

Library Services Available to the Public

WHAT WE CAN DO

1. Allow the public access to library materials.
2. Provide directions to needed materials.
3. Provide basic instructions on how to use legal research materials.
4. Provide basic reference info (e.g., telephone numbers, addresses, definitions of legal terms).
5. Provide a list of libraries that have needed materials that we do not own.
6. Refer users to other agencies which provide legal assistance.



Hilary Naab, Branch Librarian
U.S. Courts Library - 8th Circuit
111 7th Ave SE
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(319) 423-6100
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9:00 a.m. - 4:00 p.m.
Monday - Thursday

<http://www.lb8.uscourts.gov>



U.S. COURTS LIBRARY CEDAR RAPIDS BRANCH

POLICIES FOR NON-COURT LIBRARY USERS



U.S. COURTS LIBRARY POLICY FOR NON-COURT USERS

The purpose of the U.S. Courts Library is to provide research assistance to federal judges and their staffs in Northern Iowa.

The library is open to the public 9 a.m. to 4 p.m., Monday through Thursday, but library staff can only provide basic service to the public. We cannot provide in-depth research or borrow materials from other libraries, but we may be able to refer you to other libraries or agencies that can provide assistance.

Non-court users may not use library fax machines, court computers, or supplies. Photocopies can be made for 25 cents per image.



Pro se litigants who have been granted leave to file *in forma pauperis* are granted a one-time maximum of 50 free copies. Proper documentation from the court is necessary for free copies to be made.

Court-appointed attorneys can request reimbursement on their CJA voucher. Non-court federal employees can make free copies for official business only.

We exist to serve the federal courts. When there is a conflict between court and non-court use of library resources, the courts must come first. During busy times the use of the library may be limited to court staff. You may be asked to return materials you are using if they are needed by court staff. Library materials may not be checked out to non-court users.

We ask that library users maintain a sense of decorum when using the library. You may not ask other library users for legal advice or assistance. If you violate library rules or behave in a disruptive manner, you will be required to leave and will be barred from reentering the library.

If you have any questions regarding this policy, feel free to discuss them with the Librarian.

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WHAT WE CANNOT DO

1. Provide legal advice or opinions, or interpret any laws or legal documents.
2. Assist with preparation of cases or legal forms.
3. Provide in-depth reference service or access fee-based information databases (such as WESTLAW, LEXIS, etc.).
4. Check out library materials or borrow items from other libraries.
5. Allow use of office equipment or supplies.
6. Allow smoking or disruptive behavior.