

# LAW LIBRARY RULES

1. Law Library materials are NEVER to be removed from the Courthouse. No materials may be removed from the Law Library without permission from the Law Library Clerk.
2. The Law Library Computer is accessible on a first-come, first-serve basis and is limited to legal research. Use of the Computer by Library Personnel has top priority. Internet access and word processing are not allowed on the Law Library Computer.
3. Use of the Library printer is limited to 20 pages per patron per day. Copy machines are not available for public use.
4. No meetings may be held in the Library without the permission of the Library Clerk.
5. The Library Clerk is NEVER permitted to give legal advice to the public.
6. The office supplies, documents, tools, equipment, telephones and personal materials found on the desks of Law Library personnel are off-limits to non-court personnel.
7. Food is not permitted in the Law Library. Drinks are permitted in all areas except the area surrounding the Computer Workstation.
8. The Law Library is open during the regular hours of Courthouse operation, 8:00 a.m. to 4:30 p.m., Monday through Friday. The Law Library will be closed on all Court Holidays. The Law Library Clerk is generally available between 10:00 a.m. and 2:00 p.m. on days the Law Library is open. The Law Library may be closed on occasions when the Library Clerk is unavailable or when official meetings are taking place.
9. Law Library personnel CANNOT provide access to the security corridor. Individuals seeking access must use the telephone located near the doorway to the security corridor.

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Approved this 26<sup>th</sup> day of October, 2005  
by the Champaign County Law Library Committee:

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Judge Thomas J. Difanis  
Presiding Judge and Committee Chair

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Roger W. Holland, Court Administrator

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Circuit Judge Jeffrey B. Ford

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Lori K. Hansen, Law Library Clerk

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Associate Judge Chase Leonhard

## MEMORANDUM

TO: [REDACTED] Law Library Clerk  
University of Illinois College of Law Externs

FROM: Roger Holland, Court Administrator

DATE: October 26, 2005

RE: Law Library Rules

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In accordance with the Law Library Rules adopted by the Champaign County Law Library Committee, please take special care when interacting with the public who use the Law Library.

The Law Library Clerk is employed by the Circuit Court and, therefore, may **NOT** provide legal advice to members of the public. Legal advice includes **ANY** communication that would direct individuals to particular materials in the Law Library. The proper procedure to follow when a member of the public seeks assistance in the Law Library is to inform him that he is free to look around and avail himself of any materials he needs. If an individual persists in requesting assistance from Library personnel, direct him to the Law Library Rules posted on the Law Library door or indicate that he can speak to the Court Administrator.

When interacting with the public remember to be courteous. The individuals seeking assistance are often dealing with serious and highly emotional issues. Kindness and respect are not just expected but are **REQUIRED** from all Library personnel.

Additionally, please note that Law Library materials may not be removed from the Courthouse under any circumstances. Photocopiers are not available for use by the public and Library Personnel may not copy Library materials for the public or provide access to the security corridor. The Law Library Computer may be used by the public for legal research, including the printing of materials not more than 20 pages in length per person per day.

If you have any questions regarding these rules, you may address them to me or another member of the Law Library Committee.