

removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges.

Users should not reshelve their used materials. Materials left unattended for long periods of time, will be reshelfed by Law Library staff. Users wishing to keep pulled materials for use later the same day, should place a reserve sign on the items, including a date and time when the user will return to the item(s), or deposit them at the Circulation Desk to be held temporarily.

Library materials shall not be taken into public restrooms and must remain in the main reading room. Patrons reasonably suspected of violating this rule of conduct shall be subject to search of any bags, luggage, backpacks or other items. Refusal to allow such a search will constitute a violation of the rules of conduct and may result in the loss or suspension of library privileges including but not limited to temporary or permanent removal from the library premises.

### **THEFT, ABUSE AND VANDALISM**

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited. [California Penal Code 490.5 & 594; Education Code 19910 & 19911]

No materials belonging to the Library may be removed from the premises without being properly checked out. If the alarm on the electromagnetic book gate system is triggered when exiting the Library, please be advised security staff will need to search any bags, backpacks, or briefcases for any Library materials that will need to be referred to the Circulation desk to be properly processed for check out.

### **USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES**

Law Library public computers are reserved for legal research and access to the online catalog. Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.

Public computer use is limited to one 2-hour session. Users may only access public computers using their own

library card. To request your library card, please ask any staff member to assist you. Accessing the library computer system, programs or data without authorization is prohibited.

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers, printers and scanners are generally not permitted. As noted above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Tabletop electrical outlets are provided for patron use. Patrons are not permitted to use any electrical outlets other than those provided on tabletops. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets, and floor outlets, may not be used by patrons.

### **UNAUTHORIZED AREAS**

Opening emergency exits (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges.

Entering or remaining on landscaped areas, areas marked as "Reserved" or "No Trespassing" signs or any portion of the premises when the library is closed (other than for the short-term purpose of returning library materials to the book-drop) is prohibited and may result in immediate removal and/or suspension of library privileges.

### **FAILURE TO COMPLY**

Failure to comply with library rules, library signage or the directives of library staff or security personnel, or to cooperate with the staff or security personnel 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. Individuals who refuse to leave when requested to do so by staff or security personnel will be subject to arrest for trespassing and prosecution under California Penal Code Section 602.1(b). Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.



# **Rules of Conduct**

## **Guidelines for Law Library Use**

### **Main Library**

301 West First Street  
Los Angeles, California 90012  
Phone 213.78.LALAW  
Fax 213.613.1329  
[www.lalawlibrary.org](http://www.lalawlibrary.org)

### **Long Beach Courthouse Branch**

Governor George  
Deukmejian Courthouse  
275 Magnolia Avenue, 3rd floor  
Long Beach, CA 90802  
562-508-4882

### **Torrance Courthouse Branch**

South Bay County Building  
825 Maple Ave., Room 110  
Torrance, CA 90503  
424-201-0748

*The LA Law Library staff welcomes you.*

*LA Law Library provides public access to legal information. We are here to assist your use of the resources and services offered. Please help us keep the library safe and pleasant for everyone by following these rules of conduct when on Library property.*

## **RESPECT THE RIGHTS OF OTHERS**

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff or intentionally interfering with their ability to conduct library business is strictly prohibited. [California Penal Code 602.1 (b)]

## **PERSONS WITH DISABILITIES**

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library's programs, services, or activities, please inform a staff member of your accommodation request or submit a completed request form. (Forms are available on our website or in person.)

## **PHOTOGRAPHY**

We are delighted our patrons enjoy the library and want to take photos. Filming and photography are permitted in any public space within the library. However, we ask you to please be respectful of your fellow patrons and library staff members who do not wish to be filmed or photographed in the interest of maintaining their privacy. Please obtain prior permission from any person you'd like to include in your film or photographs. Filming or photographing anyone without prior permission is a violation of the Rules of Conduct.

## **SAFETY AND SECURITY**

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

- Abide by all posted LA Law Library Patron Expectations for Health and Safety
- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).
- Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.

- With the exception of wheelchairs or other mobility devices covered by the ADA, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted on library premises.
- Notwithstanding the above, a patron may bring one personal handcart into the library, provided the cart can be folded or collapsed and is placed entirely under a patron table in the Reading Room within the single, individual space at the table being used by the patron.
- Walkways and aisles shall be kept clear and unobstructed by personal items, including but not limited to, briefcases, packages, backpacks, garments, electric cords and equipment.
- The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Security personnel will remove unattended items left for unreasonable amounts of time on the premises, including items left by any patron who has left the building. The Library is not responsible for the loss or theft of any unattended items.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

## **PERSONAL CONDUCT IN THE LAW LIBRARY**

In consideration of others, quiet is expected throughout the Library, including in the lobby area. Patrons are not permitted to take phone calls, or video calls, within the library. Users may engage in quiet conversation as long as other users are not disturbed. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Telephone conversations are permitted on the front patio and walkways, provided they do not interfere with ingress, egress or Library operations.

Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals (as defined by law) assisting persons with disabilities, are not permitted in the library. Service animals must be under the control of their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals

other than a single service dog into the library is requested to provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

Children must be under the control and supervision of a responsible adult at all times.

Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.

The following are not permitted in LA Law Library:

- Smoking, including smoking within 20' of any entrance to the Law Library. [California Government Code 7597]
- Weapons, including firearms whether open or concealed, with or without permit, unless the carrier is an active peace officer as defined under California Penal Code Section 830-832.17
- Loitering, sleeping, laying on the Law Library floor or furniture.
- Bathing, shaving, grooming, and washing clothes in the library restroom.
- Soliciting (offering patrons or staff goods or services for sale)

Persons who are not Library staff may not pretend or represent themselves to be agents or employees of LA Law Library.

Persons exhibiting unruly behavior or a disturbing demeanor that reasonably suggests they are under the influence of alcohol or drugs are not permitted in the library. Persons under the influence of lawfully prescribed medications are welcome so long as the effects of such medication does not cause behavior that will disturb other patrons using library services or interfere with the work of staff.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

Acts or threats of physical violence, harassment, intimidation, threatening or disruptive behavior, bullying, physical or mental abuse and/or coercion towards patrons or staff will not be tolerated. The Library reserves the right to take action against any individual engaging in such conduct which can include the following: banning from the premises, reporting such conduct to appropriate law enforcement authorities when warranted, and pursuing civil and/or criminal charges and penalties.

## **USE OF LIBRARY MATERIALS**

Users shall not conceal or hide library materials. Pocket parts or loose-leaf pages may not be