

SANTA CRUZ COUNTY LAW LIBRARY

COMPUTER ACCESS POLICY

PURPOSE

Legal Research and Writing Only. This includes, but is not limited to, accessing online databases for research, accessing email to retrieve Legal Documents and the creation or completion of legal documents. Library Staff reserves the right to define what non-legal research is and has the authority to revoke use. Any other usage of computers is not allowed unless approved by staff. This policy is to be an operating policy subject to modification and revisions by the staff and Board of Trustees.

ACCESS:

All computer users are required to sign in at the front desk.

15 minute public terminals: Offer Internet access and Microsoft Office 2007. No extension of time limits.

1 hour public terminals: Offer Internet access and Microsoft Office 2007. Time limit may be extended at the discretion of staff. Maximum of 4 hours per day allowed.

Extensions will be considered if demand is low AND
Legitimate need for use is shown.

Users must be at least eighteen (18) years of age or have prior approval from library staff. Proof of age may be required.

Self-serve: Library staff does not provide individual instruction, research assistance, or verify or interpret database information.

TECHNICAL INFORMATION:

The World Wide Web is made available through the Explorer browser.

Microsoft Office is available for the creation of legal pleadings

Martin Dean's Essential Forms is available for filing out Judicial Council Forms.

E-mail is available for persons on library, court, or county government business.

Documents cannot be stored on the computers. All files will be deleted daily. Please bring in the appropriate media if you wish to save your work.

This is a public computer. Other people may be able to access personal and/or sensitive data stored or transmitted through this computer.

We are not responsible for damage to any data or devices while using our computers.

Deleting or modifying computer settings, removing or adding desktop folders, or downloading to the hard drive is strictly forbidden.

PRINTING:

Printing is available at \$.20 per page. You are responsible for all charges incurred through printing.

The Santa Cruz County Law Library staff does not engage in the practice of law, does not provide legal advice, and does not perform legal research. Furthermore, the Law Library is not responsible for any inaccuracies of legal information found on the Web. *Favorite Folders*, or *Law Library Bookmarks* are listed as a convenience to patrons and do not imply accuracy or endorsement. The library staff strongly recommends that all legal information found on the Internet be verified through alternate sources. **Use of the equipment may be revoked for violations of this policy.**