



LANE COUNTY LAW LIBRARY ADVISORY COMMITTEE

BCC Conference Room, Public Service Building, 125 East 8th Avenue, Eugene, OR
97401

Tuesday, June 4, 2019 | 3:30 p.m. – 5:00 p.m.

AGENDA

Committee Charge: Advise the Law Librarian and Board of County Commissioners regarding the operations, policies, and financial requirements necessary to maintain adequate law library facilities and services. Make recommendations for project priorities and long-range planning goals.

1. **Call to Order** **3:30pm**
2. **Welcome/Introductions** **3:30pm**
3. **Public Comment** (3 minutes per person) **3:35pm**
4. **Review and Approval of Minutes** (for both January and March meetings) **3:40pm**
5. **Updates to Agenda**
6. **Announcements/Reports**
 - a. Status of Emily Cross' (potential) replacement on LLAC, Claire Cylkowski
7. **Old Business** **3:45pm**
 - a. Lane County Probate & development of Small Estate Affidavit packet – updates on legislation? (*I, G 10 minutes*)
 - b. SB 858 – interim work group (*I, 10 minutes*)
<https://olis.leg.state.or.us/liz/2019R1/Measures/Overview/SB858>
8. **New Business** **4:00pm**
 - a. Courthouse vote impact on law library (*I, G, 15 minutes*)
 - b. After-hours access: history, updated policy, usage (*I, G, 20 minutes*)
 - c. Media equipment: history, updated policy, usage (*I, G, 20 minutes*)
9. **Next Meeting**
 - a. Schedule next meeting (July 9? July 23?)
10. **Adjourn** **5:00pm**

Legend: *I = Inform, G = Generate ideas, D = Decide*

Chapter 60

PUBLIC USE OF COUNTY FACILITIES AND SERVICES

USE OF FACILITIES

60.005 Generally

The Lane County Board of Commissioners recognizes that County facilities are unique in their design, location, and provision of services. The utility of the Lane Manual will be to provide distinction among each facility.

(Revised by Order No. 13-09-07-07, Effective 9.17.13)

60.006 Policies

(1) Naming: The authority for naming conference rooms, outside areas, entrance areas, or other areas of each owned facility will be provided by Board Order. All other procedures necessary to provide a proposed name to the Board of County Commissioners are delegated to the County Administrator.

(2) Permitting: Certain facilities may have a high demand for public use. In these instances a permitting process is appropriate and the Board of Commissioners may delegate that authority to the County Administrator. Any process created by the Administrator must include provisions to provide approval criteria, as well as a process for appeal.

(3) Hours: Generally, county owned facilities are open during regular business hours. Certain facilities operate on a 24 hour basis. Business hours for each facility will be posted. The Board at its discretion may limit the use of any County facility to specific hours.

(4) Open to the Public: County policy is that county owned facilities are open to the public during hours consistent with the public services provided within the specific facility. The Board of Commissioners recognizes that security issues and regulations are continually evolving and delegates to the County Administrator the authority to provide security procedures as necessary to ensure the safety of employees and other users of county facilities, including temporary closure or limiting the hours of access to county-owned property and facilities.

(Revised by Order No. 13-09-07-07, Effective 9.17.13)

60.010 Law Library.

The Lane County Law Library located in the Lane County Courthouse:

(1) Is open to all persons desiring to use the facility during the hours of 8:00 a.m. to 5:00 p.m. on all days when the Courthouse is open for public business.

(2) Is closed to the general public at all other hours unless special after-hours access privileges have been granted by the law librarian.

(3) Is open at all times to Circuit and District Court Judges, their staff members, Officers of the Court, litigants, law clerks and certified law students. The procedure by which after-hours access is provided will be determined by the Law Librarian.

(Revised by Order No. 96-7-2-3, Effective 7.2.96)

60.015 Lane County Historical Museum.

Pursuant to Lane County Home Rule Charter, the Lane County Historical Museum will require a fee for admission to exhibits and establish charges for photographic and photocopy reproduction of its collections.

(1) Admission Fees.

Adults.....	\$	2.00
Seniors (60 and over).....	\$	1.00
Youth (3-17).....	\$.75
Under 3		Free

| At left margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

60.005

Lane Manual

60.015

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(3) Is open at all times to Circuit and District Court ~~Judges~~**judges**, their staff members, ~~Officers of the Court~~**Oregon State Bar-licensed attorneys, litigants, law clerks** and ~~certified authorized law students~~**clerks**. The procedure by which after-hours access is provided will be determined by the Law Librarian.

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RULES FOR USE OF AFTER HOURS KEY CARDS FOR LAW LIBRARY

1) Cards are loaned to individuals for an overnight period only, except by special arrangement with the Law Librarian (i.e., exceptions will be made for holidays and weekends). Cards must be picked up by 4:20 p.m. and returned by 10:30 a.m. the following morning. The cards are exclusively for after hours access to the PSB through the Oak Street entrance and exit and only for access to the Law Library in the Basement of that building.

2) Each individual who checks out a card must pre-register with library staff, before a card will be issued. Registration (and information required) consists of:

- a) name, current address and phone number (and current state ID card or driver's license #)
- b) active bar number (if practicing attorney) or
- c) if self-represented litigant, individual must provide CURRENT case # from a Lane County court, in which that individual is a named party.

If you have filed an application for after hours key card use in the past, that form will be maintained and re-used, but the user must sign and date it again, after verifying that all of the information is still correct. EACH TIME A CARD IS CHECKED OUT, the Law Library staff must verify that the user's bar number or case number is still current, plus verify other information on the form, as needed.

3) Pre-registered individuals can reserve the use of a card up to 5 days in advance by contacting Library staff at 682-4337. However, reserved key cards must be picked up by 4:20 p.m. If cards have been reserved but not picked up by that time, they will be checked out to other individuals, if there is a waiting list. It is the responsibility of the person reserving the card to notify the law library staff if he/she is unable to get to the library by 4:20.

4) A box will be maintained on the library's main counter, in which individuals can leave their cards before exiting, if they prefer not to return to the library on their scheduled due-date.

IF CARDS CANNOT BE RETURNED ON TIME, it is the responsibility of the borrower to contact the Library staff at 682-4337 about the delay. IF THE BORROWER DOES NOT RETURN THE CARD ON TIME, AND HAS NOT CONTACTED THE LIBRARY STAFF BY 11:30 A.M., the staff will assume the card is missing or stolen and will have it deactivated. The borrower will also be assessed a replacement fee for the cost of the missing card. In addition, users may also lose their after hours access privileges for 30 days.

CONDUCT/RULES FOR AFTER HOURS VISITORS:

After-Hours Access Keycard users are expected to conform to all rules of patron conduct, in the use of the library facilities, as well as its computers. These rules are posted

throughout the library, including at the entrance and also next to computer workstations and library carrels.

In addition to those rules, the after hours visitor must observe the following additional guidelines:

- 1) After-hours users are prohibited from providing entry to the facility and to the law library to any person or persons not authorized to use the law library after-hours. The cards are checked out to specific individuals and only these individuals may use that card. If a user "loans" the card to another person, or permits someone else to enter the building/library while using a card checked out to the user, that user will: a) be liable for any damages or actions that resulted from another person's entry and b) will be barred from participating in the After-Hours Keycard program for a minimum of six months.
- 2) After-hours users will limit their access and use to the law library and the public facilities (restrooms, telephone, drinking fountain and vending machines immediately across from the law library entrance.) Access to the rest of the PSB/Courthouse complex is prohibited. Users found in other parts of the building are trespassing and, when reported, will permanently lose all library privileges. They may also be subject to criminal charges if found trespassing in other departmental areas of the County when those facilities are closed to the public.
- 3) Destruction or defacement of library materials, furniture or equipment is prohibited, pursuant to the Lane County Law Library's Rules of Patron Conduct. Theft of library materials is an offense under ORS 395.975, and will result in permanent loss of after hours privileges, as well as other sanctions.
- 4) Smoking anywhere in the building is prohibited.

LANE COUNTY LAW LIBRARY
AFTER-HOURS KEYCARD APPLICATION

NAME: _____ (PLEASE PRINT)
 (LAST) (FIRST) (MIDDLE INITIAL)

APPLICANT GROUP: (Please circle) ATTORNEY LITIGANT

HOME ADDRESS: _____
 (NUMBER) (STREET) (CITY) (STATE) (ZIP)

HOME PHONE: _____ WORK PHONE: _____

EMAIL ADDRESS _____

ODL# _____ Other form of identity verification: _____

<i>(FOR ATTORNEYS only)</i>					
FIRM: _____			OSB# _____		
FIRM ADDRESS: _____					
<i>(NUMBER)</i>		<i>(STREET)</i>		<i>(CITY)</i>	
		<i>(STATE)</i>		<i>(ZIP)</i>	

<i>(FOR LITIGANTS ONLY)</i>	
COURT: _____	CASE #: _____
CASE NAME: _____	

CONDITIONS

The Lane County Law Library is open to the general public during regular business hours (M-F, 8:00-5:00). However, access to the law library at times other than regular hours is a restricted privilege. I understand that such access is subject to the following conditions, and granted to me personally. It is **NON-TRANSFERABLE**.

By my signature below, I am indicating that I have read the following rules for use of the library and of this key card and agree to follow these and all other posted rules within the library.

1. After-hours users are prohibited from providing entry to the facility and to the law library to any person or persons not authorized to use the law library after-hours.
2. After-hours users will limit their access and use to the law library and the public facilities (restrooms, telephone, drinking fountain and vending machines immediately across from the law library entrance). Access to the rest of the complex is prohibited. Users found in other parts of the building are trespassing.
3. No weapons are allowed. Pursuant to Uniform Trial Court Rule 6.180, no person except a peace officer shall possess in this facility a firearm or weapon (weapon as defined in ORS 161.015 and 166.240). Persons and property may be subject to search to enforce compliance with this rule.
4. Destruction or defacement of library materials, furniture or equipment is prohibited.
5. Removal of library materials from the law library without completing a green checkout card constitutes unauthorized borrowing and is a punishable offense under the Oregon Revised Statutes.
6. Smoking anywhere in the building is prohibited.
7. Food and drinks are not allowed in the computer area.
8. Drinks must have lids on them.
9. Alcoholic beverages are prohibited.
10. Sleeping is not permitted.
11. Users should be considerate of others and avoid loud conversations and other distracting behavior.

Violation of the above rules may result in the revocation of an individual's after-hours privilege and other sanctions. If a loaned card cannot be not returned by the deadline, then the user is obligated to notify Law Library Staff (682-4337) of the delay by that deadline. Loaned key cards that are not returned promptly will be deactivated. If a loaned key card is lost or misplaced, the user will be charged for the cost of a replacement card, plus an administrative fee.

(Signature)

(Date)

OFFICE USE ONLY

ID Verification: _____

CARD # _____ DATE ISSUED: _____ DATE DUE: _____ RETURNED _____

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CARD # _____ DATE ISSUED: _____ DATE DUE: _____ RETURNED _____

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Copy

October 25, 1974

Mr. John M. Reed
1560 Lincoln Street, Apt. 3
Eugene, Oregon 97401

Dear Mr. Reed:

The Lane County Law Library Committee asked me to answer your letter of September 2, 1974 addressed to Judge Roland Rodman, initially answered by Judge Frye, and referred to the Lane County Law Library Committee for its attention. In that letter you requested weekend admission to the Lane County Law Library.

As the Sheriff's Department officer informed you, a security policy order of the Lane County Board of Commissioners, as set forth in section 60.010 of the Lane Manual, provides that members of the general public are admitted to the law library only between the hours of 8:00 a.m. and 5:00 p.m. on all days when the Courthouse is open for public business and that the library is open only to Circuit Court and District Court Judges, their staff members and officers of the court at all other times.

This policy of limited weekend access to the law library was challenged in federal court. In the case of Wright v. Lane County Commissioners, the United States Court of Appeals for the Ninth Circuit affirmed the dismissal of Mr. Wright's complaint by the United States District Court for the District of Oregon. In the Court of Appeals decision at page 1021 of 459 F. 2d., (1972), the court found that the Board of County Commissioners has a legitimate interest in the safety of the courthouse, that the distinction between litigants and attorneys is not an unreasonable classification, and that regular business hours are reasonable times for public access to the law library.

The Lane County Law Library Committee regrets any personal inconvenience to you caused by the safety regulation on admission to the library. I would point out to you that the library at the University of Oregon School of Law is open weekday evenings until 11 p.m., on Saturdays between the hours of 8 a.m. and 6 p.m., and Sundays from 10 a.m. until 11 p.m.

Very truly yours,

B.S.
Jane B. Stewart
Law Librarian

MEMORANDUM

lane county



TO BOARD OF COUNTY COMMISSIONERS

FROM TERESA J. WILSON, Assistant County Counsel

SUBJECT IN THE MATTER OF AMENDING CHAPTER 60 OF LANE MANUAL TO REVISE LAW LIBRARY PROCEDURES WITH REGARD TO AFTER-HOURS ACCESS. DATE January 3, 1980

On December 11, 1979, the Board, with the endorsement of the Library Staff and Law Library Advisory Committee, indicated its desire to provide after-hours access of the Law Library to litigants, law clerks and certified law students. The attached Order is hereby submitted to the Board in order to bring the Lane Manual into conformity with the desires of the Board, Library Staff and Law Library Advisory Committee.

PROPOSED MOTION.

IT IS MOVED THAT CHAPTER 60 OF THE LANE MANUAL BE AMENDED TO REVISE THE LAW LIBRARY PROCEDURES WITH REGARD TO AFTER-HOURS ACCESS.

LANE COUNTY OFFICE OF LEGAL COUNSEL

By *Teresa J. Wilson*
TERESA J. WILSON
Assistant County Counsel

TJW:bj

Encl.

cc. D. M. Penfold, Director, General Services
Mary Clayton, Law Librarian



LANE COUNTY LAW LIBRARY VIDEO EQUIPMENT LOAN

RULES FOR USE

- 1) Members of the Oregon State Bar, litigants, and members of the general public may use the equipment. Borrowers must reserve the equipment at least a week (7 days) in advance of the expected date of use. If there is a conflict, the equipment will be reserved to the first person that has requested the reservations.
- 2) Borrowers must complete an *Equipment Loan Request* form before equipment is released to them for their use.
- 3) There is a security deposit of \$100.00 due prior to the equipment being released. Lane County attorneys do not have to post the security deposit, as the Lane County Bar Association awarded a grant to the Law Library for purchase of the equipment. Attorneys outside of Lane County and litigants from any county must pay the refundable deposit, unless the deposit is waived at the librarian's discretion.
- 4) Borrowers are personally responsible for the equipment.
- 5) The equipment is loaned out at the rate of \$10.00 per day. The fees must be paid in advance for the reserved dates.
- 6) Borrowers are responsible for transporting the equipment from the Law Library and for the return of the equipment.
- 7) If the equipment is not returned, borrower shall pay the required amount due for each day that the equipment is out.
- 8) Borrower shall return the equipment to the Law Library in the same condition as it was received in. Any damage to the equipment is the responsibility of the borrower.
- 9) Equipment shall not be removed from the Courthouse and County complex without prior written approval from the Law Librarian.
- 10) If the equipment is to be used in a courtroom, the borrower must notify the court in advance. On the day of use, borrower must take the equipment up to the first floor via elevator, and then pass through security area by the Sheriff's department to enter the courthouse.
- 11) Court staff and library staff are not responsible for transporting the equipment.

Updated May 1, 2019

LANE COUNTY LAW LIBRARY VIDEO EQUIPMENT LOAN

INSTRUCTIONS: HOW TO USE TV WITH *DVD/VCR PLAYER*

The TV and the DVD/VCR Player are both plugged into the central power source on the mobile cart. There is one extra outlet available for additional equipment, such as a laptop computer. DO NOT unplug either the TV or the Player from this central source.

- 1) Plug in the central power cable into a convenient power outlet.
- 2) Turn on power to the TV by pressing the POWER button on the right-hand side of the large screen.
- 3) If using the TV with the Player (i.e., to view a DVD or VHS tape), press the INPUT button on the side of the TV. This will bring up a menu of options. If **HDMI 2** is *NOT* selected as the menu option, use the up and down CHANNEL buttons on the side of the TV screen to get to **HDMI 2**. Then press the MENU button once to select that option; within a few seconds, the menu will disappear. (If you are connecting a laptop to the TV and want to by-pass the Player, you will need to select **PC** instead.)
- 4) Once the HDMI 2 input source is selected, turn on the Player power button (on the Player, on the front, left-hand side). Make certain that you have selected *either* the DVD or the video option using the small button with blue background in front of the Player, which toggles between the two choices. If selecting "VCR," the green light will light up under the VCR input; if selecting "DVD," the green light will light up under the DVD input.
- 5) To load a DVD, press Open/Close under the "DVD" green light. Load your disk face up and press Close. Hit PLAY button on remote. To load a video cassette, push the video into slot on the VCR side of the Player (under the green light), and hit PLAY button on remote.

- 6) To adjust sound, use the up and down VOLUME buttons on the side of the TV screen.
- 7) To eject either video cassette or DVD disk, hit STOP button on remote, then OPEN/CLOSE/EJECT button on remote.
- 8) Turn POWER off on both the TV and the Player.

INSTRUCTIONS: HOW TO USE TV WITH *LAPTOP COMPUTER*

- 1) Turn on power to the TV as detailed above.
- 2) Connect your laptop to the TV via the VGA cable coiled at the back of the screen (uses a 15-pin male connector).
- 3) Press the INPUT button on the right-hand side of the TV screen. This will bring up a menu of options. If **PC** is *NOT* selected as the menu choice, use the up and down CHANNEL buttons on the side of the TV screen to get to **PC**. Then press the MENU button once to “select” that option.
- 4) To use the LCD TV as an external monitor, you should know how to manipulate your laptop’s function keys, to arrange for an “external monitor out” option. Once you determine which function key will provide that option, you will have to select which type of monitor function you want, i.e., LCD (to display on TV), CRT (to display on laptop) or both (to display on both laptop screen and LCD TV screen).
- 5) Once you have finished with the TV, please return the TV’s setting to HDMI 2 (the default setting for using the DVD/VCR Player) using the INPUT button on the side of the TV. Press MENU to set this as the default for the next user.
- 6) Disconnect your laptop from the VGA cable, and turn off the POWER to the TV.

Updated May 1, 2019