

HOMER M. STARK LAW LIBRARY AFTER-HOURS ACCESS APPLICATION

NAME			
_____	_____	_____	_____
(PLEASE PRINT)	(LAST)	(FIRST)	(MI)
FIRM _____			
ADDRESS _____			

PHONE(S) _____			
(OFFICE)	(CELL)	(OTHER)	
EMAIL ADDRESS _____			
GA STATE BAR _____		GA DRIVER'S LICENSE# _____	

I understand that while during regular business hours the Homer M. Stark Law Library is open to the public for general use, after-hours access is a restricted privilege available to members of the Georgia State Bar. After-hours access to the Law Library is restricted to those hours in which the building itself is open. (Building hours attached.) I also understand that a key-card is non-transferable and costs \$50 a year per individual attorney **prorated** during the calendar year. (**Ask about the cost at the time of application.**)

In order to maintain an atmosphere conducive to research at times when there is no staff supervision, rules and regulations have been established which are to be followed by all after-hours users. I agree to abide by the rules and regulations listed below.

1. Use of recording devices in a manner which is disruptive to other researchers is prohibited. Loud conversation, harassment, or any other disruption of the work of other researchers is prohibited.
2. Authorized after-hours users are prohibited from providing access to the library to anyone who is not authorized to use the facilities after regular business hours unless authorized in writing by the Law Library Director.
3. Smoking in the library is prohibited as it is throughout the facility.
4. Destruction, theft, or defacement of any library materials or furniture is prohibited.

Violation of any of the above rules and regulations may result in revocation by library staff of an individual's privilege of after -hours access. The individual will be given notice by mail of the alleged violation, and an opportunity to protest, before after-hours access is revoked. Any violation of the above rules and regulations should be reported immediately to the library staff. The replacement cost for a lost card is \$10.00 at the expense of the card holder.

SIGNATURE

DATE

OFFICE USE ONLY

DATE ISSUED _____

PAID _____ () CHECK () CASH

Retain this page for your information.

BUILDING HOURS

Policy implemented by the Gwinnett County Board of Commissioners to reduce operating costs; effective August 29, 2009 sets a change in hours the building is accessible. The building will be closed from 10:00 p.m. Friday until normal business hours resume on Monday morning at 8:00 a.m. A similar schedule will apply to holidays. Consequently, there will be no after-hours access to the Law Library on weekends and holidays. The library is accessible to card holders Monday through Friday from 8:00 a.m. until 10:00 p.m.

If you are working in the library during the week, please be advised to leave the law library in time to exit the building prior to 10:00 p.m. Exit doors to the building will be closed promptly at 10:00 p.m.

OBTAINING AFTER-HOURS CARD

Gwinnett County Facilities Management provides the picture identification card. After approval for after-hours card, the library staff will notify Facilities Management. Their hours for processing cards are on **Tuesdays and Thursdays appointment only**.

Facilities Management is located on the second floor of the Gwinnett County Justice and Administration Building on the Administrative side of the building (to the right upon entering the building). Facilities Management will be the first double doors on the left.