

**LIMITED ACCESS POLICY  
SANDRA DAY O’CONNOR COLLEGE OF LAW  
ROSS-BLAKLEY LAW LIBRARY**

**Policy**

The primary responsibility of the Ross-Blakley Law Library is to support the teaching and research functions of the Sandra Day O’Connor College of Law. The Library also supports Arizona State University faculty and students as well as community users who need to access legal materials that only the Law Library owns, including the federal documents depository collection. Due to space limitations, and in order to ensure that the Library facilities and services are fully available to the College of Law community, the Law Library observes a limited access policy during the fall and spring semesters. This policy is fully enforced at all times that the Library is open during the academic terms. Use of the law library as a general study hall is forbidden during the fall and spring semesters.

**Unrestricted Access Users:**

Faculty, students and staff of the Sandra Day O’Connor College of law; ASU students enrolled in law school courses.

**Authorized Access Users**

Members of the Arizona Bar as well as members of the Arizona state and federal judiciary, upon display of a current bar card; judicial law clerks and research attorneys, upon display of a current court ID or current bar card. Authorized Access Users must check in with the circulation counter.

**Limited Access Users:**

All categories of Limited Access Users must check in at the circulation counter, present proper identification, and sign in before limited access for that visit shall be granted.

ASU faculty and academic personnel upon display of a current Sun Card;

ASU students taking courses where legal materials are required for their research upon display of a current Sun Card;

Members of the public who wish to access the legal information collections or materials held as part of the Federal Library Depository Program, upon display of current identification.

**Visitors**

Visitors who merely wish to tour the building for a brief period are asked to identify themselves and sign in at the circulation counter. This access does not allow the visitor to study or remain in the Law Library.

Access granted to authorized or limited access users shall not entitle them to the use of any Law Library facility designated for the exclusive use of ASU law students, e.g. the Computer Labs., the study rooms, and the all night reading room. Access is granted contingent upon the user complying with the Library Code of Conduct:

[http://www.law.asu.edu/Library/Information/Services/index.aspx#Library\\_Policy](http://www.law.asu.edu/Library/Information/Services/index.aspx#Library_Policy) . Any library user who is found to violate any library policy, or who is disruptive in any way, must leave the Library immediately.

## **Admittance Procedures**

### **Unrestricted Access Users**

The doors into the main reading room and the east elevators of the Ross-Blakley Law Library are controlled by the ISAAC system. The ISAAC card system reads Sun Cards . Law faculty, staff and students will have access rights to the Law Library through their activated Sun Card. Faculty, students and staff, as well as undergraduate students enrolled in law classes must carry their Sun Cards to utilize the ISAAC card system and gain entry into the Library.

### **Authorized Access Users**

**Bench and Bar** Members of the Arizona Bar as well as members of the Arizona state and federal judiciary, judicial law clerks and research attorneys, will be admitted upon display of a current bar card or court ID.

**ASU faculty members** who anticipate that their students will need access to the Law Library in order to conduct research projects for their classes during any given semester may have their class rosters entered into the ISAAC Card System for that particular semester upon application to the Associate Dean for Information Technology and the Ross Blakley Law Library. Names of students along with their University identification numbers will be required. Successful activation will require that the students possess currently activated Sun Cards.

### **Limited Access Users**

Access for users in this category requires proper identification and signing in at the Law Library circulation counter.

**ASU faculty and academic personnel** upon display of a current Sun Card, and signing the register will be admitted by the Circulation desk staff. Academic users in this category who have need of frequent access to the Law Library collections may apply to the Library Director, or the circulation desk staff to be added to the ISAAC control system. This process requires a current, activated Sun Card.

**ASU students taking courses where legal materials are required for their research** upon display of a current Sun Card and signing the register will be admitted by the circulation desk staff.

**Members of the public who wish to access the legal information collections or materials held as part of the Federal Library Depository Program**, upon display of current identification or an ASU Community Card, and upon signing the register will be admitted by the circulation desk staff.

### **Summary of Identification Required for Access Categories**

#### **Unrestricted and Authorized Access Users**

<b>User Category</b>	<b>Identification Required</b>
ASU Law students, faculty and staff	Activated Sun Card
ASU students enrolled in law classes	Activated Sun Card
Members of the State Bar	Current State Bar Membership Card
Members of the judiciary, judicial law clerks, research attorneys	Current Court Identification Card

#### **Limited Access Users**

<b>User Category</b>	<b>Identification Required</b>
ASU Faculty	Current Sun Card
ASU students – legal research only	Current Sun Card
ASU staff – legal research only	Current Sun Card
Faculty of other institutions of higher education	Current identification card from home campus or ASU community card
Members of the general public needing access to legal materials or federal depository library materials	Current identification or ASU Community Card
Law students from other law schools	Current identification

Resources:

To determine dates of limited access, consult the academic calendars of the Sandra Day O'Connor College of Law: <http://www.law.asu.edu/>

To read the Library Code of Conduct, and other Library policies: [http://www.law.asu.edu/Library/Information/Services/index.aspx#Library\\_Policy](http://www.law.asu.edu/Library/Information/Services/index.aspx#Library_Policy)

For contact information, please consult the Ross-Blakely Law Library website: <http://www.law.asu.edu/lawlib>

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