

**IN THE CIRCUIT COURT FOR THE TENTH JUDICIAL CIRCUIT
OF ILLINOIS**

PEORIA COUNTY

ADMINISTRATIVE ORDER 00-1

Upon the recommendation of the Library Committee of the Peoria County Bar Association and with the concurrence of the Resident Circuit Judges of Peoria County, these Regulations were promulgated in Administrative Order 88-1. With the passage of time, revision of the Regulations has become appropriate. Accordingly, **IT IS ORDERED** that the following Regulations shall govern the use and operation of the Peoria County Law Library:

1. Library Hours. The Library shall be freely available to all licensed Illinois attorneys, judges, other public officers of the county, and all members of the public from 8:30 a.m. to 5:00 p.m. on the days that the Courthouse is open to the general public. In addition the Library shall be open to licensed Illinois attorneys, judges, other public officers of the county, and other authorized persons, as defined in paragraph 6 of this Order, at all other hours when a building security guard is available to admit them to the facility. Currently, a building security guard is available at the Jefferson Street entrance to the Courthouse from 5:00 p.m. until 10:30 p.m. Monday through Friday and on Saturdays from 8:30 a.m. until 3:30 p.m. A guard will not be available, and the Library will not be open, when the Courthouse is closed for a Holiday and when a Saturday falls on the day before or the day after a Holiday.
2. Sign-In. All persons using the Library on Saturday or after 5:00 p.m. Monday through Friday must identify themselves to the guard at the Jefferson Street entrance and sign in and out on the Log provided by the guard.
3. Inspections. All persons, briefcases, and parcels entering, using, or leaving the Library or the Courthouse are subject to inspection by guards or Library personnel at any time.

4. Book Checkout. (a) With the exception of those items covered in subparagraph (b) of this paragraph, Licensed attorneys and their employees may check out books, publications, and other materials from the Library at any time from 8:30 a.m. until 5:00 p.m. Monday through Friday by signing an appropriate slip designated by the Law Librarian. These items shall be returned at the time stated by the Law Librarian.

(b) Books, publications, and materials regularly stored in the locked cabinets may only be removed by the Law Librarian and must be returned to the Law Librarian personally or to a Court Administration employee in Room 215 if the Law Librarian is not available.

(c) All borrowers are urged to be considerate of the needs of other potential users. Thus, the preferred time for having material checked out of the Library is when it is not open to the general public.

5. Suspension of Privileges. Any licensed attorney who is chronically late returning books, publications, or materials checked out from the Library may have his or her Library privileges restricted or suspended at the discretion of the Law Librarian.

6. Authorized Persons. Students attending institutions of higher learning may become "authorized persons" hereunder on written request by the appropriate faculty member of such institution for use of the Library by specified students for specified periods of time not to exceed the duration of the class or course requiring use of the Library. Licensed Illinois attorneys not listed in the current Attorneys' Directory of the Peoria County Bar Association may obtain after-hours admission by notifying the Law Librarian of their desire to do so.

7. Proper Use. The Library shall be operated in a manner conducive to study and research. Persons using the Library shall conduct themselves accordingly.

8. Electronic Equipment. Dictating and telephoning are not permitted in the Library. Laptop computers may be used in non-audio modes, but they may not be used in conjunction with, or connected to, any of the Library computer equipment, including the printer.

9. Unauthorized Acts. Marking, defacing, or mutilating any book, publication, or other material of the Library is strictly prohibited. Unauthorized removal of any book, publication, or other material of the Library is also strictly prohibited. Anyone, licensed attorneys and the general public alike, who steals or removes without authorization, or who marks, defaces, or mutilates any book, publication, or other material of the Library will be subject to prosecution and shall forfeit all Library privileges.

10. Shelving Books. All books, publications, and other materials removed from any shelf shall be returned to their proper places by the users.

11. No Smoking. Smoking is not permitted anywhere in the Library or the Courthouse.

12. Emergencies. The Sheriff of Peoria County is responsible for the security of the Courthouse and the persons and property within it. Nothing in this Order is intended to restrict the Sheriff's ability to respond appropriately to an emergency.

DATED this 3rd day of May, 2000.

By Bruce W. Black
Bruce W. Black, Chief Judge

CIRCUIT COURT OF THE STATE OF ILLINOIS
TENTH JUDICIAL CIRCUIT
PEORIA COUNTY COURTHOUSE
PEORIA, ILLINOIS 61602

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CHAMBERS OF THE
CHIEF JUDGE

Thursday, May 04, 2000

Mr. Douglas D. Bowie, Assistant Director
Administrative Services Division
Administrative Office of the Illinois Courts
840 South Spring Street
Springfield, IL 62704

RE: ADMINISTRATIVE ORDER 00-1

Dear Doug:

Enclosed is a copy of Administrative Order 00-1 entered by Chief Judge Bruce W. Black on May 03, 2000. This order contains the revised regulations for the Peoria County Law Library.

Also enclosed is Administrative Order 88-1, entered March 9, 1988, to which Administrative Order 00-1 refers.

Yours truly,



KAY B. BATZ
Administrative Assistant

Enclosures

cc John P. Flynn (with enclosures)

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