Butte County Public Law Library Fall Operational Plan – with Seating for Six to Eight

Hours:
Weekdays: Monday through Thursday 9:00am-4:00pm

Capacity

3 Computer Workstations and 3 Tables provide socially-distanced seating for six persons – and for the possibility of 1-to-2 members of a related family group sitting at the Conference Table, bringing the total to 7 or 8 – concurrently. All Patrons are asked to maintain a 6 foot distance from all other patrons who are not members of his or her or their family or support group while they are in the Library. COVID realities in Rural Northern California exist: The Rules are for everyone’s protection – whether or not vaccinated.

Operations

Operations consist of ① remote services, ② walk-in, use of computers, and ③ walk-in, reference and self-help services

Triage

The law library historically receives 20 to 25 requests for service each weekday. Half of all comers are tech savvy in varying degrees; half are not. Staff experience is that half of all comers can be self-starters, who can follow general instructions prepared by staff or obtained from outside sources with varying degrees of success – but half cannot. Fairness to all requires that those who are tech-savvy begin with tech – and ask staff questions via publiclawlibrarian@gmail.com. Staff will respond by email.
Remote Services

- Remote services may be received by calling the 800 number and receiving an ID and Password for Westlaw – or by going to the law library’s website [www.buttecountylawlibrary.org](http://www.buttecountylawlibrary.org) and logging-on to EBSCO. Requests for material may also be made by email to publiclawlibrarian@gmail.com.
- **Fastcase Premium**: Case law plus Statutes, Regulations, Court Rules and Constitutions of the U.S. and of nearly all of the 50 States will soon be remotely accessible at no charge to all of the public at [www.buttecountylawlibrary.org](http://www.buttecountylawlibrary.org) Please telephone 530.538.7122 to receive login credentials
- Staff has additional access to the Matthew Bender California Practice Library (69 Titles, including the California Forms of Pleading and Practice) hosted on LexisNexis.
- Call 530.538.7122 – or email us publiclawlibrarian@gmail.com. You may send Attachments. Staff will respond by email.

Walk-in, use of computers

- The law library has three public computers for in-library use. Access is to approximately 730 subscription titles on 4 databases: CEB, EBSCO, NCLC and Westlaw.
- Computer hours are Monday – Thursday from 9:00 a.m.- 4:00 p.m. There’s a 45 minute time limit if others are waiting. Time can be reserved.

COVID Screening

- Completion of COVID Screening Form
- Forehead Temperature of 100.4° – or below
- Face Covering Required – unless Medically-excused

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1 Please telephone 1-800-328-4880, enter extension 855597 and a Customer Service agent will create a user name and password that will provide 20 hours of access to Westlaw and Practical Law over 14 days. This line is open from 7am-7pm CT to reflect the available times most libraries are open to patrons.
Walk-in, reference and self-help services

- Appointments are required: First-come, first scheduled. Please call 530.538.7122 between 9:00 a.m. – 4:00 p.m. Monday-Thursday to reserve your time. Three 45 minute reference appointments are scheduled by telephone between the hours of 9:00 a.m. and 12:00 p.m. on Mondays. **Double-booking is allowed.** Six 45 minute reference appointments are available between the hours of 9:00 a.m. and 12:00 p.m. and 1:00 p.m. and 4:00 p.m. on Wednesdays. Three 45 minute reference appointments are scheduled by telephone between the hours of 1:00 p.m. and 4:00 p.m. on Thursdays. There are 6 slots available each Wednesday and there are 3 slots available each Monday and Thursday. **Follow-up appointments** may be scheduled. **If you believe you will not need 45 minutes, be sure to inform staff when you call:** This will allow staff to double-book the slot with another who is similarly situated as yourself – which will allow access for others.

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Appointment Seating is at the Front Table – a 48” Round Table, where a Staff member will be present:
- Post-appointment Work may continue at one of the other Tables.
- **All Persons** are asked to maintain a six foot distance from all other persons who are not members of his or her or their family or support group.

How to Prepare and What to Expect

Library staff provides information; library staff does not provide advisement. The difference or illustrative differences between “information” and “advice” is described in the PowerPoint

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2 Persons younger than two years old and persons with a medical condition, mental health condition, or disability that prevents wearing a mask are not required to wear masks. California Department of Public Health Guidance for the Use of Face Coverings in Public Spaces, rev. 7/28/2021
presentation given by John M. Greacen at the 2010 California Conference on Self Represented Litigants in San Francisco Legal Information and Legal Advice The Hard Situations URL legal_info-advice.ppt (live.com) and in the Guidelines for the Operation of Self-Help Centers in California Trial Courts, published in 2008 and affirmed subsequently by Judicial Council Staff. Library staff will help you to rephrase your request if you are sent to the library for advice.

Library Resources Available In-Person

Online Resources at Computer Workstations

- **CEB OnLAW** – Subscription Database of 190+ Titles
- **EBSCO Host** – Subscription Database of 100+ Titles – also accessible remotely
- **NCLC Digital Library** with 20 Consumer Law companion print titles – also accessible remotely
- **WESTLAW** – Subscription Database of 300+ Titles – also available remotely by individual ID that is good for 20 hours to be used within 14 days
- **XSpouse** – Support Calculator [2021 Gift from a Patron]

Physical Resources for in-library browsing
Please leave on Tables. Do not reshelve!