The Clark County Law Library will assist with your use of library resources and services. Please help keep the Library safe and pleasant for everyone by following these Patron Rules of Conduct.

Permission to Access and Use the Law Library
1. Access and use of the Clark County Law Library's computers, facilities, and services is limited to persons preparing a legal matter, engaged in legal research, or legal information studies. The Library may require people to leave the Library if they are not engaged in activities associated with legal research.

2. Consuming or possessing alcoholic beverages or illegal drugs, engaging in any illegal activity, smoking, vaping, spitting, loitering, using marijuana or tobacco, or exhibiting intoxication or drunken behavior are prohibited in the Library.

3. The Law Library will not tolerate discriminatory conduct or language based upon race, color, religion, sex, national origin, age, disability, or sexual orientation. Anyone violating this policy will be required to leave the Library immediately.

4. Patrons shall respect the rights of other Library users and staff. Threatening, harassing, yelling, intimidating, engaging in abusive language or profanity, staring at, following, recording, surveilling, or any other activity or behavior that disturbs or interferes with any person's comfort, safety or use of the Library is strictly prohibited. Anyone whose conduct poses a threat to the safety of patrons or staff shall be removed from the premises.

5. Users shall comply with all Library policies and rules including computer and internet public access, photocopying, printing, and circulation, and the directives of Library staff, security, or law enforcement officers.

Use of Law Library Facilities
6. For the courtesy of other patrons, quiet is expected throughout the Library. Patrons may engage in quiet conversation so long as other users are not disturbed. Cell phones and other devices should be set to vibrate. Two small study rooms are available for conversation or cell phone use.

7. Children shall be supervised at all times.

8. Computer workstations are for computer use only, pursuant to the Computer and Internet Public Access Policy. Reading or anything not requiring a computer should be done at the tables.

9. Patrons shall not attempt to make repairs to Library computers or equipment, or plug anything into computers or equipment. Patrons should instead ask staff for assistance.

10. Walkways and aisles shall be kept clear and unobstructed by patrons or their personal effects, including books, materials, briefcases, and electrical cords.
11. Users may not spread out materials beyond their immediate workspace or use more than one work or computer space. Users shall not use their personal belongings “to save a space,” nor store, or leave them in the Library.

12. Entering the Library’s office or remaining in the Library during emergency drills or evacuations is prohibited.

13. Patrons shall not rearrange furniture, chairs or equipment.

14. Sleeping, lying or sitting on floors, counters or tables are prohibited.

15. Patrons must leave the building immediately when the Library closes.

16. To protect the privacy of others, audio or video recording is not permissible. People may use their personal electronic devices to take photos of books or materials.

17. To ensure a pleasant, stress-free work environment, all users are required to treat staff and others with courtesy and respect, and to observe the following rules when interacting with Library staff:
   - Do not interrupt staff when they are helping another person. Please wait your turn.
   - Speak in a polite, courteous manner
   - Do not argue with, threaten or raise your voice to staff
   - Do not interfere with staff performing their job
   - Follow the instructions of staff promptly

Use of Materials
18. No person may remove or attempt to remove materials without permission. Stealing, vandalizing, abusing, hiding or concealing library materials, equipment or facilities is prohibited.

19. Please help keep the Library in order and re-shelve all materials or leave materials on the front counter. Materials left on Library tables will be removed by Library staff at the end of the day.

20. Personal scanners or photocopiers are not permitted.

21. Copyright Limitations: Federal law (Title 17 U.S. Code) governs the making of photocopies, scans or other reproductions of copyrighted material. Persons who fail to comply with copyright laws while using Library resources & copiers are liable for any infringement.

Personal Conduct in the Law Library
22. Food, coffee, and other beverages are not permitted. Water is permissible in closed containers.

23. The Library shall not be used in lieu of an office for the practice of law or any other business or professional activity. Library users shall not volunteer or solicit legal advice or business from other users. This includes, but is not limited to, the distribution of literature, goods or services. People who are not members of the Washington State Bar in good standing are not permitted to offer legal advice or otherwise violate state law or court rules.
24. Users shall not leave personal property unattended. The Library is not responsible for articles that are lost, stolen or damaged in the Library.

25. Persons whose parcels, clothing, or bodily hygiene emit odors, including odors caused by perfume or cologne, that are pervasive, offensive, or disrupt others’ ability to work, as determined by Library staff, shall be required to leave the Library until the problem is corrected.

Patrons whose actions violate any of these rules may be:
   a. Asked to leave the Law Library,
   b. Escorted or removed from the Law Library by courthouse security and/or law enforcement, or
   c. Loss or suspension of any or all Law Library privileges.

Enforcement Authority
Law Library staff are authorized to determine what constitutes unauthorized behavior or violation of the rules. Failure to comply with Law Library rules or the directives of Library staff, or to cooperate with the staff in their enforcement of these rules, may result in the loss or suspension of Library privileges, including but not limited to temporary or permanent removal from the Library premises. The Clark County Law Librarian or their designee may determine the length of the temporary suspension of library privileges. Temporary suspension may be up to one year.

Appeal Process
Suspension of Law Library privileges may be appealed to the Board of Trustees of the Clark County Law Library. To appeal suspension or revocation of Law Library privileges, you must request a review of the suspension in writing. An email request shall be sent to lawlibrary@clark.wa.gov. A written request shall be sent to:

   Board of Trustees
   Clark County Law Library
   PO Box 5000
   Vancouver WA  98666

The request will be reviewed at the next regularly scheduled meeting of the Board of Trustees occurring more than 72 hours after receipt of the request. The schedule of the Board meetings is posted on the Library website, www.clark.wa.gov/law-library/index.html

The decision of the Board is final.

These rules shall be posted in the Law Library. They shall be used in conjunction with all other rules and policies adopted by the Clark County Law Library Board of Trustees for the governance of the Law Library. The Board can amend these rules at any time.

Adopted 4/15/05; amended 1/26/06, 1/18/08, 7/15/11; rewritten 5/21/18 and 6/17/19