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After-Hours Key Policy

1. **Key Issuance.** Only the following persons may borrow keys from the Guam Law Library for use after-hours:
 - a. Active members of the Guam Judiciary (Supreme Court, Superior Court and District Court) and staff attorneys and law clerks.
 - b. Active and Inactive members of the Guam Bar Association.
 - c. Any person employed as an attorney by the government or by the Guam Legal Services Corporation or by the United States, temporarily admitted to the practice of law pursuant to 7 GCA § 9114.
2. **Key Usage.** The following policy and procedure shall apply to usage of the keys lent out to the eligible borrowers:
 - a. The key may not be copied.
 - b. The key may not be lent out to others.
 - c. The key is for three days usage and will be returned promptly to the Guam Law Library immediately after use by depositing it in the after-hours books/key drop box in the envelope provided.
 - d. If the key is lost, misplaced, or otherwise not returned to the library when it is due, the borrower shall pay the library a fee of \$170.00 to cover expenses associated with changing the front door locks and purchasing new keys. Such fee may be adjusted by the librarian from time to time as warranted by actual cost.
 - e. There shall be no “permanent” keys issued to anyone except to the library staff who has responsibility for opening or closing the library.
3. **Library Access.** After-hour use of the library shall be limited to the following:
 - a. Only those library areas that are designated as open to the public may be used by attorneys after-hours. The conference room and microfiche room shall be locked and shall not be available for use after normal library hours.
 - b. Books and other materials may only be checked out during regular library hours. No books or other materials may be removed from the library by a patron during after-hour key usage. The coin or vend card operated copiers may be used by after-hour patrons.
 - c. The key check out may be renewed by phone or fax for another three days.
4. **Suspension of Privileges.** The following procedures regarding overdue keys and suspension of privileges shall apply:
 - a. All patrons borrowing a key after-hours shall sign an agreement for after-hour use agreeing to the foregoing provisions and other regulations regarding use of the library. The agreement shall remain on file for as long as the borrowing privileges are in effect. A copy of the agreement is attached.

- b. If the key is not returned within the period specified, the librarian has authority to issue a warning notice to the patron.
- c. A second notice sent by the librarian within a six-month period will result in the suspension of privileges of using the law library after-hours for thirty days.
- d. Once the suspension letter has been sent (after the first written warning) the suspension will continue for thirty days from the date that the key has been returned and a \$20.00 reinstatement fee has been paid to the library.

Sample letters attached.

Adopted by the Board of Trustees on: April 1, 1997

2C Amended by the Facilities Committee on: April 19, 2005

3C Amended by Executive/Director: April 15, 2008

Amended: May 12, 2009