

GUAM LAW LIBRARY
POLICY AND PROCEDURE
CLE Materials Loan Policy

1. **CLE Materials Circulation:** Only the following persons may borrow CLE Materials from the Guam Law Library:

- 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. **CLE Materials Usage:** The following policy and procedure shall apply to usage of CLE Materials signed out to the eligible borrowers:

- A. The CLE material (video tape, cassette or other audio visual material may not be copied.
- B. The CLE material may not be lent out to others.
- C. The CLE Material may be checked out for three (3) days usage and will be returned promptly to the Guam Law Library front desk or by depositing it in the after-hours books/key drop box located outside at the front entrance.
- D. If the CLE Material is lost, misplaced, or otherwise not returned to the library when it is due, the borrower shall pay the library at replacement cost and \$20.00 processing fee.
- E. The CLE Material may be returned and borrowed again but, there will be no renewal by phone, fax, or otherwise.

3. **Suspension of Privileges:** The following procedures regarding suspension of privileges shall apply:

- A. All patrons borrowing CLE Materials shall sign an agreement for use agreeing to the foregoing provisions. 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 CLE Material is not returned within the period specified, the borrower will be notified using the same procedure for overdue books.

Adopted by the Board of Trustees: /s/ Judge Michael Bordallo, President Date: May 20, 2003