

GOALS/OBJECTIVES

- Maintain open door, walk-in access to the law library from 8AM to 12PM and 1PM to 4PM Monday through Thursday, and 8AM to 12PM on Friday.
- Reserve appointment-only access on Friday afternoons primarily for those researching conservatorships.
- Post any permanent alterations the Law Library's hours of access on the main entrance to the library and on the library's website as far in advance as is practicable.

SERVICE TO THE PUBLIC

- Beginning **July 24, 2023**, the Law Library shall maintain walk-in access as follows, subject to change for reasons including, but not limited to, court holidays, trainings, etc.:

MONDAY:	8AM-12PM and 1PM-4PM
TUESDAY:	8AM-12PM and 1PM-4PM
WEDNESDAY:	8AM-12PM and 1PM-4PM
THURSDAY:	8AM-12PM and 1PM-4PM
FRIDAY:	8AM-12PM

- Law Library customers may book appointments via the law library website:

www.kclawlib.org/appointments

- The Law Library shall allow access by appointment only on Friday afternoons from 1:00PM-3:30PM – customers may reserve appointment slots for other topics on Friday afternoons subject to availability, but priority booking shall be reserved for those researching conservatorships.
- Each customer is limited to one (1) appointment per day. Availability of appointment slots is subject to change for reasons including but not limited to reduced staffing, scheduled events and/or trainings, or future closures or other reduction to court access resulting from public health and safety concerns.
- Law library customers should not book their appointments with Kern County Law Library until they review other available Superior Court Self-Help services to determine if there is a service provider devoted to the subject of their research (e.g., Landlord-Tenant Assistance Center).

Kern County Law Library
Rules of Access

- Law Library customers who reserve appointment slots and do not keep their appointments frustrate the purpose of this policy. Failure to attend appointments as scheduled on three separate occasions will result in a suspension of the patron's ability to reserve appointments for a period of three months, beginning on the date of the third missed appointment.
- Assistance by library staff for subjects including landlord-tenant issues, guardianship, family law, and small claims matters may be limited to referrals to the appropriate point of contact, both for customers with appointments and walk-in customers.
- Pursuant to a vote of the Kern County Law Library Board of Trustees on May 14, 2025, Black and white photocopying and printing are available at a rate of twenty cents per page. Color prints and photocopies are available at a rate of fifty cents per page, **payable in cash only**. Law library staff may run photocopies and assist patrons with printing.
- Use of the law library is limited to legal research and document preparation only – the staff of the law library is prohibited by law from providing legal advice or preparing documents for library patrons.
- Patrons will not move library furniture or equipment.
- Phone and email reference will continue to be provided, subject to the competing demand of in-person assistance.

When a member of the public enters the law library, a law library staff member will endeavor to:

- 1) Confirm the customer's appointment, if they have booked one;
- 2) Assess their need (e.g. research, photocopies, computer use, preparing forms);
- 3) Assign the person to a study table or computer or assist with using the copier.

The law library's SERVICE TO THE PUBLIC rules will be posted outside the library's main entrance, on the law library's website, and will be distributed to court administration and security.

SAFETY MEASURES

All law library staff shall abide by the Covid-19 Prevention Non-Emergency Regulations which took effect February 3, 2023, the terms of which are hereby incorporated by reference and made a part hereof.

DISCLAIMER

The plan is intended to assist the law library in providing a safe environment for the public and staff. This plan is subject to change, without advance notice.