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STATEMENT OF POLICY REGARDING USE OF THE FACILITIES  
OF THE LEGISLATIVE REFERENCE BUREAU BY PERSONS  
OTHER THAN GOVERNMENTAL OFFICERS AND AGENCIES

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STATEMENT OF POLICY REGARDING USE OF THE FACILITIES OF THE LEGISLATIVE REFERENCE BUREAU BY PERSONS OTHER THAN GOVERNMENTAL OFFICERS AND AGENCIES.

The statute creating the Legislative Reference Bureau, in Section 1, provides that the Bureau is "for the use of the members of the Legislature, the Governor and the various departments, institutions and agencies of this Territory, and, under such regulations as the director of said board with the approval of the President of the University of Hawaii may from time to time provide, for a limited service for such citizens of this territory as may desire to avail themselves of its reference facilities." 1

This section of the Reference Bureau statute was written into the law as recognition of the fact that the Bureau must, of necessity, devote its time to serving official agencies of the territorial government for which it was created, but also with recognition of the fact that the existence of the Bureau and its library would furnish a device for the distribution of information to citizen or non-governmental agencies, as a related but incidental function of the Bureau.

The Bureau regards the question of citizen use of its facilities and services to be governed by two general considerations: (1) That service to public agencies and officers of the territory is the primary function of the bureau, while service to citizens is an incidental function; (2) The extent of services to non-governmental agencies is largely a matter of limitations upon time and facilities.

Stated more specifically, the policy of the Legislative Reference Bureau in regard to use of its services by citizens or citizen groups is represented by the following statements:

1.1 The services of the Legislative Reference Bureau are primarily for the members of the Territorial Legislature, territorial officers, and departments and agencies.

2.1 Any public officer, department or bureau head, or employee of the territory acting at the request of a department or bureau head is entitled to the services of the Legislative Reference Bureau.

3. These services include the preparation of research reports, memoranda, or the furnishing of information and data in any other way that will best serve the purposes of the requesting officer or department.

4. As required by statute, requests for information and the subject-matter of reports and memoranda will be held confidential unless released by or with the approval of the requesting officer or department.

5. Ordinarily, research reports and memoranda will not be prepared at the request of and for the use of non-governmental individuals and associations.

6. Requests for information coming from non-governmental sources and which can be handled by correspondence or telephone calls or by the release of already available data will be granted to the extent that such requests do not involve confidential information nor interfere with the work of the Legislative Reference Bureau for official agencies of the Territory.

7. The Reference Bureau Library is not regarded as a circulating library. The materials in the library may be used by citizens and by non-governmental agencies to the extent that doing so does not interfere with the official work of the Reference Bureau.

8.r No regular library loan policy will be established. However, materials from the library may be loaned to non-governmental sources to a limited extent. The decision as to whether and for how long materials may be taken from the library will depend, in individual cases, upon the nature of the material and the likelihood of its being needed for frequent office use.

9. Subject to the reservations above, the Reference Bureau will encourage the exchange of information and reports with private associations which are doing research of interest to the Territory of Hawaii.

10.r Research reports which have been released for general distribution and reports of general information, not confidential, will be released to a limited mailing list including libraries, governmental departments and interested individuals.

(May 29, 1945)