

Law Library Use Guidelines

915-546-2245 / eplawlibrary@epcounty.com

Library Hours - 9:00 a.m. to 4:00 p.m. Appointments given on the hour.

In-person access by appointment. Call or email. Leave your name, contact number, requested day and time. We will schedule on a first come, first served basis. Wait for a confirmation before arriving to courthouse.

Computer access limited to legal research.

Capacity = 10 persons

No group access.

Meeting rooms not available.

No notary.

Face masks are highly encouraged in the courthouse.

Do not re-shelve books. Books must be placed on designated Library cart for staff to disinfect prior to being re-shelved.

Do not move furnishings. Social distancing has been created by re-locating computers, tables and chairs.

Copiers/printers in use. Cost remains at 10 cents per image.

Bring coin and one dollar bills to operate the devices to reduce interaction with staff and exchange of money between persons. Library mag cards remain active.

Credit and debit will be accepted but your transaction will be charged a \$1.95 convenience fee and it will take longer to complete.

Do not remove protective coverings on equipment. Computer keyboards, mice, and copier touchscreen have been protected with plastic coverings. Usage of such devices is conditioned on accepting the protections put in place. Users may not remove. Staff will be sanitizing on the hour. Users' non-compliance will result in denial of use.

No phone available for public use.

No borrowing of staff supplies such as scissors, tape, pens, pencils, liquid paper, erasers. Promotional pens will be given to those needing a pen. Please come prepared.

Failure to follow health and safety guidelines will terminate your visit to the Library.

Working together we can ensure our return to a healthy, safe, accessible, vibrant community. Law Library in-person availability will increase as covid19 decreases. Adhering to recommended health and safety guidelines will make a difference. We can do this.