

Effective November 1, 2021

Members may borrow books and materials from the LA Law Library in accordance with the following Borrowing Rules. By agreeing to these Borrowing Rules, Members acknowledge that Membership is a privilege and not a right, and that Membership may be suspended or revoked as provided herein. Specifically, violation of the Library's Rules of Conduct may result in charges, suspension or termination of Membership privileges, in addition to the consequences that apply to non-Member patrons. Members must be at least 18 years of age and present a current, government-issued ID.

REGISTRATION

To borrow books and materials as a Member of the LA Law Library: (1) complete the Members Program Application; (2) submit the appropriate Security Deposit (if applicable); (3) provide a photo; and (4) pay the annual charge, and any additional established and approved charges. Any subsequent changes to the Members Program account must be made in writing.

ANNUAL MEMBERSHIP CHARGES AND RENEWALS

Annual Membership fees are neither refundable nor transferrable. The annual Membership year is on an individual anniversary basis, beginning the day the Members Program account is opened. All Members Program benefits will be terminated if the annual renewal is not paid within 30 days of the date the renewal is due.

Prior to renewing a Members Program account, all outstanding fees and charges must be paid in full and the Security Deposit made whole.

MEMBERS PROGRAM BORROWER CATEGORIES

- **Sole Practitioner** – Individual attorney in a solo practice. Sole practitioners are eligible to join as Bronze, Silver, or Gold Members (see "Membership Levels and Parking Benefit," below).*
- **Individual Attorney in a Law Firm** – An attorney in a law firm who wishes to join the program on an individual basis is eligible to join as a Bronze or Silver Member.*
- **Law Firm** – Any law firm, corporate legal department, private law firm or public interest law office with two (2) or more attorneys. A firm may join collectively (all attorneys and / or librarians in the firm) as a Bronze, Silver, or Gold Member.
- **Non-Attorney** – Any individual holding a valid LA Law Library card is eligible to join as a Bronze, Silver, or Gold Member and shall receive the same benefits and have the same obligations as Sole Practitioners within that category.*
- **Judge or Research Attorney** – Any superior court, appellate court or federal district court judge or his or her judicial research attorney may join the program as a Bronze Member at no charge.

*Photo Identification Is Required: A current California driver's license or an ID card issued by the DMV. If no driver's license or ID card has been issued by the DMV, a registrant may use a current Passport, a School ID card, or other government-issued ID together with proof of a current United States address.



For more information, visit us at:

www.lalawlibrary.org

213.785.2555 | members@lalawlibrary.org

301 W. 1st Street,
Los Angeles, CA 90012

MEMBERSHIP LEVELS AND PARKING BENEFIT

Access to the Members Parking Lot and certain other Membership benefits varies based upon the Membership level selected by the Member.

- **Gold Membership Level** – Gold Members receive unlimited parking in the Members Parking Lot, subject to availability and reservation rules. Gold Members also receive a Gold Member card, are permitted to check out a greater number of library items at a given time (see “Loan Periods,” below). Gold Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Gold Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.
- **Silver Membership Level** – Silver Members receive 30 parking sessions per Membership year, subject to availability and reservation rules. A “parking session” means a reservation for a session or portion of a session in the Members lot, with each session consisting of either a morning (8:30 a.m. – 12:30 p.m.), afternoon (1:00 p.m. – close) or Saturday full-day reservation. Silver Members also have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. In addition, Silver Members have direct access to the Members Reference phone line and email address for expedited reference service and E-delivery.
- **Bronze Membership Level** – Bronze Members have access to the Members Study, remote databases, discounted E-delivery and room rental, and all of the other Members benefits described herein. Bronze level does not include parking or access to the Members Reference phone line or email address. Certain remote databases are restricted to Members within Los Angeles County and Members at law firms of fewer than 50 attorneys. For a current list, please inquire.

AFFILIATES

A Member may, in writing, designate their support staff as affiliates on the account. Affiliates may not be members of the Bar. Affiliates may retrieve and return books for the Member. The affiliate must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. Affiliates may use all areas of the library open to the general public; however, they may not use the Members Study or park in the Members Parking area.

MESSENGERS

A Member may, in writing, designate persons or services to function as messengers to retrieve and return books for the Member. The messenger must present proper identification when borrowing materials. The Member will be responsible for all fees and charges. There is no cost for designating up to two (2) messenger services on the account.

Security Deposit

The appropriate security deposit for each Member category will be collected and placed in a trust account with the treasurer of the county (Cal. Bus. & Prof. Code § 6320). Any interest earned on the trust account will be paid to the Law Library and used for its expenses.

Upon written request by a Member, and no sooner than two (2) weeks after the return of all borrowed materials a security deposit, less any outstanding fees or charges, will be refunded. All Members Program and borrowing privileges will cease upon receipt of the written request for refund of the security deposit. Refund of the security deposit will be issued in the form of a check. The security deposit is non-transferrable.

If the Security Deposit is not claimed within three (3) years after the member account has expired, it

will become the property of the LA Law Library (Gov. Code § 50050).

REFERENCE SERVICES

Reference staff is available to suggest materials in print or electronic format on a particular topic and to arrange for those materials to be placed on hold, or sent to the member via e-delivery or UPS. To avoid engaging in the unauthorized practice of law (Cal. Bus. & Prof. Code § 6125) reference staff does not conduct legal research, but will provide assistance in locating and using materials.

CIRCULATION SERVICES

Circulation staff are available during Library open hours to help Members as follows: (1) review a Member's record; (2) provide a list of items checked out; (3) identify due dates for items checked out; (4) provide a status report on items requested to be reserved; and (5) provide a status report on any fees or charges that are owed.

LOAN PERIODS

Library materials that circulate are loaned for five (5) days. Sole Practitioner, Individual Attorney in a Law Firm, Non-Attorney and Judge or Research Attorney Bronze and Silver Members may check out and have up to 15 items in their possession at any one time. Gold Members may check out and have up to 30 items in their possession at any one time. Law Firms may check out and have up to 30 items in their possession at any one time. A maximum of five (5) non-book items may be checked out at any given time.

Library materials may be returned in person inside the Law Library or through a book drop at the Main Library. A freestanding book drop is located at the driveway entrance on Broadway.

Library staff may grant special loans for items that do not circulate as a courtesy to registered borrowers. Decisions are made by the Patron Services staff and factors considered include but are not limited to borrower history and physical condition, uniqueness, age and popularity of the item. Special loans must be returned to the Circulation desk by the date and time indicated at checkout. A Member may not borrow an item on the same day in which it is returned.

If a Member fails to return an item within 30 days after its due date, his/her borrowing privileges will be suspended.

RENEWING LIBRARY MATERIALS

Items that circulate may be renewed a maximum of two (2) times. However, items may not be renewed if there is a pending "hold" on the item. If the item is overdue at the time of renewal, the standard overdue fine will be assessed. Special loan items may not be renewed.

Materials may be renewed in person or over the phone by calling 213-785-2529 or emailing: members@lalawlibrary.org.

FEES AND CHARGES

Fees and charges for services are assessed at the rate set forth in the current Members Program Schedule of Fees and Charges approved by the Board of Trustees (attached hereto). Failure to pay accrued fees or charges may result in the Member's account being suspended and/or turned over to a collection agency.

Library materials are not due on Sundays or on holidays when the Library is closed, but such days will count as days of the circulation period and for calculation of overdue fines.

If Library material is overdue for more than 30 days, the item will be deemed lost and replacement steps initiated. Replacement costs in the amount set forth in the Members Program Schedule of Fees and Charges will be assessed and added to the overdue fines.

A Member who reports an item as lost, and who confirms the loss in writing, will be charged the amount of the fines accrued at the time of the initial report, plus the replacement cost and the processing charge. If an item deemed lost is returned before a replacement is ordered, the charges will be reduced to the overdue fines as stated in the Members Program Schedule of Fees and Charges.

The Library will charge a replacement fee for lost library cards in the amount set forth in the Members Program Schedule of Fees and Charges.

SUSPENSIONS / TERMINATIONS

If a Member fails to return library materials or to pay the due amount of fees or charges within 30 days of a mailed invoice, all Membership privileges will be suspended until the amount due is paid. If the outstanding amount is not paid within 30 days following the date of the suspension, the amount owed will be deducted from the Member's Security Deposit. Membership privileges will remain suspended until the outstanding amount is paid. If the outstanding amount is greater than the Security Deposit, the entire deposit will be taken and the Member's account will be closed.

For members who were not required to provide a Security Deposit, accrual of unpaid fines or charges in excess of the standard deposit for the individual or Law Firm member, as applicable, or failure to pay fines or charges within 30 days of a mailed invoice, will result in account closure.

All Members Program related services will cease during the time of suspension. The Members Program account will be reinstated upon payment of all outstanding fees and charges, and replenishment of the Security Deposit, if one was initially required.

A Member whose privileges have been suspended or closed, including those whose accounts have been transferred to a collection agency, will not qualify for another borrowing category until the suspension has been removed, outstanding amounts have been paid in full and the Security Deposit has been made whole.

A Member whose privileges have been suspended or closed may, in writing, request the return of their security deposit, less any fines or charges accrued, at any time within three (3) years after their borrowing privileges have ceased. Any balance of the Security Deposit remaining and not requested in writing at the end of the three (3) years will become the property of the LA Law Library.

Membership privileges are also subject to suspension or termination at the discretion of the Library, in addition to the consequences that apply to non-Member patrons, due to: habitual late payment of charges; damaged or lost library items; violation of the Library Rules of Conduct; or other violations of the Membership agreement, Members Borrowing Rules, or terms of service of the Members Portal.

Members Program Schedule of Fees and Charges

Membership Level/ Borrower Category	Annual Membership Fee	Security Deposit
Bronze Level – Sole Practitioner, Individual Attorney in a Law Firm, or Non-Attorney	\$195	\$140.00
Silver Level – Sole Practitioner, Individual Attorney in a Law Firm, or Non-Attorney	\$495	\$140.00
Gold Level – Sole Practitioner, or Non-Attorney	\$995	\$140.00
Law Firm – Bronze Level	\$195 for first attorney; \$150/each for attorneys 2-10; \$100/each for attorneys 11-25; \$50/each for any additional attorneys	\$400.00
Law Firm – Silver Level	\$495 for first attorney; \$375/each for attorneys 2-10; \$250/each for any additional attorneys	\$400.00
Law Firm – Gold Level	\$995 for first attorney; \$750/each for attorneys 2-10; \$500/each for any additional attorneys	\$400.00

To see a list of charges, see next page.

Members Program Schedule of Fees and Charges

Charge Name	Specifics	Charge
Overdue Fines	5-day Loan Special Loan Maximum, 5-day Loan Maximum, Special Loan	\$2.00 / day \$25.00 / day \$60.00 / item \$750.00 / item
Replacement Charges	In-Print item Out-of-Print Item	Invoice Price plus processing charge \$300.00 (not replaced) or Reproduction Charge plus processing charge
Processing Charges	For each lost item/volume Binding (if applicable)	\$90.00 \$25.00 / volume
Collection Agency Fees	Initiation Fee Transaction Charge	\$13.50 \$135.00
Audio / Disc	Box Replacement	\$10.00 / item
Library Card	Replacement	\$35.00
e-Document Delivery	Scanned document Key Cite or Shepard's Report Case or Annotated Statute Case/Statute and Key Cite/Shepard's Report	\$12.00 / document For the first 50 pages, 20¢ per page thereafter \$2.00 / citation \$3.00 / citation \$4.00 / citation
Classes (Usual cost. May be adjusted by E.D. as appropriate)	Public MCLE MCLE MCLE	\$18.00 / class \$31.50 / 1 credit hour \$45.00 / 1.5 credit hours \$63.00 / 2 credit hours
	MCLE - Live Zoom	\$27.00 / 1 credit hour As adjusted by the Executive Director 11/30/21
	MCLE - On Demand (pre-recorded)	\$22.50 / 1 credit hour As adjusted by the Executive Director 11/30/21
Photocopy Service	Self-service copies Staff-assisted copies	15¢ b&w copy / 25¢ color copy 20¢ b&w copy / 30¢ color copy
Expedited Delivery of Library Materials	Library's Carrier Account Member's Carrier Account	For each box of up to ten items: \$15 for the first volume plus \$1 for each additional volume, plus cost of shipping For each box of up to ten items: \$15 for the first volume plus \$1 for each additional volume
Public Fax	Pages sent or received	\$1 / page
Annual Fee to Designate a Messenger	First two designations at no cost	\$16.25 / designated messenger
Parking Violations	Failure to show for reservation Overstay of reservation	\$25 \$50

Members Program Schedule of Fees and Charges (continued)

Violation of a Rule of Conduct	First offense Second offense Third offense	Warning \$50 \$200
Charge Name	Specifics	Charge
Room Rental	Private Office Space	\$12.50 / hour \$50 / half day \$100 / all day
	Conference Room (Medium)	\$25.00 / hour \$100 / half day \$200 / all day
	Conference Room (Large)	\$37.50 / hour \$150 / half day \$225 / all day
	Training Center	\$150 / hour \$450 / half day \$800 / all day