

The Libraries of the U.S. Courts for the Second Circuit
Policy on Access, Services, and Conduct

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

Hours of Operation:

Monday - Friday, 8:30 – 4:30, except federal holidays.

Access and Services

Visitors may use books, other print research materials, public computers, and staff services 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. Certain libraries or certain areas within a library may be designated “for court use only.”

Research & Reference

Staff will provide reference assistance such as directional help in locating materials on the shelves, assistance in using the computers, and assistance in the location and use of indexes or other research aids. The library staff cannot:

- a. Provide legal advice or opinions; interpret any laws or legal documents.
- b. Assist with preparation of cases or legal forms.
- c. Provide Internet searches.

Use of Material

Print research materials and computers are available for use within the libraries. Visitors do not have borrowing privileges and may not remove any research materials from the premises. Library materials in use by judges or other court personnel will not be recalled for use by visitors.

Photocopies

A scanner is provided for making copies of research materials. Scanner users are advised that there are restrictions on copyrighted materials. Those using the scanner must adhere to the U.S. Copyright Law when copying materials subject to copyright.

Use of Equipment

Staff computers, phones, faxes, and other office equipment are for the use of court staff only.

The use of personal laptops or mobile devices is not permitted except in accordance with applicable court security rules / regulations.

Food & Beverages

Visitors may not bring food or beverages into the library.

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.

Computer Use and Internet Policy

1. Permitted Access:

Patrons using the computers must abide by this Computer Use Policy. The staff will manage computer resources in order to provide equitable access to all patrons. Library computer access is primarily for reference and research purposes. Library staff will provide reference and research assistance as needed.

2. Internet Content:

Not all information available via the Internet is accurate, current and complete. Users are encouraged to evaluate carefully the validity of information accessed via the Internet. Users are cautioned that ideas, points of view and images found on the Internet may be graphic and/or controversial, inflammatory or offensive.

3. Internet Filtering:

Filtering software seeks to block access to potentially offensive images and text. Filtering software diminishes the likelihood that Internet searchers will inadvertently retrieve text or images that they may find offensive; but this software may also block access to sites that users would consider both useful and inoffensive. Filters are not foolproof.

4. Prohibited Activities:

Please be aware that display or transmission of obscenity, child pornography, or materials harmful to minors is illegal and is therefore prohibited. Such displays or transmissions may result in appropriate legal action including suspension of library privileges or police intervention.

The Library Internet resources may not be used to conduct a business, to advertise, or to perform any illegal activity, including the deliberate propagation of computer viruses. Further, the computers may not be used to seek disallowed access to any other computer system. Any verified complaints as to illegal activity may result in a shut down of a computer station, the suspension of computer privileges, and possible referral to appropriate authorities.

5. **Security/Confidentiality:**

Users are cautioned that security in an electronic environment such as the Internet cannot be guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore should not be considered confidential. Internet users must respect the privacy of others by not attempting to modify or gain access to files, passwords, or data belonging to others.

6. **Copyright Warning:**

All rules of copyright and personal property must be honored. Information in the form of text, graphics, music, video, software, and other media retrieved or utilized electronically should be considered protected.

Serious or repeated violations of the Computer Use Policy may result in suspension of Library services.