

JAN 30 1998

JAMES R. LARSEN, Clerk

AC

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WASHINGTON

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
				In The Matter of)	GENERAL ORDER																			
				BRANCH LIBRARY: PURPOSE,)	No. 98.																			
				ACCESS, SERVICE AND)																				
				CONDUCT)																				
)																				

(a) Purpose

As a branch of the Ninth Circuit Library system, the library is maintained for the sole and essential purpose of supporting the courts of the Eastern District of Washington.

(1) Mission

The library's primary mission is to provide legal information and services to the judges, chamber staff and other court personnel.

(2) Vision

The library is a quality operation that provides respectful, courteous, timely and effective access to information for all judges, chamber and court staff, non-court patrons and authorized visitors in a professional manner.

(b) Access

1 (1) *Court Staff*

2 Judges, chamber staff, and court personnel have full
3 access to the library.

4
5 (2) *Non-court Patrons*

6 As a matter of courtesy, non-court patrons from other
7 federal executive, administrative and congressional
8 agencies may utilize the library for legal research
9 purposes. Use of the library is also extended to
10 attorneys admitted to practice in the Eastern District
11 of Washington, to members of the local Federal Bar
12 Association, and to non-local attorneys authorized to
13 appear before the courts.

14
15 (3) *Visitors*

16 Visitors, including pro se litigants and members of
17 the public, may use the library in exceptional
18 circumstances only if they are authorized by court
19 order, or by written permission of the librarian, Court
20 Executive, or one of the judges.

21
22 **(c) Services - Guidelines**

23 (1) *Court Staff*

- 1 -Court staff may check out library materials.
- 2 -Court staff have priority in the use of research
- 3 materials.
- 4 -Court staff have priority in the use of library work
- 5 space and equipment.
- 6 -Reference and research assistance are provided by
- 7 the library.
- 8 -Court staff have priority over the use of the library
- 9 conference room.
- 10 -Only judges and their chamber staff may remove
- 11 library materials from the U.S. Courthouse
- 12 building.

13 (2) *Non-court Patrons and Authorized Visitors*

- 14 -Use of the library is allowed during posted hours
- 15 (Mon.- Fri., 8:30 a.m. - noon and 1:00 p.m. -
- 16 4:30 p.m.). Access to the library is not allowed
- 17 outside of posted hours or on weekends or federal
- 18 holidays.
- 19 -The library may close without notice.
- 20 -Check out of library materials is allowed only in
- 21 extraordinary circumstances with the permission
- 22 of the librarian. Non-court patrons may request
- 23 materials, however, through interlibrary loan
- 24 (ILL) by utilizing their librarian.
- 25
- 26

1 -Photocopying, microform and fax services are not
2 provided. However, a copy machine is provided
3 for limited copying of legal materials within
4 copyright guidelines.

5 -Basic reference assistance may be provided such as
6 directional help in locating material on the
7 shelves, assistance in the use of the library
8 catalog, and assistance in the location and use
9 of indexes or research aids.

10 -Neither manual nor automated legal research assistance
11 will be provided.

12 -Books in use by judges or other court staff will not
13 be recalled for use by non-court patrons or
14 authorized visitors.

15 -Telephone messages will be taken only in emergencies.

16 -Library computers, telephones, and other office
17 equipment are for the use of court staff only.
18 Fax and modem lines are not available in the
19 library for use, but electrical outlets are
20 provided for laptop computers or dictating
21 equipment.

22 **(d) Standards of Acceptable Library Conduct**

23 The standards listed below are in addition to, and do not
24 supersede, the requirements and obligations applying to
25

1 every person under state and federal law. They are also
2 nonexclusive. Any conduct or behavior that is inappropriate
3 or disruptive to library and court operations is prohibited.
4 People who violate these standards may be asked to leave,
5 and they may be barred either temporarily or permanently
6 from future access to the library.

7 -Each person should sign in and out when using the library.

8 -Users should re-shelve library materials; and they are
9 encouraged to ask library staff if they are unsure
10 where materials are to be re-shelved.

11 -Users are expected to conduct themselves in a quiet,
12 respectful and courteous manner with consideration for
13 the rights of others.

14 -Smoking, eating, or drinking are not allowed.

15 -Misuse, abuse or theft of library property is not allowed.

16 -Use of radios, personal cassettes, CD players, with the
17 exception of laptop computers or dictating equipment,
18 is not allowed.

19 -Soliciting, or counseling of clients or witnesses is not
20 allowed.

21 -Jurors, witnesses, and attendees at court proceedings are
22 not allowed into the library.

23 -Personal belongings may not be left unattended in the
24 library or in the custody of library staff; the court
25

and library are not responsible for the loss of any personal belongings left unattended.

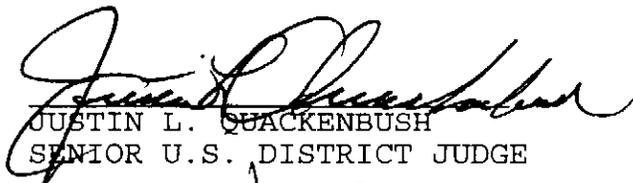
-Packages, briefcases, and other containers in the immediate possession of a person may be subject to inspection.

IT IS SO ORDERED.

DATED this 30th day of January, 1998.



WM. FREMMING NIELSEN
CHIEF U.S. DISTRICT JUDGE



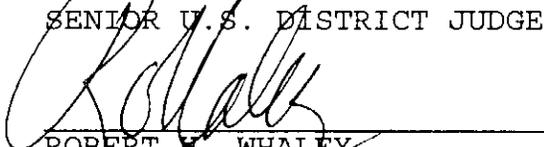
JUSTIN L. QUACKENBUSH
SENIOR U.S. DISTRICT JUDGE



ALAN A. McDONALD
SENIOR U.S. DISTRICT JUDGE



FRED VAN SICKLE
U.S. DISTRICT JUDGE



ROBERT H. WHALEY
U.S. DISTRICT JUDGE