



### **Policy on Access, Services and Conduct**

The primary mission of the Fifth Circuit Library is to provide information services to court personnel throughout the circuit. Library visitors are defined as members of the bar, government attorneys, members of government agencies and other members of the public. Visitors will be provided limited library services within the following guidelines:

#### **Access and Services**

- Select libraries will be accessible to visitors during posted business hours. No access will be permitted to the libraries after posted hours, on federal holidays or when the library is otherwise closed. When appropriate, the libraries may close without prior notice.
- Upon entering the library, please make sure to sign in, if required by the branch.
- Visitors may use books and other print research materials during posted business hours. Please do not reshelve any books or materials that you use. Kindly leave them on the tables or carts.
- Staff will provide limited reference assistance such as directional help in locating materials on the shelves. Other research services are not provided to visitors.
- Books and other library materials are available for use within the libraries. Visitors do not have borrowing privileges and may not remove any materials from the premises. Library materials in use by judges or other court personnel will not be recalled for use by visitors.
- Photocopies or scanned images of copyrighted materials are subject to the restrictions and other limitations on fair use as imposed by the Fifth Circuit Library.
- Seeking legal advice from judges, law clerks or other library users is not permitted.
- Visitors may bring their own personal electronic devices such as laptops into the library and use them as long as the applications being used do not make noise.
- Making or receiving calls on cell phones or using virtual conferencing applications is not permitted. Silent usage of text messaging is allowed.

- Certain branch libraries or areas within a library may be designated "for court use only."
- At the discretion of library staff, visitors who cause a disturbance will be asked to depart the library. Intimidating or harassing behavior towards staff or other visitors will not be tolerated.

### **Standards of Acceptable Conduct**

To assure that the libraries provide an appropriate research environment, acceptable standards of conduct must be maintained. All library visitors must conduct themselves in a manner that allows other users to concentrate on their own research free from interruptions or distractions, harassment or abuse or fear for their personal privacy or safety. All library visitors must refrain from any behavior that could result in injury to themselves or others, or that could result in damage or loss to the books, the equipment or the building.

All library visitors are expected to comply with requests by the library staff to engage in acceptable conduct. Those persons who do not comply with such requests must leave the premises and may be barred permanently from returning to the library. Court security officers will assist the library staff as needed.

The standards set forth in this policy are in addition to, and do not supersede, the requirements and prohibitions applying to every person under state and federal law, including but not limited to those set forth in Federal Management Regulation Chapter 102, Subpart C, Conduct on Federal Property (102-74.365 thru 102-74.455) of Title 41 of the Code of Federal Regulations.