

IN THE SUPERIOR COURT OF THE STATE OF ARIZONA

IN AND FOR THE COUNTY OF MOHAVE

IN THE MATTER OF:)

ESTABLISHMENT AND USE OF THE)
MOHAVE COUNTY COURT SYSTEM)
VIDEOTAPE LIBRARY)

ADMINISTRATIVE ORDER
99-32

FILED
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SUPERIOR COURT CLERK

WHEREAS, on November 15, 1983, by Administrative Order 83-10, and by subsequent administrative orders, the Arizona Supreme Court established guidelines to address the educational needs of the judicial branch; and

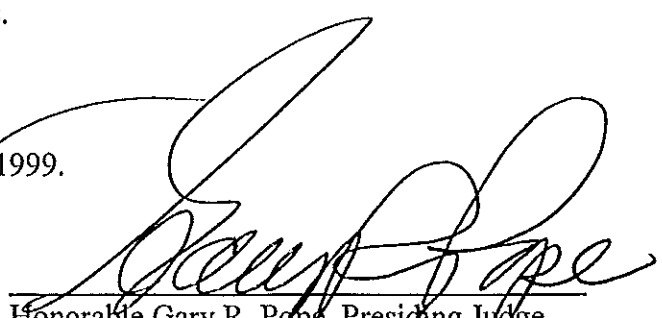
WHEREAS, the current state standards governing judicial branch education allow for court-related education and training programs which include independent learning opportunities such as procedure manuals, video and audiotapes, and other methods; and

WHEREAS, the Mohave County Court System has secured and maintained a large number of court-related videotapes which are available to foster independent learning;

IT IS ORDERED that the following policies and procedures are adopted for establishment and use of the Mohave County Court System videotape library.

IT IS FURTHER ORDERED that the Superior Court Administrator or designee shall oversee the aforementioned policies and procedures.

DATED this 10th day of May, 1999.


Honorable Gary R. Pope, Presiding Judge
Mohave County Court System

Original filed with the Clerk of the Superior Court in Mohave County.

MOHAVE COUNTY COURT SYSTEM VIDEOTAPE LIBRARY POLICIES AND PROCEDURES

Purpose

The Mohave County Court System videotape library exists to encourage persons employed by courts and/or court-related departments in Mohave County to meet continuing educational and training needs. The videotape library is intended as a resource to:

1. Foster increased understanding of court and justice-related organizations, administrative policies and procedures, and other issues;
2. Enhance court performance and employee productivity;
3. Meet Arizona Supreme Court requirements for continuing education and training;
4. Encourage continued personal growth and professional development; and
5. Supplement court education and training programs through the use of videotapes as learning tools.

Administration

The Superior Court Administrator or designee shall oversee the Mohave County Court System videotape library. This responsibility shall include development and maintenance of policies and procedures for effective administration of the library.

Videotape Listing

The Superior Court Administrator or designee shall maintain an index of existing court and justice-related videotapes. This index shall include the title of the videotape, date it was presented, address of the organization which presented the program, length of the videotape, a description of the program, and any other information deemed appropriate by the Superior Court Administrator or designee. The Superior Court Administrator or designee shall periodically update this listing to maintain a current listing of videotapes.

Circulation Policies and Procedures

Any person working within the Mohave County Court System may borrow a videotape from the videotape library. This includes any person employed by the Superior Court, Clerk of Superior Court, Probation Department, Juvenile Detention, Justice Courts and Municipal Courts. Videotapes may not be loaned to any person who is not an employee of the above courts and/or court-related departments except upon approval of the Superior Court Administrator or designee.

Any person eligible to borrow a videotape from the videotape library as provided by these policies and procedures may contact the Superior Court Administrator or designee to determine the availability of a videotape. If available, the person may borrow the videotape by making such a request to the Superior Court Administrator or designee.

The Superior Court Administrator or designee shall maintain a "check out" log which specifies who borrowed the videotape, their respective court and/or court-related department, title of the videotape, date the videotape was borrowed, date the videotape should be returned, date the videotape was returned, and any other information deemed appropriate by the Superior Court Administrator or designee. The videotape library check out log shall be completed by the Superior Court Administrator or designee each time a videotape is removed from the videotape library. No person shall remove a videotape from the videotape library except upon approval of the Superior Court Administrator or designee. Any person who removes a videotape without such approval may lose their privilege to access the videotape library.

Any person who borrows a videotape from the videotape library is responsible for its return. The person who checked out the videotape may not loan it to a third party except upon approval of the Superior Court Administrator or designee. All videotapes are to be returned within seven (7) calendar days from the date checked out. All requests to retain videotapes for a period longer than seven (7) calendar days must be approved by the Superior Court Administrator or designee. Any person who retains a videotape for longer than seven (7) calendar days without such approval may lose their privilege to access the videotape library.

Conference Room Viewing

Any person who is eligible to access videotapes under these policies and procedures may view a videotape in the Superior Court Administrator's Office conference room provided it is available for viewing. Persons wanting use of the conference room for this purpose should contact the Superior Court Administrator or designee to determine its availability.

Replacement Costs

Any person who checks out a videotape should rewind it before returning it to the Superior Court Administrator or designee. Any person who returns a videotape in a damaged condition or fails to return the videotape pursuant to these policies and procedures may be responsible for its replacement. The cost of replacing a videotape shall be the responsibility of the person who borrowed the videotape. If the videotape cannot be replaced, the Superior Court Administrator or designee may assess the person who borrowed the videotape a fee and/or cause the person to lose their privilege to access the videotape library.

Non-Compliance

Failure to comply with any provisions in these policies and procedures may result in the loss of these privileges.

Amendment of Policies and Procedures

The Superior Court Administrator or designee may amend these policies and procedures as needed upon approval of the Presiding Judge.

