

# SANTA CRUZ COUNTY LAW LIBRARY

701 Ocean Street, Room 070, Santa Cruz, CA 95060  
(831) 420-2205 FAX (831) 457-2255 - Email: scclawlib@yahoo.com

## AFTER-HOURS ACCESS POLICY

I. Access to the County Law Library outside of normal business hours may be granted to judges who reside in California, attorneys who are:

- A. Active members of the California State Bar
  - 1. Who reside in this county;
  - 2. Who maintain an office in this county;
  - 3. Who are in trial here; or
  - 4. Whose offices and homes are closer to the Santa Cruz County Law Library than to their own county law library.
- B. Members of an out-of-state bar granted leave to appear as counsel *pro hac vice*.

AND Law Students who:

- 1. attend Monterey College of Law; or
- 2. Reside in this county;
- 3. And are currently enrolled at an accredited law school

The following additional persons may qualify for after-hours access privileges by applying to the Board of Law Library Trustees:

- C. Inactive members of the California State Bar who reside in this county;
- D. Litigants appearing *in propria persona* who reside in this county, who require the use of materials not readily available elsewhere, and who are unable to use the law library during regular business hours. The application to the Board must include three (3) character references from local community members. At least one (1) reference must be from someone affiliated with the local legal or court community;
- E. Law school students at unaccredited law schools, paralegal program students, and law school graduates who reside in this county, who require materials not readily available elsewhere for a particular class or project, and who are unable to use the law library during regular business hours. Students must provide verification of their enrollment and good-standing with the school;
- F. Research assistants who reside in this county, who are employed by attorneys, public agencies or legal departments of businesses, who are unable to use the law library during regular business hours. You must provide verification of employment.
- G. Appointed Non-Attorney Trustees of the Santa Cruz Law Library who reside in this county, who require the use of materials not readily available elsewhere, and who are unable to use the law library during regular business hours. The application to the Board must include three (3) character references from local community members. At least one (1) reference must be from someone affiliated with the local legal or court community;

H. Attorney/Legal Services: business operating as attorney or legal services that need access to the Santa Cruz County Law Library after business hours to complete the processing of court documents may apply for access for their employees. Cards will be issued to individual employees under the account at a per employee charge. Access will be restricted to weekdays prior to 5:00 p.m. Employers may be required to provide copies of process server registration for each approved employee. Each business may be required to provide a copy of current fictitious business license and/or provide proof of insurance.

Cardkey privileges for categories C through G above expire upon conclusion of the litigation, class, project, appointment or employment for which the application is made, or at the end of one year, whichever occurs first. The Board of Law Library Trustees may also impose additional restrictions on eligibility or after hours use.

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II. **Cardkeys may be purchased from the Law Librarian.** Applicable fees may be billed on a quarterly or annual basis. Refer to fee schedule below.

- A. Any account 30 days past due will be deactivated. Deactivated accounts will be reinstated upon payment of account balance plus a reinstatement fee. Library staff may suspend past due accounts without prior Board approval.

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III. **The person to whom a cardkey is issued is:**

- A. **Not permitted to admit** anyone to the building or Law Library but him/herself without prior approval from the Law Librarian or the Board. Handicap users who may require special assistance are excluded from this provision.
- B. **Not permitted to lend** or transfer the cardkey to anyone
- C. **Not permitted to enter the building** for any purpose other than to access the Law Library.
- D. **Must adhere to the rules of the law library.**

Anyone in the Law Library after regular business hours is required to show the cardkey upon request.

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IV. **Violation of any of the conditions in Section III will be cause for immediate suspension** of after-hours access privileges, pending a final decision by the Board of Law Library Trustees at its next regularly scheduled meeting. The Board of Law Library Trustees may impose other sanctions at its discretion.

The Board may suspend or terminate cardkey privileges of users who flagrantly abuse library policies.

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V. Any person aggrieved or any person adversely affected by any of these policies or by any determination of the Law Librarian may appeal to the Board of Law Library Trustees.

<b>CARDKEY FEE SCHEDULE</b> All fees are billed at a quarterly rate.	
<b>JUDGES</b>  All Judges, incl. Santa Cruz County Commissioners & Referees	Access granted upon request
<b>ATTORNEYS</b>  Active members of CA State Bar who are Law Library Members (account holders)  Active members of CA State Bar who are NOT Law Library Members  Out-of-state bar members appearing as counsel pro hac vice  Reinstatement fee	\$ 120 per yr \$30 per quarter  \$ 150 per yr \$37.50 per quarter  \$ 10 per day \$ 50 per month  \$10
<b>LAW SCHOOL STUDENTS, PARALEGAL PROGRAM STUDENTS, LAW SCHOOL GRADUATES</b>	\$ 30 per quarter
<b>RESEARCH ASSISTANTS, PRO PER LITIGANTS, LAW LIBRARY TRUSTEES</b>  Law Library Members  Non Law Library Members	\$ 120 per yr \$30 per quarter  \$ 150 per yr \$37.50 per quarter
<b>ATTORNEY/LEGAL SERVICES BUSINESS</b>  Copy Account holders per employee granted access	\$120 per year
<p>Each after-hours user shall pay a \$10 fee to replace a lost or stolen cardkey. Qualified person in categories above may, as an option to the basic fee, rent a card on a daily basis for \$5 per day. Fee must be paid in advance.</p> <p>All cardkeys are issued on an individual basis. Firms or agencies cannot purchase one card key for use by multiple people.</p> <p>All other fees determined upon application to the Board of Law Library Trustees.</p> <p>Fees are non-refundable.</p>	

Adopted by the Board of Law Library Trustees Effective September 25, 1985; Amended 8/27/86; 10/27/87; 5/30/89; 12/19/89; 4/16/91; 7/7/92; 3/30/93; 7/27/93, 6/2007, 8/2010, 6/13, 9/14