



Alaska State Court Law Library

Reference Desk (Anchorage) ▪ 907-264-0585

Toll-free within Alaska ▪ 888-282-2082

Reference Desk E-Mail ▪ library@akcourt.us

Library Website ▪ courts.alaska.gov/library

GENERAL LIBRARY POLICIES

CELLULAR PHONES

Cellular phone use in the law library is not permitted. Please be respectful with your cell phone in the library. This may include silencing your phone before entering the library and conducting calls in designated areas or outside the library.

CHILDREN

Children in the library must be adequately supervised to prevent injuries to the children, destruction of library material, and disruptive behavior. Library users providing inadequate supervision will be asked to remove their children from the library.

DISRUPTIVE BEHAVIOR

Individuals whose behavior is disruptive, hostile, or threatening to library staff or library users shall be escorted from the premises and may be denied future access to the library for a period of time, or permanently.

FOOD AND DRINK

Food and drink spills can damage library equipment and materials. Food and drink are not allowed near library computers, but are permitted in other areas of the library, provided that drinks are in closed containers such as sport bottles or covered coffee cups. Library users are responsible for cleaning up after themselves.

LEGAL ADVICE

Librarians may provide instruction in the use of indexes to statutes, cases, and other materials, but Alaska Court System employees are expressly prohibited from giving legal advice. This includes advice about the procedures for preparing and filing legal documents. The public is welcome to use the law library, but staff may not perform research.

Lawsuits can be complicated. The *Alaska Bar Association's Lawyer Referral Service* (272-0352 in Anchorage, 800-770-9999 within Alaska) provides the names and numbers of attorneys for hire. *Alaska Legal Services* (272-9431 for the Anchorage office, 888-478-2572 within Alaska) provides legal representation in selected cases to those who meet income eligibility guidelines. The *Family Law Self Help Center* (in Anchorage, 907-264-0851; outside Anchorage but within Alaska, 866-279-0851) can provide legal information and educational materials on family law issues (but not legal advice).

REFERENCE ASSISTANCE

Librarians provide reference assistance Monday - Thursday 8:00 am - 6:00 pm and Friday 8:00 am - 12:00 pm in Anchorage, Fairbanks and Juneau. Evening and weekend staff in Anchorage can provide directional information and basic reference services. Staff at the Anchorage, Fairbanks, and Juneau law libraries can show you what resources and indexes are available, but you are responsible for your own research. Library users unable to locate what they need should complete a Request for Information form. A librarian will respond to the request the next working day.

RESHELVING AND "SAVING" BOOKS

Library users should reshelve reporters, digests, law reviews, and statutes when they are finished using them. All other materials should be placed on book trucks. Library users should clear their work area of books and trash before they leave the library.

Library users wishing to save books while they're away from the library should leave a dated note with the materials. Library staff will leave books with a note for one day, after which the materials will be re-shelved. Library users may not save more than ten books at one time.

RETRIEVING BASEMENT MATERIALS

In Anchorage, some older library materials are kept in closed stacks in the basement. Reference staff will retrieve these materials upon request. During evenings and weekends, reference staff may limit library users to three retrieval trips or ten items, whichever comes first. Library users wishing to request more than three trips or ten items during evening and weekend hours should submit a list of requested materials to library staff in advance of their arrival, either by fax, e-mail, or phone.

E-MAILING MATERIALS

We can e-mail materials unavailable on the Internet to patrons. This service is limited to one or two brief items per day.

PRINTING AND COPYING

Patrons may print from the public computers. In Anchorage, Fairbanks, and Juneau, the first ten pages per day and the first copy of any Alaska court form are free. Thereafter each page will cost 25¢. Print jobs can be retrieved from the library staff at the Reference Desk. All printing and copying must be completed and paid for at least 10 minutes prior to closing. You will not be able to retrieve print jobs or make copies after this time.

Printing costs and policies at the unstaffed and computer access only branches will vary by location.

Bill and coin operated copy machines are available at the Anchorage, Fairbanks, and Juneau law libraries.

USE OF THE LIBRARY

The mission of the law library is to provide legal research materials to the public. Persons not engaged in legal research requiring use of the library collection may be asked to leave the facility. The library may not be used as a place to conduct business.

Library tours or instruction must be conducted in compliance with the guidelines set forth in the Class Use Policy. Individuals disregarding this policy or disrupting other library users will be asked to leave the facility.

POLICY INTERPRETATION AT THE DISCRETION OF THE LIBRARY STAFF

No policy can specifically address all possible scenarios. The library staff reserves the right to address issues on a case by case basis including, but not limited to, disruptive and harassing behavior, requests for privileges, and use of facilities.