy, and confidentiality risks inherent with the use of public technology. The Law Library does not make any assurance or warranties relating to such risks.
5. The availability of online legal forms and databases does not guarantee completeness, suitability, or legal sufficiency.

- (f) **Circulation of Materials.** The Law Library is a non-circulating reference library, meaning materials must be used while in the Law Library. Check-outs are not available.
- (g) **Equipment.** Patrons shall not attempt to make repairs or alterations to Law Library computers, software, or equipment. Additionally, electrical outlets and power surge strips that are dedicated to Law Library computers, printers, and the copy machine are not allowed to be used for charging patron devices.
- (h) **Telephones.** The Law Library does not have a public access telephone.

- (i) **Restricted Areas.** Only public areas of the Law Library may be accessed by patrons. Patrons are restricted from entering: offices, bookrooms, the area behind the reference desk, and other areas cordoned off with signage or room dividers.

LL.003 Environment

- (a) **Disruptive behavior.** Patrons shall respect the rights of other patrons. Patrons shall not harass or annoy other patrons or otherwise behave in a manner which may be reasonably expected to disturb others. Included with disruptive behavior, without limitation, are intoxication and drug use. Staff will call the appropriate authorities for any patrons displaying signs of intoxication or drug use.
- (b) **Theft and vandalism.** Patrons shall not write in, damage, remove pages, or mark on Law Library books or other Law Library property.
- (c) **Furniture.** Patrons shall use chairs, tables, and other furnishings for their intended use. Patrons shall not stand on chairs or sit or lay down on tables. Patrons shall not lay or sit down on the floor. Patrons shall not rearrange furniture.
- (d) **Littering.** Littering, including the abandonment of papers and other trash on the tables or floor is prohibited.
- (e) **Noise.** To avoid disturbing other Law Library patrons, patrons shall observe silence except when requesting assistance from the librarian. Noise and loud or profane/offensive language will not be tolerated. Patrons who need to converse must do so quietly so as not to disturb others.
- (f) **Solicitation.** Selling and solicitation are prohibited in the Law Library.
- (g) **Sleeping/Loitering.** Sleeping/loitering is prohibited in the Law Library.
- (h) **Eating and Drinking.** All food and drinks are prohibited in the Law Library, unless preapproved by the Law Librarian for program/meeting purposes.
- (i) **Children.** Unattended children are not allowed in the Law Library. In the event that a child under the age of 15 is left unattended, the Law Librarian shall notify the Lubbock County Sheriff's Office. Any adult who brings a child into the Law Library must always supervise and monitor the child's behavior.
- (j) **Cell phones.** Because ring/alert tones can be loud, patrons' cell phones must be set to "vibrate" or turned off. Any cell phone calls made by the patron must be conducted in the hallway outside the Law Library. Patrons who receive a cell phone call must step outside of the Law Library to hold the conversation.
- (k) **Laptop computers.** Laptops may be plugged in to draw AC power. The volume on all laptops must be set to "mute." Electrical outlets and power surge strips that are dedicated to Law Library computers, printers, and the copy machine are not allowed to be used for charging patron devices.
- (l) **Commercial Activities.** The Law Library shall not be used for commercial activities, including using the library as a law or business office.
- (m) **Personal Activities.** The Law Library shall not be used for personal activities not related to legal research, including using the Library as a meeting place for appointments with others in the community for personal reasons.

(n) Personal Belongings

- (1) Patrons' personal belongings must fit neatly under the table and may not take up so much space as to deny other patrons a seating opportunity at the same table.
- (2) Walkways and aisles shall be kept clear and unobstructed by personal items.
- (3) Suitcases, sleeping bags, bedrolls, blankets, and sheets are not permitted in the Law Library.
- (4) Patrons must limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, carry-in items larger than 24 inches x 16 inches x 10 inches or having a combined volume of over 3840 cubic inches are not permitted in the Law Library.
- (5) Patrons may not leave belongings unattended. Items that are left unattended shall be handed over to a Lubbock County Sheriff's Deputy. Lubbock County and the Law Librarian will not be responsible for any belongings that are lost or stolen. Arranging for the retrieval of such belongings shall be the sole responsibility of the patron.

(o) Clothing. Appropriate clothing, including shirts and shoes, shall be worn by patrons in the Law Library.

(p) Hygiene/Offensive Behavior. Any patron, as well as the personal belongings of any patron, emanating an odor (including perfume) constituting a nuisance to other patrons and is detectable in such a way that it materially interferes with the use of the library or creates a health, safety, or sanitation concern may be asked to leave the library until the situation can be corrected. No spitting, cursing or other acts or behavior considered offensive in the reasonable opinion of the Law Librarian will be permitted. This is at the sole discretion of the Law Librarian.

(q) Smoking. Smoking and the use of other tobacco or vapor products is prohibited.

(r) Animals. Animals, other than trained service dogs assisting persons with disabilities with specific tasks, are prohibited in the Law Library.

LL.004 Compliance with Laws, Violations

(a) Patrons shall comply with all federal, state, county, and city laws, rules, regulations and ordinances while in the Law Library, including without limitation:

- (1) copyright, trademark and other intellectual property laws governing access, use, duplication, manipulation, distribution or other handling of materials located in the Law Library or materials accessed through Law Library resources
- (2) privacy and/or confidentiality laws applicable to electronic communications, cable and video technology and the Internet; and
- (3) laws prohibiting cybersquatting, dilution, deceptive trade practices, unfair competition, and unlawful electronic or computer information transactions.

(b) Patrons who violate any such laws shall be asked to leave the Law Library and may be restricted from returning.

LL.005 Application and Enforcement of Policies

A patron who violates the Policies will be asked to leave the Law Library until such time as the patron, in the reasonable opinion of the Law Librarian, is able to demonstrate an ability and willingness to comply with the Policies. The Law Librarian, along with the Lubbock County Sheriff and their respective deputies, and other peace officers shall be authorized to remove any patron who violates any of the policies. The Law Librarian will maintain an "incident log" in which all violations of Policies are recorded. Patrons who repeatedly violate Lubbock County Policies will be subject to additional Law Library access restrictions and/or restrictions on use of Law Library resources.

Patrons with questions about the amendment, application, or enforcement of the Law Library policies are encouraged to contact the Lubbock County Commissioners Court.

LL.006 Severability

The provisions of the Policies are severable. If any word, phrase, clause, sentence, section, or part of these Policies should be held invalid or unconstitutional, it shall not affect the validity of the remaining provisions, and it is hereby declared to be the intent of the Lubbock County Commissioners Court that these Policies would have been adopted as to the remaining portions, regardless of the invalidity of any part.

LL.007 Amendments

These Policies may be amended at any time at the discretion of the Law Librarian and the Lubbock County Commissioners Court.

LL.008 Posting of Law Library Policy

For patrons' information and convenience, a copy of these Policies shall be posted in the Law Library and on the Lubbock County Law Library website.

LL.009-LL.015 Reserved for Expansion

LL.016 Printers, Copiers, and Imaging Fees

Patrons who use the Law Library printers or self-serve copier will be charged \$ 0.25 per page (cash or check only). All printing will be in black and white only. Patrons are responsible for paying for everything they print, even if it is printed in a way that they did not expect. Because of this, it is recommended that patrons use the Print Preview option on the computer before printing.

Effective Date: