

RENFREW COUNTY LAW LIBRARY

POLICY ON LIBRARY ACCESS

WHEREAS Article 10.01 of By-law No. 1 of the Renfrew County Law Association specifically permits the Library Committee to make rules with respect to access to the Renfrew County Law Library (hereinafter the "Library");

AND WHEREAS Article 10.02 of By-law No. 1 of the Renfrew County Law Association specifically permits the Library Committee to make rules with respect to the use of the Library by Members of the Renfrew County Law Association and non-members;

AND WHEREAS Article 10.03 of By-law No. 1 of the Renfrew County Law Association specifically permits the Library Committee to make rules with respect to the borrowing of books and other materials from the Library;

AND WHEREAS Library Co. has seen fit to establish Recommended Guidelines on Access by the Public to County and District Law Libraries (March 2006);

AND WHEREAS the Library Committee has seen fit to institute a written policy with respect to access to, and usage of, the Library;

NOW THEREFORE BE IT RESOLVED that the Library Committee enacts the follow policy concerning access to and usage of the Library:

Access and Privileges of Member Lawyers

1. All Members of the Renfrew County Law Association ("Members") shall be permitted access to the Library at all times during regular operating hours.

2. All Members may, with the approval of the Library Committee and the appropriate representative of Court Operations, be given authorization to access the court building and the Library during non-regular operating hours.
3. There shall be no appeal from a decision of the Library Committee to deny a Member access to the court building and the Library during non-regular operating hours.
4. Where the appropriate representative of Court Operations denies a Member access to the court building and the Library during non-regular operating hours, any appeal or other request for relief is the responsibility of the Member and must be made externally from the Library or Library Committee in accordance with the procedures and policies established by the Ministry of the Attorney of General – Court Services Division.
5. All Members shall have borrowing privileges from the Library subject to any rules or regulations established by Library Co., the Library Committee or the Librarian.

Access and Privileges of Non-Member Lawyers

6. All other lawyers, who are members in good standing of the Law Society of Upper Canada, but not Members of the Renfrew County Law Association (“Non-Member Lawyers”), shall be permitted access to the Library at all times during regular operating hours.
7. Non-Member Lawyers may seek special approval from the Library Committee and the appropriate representative of Court Operations for temporary access to the court building and the Library during non-regular operating hours where a specific and ongoing local court proceeding requires such access.
8. There shall be no appeal from a decision of the Library Committee to deny a Non-Member Lawyer access to the court building and the Library during non-regular operating hours.

9. Where the appropriate representative of Court Operations denies a Non-Member Lawyer access to the court building and the Library during non-regular operating hours, any appeal or other request for relief is the responsibility of the Non-Member Lawyer and must be made externally from the Library or Library Committee in accordance with the procedures and policies established by the Ministry of the Attorney of General – Court Services Division.
10. Non-Member Lawyers shall not have borrowing privileges except with the approval of any one Member of the Library Committee. The Members of the Library Committee reserve the right to deny any such application without providing a reason and there shall be no appeal from such decision.

Access and Privileges of Non-Lawyers

11. All other persons (“Non-Lawyers”) shall not be permitted access to the Library except with the approval of any one Member of the Library Committee.
12. A Non-Lawyer may apply and may be granted access to the Library where the following considerations reflect favourably on the applicant:
 - a. the applicant has fully and properly completed the designated access request form and submitted same to the Librarian or Assistant Librarian;
 - b. the applicant has provided a photocopy of an unexpired government issued photo identification card bearing the applicant’s name and provided proof of the applicant’s current address, which may be contained on the identification card;
 - c. use of the Library must be for a reasonable legal purpose relating to a specific academic pursuit or court proceeding for which the applicant is personally involved in; and
 - d. alternative public libraries or resources do not adequately meet the needs of the applicant.

13. Where an application for access by a Non-Lawyer is approved by a Member of the Library Committee, the Non-Lawyer user shall be subject to the following rules:

- a. Non-Lawyers shall only be permitted access to the Library during regular operating hours and when the Librarian or Assistant Librarian are present;
- b. materials, resources and equipment in the Library are for the primary use of lawyers – Non-Lawyers may use these resources in accordance with licensing agreements and only when they are not in use by lawyers;
- c. Non-Lawyers shall not seek legal advice from the Librarian, Assistant Librarian or any lawyers or other persons using the Library;
- d. Non-lawyers shall not have borrowing privileges and shall not remove any materials, resources or equipment, for any purpose, from the Library at any time;
- e. commercial electronic resources that are limited by contract or licence for the use of lawyers only shall not be available to Non-Lawyers;
- f. the Librarian and Assistant Librarian are not able to provide training to Non-Lawyers on the use of electronic or print resources;
- g. Non-Lawyers must at all times obey any and all rules or regulations established by Library Co., the Library Committee or the Librarian.

Enforcement

14. This Policy shall be enforced by the Librarian, Assistant Librarian, Members of the Library Committee and Members of the Renfrew County Law Association.

15. Despite any other section of this Policy, any Member, Non-Member Lawyer or Non-Lawyer found to be in contravention of this Policy, or of any rules or regulations established by Library Co., the Library Committee or the Librarian, may have their access to the Library and/or their borrowing privileges suspended or altered by:

- (a) the Librarian for a period no longer than 30 days; or

(b) by a majority vote of the Library Committee meeting for that purpose for a period of time as set by the Library Committee.

16. An appeal of a decision first made by the Librarian pursuant to section 15 above may be made in writing to the Chair of the Library Committee for consideration by the Library Committee as a whole meeting for that purpose.

17. There shall be no appeal from any decision first made by the Library Committee pursuant to Section 15 above nor from any appeal to the Library Committee from a decision first made by the Librarian pursuant to Section 16.

ADOPTED this ____ day of November, 2018

Adrian R. Cleaver, Chair
Library Committee

REQUEST TO USE RCLA LIBRARY

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Are you: (i) Member of the Public _____

(ii) Student _____

(iii) Paralegal _____

(iv) Other _____

If you are a paralegal, what is your LSO Paralegal Number? _____

Specific reason for using the RCLA Library:

If the RCLA grants permission for you to use the library you must comply with the following rules:

1. You will make an appointment with the librarian before coming to the library.
2. You may only use the library facilities when there is a librarian on duty, i.e., 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. from Monday to Friday.
3. You may not bring any other person into the library without first obtaining the permissions of the RCLA.
4. You will not be allowed to remove any materials from the library or use the library computers.
5. You may not bring food or drink into the library and you will not have access to the lounge.
6. If you incur any costs while at the library, such as photocopies, these costs must be paid immediately, in cash, to one of the librarians.
7. The RCLA reserves the right to terminate your use of the library without cause. If your library privileges are terminated you shall immediately leave the library.
8. You accept the Renfrew County Law Association/Library Harassment Policy and agree to comply with same.

Signature of Applicant

Date