

GENERAL POLICIES - PATRON RULES OF CONDUCT

The Sonoma County Public Law Library provides legal professionals and the general public with access to legal information, practice guides, and other resources to assist them with the conduct of matters pertaining to the law. To facilitate effective use of the resources, the Sonoma County Law Library Board of Trustees has established the following policies, guidelines and rules for patron conduct:

- 1) Patrons shall **ONLY** engage in the research and preparations of legal matters when using the Law Library. Other activities must be approved by staff.
- 2) Patrons shall not disrupt library operations or disturb other patrons and staff while using the Library. **(Penal Code § 602.1(b))**.
- 3) Media or videotaping, commercial photography or filming are not permissible without prior permission from the Library director.
- 4) Any group wishing to tour the Library must make an appointment in advance.
- 5) The Library will not tolerate discriminatory conduct or language based upon race, ethnicity, color, religion, gender, national origin, age, disability, or sexual orientation. Anyone violating this policy will be required to leave the Library immediately.
- 6) Smoking is prohibited in the Library. Patrons shall not use E-cigarettes, vaporizer pens, or chewing tobacco while in the Library. Persons under the influence of alcohol or recreational drugs are not allowed in the library.
- 7) Food is prohibited throughout the Library. Drinks with a lid or cap are allowed.
- 8) Patrons shall not use cell phones or other noisy equipment. Cell phones must be set to vibrate, and all calls must be taken outside the Library. Silence is expected in the Library reading room. No talking is allowed in the reading room. Loud talking is prohibited in all other areas of the Library. Patrons may engage in quiet conversation in the front lobby, so long as other persons are not disturbed.
- 9) No backpacks are allowed in the reading room.

- 10) The Library is not responsible for any items left unattended. The Library keeps lost and found items for a month and then recycles them or donates the items to charity. **(Civil Code § 2080.1).**
- 11) Patrons must wear appropriate clothing, including shirts and footwear.
- 12) Children under the age of thirteen must be supervised at all times. If a child's behavior disturbs patrons or staff, or results in damage to Library property, the adult and child may be asked to leave.
- 13) Patrons shall not, without permission, remove, deface, damage, or destroy Library property. Anyone who does this is financially responsible for the missing/damaged item. **(Education Code § 19910 and Penal Code § 594).**
- 14) Pets are not allowed except service and support animals. **(28 CFR § 36.104).** Service and support animals must be under the control of their handler at all times. These animals must be on a short leash or in a carrier and may not block aisles or walkways, be on furniture, or be fed in the Library.
- 15) Patrons shall return all books and other materials to the shelves or to the front desk, when they are finished using them. Pocket parts or loose-leaf pages may be removed from books briefly to be photocopied on the Library's copiers and shall be returned promptly to the book by the patron. Library materials shall not be left out on the tables, chairs, or photocopy machines.
- 16) Patrons shall not make repairs or alter the settings on Library equipment without permission. They should ask staff for assistance.
- 17) Patrons shall not place objects likely to damage furniture upon tables, chairs, or Library equipment.
- 18) If the security alarm sounds when a person attempts to pass through the exit gate, he or she must stop and return to the Reference Desk. Staff may detain that person to make a reasonable search of the person's property, including briefcases, handbags, and backpacks, to determine if Library property has been concealed **(Penal Code § 490.5).**
- 19) Patrons first using Library materials have priority but may be required to share these materials with other patrons at the request of Law Library staff.

- 20) Charges for photocopies, printer copies and scans are twenty-five cents (\$0.25) each. Faxes are one dollar (\$1.00) for each page and will be collected immediately. IOUs are not accepted.
- 21) Checks will not be accepted from any patron whose previous check has been returned for insufficient funds.
- 22) The checkout policy permits borrowing a maximum of five (5) books at a time. A book is checked out for three (3) days and can be renewed once for another three (3) days. After renewal, the book must stay in house for one day before the patron can check it out again for three (3) days, followed by another three (3) day renewal. After that the same patron must wait five (5) days before checking out the same book again. The same policy applies to books that are borrowed for only one (1) day. Books that are manuals of teaching in Empire College or Santa Rosa Junior College are checked out for one (1) day while the semester is in process. The Library director can make exceptions upon request
- 23) All books on a subject matter cannot be checked out at the same time. Some materials must remain in the library to be available to other patrons.
- 24) All checked-out materials shall be returned when due. Failure to do so can result in loss of Library privileges and/or payment of overdue fines, and replacement, administrative and court costs.
- 25) All computers, printers, and copiers shut down fifteen (15) minutes before the Library closes.

The County Sheriff's Department provides the Law Library with security services. Patrons disrupting Law Library operations or otherwise causing a public disturbance in the Law Library may be subject to intervention by the Sheriff's Department, including arrest by a Sheriff or by the Santa Rosa Police Department.

Any patron who violates these or other rules and regulations adopted by the Library Board of Trustees may be subject to the loss of their Library privileges on the recommendation of the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Library Board of Trustees.

PUBLIC COMPUTERS POLICY

Access to the Internet is reserved for patrons doing legal research or seeking access to government document information. Non-legal database access is allowed solely to obtain information that might be used as evidence in court or at other legal proceedings. At the discretion of staff, the Library reserves the right to suspend or terminate any session that constitutes an unacceptable use of the public computers.

The following rules apply to the use of the Library computers:

- 1) Five (5) public computers are provided solely for the purpose of legal research, to obtain government document information, or to use the Library's catalog.
- 2) The computers are controlled by a software system which limits the use up to 2 hours per person, per day. The computers will automatically be turned off and all the files and the work will be lost after the allotted time is up. Nothing can be saved on the computer and staff is not responsible for lost work. Time will be extended for those doing legitimate legal research who need addition time after their allotted time has expired and if there is another seat available.
- 3) The staff will help with some computer skills to assist patrons with the computers when possible, but the patrons are expected to be able to work independently.
- 4) Accessing email is allowed only to send, receive, or print legal documents.
- 5) Printing from the computer is allowed at a charge of \$0.25 per page. Patrons must pay for all print requests prior to receiving the printed copies.
- 6) Patrons may not attach any personal hardware or software on the Library's terminals without staff's approval.
- 7) No open audio use is allowed. Patrons must use their own headphones or ask for a pair of headphones at the front desk.
- 8) Internet access shall not be used for any illegal purposes.

- 9) No patron may use the computers in violation of California Obscenity Laws (**Penal Code § 311**).
- 10) There are certain social media, sport, gambling and pornography websites that are blocked on the public computers.
- 11) These are public computers. Others may be able to access personal and/or sensitive data stored or transmitted through our computers. There are inherent risks associated with using a publicly accessible computer. By using the computers, each user expressly acknowledges and assumes all responsibility for the risks related to the security, privacy and confidentiality inherent with the use of technology. The Law Library does not make any assurance or warranties relating to such risks.
- 12) The Library reserves the right to suspend computer privileges if a user violates any of these rules.

WIRELESS INTERNET POLICY

The Sonoma County Public Law Library (SCPLL) provides free unfiltered wireless access in the Library for the public to use with their personal notebooks, laptops and other mobile devices. These access points are unsecured and unfiltered.

Any person connecting to wireless Internet access within SCPLL must abide by the following guidelines:

1. Wireless connections are not secure. Cautious and informed wireless users should not transmit personal information (credit card numbers, passwords, and any other sensitive information) while using any wireless “hot spot”. Please take appropriate precautions when using this service.
2. All wireless users should have up-to-date virus protection on their laptops or other wireless devices. The Library is not responsible for any information that is compromised, or for any damage caused to an individual’s hardware or software due to electrical surges, security issues, or by viruses or hacking.
3. Wireless users requiring sound must use headphones.
4. Library printers are not available via the wireless connection.
5. Library staff can provide general information for connecting to the wireless network. Staff will not troubleshoot problems related to your wireless device or assist in making changes to your device’s network settings and/or hardware configuration. The Library does not guarantee that your device will work with the wireless access.
6. Responsible, ethical use of this resource includes the following:
 - Using the network for legal research.
 - Not accessing obscene, harmful or disruptive material.
 - Respecting intellectual property rights by making only authorized copies of copyrighted or licensed software or data residing on the Internet.
 - Respecting the privacy of others by not:
 - i. Attempting to modify or gain access to files, passwords or data belonging to others;

- ii. Introducing viruses;
- iii. Seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

Use of the wireless network is entirely at the risk of the user. The Library disclaims any and all liability for loss of confidential information or damages resulting from that loss, or any and all damages resulting from use of the wireless network. The Library does not guarantee that wireless access will always be available during or after normal business hours. This policy applies to anyone within SCPLL connecting to the Internet via the wireless access point.

CONFERENCE ROOM POLICY

The Sonoma County Public Law Library has two conference rooms available for public use. The room may be reserved for court related meetings or depositions during regular business hours for use by judges, members of the State Bar and by self-represented litigants. Students may also book conference room space. Approved use may include depositions, attorney-client meetings, County Departments, and study groups.

A staff member at the Law Library must be contacted during business hours in order to reserve the conference room. The conference room will be reserved on a first-come-first-served-basis and upon payment of the first hour reservation fee. A reservation made without payment will be honored up to five days to await payment. The fee is non-refundable even if the event is canceled.

If the event is to be rescheduled, the Law Library staff must receive notice prior to the day originally set, and the original fee will be applied to the new date. Please contact a staff member during business hours to cancel an event. Messages on the Law Library’s voicemail will not be accepted for scheduling, rescheduling, or canceling an event. A reservation may be lost to another party if the party that reserved the conference room is more than thirty minutes late.

FEE SCHEDULE RESERVATIONS

SMALL CONFERENCE ROOM _____ :

Less Than 30 Mins	\$10.00
First Hour	\$25.00
Every Hour thereafter	\$20.00

LARGE CONFERENCE ROOM _____ :

Less Than 30 Mins	\$10.00
First Hour	\$40.00
Every Hour Thereafter	\$35.00

The maximum daily cost is \$200 for the large room and \$150 for the small room.

PHOTOGRAPHY AND FILMING IN THE LIBRARY

It is the Sonoma County Public Law Library's most significant priority to provide library services to the community in accordance with the values described in the Library's Mission Statement, and to enable Library users to use those services while having a safe experience at the Library.

Professional or unauthorized photography or filming of the library facility, staff, or patrons without expressed permission of Library management is prohibited.

Photography of any patron without their expressed permission/consent, or the permission of their legal parent/guardian (minors) is prohibited.

Amateur photography designed to record a visit or make use of the library setting as a backdrop is generally permitted, provided that such activity avoids capturing identifiable likenesses of individuals without their permission and does not cause a nuisance to other patrons.

Any person filming or photographing on library premises is solely responsible for gaining all necessary permissions from persons who are filmed or photographed.

Library staff may terminate any photography or film session that appears to compromise public safety and security.

BOARD OF TRUSTEES BY-LAWS

Article I - Name

Section 1: The entity will be formally known as "*The Board of Trustees of the Sonoma County Public Law Library*," established in accordance with Chapter 5 of the Business and Professions Code, Sections 6300 et seq., of the State of California. Its authority and responsibilities, as outlined in the aforementioned Code, shall be upheld and exercised diligently.

Article II - Officers

Section 1: The officers shall be a president and a vice-president, elected from among the appointed trustees; the Law Library Director shall act as recording secretary to the Board.

Section 2: The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and perform all duties associated with that office.

Section 3: The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 4: The recording secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. Minutes of meetings shall be maintained in the Law Library's records.

Section 5: All trustees are deemed qualified and authorized to act for the President in signing warrants drawn on the Law Library Trust Fund.

Article III - Meetings

Section 1: Each Board of Law Library Trustees shall meet quarterly on a day it appoints, and the board may meet at other times as it appoints, at a place to be designated for that purpose.

Section 2: The order of business for regular meetings shall, if appropriate, include, but not be limited to, the following items which shall be covered in the sequence shown so far as circumstances will permit:

- Roll call of members
- Disposition of minutes of previous regular meeting and any intervening special meeting
- Librarian's financial report of the library
- Progress and service report of the library
- Committee reports
- Communications
- Unfinished business / New business
- Public presentation to, or discussion with, the board
- Adjournment

Section 3: Special meetings may be called by the secretary at the direction of the president, or at the request of 3 members, for the transaction of business as stated in the call for the meeting.

Section 4: A quorum for the transaction of business at any meeting shall consist of 4 members of the board present in person.

Section 5: Approval of any action before the board requires an affirmative vote from the majority of all present members. The president retains the right to vote on, move, or second a proposal before the board.

Article IV - Librarian and Staff

Section 1: The board shall appoint a library staff member who shall be the executive and administrative officer of the library on behalf of the board and under its review and direction. The Librarian shall recommend to the board the appointment of, and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of library property, for an adequate and proper selection of books in keeping with the stated policy of the board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriation. In the case of part-time or temporary employees, the Librarian shall have interim authority to appoint without prior approval of the board provided that any such appointment shall be reported to the board at its next regular meeting.

Article V - Committees

Section 1: The president shall appoint committees of one or more members each for such specific purposes as the business of the board may require from time to time. The committee shall be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the board.

Section 2: All committees shall make progress report to the board at each of its meetings, if appropriate.

Section 3: No committee will have other than advisory powers unless, by suitable action of the board, it is granted specific power to act.

Article VI – Other Provisions

Section 1 (Public Forum): The public is granted the opportunity to address the Board during a meeting on topics listed in the meeting agenda. Written comments may be submitted in lieu of or in addition to oral remarks during a meeting. Written comments concerning current agenda items must be submitted at least 24 hours prior to the meeting. Comments not related to a specific agenda item must be in writing submitted one week before the meeting in order to be included in the agenda. Oral public remarks may be restricted to a reasonable time frame (3 minutes per individual or 6 minutes per organization). However, in instances where it is deemed necessary to ensure comprehensive public input, the board president, with board approval, may adjust the time allocated for public input and/or individual speakers. Any alterations to speaking time should be fair, facilitating a variety of perspectives. Moreover, under Government Code section 54954.3, non-English speakers utilizing a translator are entitled to double the allotted time, unless simultaneous translation equipment is available. Participants cannot be compelled to disclose personal information to partake in a meeting.

Section 2 (Patron Complaints): Acknowledgments of written complaints regarding services or staff should be recorded under correspondence, including the identification of the sender and the date of receipt. If the issue is slated for discussion on the agenda, no additional mention is required. However, if the matter isn't scheduled for discussion, a Board Member may propose its inclusion on the next agenda for deliberation. In cases involving complaints about staff, a written closed-session memo, confidential and withheld from public access, is necessary for the Board's review. Personnel matters shall be governed under the terms of article VI, section 5 as set forth below.

Section 3 (Patron Discipline and Appeals): Patrons may have their privileges suspended for good cause as determined by the Law Library Director. Such patrons will be given written notice of the suspension of privileges, such notice to include reference to their opportunity for appeal. Patrons who seek to appeal the suspension of their privileges are required to submit a written appeal to the Board within 15 days of the date of suspension. This appeal should be included as an action item on the agenda. While the patron may choose to attend the meeting, their presence on the premises must be permitted. Decisions regarding the appeal should be deliberated and voted upon during the meeting.

Section 4 (Recording): Any person may record a meeting by audio or videotape, or by still or motion picture camera, unless the body makes a reasonable finding the recording cannot continue because noise, illumination, or obstruction of view constitutes or would constitute persistent disruption of the proceedings (Government Code section 54954.5)

Section 5 (Closed Session Items): Topics such as litigation, labor negotiations, real property negotiations, personnel matters, and performance evaluations should be designated as "closed sessions" and agendaized accordingly. Following any closed session, the Board is obligated to reconvene in an open session and provide a public report solely on actions taken. It is strictly prohibited to disclose any confidential information discussed during the closed session.

Article VII – Amendment or Suspension of By-Laws

Section 1: The by-laws can be amended by a majority vote of all board members, given that written notice of the proposed amendment has been sent to all members at least ten days before the scheduled meeting where the action will be proposed.

Section 2: A rule or resolution of the board, whether outlined in these by-laws or otherwise, may be temporarily suspended in relation to current business matters. However, for such a suspension to be valid, it must occur during a meeting where at least six-sevenths of the board members are present, and two-thirds of those present approve the suspension.