

Stetson University Law Libraries Access Policy Effective March 23rd, 2022

Gulfport Library:

Law Library Access Policy for Faculty, Staff, Students, and Alumni

- The Law Library is open 24/7 to all faculty, staff, students, and alumni of Stetson University.
- The following types of identification are required to gain access to the Law Library:
 - Faculty member (including, students, and staff) require a valid Stetson ID card; patrons may be asked to show such ID at any time.
 - To ensure the safety and security of everyone in the library, STU students must not let anyone in except themselves nor allow their University ID card to be used by others to access the law library after hours.
 - Do not prop doors open, and be sure that the doors close behind you.
 - Please be courteous to your fellow students. The Law Library is intended to be a quiet study area for patrons.
 - Alumni members must visit the Public Safety office to obtain an Alumni ID card. There will be a one-time \$5.00 charge to pay for the cost of the card.
- When posted during reading and exam days, the Law Library will be open ONLY to Law students, faculty, and staff.
- Family members may access the library when accompanied by a faculty, staff, student, or alumni member of the College Law.

Law Library Access Policy for the Legal Academic Community

- Visiting law faculty, law librarians, current students from other law schools, and students of paralegal programs may access the library by visiting the College of Law Public Safety office before the visit to obtain a visitor ID card for access.
 - Patrons may be asked to show this ID at any time.

Law Library Access for the Judiciary and members of the Bar

- Visiting members of the Bar and Judiciary may access the library by visiting the College of Law Public Safety office before the visit to obtain a visitor ID card.
- Active members of any U.S.-based Bar must present a Bar Association card and photo identification card at the office of Public Safety.
 - Patrons may be asked to show this ID at any time.
- Questions? Please call 727-562-7821.

Law Library Access for the General Public

- Access for *pro se* and members of the general public is by appointment only. Individuals and *pro se* patrons wishing to visit the library must arrange permission to enter at least 24 hours before a visit. Requests will be handled first, when possible, via telephone or online services. Access will be granted only if the service/item requested is not available via phone, fax, or email delivery.
- **To set up an appointment, please call 727-562-7821.**
- During the academic year, visit by members of the public should be Monday through Friday, 9 am to 4:30 pm. The Library is not open to the public on Saturdays or Sundays or holidays.
- When posted during reading and exam days, the Law Library will be open **ONLY** to Law students, faculty, and staff.

Tampa Library:

- The Tampa Law Library is open to all faculty, staff, students, and alumni of Stetson University.
 - Faculty, students, and staff require a valid Stetson ID card; patrons may be asked to show such ID at any time.
 - Alumni members must obtain an Alumni ID card from the Public Safety staff. There will be a one-time \$5.00 charge to pay for the cost of the card.
 - Visiting members of the Bar and Judiciary, must present a Bar Association card and photo identification card at the Public Safety desk. Patrons may be asked to show this ID at any time.
 - Visiting law faculty, law librarians, current law students from other law schools, and students of paralegal programs may access the library by presenting a current institutional ID at the Public Safety desk.