

**INDIANA UNIVERSITY
LAW LIBRARY
BLOOMINGTON, INDIANA**

August 2008

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Peter Hook	Electronic Services Librarian
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Jennifer Bryan Morgan	Documents Librarian
Richard Vaughan	Acquisitions & Serials Control Librarian
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Lara Bastin	Bindery/Conservation Assistant
Amy Cheek	Documents Cataloging Technician
Joseph Dresselhaus	Serials Check-In Clerk
Mary Edwards	Business Manager
David Lankford	Computer Consultant
Ann Likes	Serials Cataloging Technician
Karen McAbee	Administrative Secretary
Christopher McNeely	Night Circulation Supervisor
Micah Van Hoff	Monographic Cataloging Technician

Library Offices	855-9666
Reference	855-2938
Renewals	855-6404
Telefax	855-7099

I. HOURS

Monday through Wednesday	7:30 a.m. - 1:00 a.m.
Thursday through Friday	7:30 a.m. - midnight
Saturday	8:00 a.m. - 10:00 p.m.
Sunday	9:00 a.m. - midnight
Vacation and Exam Hours	As posted

II. REFERENCE SERVICES

During the school year, reference service is available weekdays from 8:30 a.m. through 5:00 p.m., Monday through Friday, and from 7:00 p.m. through 10:00 p.m., Monday through Thursday. Weekend reference service is available from 1:00 p.m. through 5:00 p.m. on Saturday and Sunday.

III. CIRCULATION POLICIES

The Law Library is available for use by faculty and law students. It is also available to students from other units of Indiana University and other persons who need to use the collection.

In order to facilitate those having a need to use the collection, the Law School faculty passed a resolution reserving the Law Library for the use of the faculty of Indiana University, students of the School of Law, and others using the Law Library collection. Those not using the Law Library collection may be asked to leave. All users of the Law Library are requested to cooperate with the Law Library staff in their efforts to provide an opportunity for everyone to use materials for a reasonable time.

Reference materials have been marked "DOES NOT CIRCULATE." These materials should be used only in the immediate area in which they are shelved (see Section IX for list). A large part of the collection has been designated "CIRCULATE TO CARRELS ONLY." Materials in this category (see Section IX) cannot be removed from the Library. Unbound periodicals and advance sheets are located behind the circulation desk and are on short term loan. Hornbooks, nutshells, and class reserve materials are shelved at the Circulation Desk. Borrowers are expected to understand the terms of each loan and to return materials on the date or at the time due. Please read the Schedule of Loans in Section VI. Circulating items may be kept on carrels or taken out of the Law Library only when properly checked out. Please ask if you are not sure of the loan period when you are charging out material. Before any material can be charged out you must have a bar coded ID. If you do not have a University ID, a Library Borrower's Card will be issued to you. Ask the desk attendant for assistance.

IV. ON-LINE CATALOG

The On-Line Catalog (IUCAT) contains records of the holdings for all of the libraries at Indiana University. IUCAT may be searched by author, title, subject, and keyword. The location of the book within the Library will be indicated on the IUCAT screen. Books with the location designation "general collections" are shelved by call number either on the 2nd or 3rd floor of the Library. Books with call numbers A - KF 1475 are shelved on the 3rd floor and those with call numbers KF 1475 - Z are shelved on the 2nd floor. If the book is shelved in a

special location within the Library it will also be designated on the IUCAT screen (see map for exact location).

V. U.S. GOVERNMENT DOCUMENTS

The Law Library has been a participant in the Federal Depository Library Program since 1978, selecting approximately 21% of the material available through this program. The documents collection is particularly strong in areas of civil rights and environmental law, with comprehensive acquisition of justice and legislative material. The primary federal documents collection is housed on the 4th floor of the Library and is arranged by the Superintendent of Documents (SuDocs) classification system. Government publication titles may be accessed through the online catalog and are indexed in a variety of specialized publications found in the reference section of the Library. In addition to traditional publications housed within the building, the Law Library provides Internet access to *GPO Access* and *Thomas*, government sponsored databases offering the full-text of federal legislative and agency materials.

VI. SCHEDULE OF LOAN PERIODS

A. Four-Hour Reserve

Four-Hour Reserve is primarily for materials on reserve for courses. In addition, U.S. Law Week, Martindale-Hubbell, old exams, as well as other very high-use materials are on permanent Four-Hour Reserve. If taken out within 4 hours of closing, these materials are due back one hour after opening the following day.

B. Permanent Reserve

Hornbooks and **Nutshells** are on permanent reserve at the circulation desk and are due back **24 hours** after being charged out. **Unbound periodicals** and **advance sheets** are in the reserve area (located behind the circulation desk) and may be accessed directly by the patron. These items may be checked out for **1 day** and are due back at 11:59 pm the following day. Materials on permanent reserve at the circulation desk may also be checked out for **1 day**. These include A Uniform System of Citation, Federal Court Rules, and Indiana Rules of Court.

C. Home-use Loans

Circulating material (see Section IX) may be charged out by law students and graduate students for thirty days. Faculty may charge out circulating

items for 6 months. All others receive a two-week loan. All loans are subject to recall after two weeks. Material needed for reserve is subject to immediate recall.

D. Carrel Charges

Any material designated as "Circulating" or "Circulate to Carrels Only" (see Section IX) can be charged out to carrels within the Law Library. You must bring the materials to the circulation desk to be charged out. A member of the Library staff will check the carrels daily to verify that the items on the carrel are actually charged to the carrel. Anything not charged out will be removed. These materials need not be renewed as long as the same carrel number is maintained. Materials charged out to carrels must remain on the carrel.

Carrel charges can be recalled after two weeks if needed by another patron and immediately if needed for reserve. Books may be used at the carrel by other persons, but should not be removed except by the Library staff. If material charged to a carrel is removed without notice, please notify the Head of Circulation and Patron Services that it is missing so that a search for the book may be instituted.

VII. OVERDUE BOOKS AND FINES

A. Four-Hour and Permanent Reserve Materials

These books and materials have been placed on reserve because of heavy demand and borrowers are asked to return or renew them promptly.

Materials may be renewed in person or by telephone. Please call 855-6404. We attempt to remind borrowers who have overdue reserve material, but this is not always possible. Since time is critical in these cases, fines will be assessed for the non-return of the books at the time due without notification. Fines begin to accrue at the time the book is due at the rate of \$1.20/hour (but not more than \$50.00 per loan*). Fines do not accrue during the hours when the Law Library is closed.

* If the book is not returned, the patron is also charged for the price of the book.

B. Home-use Loans

Materials charged out on a regular loan basis may be renewed unless recalled. Books may be renewed in person, by telephone, or through the Law Library website. Books renewed or returned late will be fined at the

rate of \$.25/day. Materials may be recalled after two weeks for another borrower or immediately if the material is needed for reserve. Recalled materials must be returned within five days after notice is sent by mail. Overdue recalled items are fined at the rate of \$2.50 per day.

C. Schedule of Payment for Unreturned Items

1. For material readily available (in print or in stock by dealers and publishers), the charge for replacement of unreturned items includes:

cost of material (list price) +
\$7.50 maximum fine +
\$7.00 binding fee (where applicable) +
\$15.00 cataloging and processing fee +
\$25.00 administrative fee (\$20.00 refunded on return)

2. For printed materials and microforms not readily available (out of print or out of stock):

Cost of reproduction, this may be:

\$.10 per page photocopying
\$.10 per exposure microform photocopying
\$.08 per foot of copying microfilm to microfilm (minimum charge \$4.00)
\$.15 per fiche copying microfiche to microfiche +
\$7.50 maximum fine +
\$7.00 binding fee (where applicable) +
\$15.00 cataloging and processing fees +
\$25.00 administrative fee (\$20.00 refunded on return).

VIII. GENERAL INFORMATION

A. Conference Rooms

There are several conference rooms available in the Library for small group study. Use of these rooms is for law students and faculty only except under special circumstances. All conference rooms may be reserved in advance for a maximum of three hours per day by signing a reservation sheet at the Circulation Desk. Keys may be obtained for all rooms at the Circulation Desk. Identification must be presented before receiving a key. The identification card must have a current "law" sticker on it before the law student will be allowed to use a conference room. These stickers may be obtained in the Circulation Office.

B. Rare Books and Archives

Materials housed in Rare Books and Archives are noted in IUCAT by the designation "Rare Book Room." Please see a Reference Librarian if you wish to see an item housed in this location.

C. Computer Access

The Library has a computer room available for use by law students. The computer room is located on the 2nd floor in the Media Center (see map for exact location). Access to the room may be gained by inserting the magnetic strip on the back of the student ID through the card reader located at the door to the room. Please report any problems with access to the Head of Circulation and Patron Services. The Computer Consultant is available to provide assistance with the use of the computer lab. **FOOD AND DRINK ARE NOT ALLOWED IN THE COMPUTER ROOM.**

Additionally, all conference rooms and many carrels are wired for access to the University network. A wireless system is also available in the Library and Law School. Network cards for the wired and wireless systems are available for check-out at the Circulation Desk. See the Computer Consultant for further information on configuring your laptop for access.

There are two high speed laser printers for use by law students only. One is located in the Media Center outside the computer room and the other is located in the first floor outside the Reference Office. Law students have a Law School allocation of 1,000 pages per year for use on these printers. Any printing above that allocation will be billed at \$.05 per page. Law students also have a University print allocation that is available through the two laser printer located in the online catalog area of the Law Library and the public clusters located on campus. See the Computer Consultant for additional information about printing.

D. Audio-Visual

The Library has a collection of video tapes and DVDs available for viewing. Movies may be checked out for 3 days. Other categories have a more limited loan period. A complete list of video tapes and DVDs available is located in the notebook on the Circulation Desk and through the Library's website. They can be requested at the Circulation Desk. A cart with playback equipment can be checked out at the Circulation Desk. In addition, playback equipment is located on the 3rd floor in Room 306C.

E. Microforms

Materials available on microfiche, microfilm, or microcards are cataloged with a notation of their form in IUCAT. The microform cabinets are located on the 2nd floor outside the Media Center and readers are located in the Media Center (see map for exact location). Reader/printers are available to make copies of microfilm or microfiche. Copies are \$.10 per page.

F. Computer Assisted Legal Research Systems

The Library subscribes to both Lexis and Westlaw. These databases are available free of charge, but can be used only by law students and faculty for educational purposes. To obtain a password, please see the Electronic Services Librarian. In the Media Center students will find free guides and directories. Individual or group instruction is available for both services. For assistance, please consult the Electronic Services Librarian.

The Library also subscribes to a number of web-based services to facilitate legal research. A list of these can be found on the Library's website under "Online Resources." The Electronic Services Librarian offers instruction on the use on these electronic resources throughout the year.

G. Interlibrary Loans

If an item is not available at the Law Library, the Head of Circulation and Patron Services can help in borrowing books or articles from other libraries throughout the country.

There is sometimes a charge by the lending library for photocopying as well as for borrowed material. The Library has a fax machine for rush requests. However, the lending library may charge a substantially larger fee to provide material in this manner. More information is available on request.

H. Recalls, "Searches"

Books may be recalled after two weeks if requested by another borrower and immediately if needed for reserve. Home use loans may not be renewed if placed on hold for another patron. If you wish to recall material that is charged out, please ask the desk attendant or other library staff to assist you. When material which has been recalled is returned, you will be notified, and the item will be held for one week before being reshelved.

If a book you need cannot be located, you may request that a "search" be made for it. If the material is located, you will be notified and the material will be held for one week. If the material is not located, you will also be notified. You may request that the book be borrowed for you on interlibrary loan or reordered if it is not available.

I. Class Reserves

Materials on reserve for courses are available either through the Electronic Reserves section on the Library's website or at the Circulation Desk. Electronic reserve items are password protected. Materials at the Circulation Desk are on Four-Hour Reserve unless otherwise specified by the professor. Reserve materials are listed in the reserve module of IUCAT. They are accessible by faculty name, course number and course name. When requesting a class reserve, please give the desk attendant the reference as it is listed in IUCAT.

J. Exam File

The Library maintains a collection of past law school exams for students to review. The availability of particular exams is at the discretion of the individual faculty member. These exams are available through the Library's website. Because it is available exclusively to IU Law School students and faculty through the web, it is password protected. Please see the Head of Circulation and Patron Services to obtain the password. Print files of past exams are also located at the Circulation Desk. The desk attendant will provide the file for a particular course upon request. Exams circulate for four hours.

K. New Books

Books on order or in process are designated as such in the online catalog. Questions about books in this category can be asked of any librarian. If you wish to suggest the acquisition of a book or periodical, please speak to one of the librarians.

L. Carrels

Carrels will be assigned in the 2nd week of the fall semester. Specific details on times of carrel assignments will be posted. Carrels must be renewed for the summer. Many of the carrels are wired so that students may use their laptop computers to access the University network. Wireless access is also available throughout the Library. Each carrel and all tables in the Library are equipped with a docking bolt to allow laptops to be secured. Students are responsible for providing and attaching security cables to their laptop. The Library is not responsible for stolen laptops.

Papers, personal belongings, etc., are left on the carrel at the owner's risk. Library materials not charged out to the carrel will be removed without notice. Please report any problems with the carrels to the Head of Circulation and Patron Services.

In the past, there have been some problems with theft of personal belongings within the Library. Please keep this in mind and take the necessary precautions.

M. Reshelving

Please reshelve reference materials promptly so they will be available for others who wish to use them. Please do not reshelve other books. Leave them on a nearby table or at the Circulation Desk.

N. Food and Drink

Food and drinks are permitted in the Law Library. However, patrons are asked not to walk through the library with open containers. Please report any spills immediately to a member of the library staff. Lack of cooperation may force the Library to change its policy.

O. Smoking

The University has designated the campus as smoke free. The use of all tobacco products is prohibited in the Library.

P. Fire Alarms

If a fire alarm sounds, please leave the Library immediately. DO NOT use the elevator. Use the central stairs or the stairs at the east end of the Library. Do not re-enter the Library until the fire alarm has ended.

Q. Telephone Calls and Messages

Telephone calls cannot be received nor messages taken except in the case of an emergency. Please explain this to anyone who might call you here. Please do not ask to use the Library telephones at any time since these telephones are for Library use only. **Because of disruption from the noise, the use of cellular phones in the Library is prohibited.**

R. Information Phones

The Library is equipped with information phones located near the elevator and rear stairs on each floor. These phones enable the patron to call the

Circulation Desk or Reference Desk for assistance. Instructions on use are located on each phone.

S. Employment

Students who wish to work at the Law Library should complete an application which is available from the Head of Circulation and Patron Services.

T. Miscellaneous

A file of Bar Examinations given in previous years is available on Four-Hour Reserve at the Circulation Desk.

Common abbreviations are listed in the back of the law dictionaries. Rules for correct citation form may be found in the Uniform System of Citation, available at the Circulation Desk.

Copy machines are available for your use on the first floor of the Law Library. The copy machines take both coins and copy cards. Copy cards may be purchased at the Wells Library Copy Machines Office. Students may also add money to their Campus Access Card (i.d. card) and use it to make copies.

Pencil sharpeners are located on the Circulation Desk and on each floor of the library in the stairwell at the east end of the library.

A Suggestion Box is located on the Circulation Desk. Please place any suggestions you have about the Library in the box or speak directly to a member of the Library staff. Signed suggestions will be answered by the Associate Director. Suggestions may also be made electronically through the Library's web site.

IX. CIRCULATION DESIGNATIONS

A. Non-Circulating Materials

ALR

U.S. Reference (includes federal and state codes, CFR, legal encyclopedias, and digests)

Reference (general reference materials such as dictionaries, directories, indexes, and some heavily used treatises)

Current looseleaf services

National Reporter System

B. Circulating Materials (length determined by the status of patron)

Classified materials, unless otherwise designated
Government Documents, unless stamped otherwise
Unbound periodicals - 1 day
Special Class Reserves - 4 hours
Hornbooks, nutshells, court rules, citators - 24 hours

C. Circulate to Carrels and Faculty Offices

Bound Periodicals
Restatements
Court Records and Briefs
Superseded Codes
British and Commonwealth Reports and Statutes
State Documents
International Documents
Indiana Collection Materials
Bound Looseleaf Services
Topical Reporters