



UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

In The Matter of:) GENERAL ORDER NO. 07-07
)
THE UNITED STATES LIBRARIES)
LOCATED IN THE CALIFORNIA)
CENTRAL DISTRICT)
_____)

WHEREAS, the mission of the United States Courts Libraries is to provide service to the judges of the federal courts,

IT IS HEREBY ORDERED that this General Order be adopted with regard to the United States Libraries located in the Central District of California (the "Libraries") as follows:

A. Access and Services

1. Judges and chambers staff shall have full access to the Libraries at all times.
2. As a matter of courtesy, other court employees, members of the bar, federal government personnel, including those from federal executive,

administrative, and congressional agencies, and litigants not represented by attorneys and who have cases presently pending in the Central District of California (including cases on appeal) may enter the Libraries to perform research during the Libraries' business hours. Individuals not represented by an attorney must provide to the Librarians the docket number for their pending case.

3. The Library hours for non-judicial staff are from 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.
4. The Libraries may close without notice.
5. Only judges and chambers staff may remove library materials from the Libraries. These materials will not be recalled for use by others.
6. No photocopying, microform, or fax services will be provided to non-judicial staff. A copy machine is available for the copying of legal materials within copyright guidelines.
7. Only basic reference assistance may be provided, such as assistance locating material on the shelves, assistance in the use of the Library catalogue, and assistance in the location and use of indexes or research aids.
8. Neither manual nor automated legal research assistance will be provided. No legal advice will be given.
9. Library computers, telephones, and other equipment are not available

for non-judicial staff.

B. Standards of Acceptable Conduct

1. These nonexclusive standards are in addition to, and do not supersede, the requirements and obligations applying to every person under state and federal law.
2. All persons other than judges and chambers staff must present valid photo identification and register at the circulation desk before using the Libraries.
3. Conduct likely to disrupt or interfere with Library or Court operations is prohibited.
4. Users must not re-shelve Library materials.
5. Smoking, eating, and drinking are not allowed.
6. Library property must not be misused, abused, or removed from the Library.
7. Loud noises, radios, cassette players, CD players, cellular phones, and laptop computers, etc., that can be heard by other Library users are not permitted.
8. Personal belongings may not be left unattended in the Libraries or in the custody of Library staff. The Libraries are not responsible for the loss of any personal belongings.
9. Packages, briefcases, and other containers are subject to inspection.

10. The Librarians may establish and enforce additional rules for the proper safekeeping, maintenance, and use of the Libraries.

11. The Libraries may limit or deny access at any time. People who violate these standards or engage in other inappropriate conduct may be asked to leave, and may be barred temporarily or permanently from future access to the Libraries.

Dated: OCT - 1 2007