Judge Kathryn J. DuFour Law Library Visitor Guidelines

The Catholic University of America (CUA) is a private institution. As such, The Columbus School of Law may make rules and regulations to govern use of the Law Library. Persons currently affiliated with CUA may use the Law Library. Visitors, defined as persons not currently affiliated with CUA, may use the Law Library only under certain conditions, as a privilege, defined below.

Visitors must register upon entering the library. The Law Library reserves the right to request identification from any visitor at any time. The Law Library reserves the right to exclude visitors who do not follow its policies or who engage in inappropriate behavior. Failure of a visitor to observe policies of the Law Library may result in exclusion from the Law Library. If necessary, the CUA Department of Public Safety (campus police) may be called if a visitor refuses to observe Law Library policy.

- The Law Library is a research institution and is available to patrons who need to perform legal research. The Law Library does not offer facilities for non-legal study.
- Visitors must sign the visitor register upon entering the Law Library.
- Visitors must produce a photo I.D. upon the request of any Law Library staff member or security officer.
- Visitors may not use the Law Library as a place to study.
  - Exception: Law students from other schools.
  - Exception: Students studying for the Bar Exam.
- Visitors may not use the Law Library’s computers or the guest wireless network for any purpose other than legal research.
  - One public access computer is available for visitor use in the hallway on the main floor.
  - One computer is available for researching government documents (Floor 3, Room 330)
  - Computers and wireless network may not be used for viewing, sending, downloading, or making available offensive or explicit materials.
  - Use of public-access computers is limited to the posted time and print limits.
- Visitors may not use the Law Library’s Group Study Rooms.
- Visitors may not take books out of the Law Library.

Patron Code of Conduct

1. Verbal or physical conduct that creates an intimidating or offensive work environment for other patrons or staff is not permitted. See CUA policies at http://eeo.cua.edu/policies/.
2. Verbal or physical conduct that interferes with a library employee’s ability to perform his/her job is not permitted.
3. Law Library computers and wireless network may not be used for viewing, sending, downloading, or making available offensive or explicit materials. This includes materials which would tend to create a hostile environment. See CUA policies at http://policies.cua.edu/infotech/compethicsfull.cfm.
4. Law Library computers or guest wireless network may not be used for personal commercial purposes.
5. Quiet should be maintained in the Law Library’s designated Silent areas. Please silence your electronic devices while in the Law Library.
6. Phone conversations are not permitted anywhere in the Law Library except the main floor hallway between circulation and reference. Please silence your phones while in the Law Library.
7. The Law Library is not responsible for any personal materials, especially those left unattended. Do not leave personal belongings unattended at any time. Personal belongings may not be kept on carrels or tables overnight.
8. Patrons with strong, pervasive odors, including those caused by perfume, may be asked to leave the Law Library.
9. Food is prohibited at all times. Beverages are permitted in closed containers only.
10. Smoking and chewing tobacco are prohibited at all times.

Violation of any library policy may result in a visitor being banned from the Law Library

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