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After-Hours Access Policy

1. **Access Card Issuance.** The following patrons are eligible for after-hours access to the Guam Law Library:
 - a. Active judicial members of the Judiciary of Guam and the 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. **Access Card Usage.** The following shall apply to use of access cards issued to eligible patrons:
 - a. The patron must complete and sign an agreement for after-hours access agreeing to the provisions of this policy and other regulations regarding use of the library. The agreement shall remain on file for as long as the after-hours privileges are in effect.
 - b. The patron must take reasonable care with the access card, and avoid damaging it.
 - c. The patron must not loan or transfer the access card, even to another eligible patron.
 - d. The patron must return the access card on or before the due date.
 - e. The patron must notify the library immediately upon learning that he or she has lost or misplaced the access card.
3. **Library Access and Use.** The following shall apply to after-hours use of the library:
 - a. The patron will use only public areas in the library, and will not open files, desk drawers, or private offices.
 - b. The patron will be personally responsible for the security of the library area and will not admit others to its after-hours use.
 - c. The patron will not use library supplies and will limit review to only shelved collections.
 - d. The patron will contact the security service provider if there is any improper activity around the building or grounds. (See sticker on library door for contact information)
4. **Renewals.** The access card must be presented to the library on the last business day of each month to verify the patron's continued possession and control of the card. Failure to renew will result in immediate deactivation of the access card.
5. **Replacement Fee.** The patron will be subject to a replacement fee under the following circumstances:
 - a. The access card is lost or misplaced. If a patron fails to return or renew an access card within five (5) business days after the due date, the access card will be declared lost or misplaced.
 - b. The access card is not readable, and cannot be recognized by the security system.
 - c. The patron must pay a \$25.00 replacement fee to obtain another card and after-hours access will be suspended until such payment has been made.

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 on April 15, 2008; Amended May 12, 2009; Amended January 31, 2013.