

**Location:**

417 South King Street, Room 115
Honolulu, Hawai'i 96813

Hours:

Regular: Mon. through Fri., 7:45 am - 4:15 pm
Extended: Mon. through Fri., 4:15 pm - 6:00 pm
Closed on Saturday, Sunday & HI State holidays

Contact Information:

Tel: 539-4964 (reference and circulation)

Fax: 539-4974

E-mail: LawLibrary@courts.hawaii.gov

Hawai'i State Judiciary Web Site:

<http://www.courts.state.hi.us>

Note: Under "Services", select "Law Library".

*Access during extended hours is available to those who present a valid Judiciary ID, Hawai'i State Bar Association (HSBA) membership card or Supreme Court Law Library card. Check with Library staff for eligibility of extended hours access.

Borrowing Privileges

- Judiciary personnel and volunteers
- Attorneys who are actively licensed to practice law in the state of Hawai'i and have a current HSBA membership card.
- Individuals issued a current Supreme Court Law Library card*
 - Legal support staff employed and sponsored by an attorney holding an active license to practice law in the state of Hawai'i.
 - Individuals registered to take the next Hawai'i state bar examination.
 - Pro se litigants who present a recent court-stamped document relating to their active court case in Hawai'i.
 - Members of the Hawai'i State Legislature, and legislative service agencies.

*There is a \$25.00 replacement charge for lost Supreme Court Law Library cards.

Circulation of Materials: Borrowing of library books and materials is generally governed by the Library's *Circulation Policy*. Materials with white charge-out cards may be checked out by authorized borrowers who *must* present a valid Judiciary ID, HSBA membership card, or Supreme Court Law Library card each time materials are checked out. The loan period is two (2) weeks and the library reserves the right to limit the number of books on a specific subject that can be checked out by an individual during the same loan period. Materials may be renewed for up to two (2) consecutive periods and be made in-person for those living on Oahu and by telephone for those on the neighbor islands. Borrowed materials should be returned to the Circulation/Reference Desk.

Fines will be imposed on all overdue, lost, or damaged materials. Refer to the *Schedule of Library Fines and Fees* posted in the library. A user's borrowing privileges will be suspended until all overdue fines and replacement costs are paid in full. Failure to pay after the third past-due notice is sent may result in the issuance of an *Order to Show Cause* and further disciplinary action by the Hawai'i Supreme Court.

Collection: The Library houses a collection of primary and secondary legal resources in both print and electronic formats. Free access is made available to electronic subscriptions such as Westlaw, Shepard's, Hein Online, and LegalTrac. The Library also provides free access to government and commercial legal websites via the internet.

Document Delivery: The library will mail and fax copies of Supreme Court Law Library materials as permitted by the "fair use" provision of the Copyright Act. Service hours are 7:45 a.m. - 4:15 p.m., Monday through Friday, except State holidays. Prepayment by business check, cashier's check or money order is required. For more information, please call or consult the *Schedule of Library Fines and Fees* [RefRm KFH529.7 S96 A3 no.8a], see the posted text in the library or online at: <http://www.state.hi.us/jud/library/finesandfees.htm>

Microforms: Microfiche and microfilm can be viewed and copied with library equipment during regular work hours. Self-service copying is available at \$.15 per page. Payment for all copies is to be made at the Circulation/Reference Desk. Viewing and copying of outside microforms is permitted, but priority for use of the reader/printers is given to users of Supreme Court Law Library microforms.

Photocopiers: The library has two self-service copiers and cost is \$.15 per copy. Photocopy machines are operated with nickels, dimes, quarters, one and five dollar bills, and copy cards. Copy cards pre-programmed in the amount of \$15 can be purchased at the Circulation/Reference Desk. Users are responsible for preventing damage, loss or misplacement of their copy cards.

Public Computer Work Stations: The library has three public computer workstations that provide access to a variety of electronic legal resources. These computers are intended for *legal research only*. Registration to use these computers is required and users are responsible for all pages printed at \$.15 per page. For more information, consult the *Public Computer Use Policy and Guidelines* posted at each workstation or online at: <http://www.state.hi.us/jud/library/publicpcusepolicy.htm>

Reference Services: Library staff will provide basic reference services, such as suggesting sources to use, explaining how to use legal research tools, helping you locate a statute or case when you have a specific citation, and suggesting other organizations or government agencies to contact for additional assistance.

Library staff **CANNOT** give legal advice, legal opinions, or provide legal assistance in any manner. It is the responsibility of the user to do all of the necessary research needed to find the answers to their legal issues. Consult a lawyer for professional legal assistance.

Rules and Regulations: The Library is governed by the Rules and Regulations as approved and adopted by order of the Supreme Court, pursuant to Rule 12 of the Rules of the Supreme Court of Hawaii. Rules and Regulations are posted in the library, or may be viewed online at: <http://www.state.hi.us/jud/library/rules.htm>

Searching the Collection: The Hawaii CARD Network Online Catalog is the online public access catalog (OPAC) for the Supreme Court Law Library. Users can access CARD in the library via the public computer workstations or through any internet connection at: <http://www.state.hi.us/lrb/card/>

Security: By order of the Supreme Court, any person wishing to enter Ali'iolani Hale (which houses the Supreme Court Law Library), is required to pass through security screening and have their belongings inspected. Security check-points have been established at the King Street and Diamond Head makai ramp entrances. All other perimeter doors to the building are closed and equipped with alarms.

This User Guide is based on the Supreme Court Law Library Handbook [Ref Rm KFH393.5 A9 H31]

In accordance with the Americans with Disabilities Act, if you require an accommodation or special assistance, contact the library's ADA Coordinator at 808-539-4964. This document is available in alternate formats upon request.