



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Details (With Text)

---

<b>File #:</b>	14-2143	<b>Version:</b>	1	<b>Name:</b>	Law Library Hours
<b>Type:</b>	Ordinance Amendment	<b>Status:</b>		<b>Status:</b>	Approved
<b>File created:</b>	3/18/2014	<b>In control:</b>		<b>In control:</b>	Administration, Bureau of
<b>On agenda:</b>	5/21/2014	<b>Final action:</b>		<b>Final action:</b>	5/21/2014
<b>Title:</b>	PROPOSED ORDINANCE AMENDMENT				

### LAW LIBRARY

BE IT ORDAINED, by the Cook County Board of Commissioners, that Chapter 50 LIBRARIES, ARTICLE II LAW LIBRARY, Sec. 50-33 of the Cook County Code is hereby amended as follows:

### ARTICLE II. LAW LIBRARY

Sec. 50-33. Rules for use of library.

The borrowing rules and rules for the use of the County Law Library are as follows:

- (1) Areas of access. The areas of the Library open to patrons are the main reading room and such shelf areas as have not been kept locked. The conference rooms will be made available to patrons who register at the library desk. Access to other material may be had by special arrangements with the Librarian.
- (2)
  - (a) The Cook County Law Library ("Library") is a public law library open to all for the purposes of legal research. To ensure open, reliable access to legal information and knowledge in a timely and efficient manner, the following rules shall be applicable to all users of the Library.
    - Use.
      - a. Not to be used in lieu of an office. Except as otherwise provided in these rules, the
        1. Use of the Library's facilities of the County Law Library are and services is limited to patrons who are persons engaging in legal research, preparing a legal matter, or otherwise using the books and materials of the library. They Library's legal information resources.
        2. The Library and its facilities shall not be used in lieu of an office for the practice of law or any other professional, business, or related activity.
      - b. Who may use. The facilities of this library shall be freely available to all licensed Illinois attorneys, judges, and other public officers of this County, plaintiffs and defendants during the times when this Law Library is open. Visiting attorneys may be allowed to use the material on the premises.
      - c. Hours open. Other members of the public, who need to use the Law Library, shall be admitted to the County Law Library on those days when the library is open and as directed in Subsection (14)c.
    - (b) Silence. Silence must be maintained in the reading rooms and shelf areas.
    - (c) Food and beverages. No food or beverage shall be brought into or consumed in the library.
    - (d) Defacing furniture or equipment. The scratching or marring or other defacing of the library furniture or equipment is prohibited. Objects likely to damage furniture such as heavy briefcases shall not be placed upon tables, chairs or other equipment.

- (6) Conference rooms. Conference rooms may be used only by members of the judiciary or the bar for conferences or dictation in connection with the use of library materials. They may be used for periods of one hour and may be retained for additional one hour periods if not needed by others.
  - (7) Paging for incoming calls. Paging for incoming calls is restricted to members of the bar receiving calls from their offices.
  - (8) Mutilation or disfigurement of books, etc. The mutilation of books and materials or the marking or disfiguration of their pages is prohibited.
  - (9) Rare books, etc. Rare books, microforms-reproductions, and other materials requesting special handling must be used under the supervision of the library staff.
  - (10) Returning books to shelves. Patrons shall not return the books to the shelves but shall leave them on the tables or study desks.
  - (11) Taking books, etc., from premises.
3. Persons using the Library shall not engage in activities while on Library premises that violate federal, state or local law or regulation, including, but not limited to the unauthorized practice of law.
  4. The Copyright Law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using the Library is liable for any infringement.
  5. Solicitation of any type is prohibited.
  6. Food or beverages are not permitted in the Library with the exception of beverages in a sealed, covered, or other spill-proof container. No beverage may be placed near any computer terminal or photocopier.
  7. For the courtesy of other patrons, quiet is expected throughout the Library, except where necessary for purposes of bibliographic instruction and education. Conversation and use of personal equipment shall not disrupt others. Cell phones must be set to "vibrate" or be turned off while in the Library. Cell phones may only be used in designated areas.
  8. Users may use laptop or notebook computers in the Library, provided their use does not disrupt other users. Personal electronic devices including, but not limited to, copiers, scanners, cameras, audio, and/or video recorders and VOIP telephones may not be used without prior authorization.
  9. Bringing excessive number or size of personal affects, e.g., bags, luggage, carts, into the Library is prohibited.
  10. The Library is not responsible, nor shall it have any liability with regards to, the personal property that patrons bring into the Library. Personal property left unattended for an extended period of time may be reported to and removed by building security.
  11. Library patrons not using the Library's facilities and services for researching or preparing a legal matter or attending Library events may be asked to leave the Library.
  12. Theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging books, building, equipment, furniture, or other objects in the Library is prohibited.
  13. Permission in advance is required to conduct Library tours or to use Library facilities for classes.
  14. Library materials and books shall not be taken from the premises unless they have been

charged out in the proper manner.

(12) Briefcases, etc.; inspection.

15. All briefcases, packages, and other containers capable of holding library books and other materials outer garments are subject to inspection upon leaving the reading rooms of the library at any time.

16. Loitering, sleeping, and lying on the Library floor or furniture is prohibited.

17. Appropriate attire, including shirts and shoes, must be worn in the Library.

(13) Violation of Library rules. Persons violating these rules or causing disturbances in the library may be excluded from the library premises

18. Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance, cause damage to Library property, or disrupt others' work shall be required to leave the Library.

19. Using Library restrooms for changing clothes, shaving, bathing or any purpose other than for which restrooms are intended is prohibited.

20. Failure to comply with Library rules, the directives of staff, or to cooperate with staff in their enforcement of these rules may result in the loss or suspension of Library privileges including, but not limited to, temporary or permanent removal from the Library premises.

(14) Opening and closing hours.

a. The Library will be open:

1. From 8:30 a.m. to 9:00 p.m. on weekdays

2. From 9:00 a.m. to 4:30 p.m. on Saturdays

(b) Hours of Operation for the Cook County Law Library.

1. Main Library located at the Richard J. Daley Center will be open Monday through Friday from 8:30 a.m. - 9:00 p.m. except for the months of June, July and August when the Main Library will be open from 8:30 a.m. - 7:00 p.m. On Saturday's the Main Library will be open from 9:00 a.m. - 4:30 p.m. except for the months of June, July and August when the Main Library will be open from 12:30 p.m. - 4:30 p.m.

2. Branch Libraries will be open on the following dates and times:

a. 2nd Municipal District Courthouse - Skokie: Monday-Friday: 8:30 a.m. - 4:00 p.m.

b. 4th Municipal District Courthouse - Maywood: Monday-Friday: 8:30 a.m. - 4:00 p.m.

c. 5th Municipal District Courthouse - Markham: Monday-Friday: 8:30 a.m. - 4:00 p.m.

d. George N. Leighton Criminal Courthouse: Monday-Friday: 9:00 a.m. - 4:30 p.m.

a. 2nd Municipal District Courthouse - Skokie: Monday-Friday: 8:30 a.m. - 4:00 p.m.

b. 4th Municipal District Courthouse - Maywood: Monday-Friday: 8:30 a.m. - 4:00 p.m.

c. 5th Municipal District Courthouse - Bridgeview: Monday-Friday: 8:30 a.m. - 4:00 p.m.

c d. 56th Municipal District Courthouse - Markham: Monday-Friday: 8:30 a.m. - 4:00 p.m.

d e. George N. Leighton Criminal Courthouse: Monday-Friday: 9:00 a.m. - 4:30 p.m.

b.3. The Library will be closed:

a. All Sundays

b. New Year's Day

c. Martin Luther King, Jr. Day

d. Lincoln's Birthday

- e. Washington's Birthday
- f. Casimir Pulaski Day
- g. Memorial Day
- h. Independence Day
- i. Labor Day
- j. Columbus Day
- k. Veterans' Veterans Day
- l. Thanksgiving Day
- m. Christmas Day
- n. County authorized Shut Down Shutdown Days

c.4. The Executive Librarian shall have the authority to close the Library in an emergency when in the Executive Librarian's judgment the circumstances warrant such closing and shall record such closing. The Executive Law Librarian shall have the authority to amend the hours of operation as directed by the County Board of Commissioners, in an emergency or as otherwise may be required for operational purposes.

(c) The Executive Librarian shall have the authority to implement policies and procedures regarding Library services including, but not limited to the use of Library facilities, equipment, and electronic resources, including the Internet. The Executive Librarian is further charged with the authority to modify the hours of operation for the Library including the Main and Branch Libraries during the months of June, July and August depending on usage.

Effective date: This ordinance shall be in effect immediately upon adoption

**Sponsors:** TONI PRECKWINKLE (President)

**Indexes:** MONTELL DAVENPORT, Executive Law Librarian, Cook County Law Library

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
5/21/2014	1	Board of Commissioners	approve as amended	Pass

## PROPOSED ORDINANCE AMENDMENT

### LAW LIBRARY

**BE IT ORDAINED**, by the Cook County Board of Commissioners, that Chapter 50 LIBRARIES, ARTICLE II LAW LIBRARY, Sec. 50-33 of the Cook County Code is hereby amended as follows:

#### ARTICLE II. LAW LIBRARY

##### Sec. 50-33. Rules for use of library.

~~The borrowing rules and rules for the use of the County Law Library are as follows:~~

(1) ~~*Areas of access.* The areas of the Library open to patrons are the main reading room and such shelf areas as have not been kept locked. The conference rooms will be made available to patrons who register at the library desk. Access to other material may be had by special arrangements with the Librarian.~~

(2)

(a) The Cook County Law Library ("Library") is a public law library open to all for the purposes of legal research. To ensure open, reliable access to legal information and knowledge in a timely and efficient manner, the following rules shall be applicable to all users of the Library.

*Use.*

- a. ~~Not to be used in lieu of an office.~~ Except as otherwise provided in these rules, the
1. Use of the Library's facilities of the County Law Library are and services is limited to patrons who are persons engaging in legal research, preparing a legal matter, or otherwise using the books and materials of the library. They Library's legal information resources.
  2. The Library and its facilities shall not be used in lieu of an office for the practice of law or any other professional, business, or related activity.
- b. *Who may use.* The facilities of this library shall be freely available to all licensed Illinois attorneys, judges, and other public officers of this County, plaintiffs and defendants during the times when this Law Library is open. Visiting attorneys may be allowed to use the material on the premises.
- e. *Hours open.* Other members of the public, who need to use the Law Library, shall be admitted to the County Law Library on those days when the library is open and as directed in Subsection (14)e.

(3) ~~Silence.~~ Silence must be maintained in the reading rooms and shelf areas.

(4) ~~Food and beverages.~~ No food or beverage shall be brought into or consumed in the library.

(5) ~~Defacing furniture or equipment.~~ The scratching or marring or other defacing of the library furniture or equipment is prohibited. Objects likely to damage furniture such as heavy briefcases shall not be placed upon tables, chairs or other equipment.

(6) ~~Conference rooms.~~ Conference rooms may be used only by members of the judiciary or the bar for conferences or dictation in connection with the use of library materials. They may be used for periods of one hour and may be retained for additional one-hour periods if not needed by others.

(7) ~~Paging for incoming calls.~~ Paging for incoming calls is restricted to members of the bar receiving calls from their offices.

(8) ~~Mutilation or disfigurement of books, etc.~~ The mutilation of books and materials or the marking or disfiguration of their pages is prohibited.

(9) ~~Rare books, etc.~~ Rare books, microforms-reproductions, and other materials requesting special handling must be used under the supervision of the library staff.

(10) ~~Returning books to shelves.~~ Patrons shall not return the books to the shelves but shall leave them on the tables or study desks.

(11) ~~Taking books, etc., from premises.~~

3. Persons using the Library shall not engage in activities while on Library premises that violate federal, state or local law or regulation, including, but not limited to the unauthorized practice of law.

4. The Copyright Law of the United States (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using the Library is liable for any infringement.

5. Solicitation of any type is prohibited.

6. Food or beverages are not permitted in the Library with the exception of beverages in a sealed, covered, or other spill-proof container. No beverage may be placed near any computer terminal or photocopier.

7. For the courtesy of other patrons, quiet is expected throughout the Library, except where necessary for purposes of bibliographic instruction and education. Conversation and use of personal equipment shall not disrupt others. Cell phones must be set to "vibrate" or be turned off while in the Library. Cell phones may only be used in designated areas.

8. Users may use laptop or notebook computers in the Library, provided their use does not disrupt other users.

Personal electronic devices including, but not limited to, copiers, scanners, cameras, audio, and/or video recorders and VOIP telephones may not be used without prior authorization.

9. Bringing excessive number or size of personal affects, e.g., bags, luggage, carts, into the Library is prohibited.
10. The Library is not responsible, nor shall it have any liability with regards to, the personal property that patrons bring into the Library. Personal property left unattended for an extended period of time may be reported to and removed by building security.
11. Library patrons not using the Library's facilities and services for researching or preparing a legal matter or attending Library events may be asked to leave the Library.
12. Theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging books, building, equipment, furniture, or other objects in the Library is prohibited.
13. Permission in advance is required to conduct Library tours or to use Library facilities for classes.

14. Library materials and books shall not be taken from the premises unless they have been charged out in the proper manner.

~~(12) Briefcases, etc.; inspection.~~

15. All briefcases, packages, and other containers capable of holding library books and other materials outer garments are subject to inspection upon leaving the reading rooms of the library at any time.

16. Loitering, sleeping, and lying on the Library floor or furniture is prohibited.

17. Appropriate attire, including shirts and shoes, must be worn in the Library.

- ~~(13) Violation of Library rules.~~ Persons violating these rules or causing disturbances in the library may be excluded from the library premises

18. Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance, cause damage to Library property, or disrupt others' work shall be required to leave the Library.

19. Using Library restrooms for changing clothes, shaving, bathing or any purpose other than for which restrooms are intended is prohibited.

20. Failure to comply with Library rules, the directives of staff, or to cooperate with staff in their enforcement of these rules may result in the loss or suspension of Library privileges including, but not limited to, temporary or permanent removal from the Library premises.

~~(14) Opening and closing hours.~~

a. The Library will be open:

1. From 8:30 a.m. to 9:00 p.m. on weekdays
2. From 9:00 a.m. to 4:30 p.m. on Saturdays

(b) Hours of Operation for the Cook County Law Library.

1. Main Library located at the Richard J. Daley Center will be open Monday through Friday from 8:30 a.m. - 9:00 p.m. except for the months of June, July and August when the Main Library will be open from 8:30 a.m. - 7:00 p.m. On Saturday's the Main Library will be open from 9:00 a.m. - 4:30 p.m. except for the months of June, July and August when the Main Library will be open from 12:30 p.m. - 4:30 p.m.

2. Branch Libraries will be open on the following dates and times:

- ~~a. 2<sup>nd</sup> Municipal District Courthouse – Skokie: Monday-Friday: 8:30 a.m. – 4:00 p.m.~~
- ~~b. 4<sup>th</sup> Municipal District Courthouse – Maywood: Monday-Friday: 8:30 a.m. – 4:00 p.m.~~
- ~~c. 5<sup>th</sup> Municipal District Courthouse – Markham: Monday-Friday: 8:30 a.m. – 4:00 p.m.~~
- ~~d. George N. Leighton Criminal Courthouse: Monday-Friday: 9:00 a.m. – 4:30 p.m.~~

- a. 2nd Municipal District Courthouse - Skokie: Monday-Friday: 8:30 a.m. - 4:00 p.m.
- b. 4th Municipal District Courthouse - Maywood: Monday-Friday: 8:30 a.m. - 4:00 p.m.
- c. 5th Municipal District Courthouse - Bridgeview: Monday-Friday: 8:30 a.m. - 4:00 p.m.
- ~~e d. 56th Municipal District Courthouse - Markham: Monday-Friday: 8:30 a.m. - 4:00 p.m.~~
- ~~d e. George N. Leighton Criminal Courthouse: Monday-Friday: 9:00 a.m. - 4:30 p.m.~~

~~b.3.~~ The Library will be closed:

- ~~a. All Sundays~~
- ~~b. New Year's Day~~
- ~~c. Martin Luther King, Jr. Day~~
- ~~d. Lincoln's Birthday~~
- ~~e. Washington's Birthday~~
- ~~f. Casimir Pulaski Day~~
- ~~g. Memorial Day~~
- ~~h. Independence Day~~
- ~~i. Labor Day~~
- ~~j. Columbus Day~~
- ~~k. Veterans' Veterans Day~~
- ~~l. Thanksgiving Day~~
- ~~m. Christmas Day~~
- ~~n. County authorized Shut-Down Shutdown Days~~

~~e.4.~~ The Executive Librarian shall have the authority to close the Library in an emergency when in the Executive Librarian's judgment the circumstances warrant such closing and shall record such closing. The Executive Law Librarian shall have the authority to amend the hours of operation as directed by the County Board of Commissioners, in an emergency or as otherwise may be required for operational purposes.

~~(c)~~ The Executive Librarian shall have the authority to implement policies and procedures regarding Library services including, but not limited to the use of Library facilities, equipment, and electronic resources, including the Internet. The Executive Librarian is further charged with the authority to modify the hours of operation for the Library including the Main and Branch Libraries during the months of June, July and August depending on usage.

**Effective date:** This ordinance shall be in effect immediately upon adoption