

## **GENERAL POLICIES - PATRON RULES OF CONDUCT**

The Sonoma County Public Law Library provides legal professionals and the general public with access to legal information, practice guides, and other resources to assist them with the conduct of matters pertaining to the law. To facilitate effective use of the resources, the Sonoma County Law Library Board of Trustees has established the following policies, guidelines and rules for patron conduct:

- 1) Patrons shall **ONLY** engage in the research and preparations of legal matters when using the Law Library. Other activities must be approved by staff.
- 2) Patrons shall not disrupt library operations or disturb other patrons and staff while using the Library. **(Penal Code § 602.1(b))**.
- 3) Media or videotaping, commercial photography or filming are not permissible without prior permission from the Library director.
- 4) Any group wishing to tour the Library must make an appointment in advance.
- 5) The Library will not tolerate discriminatory conduct or language based upon race, ethnicity, color, religion, gender, national origin, age, disability, or sexual orientation. Anyone violating this policy will be required to leave the Library immediately.
- 6) Smoking is prohibited in the Library. Patrons shall not use E-cigarettes, vaporizer pens, or chewing tobacco while in the Library. Persons under the influence of alcohol or recreational drugs are not allowed in the library.
- 7) Food is prohibited throughout the Library. Drinks with a lid or cap are allowed.
- 8) Patrons shall not use cell phones or other noisy equipment. Cell phones must be set to vibrate, and all calls must be taken outside the Library. Silence is expected in the Library reading room. No talking is allowed in the reading room. Loud talking is prohibited in all other areas of the Library. Patrons may engage in quiet conversation in the front lobby, so long as other persons are not disturbed.
- 9) No backpacks are allowed in the reading room.

- 10) The Library is not responsible for any items left unattended. The Library keeps lost and found items for a month and then recycles them or donates the items to charity. **(Civil Code § 2080.1).**
- 11) Patrons must wear appropriate clothing, including shirts and footwear.
- 12) Children under the age of thirteen must be supervised at all times. If a child's behavior disturbs patrons or staff, or results in damage to Library property, the adult and child may be asked to leave.
- 13) Patrons shall not, without permission, remove, deface, damage, or destroy Library property. Anyone who does this is financially responsible for the missing/damaged item. **(Education Code § 19910 and Penal Code § 594).**
- 14) Pets are not allowed except service and support animals. **(28 CFR § 36.104).** Service and support animals must be under the control of their handler at all times. These animals must be on a short leash or in a carrier and may not block aisles or walkways, be on furniture, or be fed in the Library.
- 15) Patrons shall return all books and other materials to the shelves or to the front desk, when they are finished using them. Pocket parts or loose-leaf pages may be removed from books briefly to be photocopied on the Library's copiers and shall be returned promptly to the book by the patron. Library materials shall not be left out on the tables, chairs, or photocopy machines.
- 16) Patrons shall not make repairs or alter the settings on Library equipment without permission. They should ask staff for assistance.
- 17) Patrons shall not place objects likely to damage furniture upon tables, chairs, or Library equipment.
- 18) If the security alarm sounds when a person attempts to pass through the exit gate, he or she must stop and return to the Reference Desk. Staff may detain that person to make a reasonable search of the person's property, including briefcases, handbags, and backpacks, to determine if Library property has been concealed **(Penal Code § 490.5).**
- 19) Patrons first using Library materials have priority but may be required to share these materials with other patrons at the request of Law Library staff.

- 20) Charges for photocopies, printer copies and scans are twenty-five cents (\$0.25) each. Faxes are one dollar (\$1.00) for each page and will be collected immediately. IOUs are not accepted.
- 21) Checks will not be accepted from any patron whose previous check has been returned for insufficient funds.
- 22) The checkout policy permits borrowing a maximum of five (5) books at a time. A book is checked out for three (3) days and can be renewed once for another three (3) days. After renewal, the book must stay in house for one day before the patron can check it out again for three (3) days, followed by another three (3) day renewal. After that the same patron must wait five (5) days before checking out the same book again. The same policy applies to books that are borrowed for only one (1) day. Books that are manuals of teaching in Empire College or Santa Rosa Junior College are checked out for one (1) day while the semester is in process. The Library director can make exceptions upon request
- 23) All books on a subject matter cannot be checked out at the same time. Some materials must remain in the library to be available to other patrons.
- 24) All checked-out materials shall be returned when due. Failure to do so can result in loss of Library privileges and/or payment of overdue fines, and replacement, administrative and court costs.
- 25) All computers, printers, and copiers shut down fifteen (15) minutes before the Library closes.

The County Sheriff's Department provides the Law Library with security services. Patrons disrupting Law Library operations or otherwise causing a public disturbance in the Law Library may be subject to intervention by the Sheriff's Department, including arrest by a Sheriff or by the Santa Rosa Police Department.

Any patron who violates these or other rules and regulations adopted by the Library Board of Trustees may be subject to the loss of their Library privileges on the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

## **PUBLIC COMPUTERS POLICY**

Access to the Internet is reserved for patrons doing legal research or seeking access to government document information. Non-legal database access is allowed solely to obtain information that might be used as evidence in court or at other legal proceedings. At the discretion of staff, the Library reserves the right to suspend or terminate any session that constitutes an unacceptable use of the public computers.

The following rules apply to the use of the Library computers:

- 1) Five (5) public computers are provided solely for the purpose of legal research, to obtain government document information, or to use the Library's catalog.
- 2) The computers are controlled by a software system which limits the use up to 2 hours per person, per day. The computers will automatically be turned off and all the files and the work will be lost after the allotted time is up. Nothing can be saved on the computer and staff is not responsible for lost work. Time will be extended for those doing legitimate legal research who need addition time after their allotted time has expired and if there is another seat available.
- 3) The staff will help with some computer skills to assist patrons with the computers when possible, but the patrons are expected to be able to work independently.
- 4) Accessing email is allowed only to send, receive, or print legal documents.
- 5) Printing from the computer is allowed at a charge of \$0.25 per page. Patrons must pay for all print requests prior to receiving the printed copies.
- 6) Patrons may not attach any personal hardware or software on the Library's terminals without staff's approval.
- 7) No open audio use is allowed. Patrons must use their own headphones or ask for a pair of headphones at the front desk.
- 8) Internet access shall not be used for any illegal purposes.

- 9) No patron may use the computers in violation of California Obscenity Laws (**Penal Code § 311**).
- 10) There are certain social media, sport, gambling and pornography websites that are blocked on the public computers.
- 11) These are public computers. Others may be able to access personal and/or sensitive data stored or transmitted through our computers. There are inherent risks associated with using a publicly accessible computer. By using the computers, each user expressly acknowledges and assumes all responsibility for the risks related to the security, privacy and confidentiality inherent with the use of technology. The Law Library does not make any assurance or warranties relating to such risks.
- 12) The Library reserves the right to suspend computer privileges if a user violates any of these rules.

## **WIRELESS INTERNET POLICY**

The Sonoma County Public Law Library (SCPLL) provides free unfiltered wireless access in the Library for the public to use with their personal notebooks, laptops and other mobile devices. These access points are unsecured and unfiltered.

Any person connecting to wireless Internet access within SCPLL must abide by the following guidelines:

1. Wireless connections are not secure. Cautious and informed wireless users should not transmit personal information (credit card numbers, passwords, and any other sensitive information) while using any wireless “hot spot”. Please take appropriate precautions when using this service.
2. All wireless users should have up-to-date virus protection on their laptops or other wireless devices. The Library is not responsible for any information that is compromised, or for any damage caused to an individual’s hardware or software due to electrical surges, security issues, or by viruses or hacking.
3. Wireless users requiring sound must use headphones.
4. Library printers are not available via the wireless connection.
5. Library staff can provide general information for connecting to the wireless network. Staff will not troubleshoot problems related to your wireless device or assist in making changes to your device’s network settings and/or hardware configuration. The Library does not guarantee that your device will work with the wireless access.
6. Responsible, ethical use of this resource includes the following:
  - Using the network for legal research.
  - Not accessing obscene, harmful or disruptive material.
  - Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.
  - Respecting the privacy of others by not:
    - i. Attempting to modify or gain access to files, passwords or data belonging to others;

- ii. Introducing viruses;
- iii. Seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

Use of the wireless network is entirely at the risk of the user. The Library disclaims any and all liability for loss of confidential information or damages resulting from that loss, or any and all damages resulting from use of the wireless network. The Library does not guarantee that wireless access will always be available during or after normal business hours. This policy applies to anyone within SCPLL connecting to the Internet via the wireless access point.

## CONFERENCE ROOM POLICY

The Sonoma County Public Law Library has two conference rooms available for public use. The room may be reserved for court related meetings or depositions during regular business hours for use by judges, members of the State Bar and by self-represented litigants. Students may also book conference room space. Approved use may include depositions, attorney-client meetings, and study groups.

A staff member at the Law Library must be contacted during business hours in order to reserve the conference room. The conference room will be reserved on a first-come-first-served-basis and upon payment of the first hour reservation fee. A reservation made without payment will be honored up to five days to await payment. The fee is non-refundable even if the event is canceled.

If the event is to be rescheduled, the Law Library staff must receive notice prior to the day originally set, and the original fee will be applied to the new date. Please contact a staff member during business hours to cancel an event. Messages on the Law Library’s voicemail will not be accepted for scheduling, rescheduling or canceling an event. A reservation may be lost to another party if the party that reserved the conference room is more than thirty minutes late. Payments by check or cash only.

### FEE SCHEDULE RESERVATIONS

SMALL CONFERENCE ROOM \_\_\_\_\_ :

<i>Less Than 30 Mins</i>	<i>\$10.00</i>
<i>First Hour</i>	<i>\$25.00</i>
<i>Every Hour Thereafter</i>	<i>\$20.00</i>

LARGE CONFERENCE ROOM \_\_\_\_\_ :

<i>Less Than 30 Mins</i>	<i>\$10.00</i>
<i>First Hour</i>	<i>\$40.00</i>
<i>Every Hour Thereafter</i>	<i>\$35.00</i>



## **PUBLIC COMMENT POLICY**

Members of the public are welcome to address the Sonoma County Public Law Library Board of Trustees (BOT) whenever the BOT meets in open session in accordance with the guidelines below. In addition, written communications to the BOT are always welcome and can be mailed to Sonoma County Public Law Library, 2604 Ventura Ave, Santa Rosa, CA 95403.

A sign-up sheet is used to record those who wish to address the BOT at any of the public meetings. Anyone who wishes to speak may call the secretary of the BOT at (707) 565-2668 after the agenda for the BOT meeting has been posted or may sign up on the day of the meeting. The sign-up sheet is made available at the meeting location at least one-half hour before the meeting is scheduled, and members of the public must sign up prior to that scheduled time.

Comments on agenda items must be brief and limited to the subject under discussion. Comments on agenda items must be limited to 3 minutes per person.

Comments not on the agenda shall be made during the public comment section of the agenda. Comments must be limited to 3 minutes per person.