

## **U.S. Courts Library Policies for Non-Court Users**

The purpose of the U.S. Courts Library and its branches is to provide research assistance to federal judges and their staffs in the seven states of the Eighth Circuit. The library is open to the public 8 a.m. to 5 p.m., Monday through Friday, but library staff can only provide basic service to the public. We cannot provide research assistance, borrow materials from other libraries or make copies for non-court users, but we may be able to refer you to other libraries or agencies that can provide assistance.

Non-court users may not use library telephones, fax machines, computers, typewriters or supplies. You may use the coin-operated copier and microform reader/printer, and will be provided assistance with their use.

We exist to serve the federal courts. When there is a conflict between court and non-court use of library resources, the courts must come first. During busy times the use of the library may be limited to court staff. You may be asked to return materials you are using if they are needed by court staff. Library materials may not be checked out to non-court users.

Photocopies can be made for \$.15 per image on the coin-operated copier and \$.25 per image on the microform reader/printer. Pro se litigants who have been granted leave to file *in forma pauperis* are granted a life-time maximum of 50 free copies. Proper documentation from the court is necessary for free copies to be made. Court-appointed attorneys should use the coin-op copier and request reimbursement on their CJA voucher. Non-court federal employees can make free copies for official business only.

We ask that library users maintain a sense of decorum when using the library. You may not ask other library users for legal advice or assistance. If you violate library rules or behave in a disruptive manner, you will be required to leave and will be barred from reentering the library. If you have any questions regarding this policy, feel free to discuss them with the Circuit Librarian or the Deputy Circuit Librarian.

## **Library Services Available to the Public**

### **What we can't do:**

1. Provide legal advice or opinions, or interpret any laws or legal documents.

2. Assist with preparation of cases or legal forms.
3. Provide in-depth reference service or access fee-based information databases (such as WESTLAW, LEXIS or DIALOG).
4. Check out library materials or borrow items from other libraries.
5. Do photocopying or make telephone calls.
6. Allow use of office equipment, telephones or supplies.
7. Allow smoking, eating or disruptive behavior.

*Please note: During special court sessions, library use by the general public may be restricted.*

**What we can do:** 1. Allow the public access to library materials.

2. Provide directions to needed materials.
3. Provide basic instructions on how to use legal materials.
4. Provide basic reference (e.g., telephone numbers, addresses, definitions of legal terms).
5. Provide a list of libraries that have needed materials that we do not own.
6. Provide instructions on how to use the photocopiers and microform machines.
7. Refer users to other agencies which provide legal assistance.

