

**CIRCUIT COURT FOR CARROLL COUNTY**  
**LAW LIBRARY REFERENCE POLICY AND LIBRARY RULES**

**REFERENCE POLICY:** Library staff is available to answer questions regarding the library and its collection. Assistance with research is limited to directing patrons to appropriate sources and explaining how to use them. Library staff does not perform legal research, render legal opinions, and/or comment on court procedures. For detailed information on the Library's Reference Policy, see Memorandum from the Librarian entitled: Legal Services and the Law Library.

**LIBRARY ENTRY RULES:**

Open to the Public with Photo I.D. during normal business hours of the library Monday through Friday 8:30 a.m. to 4:30 p.m. with the exception of Court Holidays. Patrons who do not have a Library Key Card must sign the Visitor Log at Bailiff Post #3. Public patrons must leave the Library immediately upon closing.

Attorneys who hold a Library Key Card shall abide by the provisions of their duly executed Library Application. Possession of a Historic Courthouse Main door/Library Access Key Card does not entitle the holder to grant use permission to unauthorized persons at any time.

**PATRON BEHAVIOR:**

Patrons should treat Library staff and other library users with civility and respect. Please do not raise your voice or use profanity when speaking with staff and other persons while in the library.

Eating, drinking and loitering are prohibited.

Children must be accompanied and supervised by an adult at all times.

During or after regular business hours, the Library may not be used in lieu of an office for the practice of law or any other business or professional activity.

Attorneys may use the Law Library to meet in the conference rooms with other attorneys and/or clients on the day of a court hearing (before, during or after the court hearing).

Books and library materials may not be taken from the Library under any circumstances. Books and library materials are not to be marked, defaced or damaged in any way.

Computers in the Library are for legal research only and for no other purpose. All computer users will not engage in illegal activities via the Court's internet account.

**ELECTRONIC DEVICES, MEDIA AND PHOTOGRAPHY:**

Cell phones and similar electronic devices should be turned to vibrate or mute. Quiet conversations on cell phones may be conducted in the library.

Photography and filming are not permissible in the Library without prior permission from the Library's administrators.

Non-flash digital photograph or scanning of library material, in a manner similar to photocopying is permissible.

**SAFETY AND SECURITY:**

All patrons shall comply with the directives of building management and court security.

Threats, intimidation, assaults and similar behaviors are prohibited.

Abusive, threatening or profane language is prohibited.

Entering unauthorized or off-limit areas of the Library including staff offices, opening emergency exits except in emergency situations, or remaining in the Library during emergency drills or evacuations is prohibited.

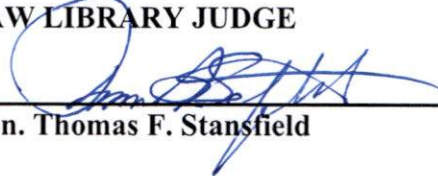
**FAILURE TO COMPLY:**

The use of the Law Library is at the forbearance of the Court and failure to abide by the Library Rules and conditions governing the use of this library may result in a Patron's library privileges being restricted and/or terminated.

By Authority of:

CARROLL COUNTY CIRCUIT COURT  
LAW LIBRARY JUDGE

January 7, 2025  
Date

  
Hon. Thomas F. Stansfield