

Regulations for Use of the Resources of the Office of the Coleman County Clerk

EFFECTIVE DATE FOR REGULATIONS: DECEMBER 16, 2008

The records stored in this office are the property of Coleman County and its citizens.

Coleman County has provided a public search station computer, printer and index books for your research. We make copies of records that are not available electronically should you need copies at a cost of \$1.00 per page. All copies will be made by the staff in the Clerk's office. Please do not take books apart. Costs of copies are set out by statute and can be found in Local Government Code 118.011(4). We do not offer space for any additional scanners or copiers as we do not have adequate space available to accommodate everyone. Handheld scanners are allowed.

I sincerely appreciate your cooperation in abiding by the regulations as set out by this office and in order to insure that all interested persons have access to them, please abide by the following:

- 1) Set cell phones to "silent" or "vibrate", and leave the office for your conversation.
- 2) No duplicating copyright reference material.
- 3) No flash cameras.
- 4) Record books:
 - a. Shall not leave the office;
 - b. Shall be returned to the appropriate place;
 - c. Shall be placed on the grey table with markers showing pages to be copied by a clerk (please place your name on the marker); do not attempt to disassemble the books.
- 5) Be considerate of others;
 - a. Keep your belongings, books and research project to a 3 ft by 3 ft space! A person has the right to bring in whatever is required for them to "copy" a record but you must remain within your reasonable space allocation, not disrupt the operation of this office and not create a fire or a safety hazard.
 - b. Don't monopolize the books or the public search station; after 15 minutes, you may be asked to allow another person to use it!
 - c. Bring your own supplies!
- 6) We will be glad to help you get started on your project – however –

We are not attorneys.

We do not give legal advice.

We will not tell you what you need or if a document is "legal to file".