

Superior Court Law Library Resource Center (LLRC) LLRC Use Guidelines

I. PURPOSE

The Superior Court Law Library Resource Center (LLRC) is a public law library and service center open to all for the purposes of legal research and court-related activities. The LLRC is not a traditional public forum and therefore is not a place of unrestricted public access. To ensure open, reliable access to legal information and knowledge in a timely and efficient manner, this policy shall be applicable to all users of the LLRC.

II. GUIDELINES

1. Use of the LLRC is limited to use of the services, books, and materials for the purposes of legal research and court-related activities.
2. Users of the LLRC must adhere to any and all Superior Court and library procedures, policies, and rules including, but not limited to:
 - a. In the Matter of a Court Security Policy, Superior Court Administrative Order No. 2013-165,
<http://www.superiorcourt.maricopa.gov/SuperiorCourt/AdministrativeOrders/AdmInOrders/Admin%20Order%202013-165%20Amended.pdf>;
 - b. In the Matter of Camera Use in Court Buildings, Superior Court Administrative Order No. 2013-059,
<http://www.superiorcourt.maricopa.gov/SuperiorCourt/AdministrativeOrders/AdmInOrders/Admin%20Order%202013-059.pdf>;
 - c. LLRC Internet Use Policy,
<https://superiorcourt.maricopa.gov/media/4366/internet-use-policy.pdf>.
3. Users who fail to adhere to Superior Court or LLRC policy or guidelines following a request to do so will be asked to leave. The LLRC will use all resources available in prohibiting violations of this or any other policy, including asking Court Security to escort a user out of the Superior Court facilities.
4. Use of the LLRC as an office for conducting a practice of law or any other business activity is strictly prohibited.
5. Users shall not engage in activities that violate federal, state or local law or regulation, including (but not limited to) the unauthorized practice of law.
6. No user shall remain in the LLRC after closing time or after a request to leave, including emergencies and evacuation drills.
7. Children under the age of 16 must be accompanied by an adult. Parents and accompanying adults must at all times supervise their children's conduct.
8. Users shall not disturb other users in any manner, including asking others for legal advice or assistance. Assistance is available from any LLRC staff member.
9. The use of cell phones, personal computers, etc. is permitted to the extent that such

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use does not disturb any other users.

10. Users may not plug an external printer, scanner, copier or similar device into any public or staff computer, printer or copier. Users may use a USB flash or jump drive for purposes of saving or retrieving court-related documents on public use computers, however a USB flash or jump drive or similar device may not be plugged into or used at any Case Access computer. Case Access computers access the integrated Court Information System (iCIS).
11. Upon request, LLRC staff may grant limited permission to use a mobile phone camera under the following conditions:
 - a. photo is for purposes of photocopying legal research; and
 - b. includes no person, equipment, or facilities of the Court; and
 - c. only photos of the LLRC's print material are taken; and
 - d. no more than 5 photos are taken.
12. LLRC users shall be respectful of furnishings including equipment and material. Users shall not deface, mark on, or mutilate any furnishings, material or equipment nor shall any user remove pages from or otherwise damage any library publication. Users shall not remove any library material. Users shall be respectful by keeping the area in which they are working, neat and orderly. Users may not rearrange furniture.
13. Users shall use chairs, tables and other furnishings for their intended use. Users shall not stand on chairs or sit or stand or lay down on tables. Users shall not lay or sit down on the floor.
14. The LLRC reserves the right to inspect any briefcase, bag, box, or other container capable of holding library material.
15. Food is not permitted in the LLRC. Drinks are allowed and must be in a sealed, covered, or other spill-proof container. Smoking and the use of other tobacco or vapor products are not permitted.
16. Users may not use the LLRC or any materials or equipment for their own personal, exclusive use. This includes (but is not limited to) using any part of the LLRC to store personal items, using any public restroom for bathing, or concealing or otherwise hiding any library material.
17. Patrons may place a "Do Not Re-shelve" note on library materials for later use, which library staff will observe for 24 hours. However, any bags, boxes, briefcases, rechargeable devices and equipment, etc. left unattended for an extended period of time during the day may be reported to and removed by Court Security. The LLRC will not be responsible for any lost or stolen personal items. Users may not place any kind of sign on any computer that indicates the computer is reserved or in use.
18. Permission in advance is required to conduct LLRC tours or to use LLRC facilities for classes.

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19. Users must conduct themselves with appropriate behavior and interact with court 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.