

RULES FOR PUBLIC USE OF THE LAW LIBRARY

Employees who work for the San Antonio Bar Association as well as County employees who work in the library are **PROHIBITED BY LAW** from giving any advice with regard to the books and papers contained in the library. Any advice or demonstration of the materials could be construed as unauthorized practice of law and would subject such employees to litigation from the State Bar of Texas in the nature of injunctions, restraining orders, fines and penalties.

Employees who work in the Law Library are not lawyers, paralegals or legal secretaries. They are untrained in the field of law. They are strictly prohibited from showing anyone how to make a petition, to file an answer or to prepare any documents that may be found in books contained in the library.

Employees who “cross the line” and attempt to do any services that could be construed as the practice of law are subject to termination. Please **DO NOT** attempt to put an employee of the County or the San Antonio Bar Association in a compromising position where their job is at stake.

The San Antonio Bar Association and County employees can direct you to where certain volumes, books, papers and materials are in the library. It is up to you to determine what the materials mean if you are choosing to represent yourself in any legal matter. The library does not supply “fill-in-the-blank” forms; all forms must be recreated from the original example.

You are not permitted to take any materials from the library.

OTHER POLICIES:

Reshelving: We ask that all materials be reshelved after use. All materials left on tables and carts are reshelved at the end of each day.

Food and drink: Food and drink are not permitted in the library.

Cellular telephones: Do not use cell phones while inside the library. If you wish to use your cell, please do so in the outer lobby in a quiet voice that will not disturb the library patrons. The library staff is empowered to regulate use of all phones in library.

Telephones: A courtesy telephone is available in the hallway between the lobby and the copy center. Please limit phone calls to 3 minutes.

Patron Code of Conduct: The Bexar County Law Library committee has adopted a Patron Code of Conduct. The Patron Code of Conduct is posted in the Law Library.

Children: Please control your children or you will be asked to leave.