



### **Policy on Access, Services, and Conduct**

The primary mission of the libraries of the U.S. Courts for the Third Circuit is to provide a full range of research and reference services to court personnel throughout the circuit. Library visitors are defined as members of the bar, government attorneys, members of government agencies, and other members of the public. Visitors will be provided limited library services within the following guidelines:

#### **Access and Services**

1. The library will be accessible to visitors during posted business hours. No access will be permitted to the libraries after posted hours, on federal holidays, or when the library is otherwise closed. The libraries may close without prior notice.
2. The health and safety of the staff is our top priority. Visitors on premises must obey posted signage at all times and local orders requiring mask usage, as applicable. Do not enter the library if you feel unwell.
3. Upon entering the library, please make sure to register at the circulation desk, if required by the branch.
4. Visitors may use books and other print research materials during posted business hours. **Please do not reshelve any books or materials that you use.** Kindly leave them on the tables or carts.
5. Staff will provide limited reference assistance such as directional help in locating materials on the shelves. No other research services are provided to visitors.
6. Books and other library materials are available for use within the libraries. Visitors do not have borrowing privileges and may not remove any materials from the premises. Library materials in use by judges or other court personnel will not be recalled for use by visitors.
7. Consuming food and/or beverages is prohibited within the library.



8. Scanned images of copyrighted materials are subject to the restrictions and other limitations on fair use as imposed by the Third Circuit Libraries.
9. Computers, phones, wireless networks, office equipment, and supplies are for the use of court staff only.
10. Seeking legal advice from judges, law clerks, attorneys, or other library users is not permitted.
11. Visitors may bring their own personal electronic devices such as laptops into the library and use them as long as the applications being used do not make noise.
12. Making or receiving calls on cell phones or using virtual conferencing applications is not permitted. Silent usage of text messaging is allowed.
13. Certain branch libraries or areas within a library may be designated "for court use only."

### **Standards of Acceptable Conduct**

To assure that the libraries provide an appropriate research environment, acceptable standards of conduct must be maintained. All library users must conduct themselves in a manner that allows other users to concentrate on their own research free from interruptions or distractions, harassment or abuse, or fear for their personal privacy or safety. All library users must refrain from any behavior that could result in injury to themselves or others, or that could result in damage or loss to the books, the equipment, or the building.

All library users are expected to comply with requests by the library staff to engage in acceptable conduct. Those persons who do not comply with such requests must leave the premises and may be barred permanently from returning to the library. Court security officers will assist the library staff as needed.

The standards set forth in this policy are in addition to, and do not supersede, the requirements and prohibitions applying to every person under state and federal law, including those set forth in Federal Management Regulation Chapter 102, Subpart C, Conduct on Federal Property (102-74.365 thru 102-74.455) of Title 41 of the Code of Federal Regulations.

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