

Judge Kathryn J. DuFour Law Library Visitor Guidelines

The Catholic University of America (CUA) is a private institution. As such, The Columbus School of Law may make rules and regulations to govern use of the Law Library. Persons currently affiliated with CUA may use the Law Library. Visitors, defined as persons **not** currently affiliated with CUA, may use the Law Library only under certain conditions, as a privilege, defined below.

Visitors must register upon entering the library. The Law Library reserves the right to request identification from any visitor at any time. **The Law Library reserves the right to exclude visitors who do not follow its policies or who engage in inappropriate behavior.** Failure of a visitor to observe policies of the Law Library may result in exclusion from the Law Library. If necessary, the CUA Department of Public Safety (campus police) may be called if a visitor refuses to observe Law Library policy.

- The Law Library is a research institution and is available to patrons who need to perform legal research. The Law Library does not offer facilities for non-legal study.
- Visitors to the Law Library must present a current, photo I.D. that includes a street address to the door guard in order to use the Law Library. Visitors must produce a photo I.D. upon the request of any Law Library staff member or security officer.
- The door guard will register all visitors.
- Visitors **may not** use the Law Library as a place to study.
 - Exception: Law students from other schools.
 - Exception: Students studying for the Bar Exam.
- Visitors **may not** use the Law Library's computers or network for any purpose other than legal research.
 - Two public access computers are available for visitor use in the hallway on the main floor.
 - One computer is available for researching government documents (Floor 3, Room 330)
 - Computers and network may not be used for viewing, sending, downloading, or making available offensive or explicit materials.
 - Use of these computers is limited to the posted time and print limits.
- Visitors **may not** use the Law Library's Group Study Rooms.
- Visitors **may not** take books out of the Law Library.

Patron Code of Conduct

1. Verbal or physical conduct that creates an intimidating or offensive work environment for other patrons or staff is not permitted. See CUA policies at <http://eeo.cua.edu/policies/>.
2. Verbal or physical conduct that interferes with a library employee's ability to perform his/her job is not permitted.
3. Law Library computers and wireless network may not be used for viewing, sending, downloading, or making available offensive or explicit materials. This includes materials which would tend to create a hostile environment. See CUA policies at <http://policies.cua.edu/infotech/compethicsfull.cfm>.
4. Law Library computing resources may not be used for personal commercial purposes.
5. Quiet should be maintained in the Law Library's reading rooms. Extended discussions and personal conversations belong outside the library.
6. Cell phones may not be used in the library reading rooms. Cell phones may be used only in the main floor hallway between circulation and reference. Cell phones must be turned off or put in etiquette mode while in the library.
7. Laptop computers may be used anywhere in the law library except in the carrels adjacent to the Clark Reading Room on Floor 3 and in the Clark Reading Room. Please turn off your laptop sound while in the library.
8. The Law Library is not responsible for any personal materials, especially those left unattended. **Do not leave personal belongings unattended at any time.** Personal belongings may not be kept on carrels or tables at any time.
9. Food is prohibited at all times. Beverages are permitted in closed containers only.
10. Smoking and chewing tobacco are prohibited at all times.

Violation of any library policy may result in a visitor being banned from the Law Library