

WM. S. RICHARDSON SCHOOL OF LAW LIBRARY

Tel. 956-7583 / Fax: 956-4615

EDUCATIONAL USE OF LAW LIBRARY FACILITIES – REQUEST FORM

The Law Library allows limited use of its facilities for educational use only under special circumstances. Because of the lack of space and concern for the needs of the School of Law, the Library reserves the right to revoke this privilege at any time. Permission may be granted when use of the facilities does not result in undue inconvenience and disruption to our primary Library patrons.

Part 1 (to be completed by Requestor)

Name:

Position/Title:

Institution/Department:

Address:

Phone No.: E-mail Address:

Class/Course:

Number of Participants:

Room/Space Required:

Date/Time/Duration Preferred:

Alternate Date/Time/Duration:

Purpose of Use:

I agree to abide by all Library rules and conditions for use of the Law Library facilities.

Signature: Date:

Part 2

Room Assigned:

Permission Granted by:..... Date:

Permission is granted subject to the following special conditions:

ACCESS TO AND USE OF THE WILLIAM S. RICHARDSON SCHOOL OF LAW LIBRARY

The Law Library exists primarily for members of the School of Law community. To the extent that its resources permit, it also serves other members of the University of Hawaii at Manoa and the public. Use of the Library facilities for group educational activities by any group not affiliated with the Law School or by groups affiliated with other educational institutions is strictly limited and special permission must be obtained first. The Library reserves the right to refuse use of its facilities to any group or for any group activity deemed inappropriate to its primary function.

Conditions for Group Educational Use of Law Library Facilities

1. A Request Form must be submitted to the Library at least 14 calendar days in advance of the requested use dates.
2. Use of the Library is limited to the activity as stated in the Request Form.
3. The activity engaged in must not result in excessive noise and disruption to other Library users.
4. The activity must end at the stipulated time and no later than fifteen minutes before Library closing.
5. Any change to the original use request must be approved by the Library Staff prior to implementation.
6. All Library books used must be reshelved.
7. Any apparatus, furniture or electronic equipment brought in to be used in the activity must be approved by the Library Staff. No audiovisual support is available.
8. Use of any of the public access terminals in the Reference Area for an extended period of time (more than one hour) must be approved by the Library Staff so that ample warning may be given to other Library users.
9. The activity must be conducted under the guidance of the instructor, requestor or person named in the Request Form and not by the Library Staff.
10. All furniture or equipment moved for the activity must be returned to its original place when the activity ends.
11. Any special needs or accommodations for the disabled should be arranged with KOKUA and the Library should be informed of any such arrangement prior to the activity taking place.

General Law Library Policies – Use of the Law Library

1. Except for visitor carrels, all carrels and rooms are strictly off limits.
2. Food and drink are not permitted in the Library.
3. Smoking is prohibited throughout the Library.
4. Excessive noise, loud conversation and disruptive behavior are prohibited.
5. Children 13 years of age and younger must be supervised by an adult.
6. Only guide dogs may accompany patrons into the Library.
7. Notices may be posted only with prior approval from the Library Staff.
8. All books used by the patron should be reshelved by the patron.

9. Photocopying may be done in the Copy Room using cash or debit cards. All questions on refunds and debit cards should be directed to Hamilton Library's Business Office.
10. Patrons may use the pay phones located on the mall outside the Library.
11. The Library does not convey messages to or page users.
12. The Library is not responsible for loss of personal belongings left unattended.
13. Because of the limited number of tables in the Reference Area, patrons must take their belongings with them when they leave the tables for an extended period of time (more than half an hour).
14. All patrons must leave promptly when the Library closes.