

# Law Library Use Guidelines

915-546-2245 / [eplawlibrary@epcounty.com](mailto:eplawlibrary@epcounty.com)

**Library Hours - 9:00 a.m. to 4:00 p.m.** Temporary hours will continue.

**Capacity = 20 persons** Time limits may be imposed to accommodate maximum number of people.

**Computer access limited to legal research.**

**Face masks required in the courthouse.** See TX Sup Ct Emergency Order No. 45 extending order (July 29, 2021) of Local Administrative Judge to establish health standard protocols for a courthouse.

**No group access.** Seating available in foyer.

**Notary – limited availability.** Call ahead to ensure notary on site and available.

**Meeting rooms available by appointment only.**

**Do not re-shelve books.** Books must be placed on designated Library cart for staff to disinfect prior to being re-shelved.

**Do not move furnishings.** Social distancing has been created by re-locating computers, tables and chairs.

**One (1) person per defined space. All personal belongings must be confined to the 1 space using. Each person may use 1 space only.**

**Copiers/printers in use.** Cost remains at 10 cents per image.

**Bring coin and one dollar bills to operate the devices** to reduce interaction with staff and exchange of money between persons. Library mag cards remain active. Credit and debit will be accepted. A \$1.95 convenience fee assessed per transaction.

**Do not remove protective coverings on equipment.** Computer keyboards, mice, and copier touchscreen have been protected with plastic coverings. Usage of such devices is conditioned on accepting the protections put in place. Users may not remove. Staff will be sanitizing throughout day. Users' non-compliance will result in denial of use.

**No phone** available for public use.

**No borrowing** of staff supplies such as scissors, tape, pens, pencils, liquid paper, erasers. Promotional pens will be given to those needing a pen. Please come prepared.

**Failure to follow health and safety guidelines will terminate your visit to the Library.**

Working together we can ensure our return to a healthy, safe, accessible, vibrant community. Law Library in-person availability will increase as covid19 decreases. Adhering to recommended health and safety guidelines will make a difference. We can do this.