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CLE Materials Loan Policy

1. Eligible borrowers. Only the following may borrow CLE materials from the Guam Law Library:
 - a. Judicial members of the Judiciary of Guam and District Court of Guam, staff attorneys and law clerks.
 - b. Active and inactive members of the Guam Bar Association.
 - c. An attorney who is temporarily admitted to the practice of law pursuant to 7 GCA § 9A114 and Rule 3.01(e) of the Guam Rules Governing Admission to Practice Law.
2. Usage policies. When borrowing CLE materials, an eligible borrower:
 - a. Must complete and sign an Agreement for CLE Materials, which shall remain on file for as long as the CLE borrowing privileges are in effect. Violations of the agreement may result in suspension of library privileges for thirty (30) days.
 - b. Agrees to use materials only him/herself, and not loan them to another eligible borrower.
 - c. Agrees not to copy the CLE materials, nor allow them to be copied.
 - d. Is solely responsible for reporting completed CLE hours to the Guam Bar Association.
3. Regular circulation policies. For CLE materials borrowed from January to November:
 - a. The regular loan period is three (3) calendar days. An eligible borrower may personally sign out up to five (5) CLE items at any one time.
 - b. The items must be returned to the service desk by close of business (COB) on the due date or placed in the after-hours dropbox. If the Law Library is closed on the due date, the items are due the following business day.
 - c. Reserved items must be checked out within 2 days of the Law Library giving notice to the borrower that the items are available, or they will be circulated immediately.
 - d. Borrowers may request, in person or by phone, up to two (2) renewals of the loan period.
4. Special circulation policies. For CLE materials borrowed in December:
 - a. The special loan period is two (2) calendar days. An eligible borrower may personally sign out up to two (2) CLE items at any one time; however, authorized borrowers signing out on behalf of a law firm's attorneys are limited to only four (4) items at any one time.
 - b. The items must be returned to the service desk by COB on the due date or placed in the after-hours dropbox. Items borrowed on Fridays are due by 12 noon the following Monday.
 - c. Reserved items must be checked out by COB on the day the Law Library gives notice to the borrower that the items are available, or they will be circulated immediately.
 - d. Renewals are not permitted in December.
5. Suspension of privileges. If the CLE material is lost, misplaced, or otherwise not returned to the Law Library, the borrower shall pay the Law Library both the replacement cost and a processing fee of \$20.00 to cover expenses for ordering the replacement. Borrowing privileges will be suspended until payment has been made.

Adopted by the Board of Trustees May 20, 2003. Amended November 28, 2012.