

Policies and Procedures for Visitors Not Employed with Federal Courts

Library Use: This library serves the Federal Judiciary. Members of the Bar and pro se litigants with matters before the court may use the library with the permission of the librarian when staff is present. If possible, users from outside the court should call in advance to be sure staff is present. The telephone number is 334-954-3915.

Hours: The library is staffed between 8:30 and 4:30. The schedule may vary, depending on the needs of the court. Because the library staff also assists with the maintenance of other libraries in the building, they may not always be in the central library during these hours.

Registration: All visitors must check in at the Court Security station on the first floor of the Frank M. Johnson, Jr. Federal Building and Courthouse (the 1933 building where the library is located) before proceeding to the library on the 3rd floor. The Court Security officer signing in the visitor will call the librarian to announce visitors. Visitors must sign in upon entering the library.

Circulation: Books and other materials are circulated to court personnel only.

Photocopiers, computers and other office equipment: Library computers and other office equipment and supplies are to be used by court personnel only.

Telephones: Library telephones are not for public use. The library staff cannot accept telephone messages for visitors. There are public telephones on the first, second, and fourth floors of the annex building that may be used for local and toll-free calls at no charge. [I believe the possibility of installing a phone for public use in this building is being explored.]

Public restrooms are located on every floor. No food or drink is permitted in the library.

Other libraries: The Montgomery Public Library and the Alabama State Law Library are located within blocks of the Federal Courthouse and are staffed and equipped to serve the general public. Our library staff will be happy to direct you to these other research facilities.