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IN THE SUPREME COURT OF THE STATE OF HAWAI'I

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In The Matter of the  
SUPREME COURT LAW LIBRARY

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ORDER APPROVING  
THE HAWAI'I STATE LAW LIBRARY SYSTEM HANDBOOK  
(By: Recktenwald, C.J)

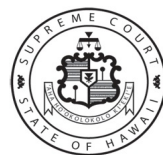
Upon consideration of the Hawai'i State Law Library  
System Handbook (2017 edition) submitted by Supreme Court Law  
Librarian, Jenny R. Silbiger,

IT IS HEREBY ORDERED, pursuant to Rule 12(b) of the  
Rules of the Supreme Court of Hawai'i, that the Hawai'i State Law  
Library System Handbook (2017 edition) is approved effective  
immediately upon the filing of this order.

IT IS FURTHER ORDERED that the appended edition of the  
Hawai'i State Law Library System Handbook and the provisions  
therein supersede all prior editions.

DATED: Honolulu, Hawai'i, December 11, 2017.

/s/ Mark E. Recktenwald  
Chief Justice



# **Hawai'i State Law Library System Handbook**

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## **HAWAI'I STATE LAW LIBRARY SYSTEM HANDBOOK**

### **INTRODUCTION**

The Hawai'i State Law Library System (HSLLS), established in 1966 and formally recognized in 1969 by Supreme Court order, collects, organizes and disseminates information and materials related to legal research and judicial administration. The Supreme Court Law Library in Honolulu has a rich and colorful history, having been established in 1851, and serves as the administrative headquarters for the HSLLS. The satellite branches in the Second, Third, and Fifth Judicial Circuits are unified into one system under the direction of the State Law Librarian. The operation of the HSLLS is governed by Rule 12 of the Rules of the Supreme Court of Hawai'i.

#### **Rule 12. SUPREME COURT LAW LIBRARY.**

- (a) Availability. The law library of the supreme court is a legal reference library and shall be available to all who have need of its resources for legal research and study.
- (b) Regulations. The law library shall be governed by the regulations made by the law librarian with the approval of the chief justice.
- (c) Withdrawals. No books or other publications shall be withdrawn from the law library except as authorized under the regulations.
- (d) Penalties. Violation of any regulations shall subject the offending party to liability for loss or damage, summary suspension or permanent deprivation of the facilities and privileges of the law library, or such other disciplinary action as shall be determined by the supreme court.

The HSLLS mission is to provide current and comprehensive legal reference and information services to the Judiciary, legal community, state and county governments, and the general public. A key aspect of HSLLS service to the general public is facilitating access to justice. Our commitment to these goals is supported by acquiring and making available primary and secondary legal resources in a variety of formats - print, electronic, microfilm, microfiche, and CD-ROMS, etc, as well as providing free access to the internet and legal research databases.

This handbook provides information about the policies, procedures, regulations and services of the Hawai'i State Law Library System.

## **LOCATIONS AND CONTACT INFORMATION**

Supreme Court Law Library  
Ali'iolani Hale  
417 South King Street, Room 115  
Honolulu, Hawai'i 96813  
phone: (808) 539-4964  
fax: (808) 539-4974  
e-mail: LawLibrary@courts.hawaii.gov

Second Circuit Court Law Library  
Hoapili Hale  
2145 Main Street, Room 207  
Wailuku, Hawai'i 96793  
phone: (808) 244-2706  
fax: (808) 244-2767

Third Circuit Court Law Library - Hilo  
Hale Kaulike  
777 Kilauea Avenue  
Hilo, Hawai'i 96720  
phone: (808) 961-7438

Third Circuit Court Law Library - Kona  
Keakealani Building  
79-1020 Haukapila Street  
Kealahou, Hawai'i 96750  
phone: (808) 322-8729  
fax: (808) 322-8730

Fifth Circuit Court Law Library  
Pu'uhoonua Kaulike Building  
3970 Ka'ana Street, Suite 100  
Lihu'e, Hawai'i 96766-1281  
phone: (808) 482-2327  
fax: (808) 246-3310

## **SECURITY**

Any person wishing to use the libraries may be required to pass through security screening located at building entrances. All briefcases, bags, etc., may be subject to physical search both upon entering or exiting the building.

## **LIBRARY HOURS**

Supreme Court Law Library:

Monday through Friday 7:45 a.m. - 4:15 p.m.

Entrance into the building will end at 4:15 pm.

Users in the library prior to 4:15 pm may continue to use the library until 4:25 pm.

Circuit Court Law Libraries:

Hours may vary. Contact the library directly for further information.

**CLOSED on Saturday, Sunday, and all Hawai'i State Holidays**

## **ACCOMMODATIONS FOR PATRONS WITH DISABILITIES**

In accordance with the requirements of the Americans With Disabilities Act of 1990 and other applicable laws, it is our policy to ensure that all our programs and services are readily accessible and usable by persons with disabilities. Reasonable efforts will be made to accommodate all needs unless to do so would result in a fundamental alteration to the nature of the program or service or in an undue financial or administrative burden.

If you require an accommodation or special assistance, contact the library at 808-539-4964.

## **COLLECTIONS**

The collections of the libraries include materials in print, microfilm, microfiche, CD-ROM, and electronic formats. The contents of the materials cover primary law for all federal and state jurisdictions, as well as practice materials for all major areas of law. The Library also subscribes to a variety of electronic resources available via public access computers and the internet.

The collections meet the standards of the American Association of Law Libraries for Appellate Court Libraries and State Law Libraries. These professional standards formally recognize that access to justice is a fundamental right of every citizen in the United States, and that access to meaningful legal information is an essential element of this right.

The Supreme Court Law Library is a selective depository for federal documents distributed through the U. S. Government Publishing Office, and a full depository for publications produced through the State Justice Institute grant program.

## **ONLINE PUBLIC ACCESS CATALOG (OPAC)**

Kānāwai is the online public access catalog (OPAC) of the Hawai'i State Law Library System used to search the collections. An OPAC is a database or catalog of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material available.

Patrons can access Kānāwai via any internet connection. The web address for Kānāwai is:  
*<http://kanawai.bywatersolutions.com/>*

## **BORROWING PRIVILEGES**

The Hawai'i State Law Library System resources are available to all for legal research and study. However, borrowing privileges are extended ONLY to those who are:

1. Judiciary personnel and volunteers.
2. Individuals issued a current Hawai'i State Bar Association membership card.
  - a. Attorneys who are actively licensed to practice law in the state of Hawai'i.
  - b. Affiliate members who are actively licensed and in good standing in other states.
3. Individuals issued a current Supreme Court Law Library card.
  - a. Support staff sponsored/employed by an attorney holding an active license to practice law in the State of Hawai'i.
  - b. Individuals registered to take the next Hawai'i state bar examination.
  - c. Self-represented litigants who present a photocopy of a recent court-stamped document of the applicant's active court case in Hawai'i.
  - d. Out-of-state attorneys sponsored by an attorney holding an active license to practice law in Hawai'i.
  - e. Members of the Hawai'i State Legislature and legislative service agencies.

Application forms for a library card are available at the Supreme Court Law Library or online at: <https://hilawlibrary.files.wordpress.com/2015/05/librarycardapplicationada.pdf>

At least one day should be allowed for processing an application. Additional days should be allowed for postal delivery if the card is not picked up at the library.

Patrons are responsible for all items charged out on their card.

There is no charge for the initial card. However, a \$25.00 fee will be charged for replacing lost or damaged library cards.

## **REFERENCE SERVICES**

The staff of the Hawai'i State Law Library System will provide basic reference services, such as suggesting sources to use, explaining how to use legal research tools, helping to locate a statute or case when provided a specific citation, and suggesting other organizations or government agencies to contact for additional assistance. Patrons will only be directed to appropriate materials and resources and shown how to utilize such sources via an index or similar resource guide.

The staff of the Hawai'i State Law Library System is prohibited by law from giving legal advice, pursuant to Hawai'i Revised Statute § 605-14. Individuals in need of legal advice should consult a licensed attorney. The libraries will provide contact information for the Hawaii State Bar Association and other legal service providers.

## **ELECTRONIC RESOURCES**

Library patrons can access the following electronic resources on all public computer workstations free of charge at all libraries within the Hawai'i State Law Library System:

<b>Kānāwai</b>	Online catalog of the Hawai'i State Law Library System.
<b>GPO Federal Digital System (FDsys)</b>	Official information from all three branches of the U.S. federal government.
<b>HeinOnline</b>	Libraries of law journals, federal register, treaties and agreements, and U.S. Supreme Court.
<b>LegalTrac</b>	Legal publishing index from 1980+.
<b>RIA Checkpoint</b>	Comprehensive tax research source providing keyword searching for tax court decisions, tax court memorandum decisions, and IRS code sections, procedures, regulations, revenue rulings, private letter rulings. Includes RIA's Federal Tax Coordinator and U.S. Federal Tax Reporter.
<b>Lexis Advance</b>	Hawai'i annotated cases, statutes and rules. Shepardize cases and statutes for all 50 states and all U.S. and federal jurisdictions.
<b>Westlaw</b>	Westlaw Primary Law Library, West's Key Number System, and KeyCite.
<b>Wolters Kluwer/Aspen</b>	Contains 64 treatise titles in various aspects of law.

The libraries provide public computer workstations to search electronic resources and do legal related research on the internet. Registration to use these terminals is required and sessions may be limited to 30 minutes, at the discretion of the staff. Printing from the public computer workstations is \$.15 (cents) per page at the Supreme Court Law Library. Refer to the Public Computer and Internet Use Policy and Guidelines, for more detailed information, at: <https://hilawlibrary.wordpress.com/about/services/public-computer-use-policy/>

## **PUBLIC COMPUTERS**

### **General:**

The libraries make available public computer work stations for legal research only. Legal research includes free and fee-based legal databases that the libraries provide access to and legal related websites on the internet. The use of library public computers is subject to the "Public Computer and Internet Use Policy and Guidelines."

### **Self-Help:**

The Supreme Court Law Library makes available a self-help work station for self-represented individuals needing to do legal research and draft court forms for filing. At no time shall an individual utilize the self-help station to draft forms to be filed on behalf of a paid client.

## CIRCULATION

Authorized patrons **must** present a valid Judiciary ID, Hawai'i State Bar Association (HSBA) or Supreme Court Law Library card to the staff at the Circulation/Reference Desk each time material is checked out. Patrons must provide their name, address, telephone number, and email in order for staff to check out an item.

Circulating material can be kept for a period of two weeks, subject to immediate recall as deemed necessary by the librarian. The loan period for material in heavy demand may be limited at the discretion of the librarian. Materials to be returned should be left at the Circulation/Reference Desk with a staff member.

The library reserves the right to limit the number of books on a specific subject that can be charged out by an individual during the same loan period.

Materials may be renewed, if not requested by another patron, for up to two (2) consecutive loan periods. Renewals can be made in-person, via email, or over the phone. When renewing by phone or email, provide title and author information available for each item being renewed.

Materials must be returned and checked in after a six week loan period (initial check out plus two renewals). Materials will then be made available for circulation to other patrons for a period of three business days before an item can be checked out again by the same individual.

Materials borrowed or renewed for another individual at the Supreme Court Law Library must be accompanied by that person's library card and a note on official letterhead authorizing the use of the card by the individual.

Patrons who deliberately ignore recall of materials or refuse to return overdue materials are subject to suspension of library privileges, deprivation of the use and services of the law library, and other appropriate disciplinary action determined by the Supreme Court.

Library materials not returned after 60 days from the due date will be considered lost. Borrowers will be assessed replacement costs and other applicable fines and fees.

1. Materials with **white** cards may be borrowed by all authorized patrons. In general, they include:

- a. Treatises with not more than three volumes in the set
- b. Law reviews, other than the *Hawai'i Bar Journal*, *Hawai'i Bar News* and the *University of Hawai'i Law Review*
- c. State reports, other than *Hawai'i Reports*, *Hawai'i Appellate Reports* and *West's Hawai'i Reports*
- d. Federal administrative decisions
- e. CD-ROMs

2. Materials with **orange** or **salmon** colored cards can be borrowed by court personnel or by special arrangement for all other authorized patrons. In general, they include:

- a. West's National Reporter System volumes
- b. Statutes (Note: all copies of HRS and HRSA **may not** be borrowed)
- c. Administrative rules
- d. Court rules
- e. Encyclopedias

- f. Digests
- g. Citators
- h. Form books
- i. DESK, REF, and RefRm items (with some exceptions)
- j. Treatises and loose leaf volumes that are encyclopedic in nature
- k. Microforms

## DOCUMENT DELIVERY

The Supreme Court Law Library will provide copies of library materials as permitted by the "fair use" provision of the Copyright Act. The library reserves the right to refuse a copying request if, in its judgment, fulfillment of the order would involve violation of copyright law.

Service hours are 7:45 a.m.-4:15 p.m., Monday through Friday, except Hawai'i State holidays.

Payment is required before any document delivery requests will be sent. To expedite services, the library will accept a faxed or scanned copy of a business check, personal check, cashier's check, or money order sent via email in the required amount as proof of payment from U.S. entities. Requests from international sources are limited to payment by cashier's check or money order and a faxed or scanned copy sent via email will be accepted as proof of payment. Proof of payment does not constitute payment for services. Payment check must be mailed to the Supreme Court Law Library for actual payment.

Pricing Schedule:

### 1. Regular Mail (U.S. Postal Service)

- |  |   |
|--|---|
| a. Regular Service   | 25 cents per page + postage + \$2.00 handling fee |
| b. Rush Service (same day if request and proof of payment are received by 12:00 noon, HST) | Additional \$5.00 per title                       |

### 2. PDF (email)

- |  |   |
|--|---|
| a) Regular Service   | 25 cents per page + \$2.00 handling fee |
| b) Rush Service (same day if request and proof of payment are received by 12:00 noon, HST) | Additional \$5.00 per title             |

### 3. FedEx, UPS, and other couriers

- |                 |  |
|-----------------|--|
| Regular Service | 25 cents per page + \$2.00 handling fee<br>(Shipping charges will be billed to requestor's account). |
|-----------------|--|

### 4. Certification of Copies

- |   |                   |
|---|-------------------|
| a. Regular Service  | \$5.00 per title  |
| b. Rush Service (50 page maximum, same day if request and proof of payment are received by 12:00 noon, HST) | \$10.00 per title |

## HAWAII LEGISLATIVE HISTORY SERVICE

The Supreme Court Law Library offers a legislative history service to pull and mark acts and committee reports from *Session Laws of Hawai'i* and the *House and Senate Journals*. In order to request this service, an exact Hawai'i Revised Statute (HRS) chapter and section and/or Act # and year must be provided. Acts and committee reports can also be copied and delivered, however document delivery charges will apply in addition to the Legislative History Service fees.

### Pricing Schedule:

a) Regular Service	\$10.00 per act
	\$15.00 for 1-5 amendments per HRS chapter
	\$20.00 for 6-10 amendments per HRS chapter
	\$25.00 for 11-15 amendments per HRS chapter
	\$30.00 for 16+ amendments per HRS Chapter
b) Rush Service (up to 10 total acts or amendments, same day if request and proof of payment are received by 12:00 noon, HST)	Additional \$5.00 per act or HRS chapter

## FINES AND FEES

For regular loans, a non-refundable fine of \$1.00 per day (except Saturdays, Sundays and Hawai'i State holidays) will be charged for each overdue item, up until 60 days after the due date. At that time, the item will be considered lost and all replacement costs will apply in addition to fines.

For special or limited loans, a non-refundable fine of \$5.00 for each half-hour or fraction thereof will be charged for each overdue item and will be imposed 24 hours per day regardless of the day of the week or Hawai'i State holiday. There is no maximum on overdue fines for special or limited loans.

For lost or damaged items, replacement costs based on the current price of the item to be replaced or its equivalent, plus a \$5.00 processing fee, will be charged.

A patron's borrowing privileges will be suspended until all overdue fines and replacement costs are paid in full. Payment can be made during regular library hours or be sent by mail.

There is a non-refundable fine of \$25.00 to replace a lost or damaged Supreme Court Law Library card.

## METHOD OF PAYMENT

Payment for in-house library services and fines and fees are accepted in the form of cash,

personal check, or business check. For document delivery and Hawai'i legislative history services, payment is accepted in the form of business check, personal check, cashier's check, or money order from U.S. businesses or organizations. International requests are limited to either a cashier's check or international money order.

Pursuant to HRS 40-35.5, there is a \$25.00 service fee assessed to patrons whose checks are returned, in addition to the full balance owed. HSLLS may refuse payment by personal or business check at any time.

## **INTERLIBRARY LOAN**

Limited staff and resources preclude the processing of requests by attorneys for titles held by libraries outside of the Hawai'i State Law Library System.

The staff of the libraries of the Hawai'i State Law Library System will handle requests for materials from their respective court staff.

Attorneys must arrange their own loans, returns, and requests for copies of materials among the libraries in the Hawai'i State Law Library System.

## **MICROFORMS**

All Hawai'i State Law Library System libraries have certain resources that may be available only on microfiche or microfilm format. Items do not circulate but viewing and copying is allowed.

While viewing and copying of outside microforms are permitted, priority for use of the readers/printers is given to users of law library microforms.

Check with library staff about viewing and printing policies.

## **PHOTOCOPIERS**

### **Supreme Court Law Library:**

The Supreme Court Law Library makes available two self-service copiers. Cost is \$.15 (cents) per copy. Photocopy machines are operated with nickels, dimes, quarters, one dollar bills, five dollar bills, and copy cards. Receipts are issued only with the purchase of a copy card.

Copy cards pre-programmed in the amount of \$15 can be purchased at the Supreme Court Law Library Circulation/Reference Desk. A copy card, once purchased, is the property of the purchaser. Patrons are responsible for preventing damage, loss or misplacement of their copy cards. Refunds or replacement cards will be issued only if erasure of credit balance is due to a machine error.

### **Circuit Court Law Libraries:**

Coin-operated self-service photocopiers are available in each of the circuit court law libraries. Please check with library staff for assistance on photocopying.

**The libraries assume no responsibility for the copying of copyrighted materials.** A Notice of warning of copyright infringement is posted at each photocopier.

## GENERAL LIBRARY RULES AND REGULATIONS

The following rules and regulations, applicable to all libraries in the Hawai'i State Law Library System, have been promulgated and adopted pursuant to Rule 12 of the Rules of the Supreme Court of the State of Hawai'i.

1. Library users shall engage in the appropriate uses (reading, researching, copying) associated with the use of a law library. The library shall not be used as a substitute for an office for the practice of law, as a forum for servicing or meeting clients or prospective clients, or any other business activity. Persons found loitering or sleeping will be asked to leave. Carrels and facilities are for the exclusive use for legal research and study.
2. Users shall leave the library at closing time or when asked by Judiciary staff to leave, including emergencies and evacuation drills.
3. The library reserves the right to examine materials carried out of the library. By entering the library, one is consenting to the examination. Persons not wishing to have their materials examined when they leave should check them in advance with the library staff. (Regulation, Supreme Court of Hawai'i, April 18, 1972).
4. Generally prohibited activities include: eating, drinking, smoking, being under the influence of alcohol or illegal drugs, or possessing firearms and other weapons.
5. Users may not bring animals into the library other than guide or assistance animals.
6. The library staff shall not give legal advice or draft legal documents. Anyone needing such services should consult an attorney licensed to practice in Hawai'i.
7. Books and other library materials may not be withdrawn from the law library except as authorized under the *Circulation Policy*. Circulation records are confidential and staff members are prohibited from disclosing to whom materials are checked out.
8. Library users shall be respectful of library furnishings, equipment and material. Users shall handle all library items with reasonable care. Pencil or pen markings, earmarking of pages, removal of binding, tearing pages, use of repositionable (Post-It) notes, paper clips or mutilation in any manner of library materials is not allowed.
9. Use of the public access computer workstations shall be in accordance with the library's *Public Computer and Internet Use Policy and Guidelines*. This Policy is posted at each PC workstation.
10. Users must reshelve all books they have used. No materials will be "saved", so users are advised to retain citation information for materials they will need again.
11. Library telephones are for use by the library/court staff only. The library has no paging system and will not take messages, but may call attorneys summoned by the courts.
12. Library office supplies and equipment (including, but not limited to, staplers, paper clips, paper cutters, etc.) are for use by the library/court staff only.
13. Conversation and noise must be kept at an acceptable level in the library so users may have

a peaceful and quiet environment conducive to study and research.

14. Users shall respect the rights of other users and shall not harass or annoy others through noisy or boisterous activities, by staring at, or following another person about the library.

Solicitation, proselytizing, or distributions of literature are not allowed in the library.

Users shall not disturb other library users in any manner, including asking for legal advice or assistance.

15. Users are required to wear socially accepted standard clothing at all times while in the library. For reasons of public health and safety, those who are not dressed from their lower neck to their mid-thigh and/or do not have footwear will be asked to leave.
16. Users whose bodily hygiene is so offensive as to constitute a nuisance to other persons shall be required to leave the library. [Kreimer v. Bureau of Police, Morristown, NJ, 958 F.2d 1242 (3d Circ. 1992)]
17. Personal/laptop computers, typewriters and calculators may be used in the library unless they pose a hazard or are a nuisance to others. Users may use available electrical outlets only if the outlets are not servicing library equipment or being used by maintenance personnel. The library is not responsible for any damage, lost data, etc. resulting from power surges, electrical outages and other such acts. No equipment shall be attached to any of the Judiciary's electronic/data connections.
18. Radios, stereos, cassette/cd/dvd/MP3 players or other audio and video equipment are not allowed unless ear buds, earphones or headphones are used to prevent the sound being heard by others and the user does not make any noise while using equipment.
19. Users shall place their electronic devices on silent or vibrate when they enter the library. All cellular phone conversations are limited to the area outside of the library. Charging of cellular phones using library electrical outlets is not allowed.
20. Users are solely responsible for their belongings and personal items shall not be left unattended.
21. Notices are posted in the library only with the approval of the librarian. Commercial advertisements and personal notices are not allowed. Unauthorized postings will be removed by the library staff.
22. The library shall assess and collect a service charge of \$25.00 plus interest, in cash, for any dishonored check, pursuant to HRS section 40-35.5.

**Violation of any regulations shall subject the offending party to liability for loss or damage, summary suspension or permanent deprivation of the facilities and privileges of the law library, or such other disciplinary action as shall be determined by the supreme court. Rule 12(d), Rules of the Supreme Court of the State of Hawai'i.**

**The Hawai'i State Law Library System reserves the right to adjust or revise any of the rules and regulations above as needed without advance notice.**

## **Public Computer and Internet Use Policy and Guidelines**

### **Hawai'i State Law Library System**

Supreme Court Law Library  
Second Circuit Court Law Library  
Third Circuit Court Law Library, Hilo  
Third Circuit Court Law Library, Kona  
Fifth Circuit Court Law Library

#### **Purpose**

The mission of the Hawai'i State Law Library System (HSLLS) is to advance the administration of justice by providing access to legal information and resources for the judicial, legislative, and executive branches of government, Hawai'i's legal community, and the people of the State. In keeping with this mission, libraries of the HSLLS provide computers with access to electronic resources and the internet solely for legal research purposes. All users of the HSLLS public access computers, electronic resources, and the internet are subject to these guidelines.

#### **Disclaimers**

Electronic information resources, including those from the internet, are not always current, accurate or complete. The HSLLS cannot guarantee the accuracy, completeness, or currency of the information. Users, not the library staff, are responsible for determining the acceptability and reliability of the contents.

The HSLLS assumes no responsibility for any damages, direct or indirect, or loss of privacy arising from use of its computers, or from provision of access to electronic resources or internet services.

#### **Intellectual Freedom**

The Library's Public Computer and Internet Use Policy and Guidelines is guided by the *First Amendment of the U.S. Constitution* (<https://www.gpo.gov/fdsys/>) and the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill>) adopted by the American Library Association and American Association of Law Libraries.

#### **Copyright**

Use of the computers constitutes an agreement to obey all applicable federal, state, and local laws governing copyright, licensing and content restrictions. Users are responsible for any infringement of copyright or software licenses that could result from the copying or distribution of materials found on the internet. Copyright alerts are posted at each workstation. The HSLLS reserves the right to terminate or restrict the user's internet privileges for abuse of these conditions.

#### **Right to Privacy**

All users are expected to respect the privacy of those using the public computers and not interfere with their use.

As a reminder, public computer workstations are located in open areas where others may see words or images that appear on the computer monitors. Users must be aware that this public environment precludes any guarantee of privacy. Furthermore, the display of offensive materials on public computer monitors may be construed as harassment.

#### **Assistance to Users**

The Library staff may suggest using the public computers as users would use print sources in the HSLLS. Library staff can suggest appropriate websites and databases. However, staff

cannot be held liable for the completeness and accuracy of the contents obtained electronically. Instructional guides on the use of the various electronic resources are available at each computer. Library staff will assist users in using the libraries' electronic subscriptions within the limits of its abilities and resources. Library staff cannot provide in-depth training concerning the use of computers, computer jargon, or the internet.

## **Guidelines for Access and Use**

### **Accessibility and Availability**

- Public computer workstations, for accessing electronic resources and the internet for legal research only, are available on a first-come, first-served basis.
- Users must sign-in for public computer use at the Reference Desk. Users who fail to sign-in may be asked to surrender the computer workstation at any time.
- Use is limited to 30 minutes per session, one session per 4-hour time span, and a maximum of 60 minutes per day.
- The user may continue to utilize the computer beyond the time allotments listed above if there is no one else in need of the workstation. When a need arises, the user is expected to immediately vacate the workstation when asked.
- Public computer workstations are available up until 10 minutes before the Library closes.

### **Access by Minors**

Parents or legal guardians must assume responsibility and guide their children in the use of the internet and inform them about resources or materials they should not use. Minors must be accompanied by a parent or legal guardian at all times when in the Library.

### **Downloading**

Downloading to the hard drive, a floppy disk, USB drive, CD-ROM, or DVD is not allowed.

### **Electronic Mail (E-mail)**

E-mail and/or any form of instant messaging are strictly prohibited on library computers.

### **Printing**

- Supreme Court Law Library  
All public computer workstations are attached to a central printer at the Reference Desk. Printing is available at \$ .15 (cents) per page. Users are responsible for all pages printed, including those printed in error, from the public computer workstations. Payment must be made either with cash or by check made payable to: *Supreme Court Law Library*. A receipt will be issued.
- Law Libraries in the Second, Third, Fifth Circuits  
Please see library staff for assistance on printing.

### **Unacceptable or Unlawful Conduct**

This Library reserves the right to suspend or terminate any computer session that constitutes, in the discretion of the Library staff, an unacceptable or unlawful use of the public computer workstations. Examples of unauthorized use include, but are not limited to, the following.

- Attempting to access, view and print from internet sites that do not contribute to legal research. This includes, but is not limited to, sites dealing with recreational games; auction/shopping services and pornography. The staff of the HSLLS reserves the right to

ask patrons to verify that they are using computer and internet services for legal research purposes only.

- Attempting to access or participate in e-mail, chat rooms or any form of real-time person-to-person communication.
- Attempting to engage in fraud or misrepresenting oneself as another person via the internet.
- Attempting to transmit threatening, obscene or harassing materials via the internet.
- Attempting to "bookmark" or save favorite internet sites.
- Attempting to alter, damage, or attach anything to the computer hardware.
- Attempting to change the settings, preferences or software configuration on computers.
- Attempting to download and/or upload any software, files or graphics.
- Attempting to gain unauthorized access to the Library's networks or computer systems, any other network or computer system, or any electronic resource via the internet.
- Attempting to restart or shut off the computers.

### **Violations**

- Users violating these guidelines will be advised of the HSLLS guidelines for use and will be asked to comply.
- The HSLLS reserves the right to terminate network connections for users who repeat a violation of these guidelines after a previous warning.
- The HSLLS reserves the right to prohibit users who violate these guidelines from future access to or use of the libraries' computers, electronic resources or network services.
- The HSLLS reserves the right to revoke all library privileges for users who violate these guidelines.
- To the extent the HSLLS incurs costs for damage to its computer equipment, software or data by a user, the user will be financially liable for those costs.
- Users who engage in illegal activities are subject to prosecution by the appropriate authorities.

**The Library staff has the authority to enforce this policy.**

**The Library reserves the right to modify the policy at any time, without prior notice.**