

# Community User's Agreement

Howard W. Hunter Law Library

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

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### Community User Category

**BYU Law Alumni**---Graduation year: \_\_\_\_\_

**Utah Attorney**-----Bar #: \_\_\_\_\_

I accept full responsibility for all materials borrowed from Brigham Young University's Howard W. Hunter Law Library. I agree to return materials when due or pay overdue charges as determined by the Law Library. I agree to pay repair or replacement charges for library materials damaged or lost while loaned to me under this agreement. I understand that this agreement is non-transferable. I also understand that my library privileges may be revoked for failure to exhibit good citizenship including proper care of library materials and property and courteous interactions with library personnel.

**Please note, this agreement is valid for one year only and it is not recognized at any other BYU campus libraries.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please Note – A valid ID is necessary to complete the registration process.**

## To create a **Community User Account** do the following:

1. **CONFIRM** they are a member of the Utah bar or law school alumni.
2. Have the patron complete the Community User Account Agreement Form.  
**ALL Bolded areas MUST be filled in. If applicable, this includes writing in the name of which UALC school they attend and their ID # for that school.**  
**Since patrons are unable to come into the building right now, you may need to fill the form out for them.**
3. Take a photocopy of both their driver's license and their Utah Bar card. If you are filling the form out for them over the phone, ask them to email you a picture of their ID. Attach the copy of their ID to the completed Community User Agreement.
4. Open Workflows
5. Open the drop down menu for "USERS"
6. Click on user registration
7. Fill in the USER ID: (This should be their **Bar ID# - if member of the bar. If they are Law School Alumni and do not have a Bar ID#, use their phone number as their USER ID\*\***)
8. Choose their profile name – LawComm
9. Fill in the Basic Info Tab:
  - a. Last name, First
  - b. Title – NO NEED TO FILL THIS OUT
  - c. Alternate ID: Put their Phone number, including area code
  - d. Group ID: NO NEED TO FILL THIS OUT
  - e. Library: LAW only – **NEVER ANYTHING ELSE!**
  - f. Profile Name: LawComm
10. Fill in the privilege Tab:
  - a. Privilege Expires: One year from the day the account is created
  - b. Enter Override
11. Fill in the Addresses Tab
  - a. Address 1 (this can be their office information or home address)
    - i. Line 1 = Their street Address
    - ii. Line 2 = City, State
    - iii. Zip = Zip
    - iv. Phone = Phone number, including area code! (home or office)
    - v. Email = email address (This is the most important line to fill in besides their name)
12. Finally click Register User
13. Once finished, give the form and photocopy of ID's to Melanie

**Note – If the patron cannot provide you with proper documentation refer them to Melanie.** Please **DO NOT** check out materials to any patron that cannot provide a driver's license. Bar ID and graduation year can be confirmed by Melanie if needed.