

GUAM LAW LIBRARY
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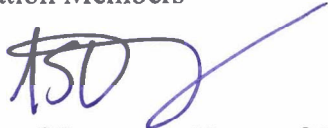
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May 21, 2009

Memorandum

To: Justices, Judges and Guam Bar Association Members

From: Guam Law Library Executive Director 

Subject: New Guam Law Library Hours; Results of Survey on Hours of Operation

On May 5, 2009 the Guam Law Library Board of Trustees approved new hours of operation for the library. Effective June 1, 2009 the following hours will be observed.

- Monday-Friday: 8:00 a.m. – 6:00 p.m.
- Saturday: 9:00 a.m. – 1:00 p.m.
- Sunday: Closed
- Holidays:

1. From 1 GCA §1000 and observed by both the Judiciary of Guam and the District Court of Guam:

Jan. 1 – New Year’s Day	Closed
3rd Monday of January – Martin Luther King Jr. Day	Closed
Last Monday of May – Memorial Day	Closed
July 4 – Independence Day	Closed
July 21 – Liberation Day	Closed
1st Monday of Sept. – Labor Day	Closed
Nov. 11 – Veteran’s Day	Closed
4th Thursday of Nov. – Thanksgiving	Closed
Dec. 25 – Christmas Day	Closed

2. From 1 GCA § 1000 and observed only by the Judiciary of Guam:

November 2 – All Souls Day	9:00 a.m. – 1:00 p.m.
December 8 – Our Lady of Camarin Day	9:00 a.m. – 1:00 p.m.

If the holiday falls on a Sunday and is observed the following Monday, that Monday shall be observed as a holiday by the Library.

**Guam Law Library
Results of Survey on Hours of Operation**

Starting on Monday, April 7, 2009, Surveys were distributed by placing hard-copies in the attorney boxes at the Superior Court, by Guam Bar Association listserv, and by posting on the websites of the Guam Law Library, Guam Bar Association and Compiler of Laws. Surveys were collected through, Friday April 17, 2009.

A total of 41 surveys were submitted. Attorneys submitted 34 surveys. Non-attorneys, including students, government employees and the general public, submitted 5 surveys. Two judicial officers also submitted surveys.

The following tables present the results of the survey.

Table 1. Number of Surveys by User Type.

Patron Category	Number of Surveys
Attorney (sole practitioner)	9
Attorney (law firm)	19
Attorney (government agency)	4
Attorney (unidentified type)	2
Judicial Attorney or Law Clerk	0
Attorney Surveys Total	34
Justice or Judge (including Pro Tem)	2
Private Law Firm Employee	0
Government/Court Employee	2
General Public (non-student)	2
General Public (student)	1
Overall Total	41

Table 2. Survey Responder User Frequency.

User Frequency	Number of Surveys
Once a week	9
2-3 times a week	10
4-7 times a week	3
Once a month	10
Less than once per month	5
Never	0
No answer	4

Table 3. Proposed Weekday Closing Hours.

Closing Hour	Judge/Justice	Attorney	Non-Attorney	Total
6:30 pm	0	4	1	5
6:00 pm	1	12	3	16
5:30 pm	0	10	0	10
5:00 pm	1	8	1	10

Table 4. Proposed Saturday Closing Hours.

Closing Hour	Judge/Justice	Attorney	Non-Attorney	Total
3:00 pm	0	6	3	9
2:00 pm	0	8	0	8
1:00 pm	2	19	2	23

Table 5. Proposed Sunday Closing Hours.

Closing Hour	Judge/Justice	Attorney	Non-Attorney	Total
1:00 pm	0	6	2	8
12:00 pm	0	11	2	13
All day	2	13	1	16

Table 6. Proposed Holiday Closing Hours

Closing Hour	Judge/Justice	Attorney	Non-Attorney	Total
3:00 pm	0	1	2	3
2:00 pm	0	3	0	3
1:30 pm	1	12	1	14
All day	1	16	2	19

Table 7. Attorney/Judge Responders Who Use Library Key Check-out.

Question	Yes	No
Do you use key check-out privilege?	22	14
Favor shortened hours if key use extended?	28	8

Findings of the Board of Trustees

The Board of Trustees considered the results of the survey in light of the statistics from 2008 that were provided along with that survey. The Board recognizes that reduced hours of operation may create an inconvenience to patrons. However, these changes will allow the library to reduce expenses in our challenging economic climate. Moreover, the statistics show that the change will effect hours when the general demand for library services is reduced. Changes are as follows:

Amended Key Check-out Policy – Key check-out period is now 3 days and late fee reduced to \$5.00 per day.

Under the previous policy, a key borrowed Sunday to Thursday was due the next day by 10:00 a.m. and a key borrowed on Friday or Saturday was due by the following Monday at 10:00 a.m. Late keys were subject to a \$10 per day fee.

Under the new policy, the key check-out period is 3 days no matter what day it is borrowed, and the key may be returned anytime on the 3rd day even after closing time by dropping it in the after hours box. Also, the late fee is now \$5 per day instead of \$10.

Most Guam Law Library patrons are attorneys. Most survey responders said they favor shortened hours if key use is extended. Extending the check-out period should alleviate the effects of shortened hours of operation for most patrons.

New Monday to Friday Hours - 8:00 a.m. to 6:00 p.m.

Previous Monday to Friday hours were 8:00 a.m. to 6:30 p.m. The 6:00 p.m. closing option in the survey received the most votes. Only 5 out of 41 patrons voted to keep the 6:30 pm closing time, which reflects the statistics from 2008 showing that only 35 patrons entered the library after 6:00 pm in 2008. The 6:00 p.m. closing time will allow the library to power down earlier and provide greater flexibility in staffing the library. The 6:00 p.m. closing still allows attorneys to borrow keys if they desire to remain in the library beyond closing time.

New Saturday Hours - 9:00 a.m. to 1:00 p.m.

Previous Saturday hours were 9:00 a.m. to 3:00 p.m. The 1:00 p.m. closing option received the most votes by far. The 2008 statistics show that a majority of Saturday patrons use the library in the morning and that the number of patrons entering the library after 1:00 p.m. declines substantially. Most Saturday afternoon patrons are attorneys who are able to borrow keys. The new extended key check-out period should alleviate some of the concerns of attorney patrons. Reducing hours on Saturdays will allow the library to reduce utility costs by powering down earlier.

New Sunday Hours – Closed.

Previous Sunday hours were 9:00 a.m. to 1:00 p.m. Most who responded to the survey opted to keep the library open on Sunday. However, of the 3 options presented in the survey, the “all day” closing option received the most individual votes. In addition, the 2008 statistics show that Sunday patronage numbers were quite low (average of 3 patrons per Sunday in 2008). Moreover, attorneys who comprise a great majority of Sunday patrons are still able to borrow keys prior to Sunday and enjoy the longer check-out period. Closing on Sundays will allow the library to reduce utility costs by powering down.

New Holiday Hours – Closed on holidays observed by both the Judiciary of Guam and the District Court of Guam; 9:00 a.m. to 1:00 p.m. on holidays observed only by the Judiciary of Guam.

Previous holiday hours were 9:00 a.m. to 3:00 p.m. with the library closed only on Thanksgiving, Christmas and New Years Day. Under the new policy, the library will close on holidays that are observed by both the Judiciary of Guam and the District Court of Guam (New Years Day, Martin Luther King Day, Memorial Day, Independence Day, Liberation Day, Labor Day, Veteran’s Day, Thanksgiving and Christmas). Recognizing that some private law firms remain open on holidays that are not observed by the District Court of Guam, the library will be open from 9:00 a.m. to 1:00 p.m. on those holidays (All Souls Day, Our Lady of Camarin Day).

Survey responses were very evenly split on whether to remain open or close on holidays. The “all day” closing option received 19 individual votes and 20 patrons voted to keep the library open. 2008 statistics show limited patronage on holidays. The extended key check-out period should alleviate some of the concerns of attorney patrons. Closing on most holidays will allow the library to reduce utility costs by powering down.

Should you have any questions or comments, please contact me.

ANDREW S. QUENGA