

# Lawrence County Law Library Usage Policy

The Lawrence County Law Library serves the legal and law-related information needs of its statutory users.

Under Ohio Revised Code § 307.51 (B), Ohio county law libraries and their boards “provide legal research, reference, and library services to the county and to the municipal corporations, townships, and courts within the county and ... manage the coordination, acquisition, and utilization of legal resources.”

Ohio Revised Code Section 307.51 established a county law library which shall not charge any fee for any service provided to any member of the general assembly or to any officer or employee of a county, municipal, or township government or court located within that county when the officer or employee is acting within the scope of the officer's or employee's employment and shall have a policy regarding public use.

The public may use the library for legal research by appointment only when the librarian is available; however, as a government agency, the law library cannot provide legal referrals and/or legal advice. To do so is unauthorized practice of law in violation of Ohio Revised Code § 4705.

The law library is not available to the general public for meeting purposes.

## Library Hours/Services

The Lawrence County Law Library is generally open 8:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Tuesday, Wednesday, Thursday. Otherwise, it will be posted for holidays and vacation.

Because the library serves the courts and other public officials, appointments for use of the law library by the public are required to ensure availability of the law library.

The public is welcome to examine printed materials within the library's collection, and library staff can assist patrons in locating resources. Library staff will assist with copies. Copy charge is \$.10 per page

The law library **does not** provide Notary Services

## The Facility

Library space is limited and could serve as a conference room for attorneys and witnesses for the courts, as well as additional activities related to the courts and legal education.

Therefore, all library patrons are expected to conduct themselves in a manner that is respectful of the normal activities and functions of the law library, its staff and other patrons — and comply with these general guidelines:

- No children are to be left unattended in the library; children must always be accompanied by an adult.
- Patrons must silence electronic devices and use earphones when listening to/viewing media.
- Patrons must not use offensive or profane language nor exhibit any disruptive or hostile behavior.
- Any other activities that are considered disruptive to the normal function of the library are left to the discretion of the staff and patrons in violation and will be asked to leave.
- A research computer terminal is subject to availability. No fee is charged to members of the general public for access to the law library for research purposes.
- Patrons are expected to wear appropriate clothing including shoes.
- Food and drinks are not permitted without permission.
- Tobacco is not permitted in the law library
- Service animals only are permitted in the law library with advanced notice
- The library's print collection includes an extensive collection of statutes, regulations, treatises, cases, and secondary source materials.
- No filming, broadcasting, or livestreaming on the Internet is permitted in the law library

**Warning:** Anyone who chooses to make copies within the Lawrence County Law Library assumes all responsibility for any resulting infringement of copyright law under Title 17 of the U.S. Code, which governs the making of photocopies or other reproductions of copyrighted materials.

Copying/printing of legal resources will result in a charge of \$.10 per page.

## **Examples. LAW LIBRARY STAFF CANNOT:**

**Perform research** on behalf of a patron in response to a legal question or in response to a request for legal advice

*Should I create a trust for my family?  
How can I create a Limited Liability Company?*

**Interpret the meaning of statutes,** cases, or regulations, or how it might impact a particular situation or case

*What does this statute mean?  
If I evict a tenant, what can he sue me for?*

**Offer advice** on any legal procedure, court rule, or jurisdictional question

*How can I start a class action?  
Where would be a good place to file a case?*

**Choose statutes,** cases, or regulations for your situation

*My ex wants more child support.  
Are there cases out there to support my side of the story?  
Somebody's been squatting on some vacant land I own. Is there a statute I can use to evict them?*

**Choose specific forms,** language to use in forms, or assist in filling out any form

*Can you help me with this form?  
I don't know any of those big legal words.*

**Review any document** drafted by a patron

*Can you look this form over? I don't want to make any mistakes.*

**Tell you how to file a document,** what document to file, or how to proceed with court actions

*How in the world do I get my document filed in Lawrence County?  
Somebody sued me. What do I do now?*

**Give opinions on legal matters** or advice concerning any legal rights or liabilities

*What are my odds if I take this to court?  
I want to pursue a shared parenting agreement. Can I do that even if I have a few misdemeanors?*

**Read textual material** (including, but not limited to definitions, laws, cases, or rules) over the phone

**Recommend a specific attorney**

**Assist a patron with personal technology: cell phones, pads or laptops**

**Perform any other action that could be construed as providing legal advice**

The Lawrence County Law Library Resource Board is responsible for establishing public behavior rules while in the law library. They are:

- Promote a safe environment for library patrons and employees
- Protect the rights of individuals to use library materials, facilities, services by appointment
- Create an environment that is conducive for library employees to conduct library business without interference;
- Safeguard library materials and facilities from harm

The established rules are based on the powers granted to a law library board under the Ohio Revised Code. The library staff has the responsibility for maintaining order in the law library and enforcing the established Code of Conduct policy. The staff will prominently post the Code of Conduct in the library facility and will make it available to library patrons in electronic and print formats. In order to enforce the Library Usage Policy, staff are required to intervene in situations at the law library that present danger to the safety of persons or property, interfere with the rights of others, constitute disturbing or inappropriate uses of the library, and/or involve the commission of illegal acts. Patrons who engage in such conduct may receive a warning from the library staff and or an opportunity to cease the violation or leave the library. Repeated offenses will result in loss of access to the Lawrence County Law Library.

Illegal activity and any willful or repeated violations of conduct or other posted library regulations may result in the removal from the library/courthouse and/or suspension of library privileges. Where authorized, by federal, state, or local law, conduct violations may also result in arrest. Enforcement will be by library staff and/or courthouse security and, if necessary, the Lawrence County Sheriff or the Ironton City Police Department.

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