Law Library Reopen Guidelines (for May 2020 graduates studying for the September bar examination)

**Hours:** Monday through Friday, 9 am to 6 pm, July 6th to September 10th, 2020. Our ability to remain open depends on our much-appreciated staffing of the Law Library with our appropriate personnel, and the University’s to sanitize the Law Library each morning. At this time, we are able to offer only weekday and daytime hours.

**Access:** Access is limited to alumni who graduated in May 2020 and who are preparing for the September Hawaii bar examination. You are required to reserve a seat in the Law Library. You can do this up to 48 hours in advance, but you can only reserve one seat each day. Your Law Library access cards will allow entry to the Law Library between the hours of 9 am to 6 pm, Monday through Friday only. Access cards are deactivated at all other times and will be permanently deactivated on September 10, 2020. You may not bring anyone with you into the Law Library. Journal offices remain closed and off limits to everyone.

**Seat Reservations:** Reserve your seat at [https://law-hawaii.libcal.com](https://law-hawaii.libcal.com). You will need to log on using your UH log on credentials. Seats are arranged according to the regions in the Law Library. Select a region, select a seat. A confirmation email will be sent to your Hawaii.edu email address. If you need to cancel a reservation, use the link in your confirmation email.

Please direct any problems with access or use to Brian Huffman at brhuffma@hawaii.edu.

**Your responsibilities:**

Each morning, the University Facilities personnel will sanitize high touch areas (doorknobs, light switches, etc.) and desk areas that have been used. During the day, there will not be services provided. Your use of the Law Library during your bar study period requires you to observe the following rules and to use your common sense. There are people working in the Law Library on a daily basis.

- If you cannot respect these recommendations, your access card will be permanently deactivated. Everyone’s cooperation is required.
- You can use only the seat that you reserved for the day. There are 81 seats available and you may select whichever seat you prefer. You may enter and leave the Law Library repeatedly during the day and return to use that seat. However, do not leave personal items behind if you leave the Law Library building.
- Sanitize your hands as you enter the building. Sanitizing stations are available throughout the building. Use them frequently. Please wipe down your workstation with sanitizer when you arrive and when you leave your seat. Dispose of your used wipe outside.
- You must wear a cloth face mask at all time while in the Law Library building, except that you may remove your mask once you are sitting at your assigned seat. If you leave your seat for any reason, put your mask on again.
- If you are not feeling well or show signs of illness, you cannot enter or stay in the Law Library building.
- Physical distancing is mandatory. If you feel that you must converse or gather with others, leave the building.
- Unidirectional signage is posted throughout the building. Please adhere to the signage.
- Printer stations are available but you must sanitize keyboards before and after use. Follow the posted instructions at the printer stations.
- The restrooms are open. Please wash your hands thoroughly before leaving the restroom.
- There is no eating or drinking allowed in the Law Library. Please take hydration and nourishment breaks outside.

**Other Law Library services:**

Law Library services are offered remotely.

If you need to check out a book, we will arrange for a pickup time. Use the PRIMO discovery platform and your library account to reserve a book, or request digitization. You will be contacted to arrange a pick up time. Books that are available via the HathiTrust collection will not be lent out or digitized.

If you need reference assistance, it is offered remotely by contacting Dan Blackaby at blackaby@hawaii.edu or Cory Lenz at corylenz@hawaii.edu.

If you are having trouble reserving your seat, please contact Brian Huffman at brhuffma@hawaii.edu.

Circulation services are discontinued until further notice.

**Returning your access card:**

You are expected to return your Library access card after the bar examination is completed. You may drop it in the book drop on the lanai (please put it in an envelope), or mail it to:

Lynette Rudolfo  
University of Hawai’i at Mānoa, School of Law Library  
2525 Dole Street  
Honolulu, HI 96825

If you have lost your card, please contact Ms. Rudolfo at rudolfo@hawaii.edu. There is a $25 fee for replacing lost cards.

If we do not receive your access card by September 30, 2020, you will be assessed a fine. If you fail to pay the fine, it will be reported to the Committee on Character and Fitness.