

1988

Law Library Handbook, 1988-1989

William & Mary Law Library

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COLLEGE OF WILLIAM AND MARY
MARSHALL-WYTHE SCHOOL OF LAW



LAW LIBRARY
HANDBOOK

1988-1989

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INTRODUCTION

The Marshall-Wythe Law Library is located on South Henry Street adjacent to the National Center for State Courts and near the Williamsburg-James City County Courthouse. The library, which opened its doors in May, 1980, has a stack capacity of nearly 240,000 volumes and a seating capacity of 458.

The law library staff endeavors to provide high quality service to all our patrons. This handbook has been prepared to relay information about the collection, our rules and regulations, and tools for access to the collection. The staff welcomes the opportunity to serve you.

LAW LIBRARY HOURS

CLASSES IN SESSION:

MONDAY THROUGH FRIDAY 7:30 a.m. to Midnight

SATURDAY AND SUNDAY 8:00 a.m. to Midnight

CLASSES NOT IN SESSION:

MONDAY THROUGH THURSDAY 7:30 a.m. to 9:00 p.m.

FRIDAY 8:00 a.m. to 5:00 p.m.

SATURDAY Noon to 5:00 p.m.

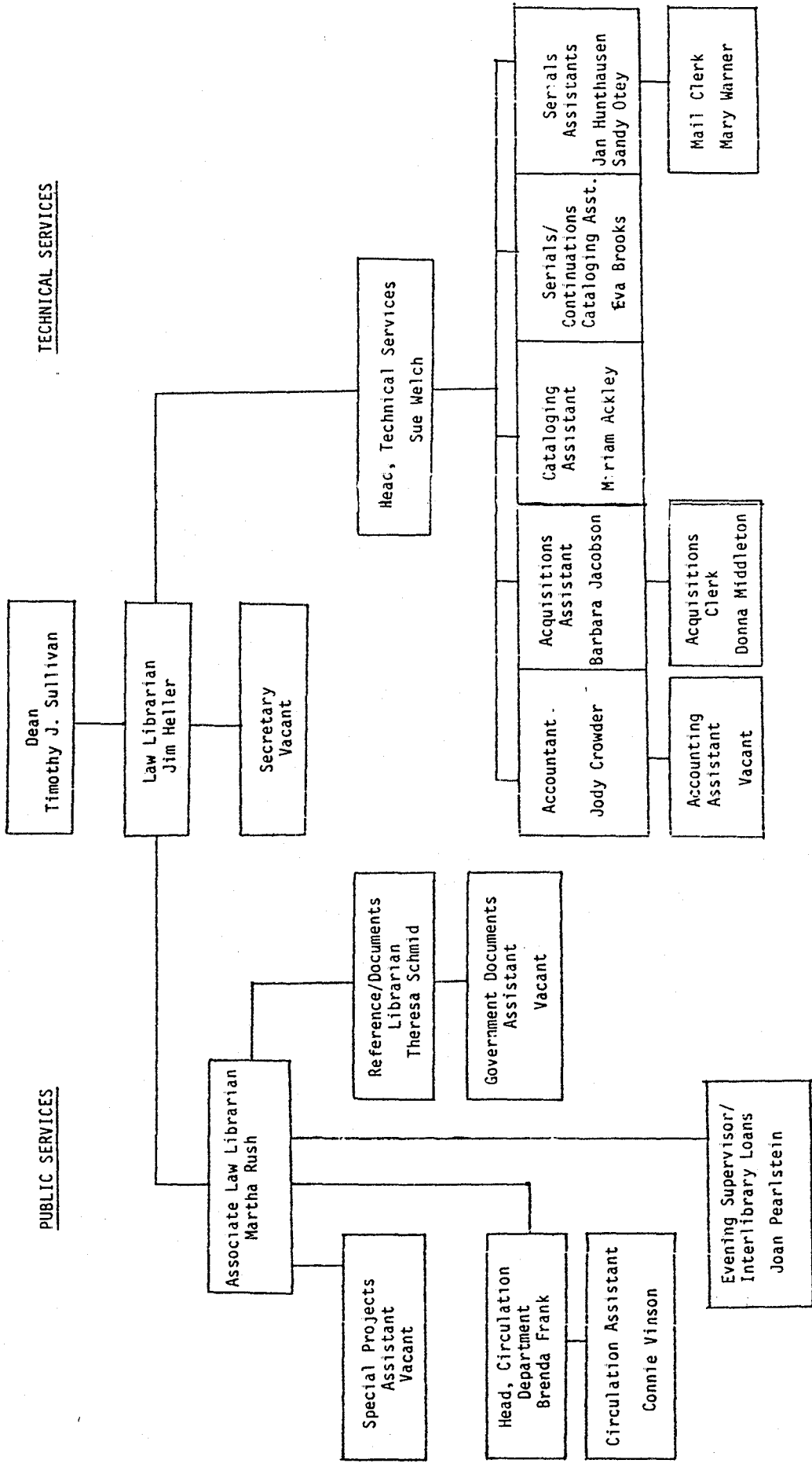
SUNDAY Noon to 9:00 p.m.

No one is permitted to remain in the building after regular hours without permission from the Law Librarian.

The law library is closed during the Christmas recess, and during emergencies. Changes in library hours will be posted when necessary.

PUBLIC SERVICES

TECHNICAL SERVICES



LAW LIBRARY COLLECTION

The Marshall-Wythe Law Library collection contains over 200,000 volumes. All basic materials necessary for research and study in Anglo-American law are provided. Essentially all reported decisions of the federal, state, and territorial courts as well as decisions of the courts of England and selected Commonwealth countries are maintained. The collection also contains all editions of the United States Code, all current codes of the fifty states and territories, the statutes of England, Canada, and Australia, federal administrative decisions, and special subject area reports. There is a carefully selected, well-rounded collection of treatises in law and related fields, encyclopedias, digests, and citators. The library maintains an extensive collection of topical loose-leaf services and periodicals in the English language. The library has a substantial international law collection and maintains special collections in tax law, Roman law, environmental law, and jurisprudence.*

The collection is arranged on three floors. The ground level contains the tax collection, the environmental law collection, a third set of selected federal materials, 4th Circuit and Virginia Supreme Court records and briefs, microforms, and superseded and little used materials (located in the compact shelving). The central component of the first and second floors is the core collection consisting of the American digest system, American Law Reports, the national reporter system, and federal and selected Virginia materials. The first floor also contains government documents, classified monographs and treatises on American law, periodicals, bibliography, non-print media, reference and reserve materials. International and foreign law books, the British and Commonwealth collections, classified monographs and treatises from A-KTF and KFA-Z, state and agency materials, and special subject area reports are shelved on the second floor.

Core collections have been established on both the first and second floors to assure that patrons working on either level have available the most frequently used legal materials. Volumes in these collections, as well as materials in special collections such as tax and environmental law, are tagged with colored signals—yellow and green on the ground floor, red on the first floor, and blue on the second floor. It is intended that books shelved on the first floor (red) serve as quick reference. Thus, to allow accessibility to one set at all times, they should be reshelved after use and may not be placed in carrel collections.

*The library's collections are currently supported by funds established by the Spratley Family, Marshall-Wythe Law Alumni, Mrs. Jessie Ball Dupont, the James P. and Grace V. Alexander Memorial Fund, the Administrative Law Section of the Virginia State Bar and the State Corporation Commission, and the families of Louis Ellenson, Guillermo Butler Sherwell, and Dr. Charles P. Sherman.

LAW LIBRARY RULES AND GENERAL INFORMATION

ACCESS AND USE

The law library is located in the south wing of the law school building. The use of the law library is limited to individuals engaged in legal research who have need for the library's collection. It is open to College of William and Mary students, faculty and staff, to members of the bar and to the general public engaged in these endeavors. Since the law library collection is primarily a reference collection, circulation privileges may be limited.

A location map for library materials is included in this handbook on pages 10-12.

RARE BOOK ROOM

The Rare Book Room houses three important cornerstone collections. The Jefferson collection, when completed, will replicate the law library offered to Congress by Thomas Jefferson after the original Library of Congress was destroyed during the War of 1812. The second major collection is the Armistead collection of legal materials, assembled by the Armistead family during their many years of residence in Williamsburg. The newest major collection is that of Mr. John L. Abbot, late of Lynchburg, Virginia. This collection includes many important Virginia items as well as early American legal texts and classic British legal material.

Patrons must request access to the Rare Book Room from the library administrative secretary. Materials may be used in the room, but may not be removed. Detailed information concerning these collections, as well as the furnishings and portraits in the Rare Book Room may be obtained from the library administrative secretary.

SMOKING, TOBACCO, FOOD, AND BEVERAGES ARE PROHIBITED IN THE LIBRARY.

CIRCULATION

Circulation is automated and the loan period for circulating materials will differ depending upon the status of the library user. Patrons not associated with the college must purchase a borrowers card. Circulation privileges are given to faculty, students and staff of the college, NCSC staff, area attorneys, and persons with a Williamsburg address. Other patrons may check out circulating materials through interlibrary loan procedures. Questions may be addressed to the circulation staff. A more detailed policy may be obtained at the circulation desk.

The following materials may not be removed from the Library:

- Reporters and statutes
- Reference materials finding aids (citators, encyclopedias, indexes, digests)
- Non print media
- Looseleaf services
- Individual volumes from multi-volumed sets
- Periodicals, both bound and unbound
- All other materials labeled "does not circulate".

RESERVE MATERIALS

The permanent reserve collection consisting of hornbooks, popular treatises, directories, and other frequently used materials is housed in the reserve room, directly behind the circulation desk. Books and photocopies that are placed on temporary reserve by a professor for a particular course are also available at the circulation desk. A list of permanent reserve/temporary reserve materials is available on the computerized catalog (LION), located near the circulation desk.

FINES

Reserve materials: one dollar per hour with a maximum fine of \$20.00.
General circulating materials: \$0.20 per book, per day, with a maximum fine of \$10.00.
Patrons must be aware that fines are imposed through a computerized system located at Swem Library and they will receive a computerized bill for overdue materials.

CARRELS

Study carrels and tables, with the exception of carrels designated for students in certain law school organizations and faculty research assistants are for use by all patrons and may not be reserved. A carrel collection policy is affixed to each carrel, or may be obtained from the circulation desk. All carrel collections must follow the carrel collection policy. Questions concerning this policy may be addressed to the circulation staff.

RESHELVING

Patrons are expected to reshelve all reporters and bound periodicals following use. All other materials should be left on the marked distribution shelves provided on each floor. All books left on tables or carrels will be reshelved at the end of the day, unless they are properly charged out to a carrel collection.

TELEPHONES

Student phone calls are not accepted on library telephones. Pay phones are located next to the photocopy room on the first floor and the administrative office on the second floor. There is a local telephone in the student lounge for campus or local calls. An intercom is located on each floor should a patron have a question. The circulation intercom number is 8. The reference intercom number is 26.

PAGING AND MESSAGES

The law library will not page patrons. Brief telephone messages will be taken by the staff and posted on the library message board across from the circulation desk. Only messages left at the circulation desk and posted by the staff will be left on the message board.

EXITS

The only authorized exit is on the first floor by the circulation desk. Other exits are alarmed doors for emergency exits only. Alarms are activated if a patron exits by one of these doors.

DESTRUCTION OR THEFT OF LIBRARY MATERIALS

Provisions under the Virginia Code, Sections 42.1-72 through 42.1-74 provide penalties for the mutilation, destruction, or concealment of library property, as well as failure to return such property.

LIBRARY SERVICES

REFERENCE ASSISTANCE

Reference assistance is available from 8:00 a.m.-5:00 p.m, Monday-Friday from the Reference/Documents Librarian or the Associate Law Librarian. The reference office is located in Room 130C. Reference referral forms are available at the circulation desk when assistance is unavailable. Someone will contact you as soon as possible.

INTERLIBRARY LOANS

Books and articles from periodicals which are not owned by the law library may be requested by law faculty and students from the circulation department through the interlibrary loan service. Books missing from the collection may also be requested through interlibrary loan. Charges for copies and postage may be levied by the supplying library and passed on to the requesting patron. Procedures for requesting interlibrary loan services are available at the circulation desk. A patron should allow at least two weeks to receive the desired material. Address questions to the Evening Circulation Supervisor.

SEARCH/HOLD/RECALL

If a book, periodical, or other library item cannot be located, a search may be requested at the circulation desk. The library staff will attempt to locate the material and notify the patron of the status of the search. If the book is checked out, the patron may request that a hold or recall be placed on the book. When the item is returned the patron will be notified and the book will be held at the desk for five days before being reshelfed. If the material is not located, law faculty and students may request interlibrary loan services.

VISIBLE FILE

A rotating file located at the circulation desk provides a rapid aid in locating unclassified material such as looseleaf services, court reporters, encyclopedias and periodicals. Titles are arranged alphabetically. Floor, range number and library holdings are given for each entry. Range numbers are located on the sides of each shelf with one (1) designating the ground floor, two (2) the main floor and three (3) the second floor.

LEXIS and WESTLAW

LEXIS and WESTLAW, computerized legal research tools, are available in the law library for student and faculty research. CALR (computer assisted legal research) instruction is conducted by the Reference/Documents Librarian. Notebooks for scheduling computer time are maintained at the circulation desk. Regulations are discussed in the CALR manuals located at the terminals.

AUTOMATED CATALOG

The library has implemented an online catalog. Two terminals are located by the circulation desk to search library materials owned by Swem Library, the Law Library and VIMS. Detailed instructions are available at the terminal stations. Questions may be addressed to the circulation staff.

COMPUTERS AND WORD PROCESSORS

Personal computers for law student use are located in rooms 132 and 133 on the first floor. Several printers are also available. Five computers are also located on the second floor of the law library.

Sign-up notebooks for scheduling computer time are located at the circulation desk. The PCs may be scheduled for periods of two hours. Longer use is permitted if no other student is scheduled to use the computer. The computers on the second floor are used on a first come, first serve basis.

Four additional terminals, linked to the college's main frame prime computer, and one printer are located in carrels F-J on the first floor. Students wishing instruction on these computers should contact the college's computer center (Jones Hall 4477, 4547) to schedule a training session.

PHOTOCOPYING

Public access copiers are located in the photocopying room on the first floor. The charge is \$.05 per copy. All machines are equipped to accept VendaCards purchased at the circulation department. One machine accepts change. A list of VendaCard charges and policies may be obtained at the circulation desk.

NON PRINT MEDIA

The library receives numerous non-print media items. Most are located in the reserve room. Microfiche and microfilm cabinets are located on the ground floor. There are microfiche and microfilm readers throughout the library and reader-printers on the first and ground floors. Audio cassette players and portable microfiche readers may be obtained from the circulation staff. Several video cassette monitors and tape decks are available in small viewing rooms on the first and second floors. Sign up books are maintained at the circulation desk. Should a group or organization wish to use one of the video players in a class room, they must schedule the use through the Reference/Documents Librarian.

LIBRARY PUBLICATIONS

The library plans to publish a newsletter in the fall of 1988 for distribution to law faculty and students. The library also prepares a monthly new acquisitions list. Detailed information concerning the use of the card catalog or the online public catalog, as well as finding aids published by the library are available at the circulation desk.

NEW ACQUISITIONS SHELVES

New treatises are placed on shelves in the current reading area for approximately two weeks before they are shelved in the regular collection. Circulating materials from these shelves may be charged out in the normal manner.

STUDENT STUDY ROOMS

Two conference rooms are available on the second floor for small group meetings. A room may be reserved no more than two weeks in advance for a maximum of six hours per week and two hours per day. A sign-up log is kept at the circulation desk. If time slots remain unreserved on a particular day, any group may sign up on that day for additional hours on a first-come, first-served basis.

TYPING CARRELS

Closed carrels on the first and second floor may be used for typing or word processing with privately owned typewriters or computers. A number of these rooms are now used to house audio-video equipment. These rooms may be reserved by signing the schedule located at the circulation desk.

LIBRARY LOCKERS

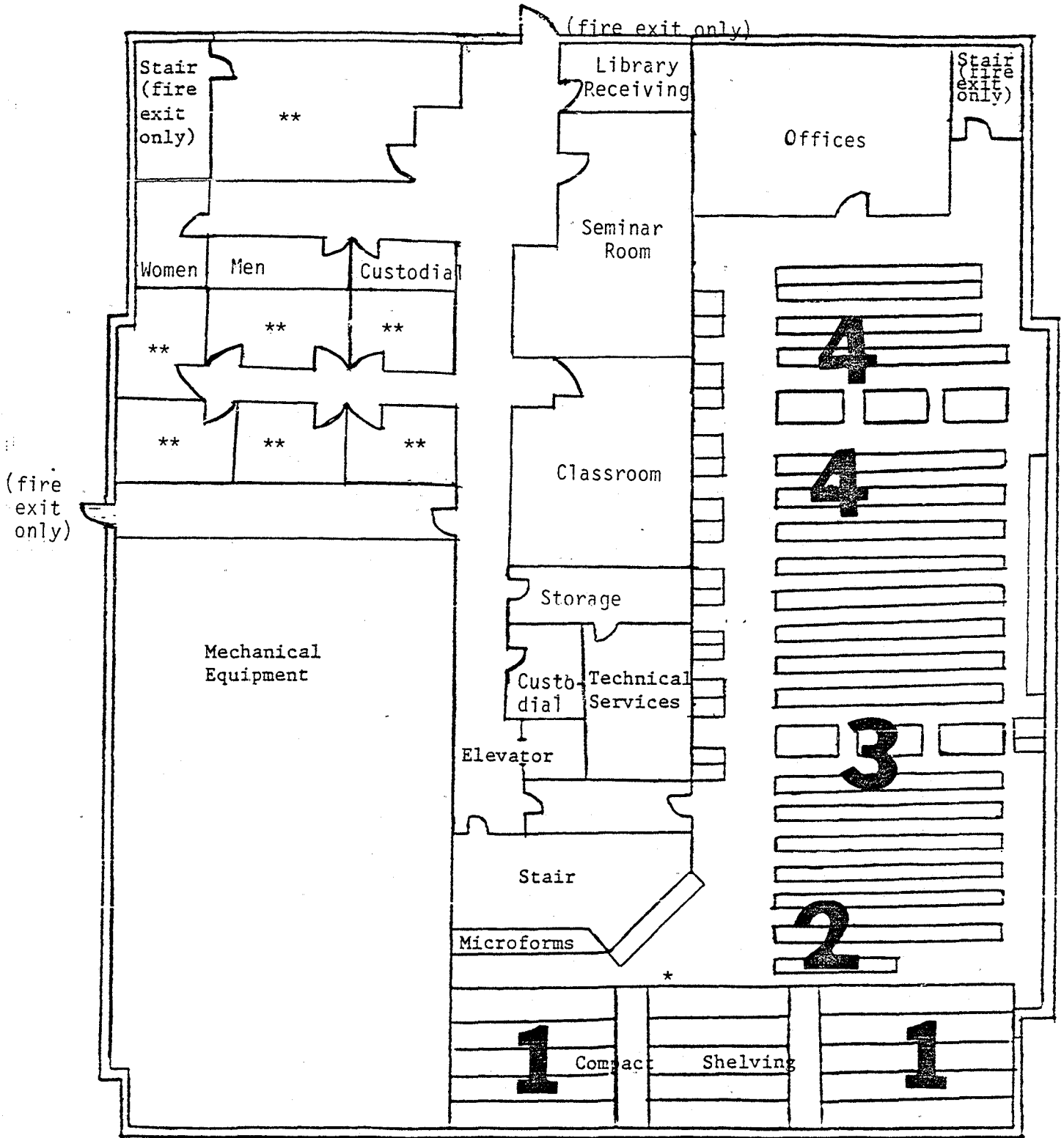
Storage lockers for typewriters, personal computers, and other materials are located immediately across from the locked carrels on the first and second floors. Lockers may be reserved for a semester, by registering at the circulation desk and leaving a key deposit.

TYPEWRITERS

The SBA maintains one IBM selectric typewriter for the use of law students. It is located in typing carrel A and may be reserved by signing the log at the circulation desk.

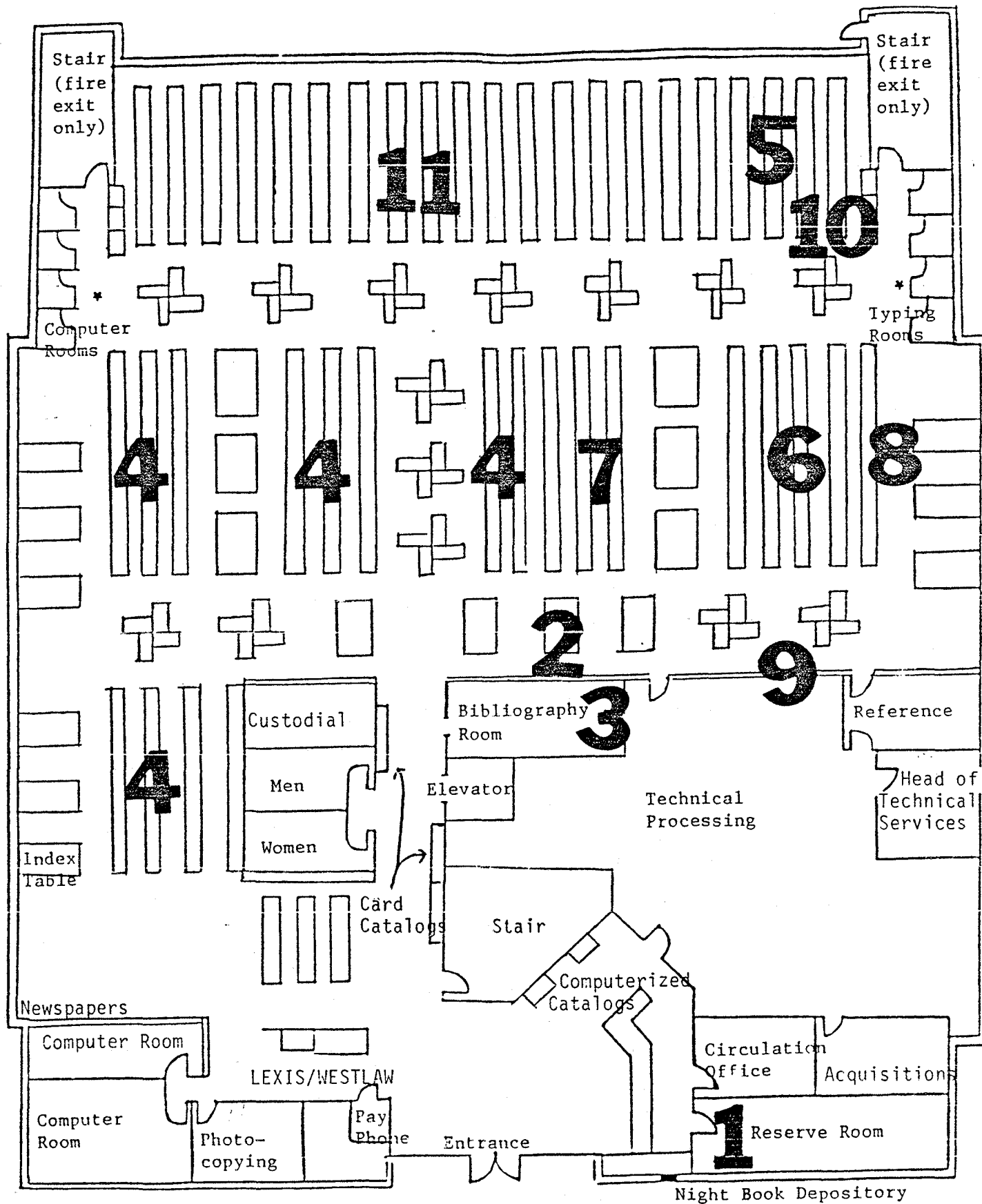
LOST AND FOUND

Personal items found in the library will be removed and held at the circulation desk. Unclaimed articles will be sent to the college's property control office at the end of the semester.



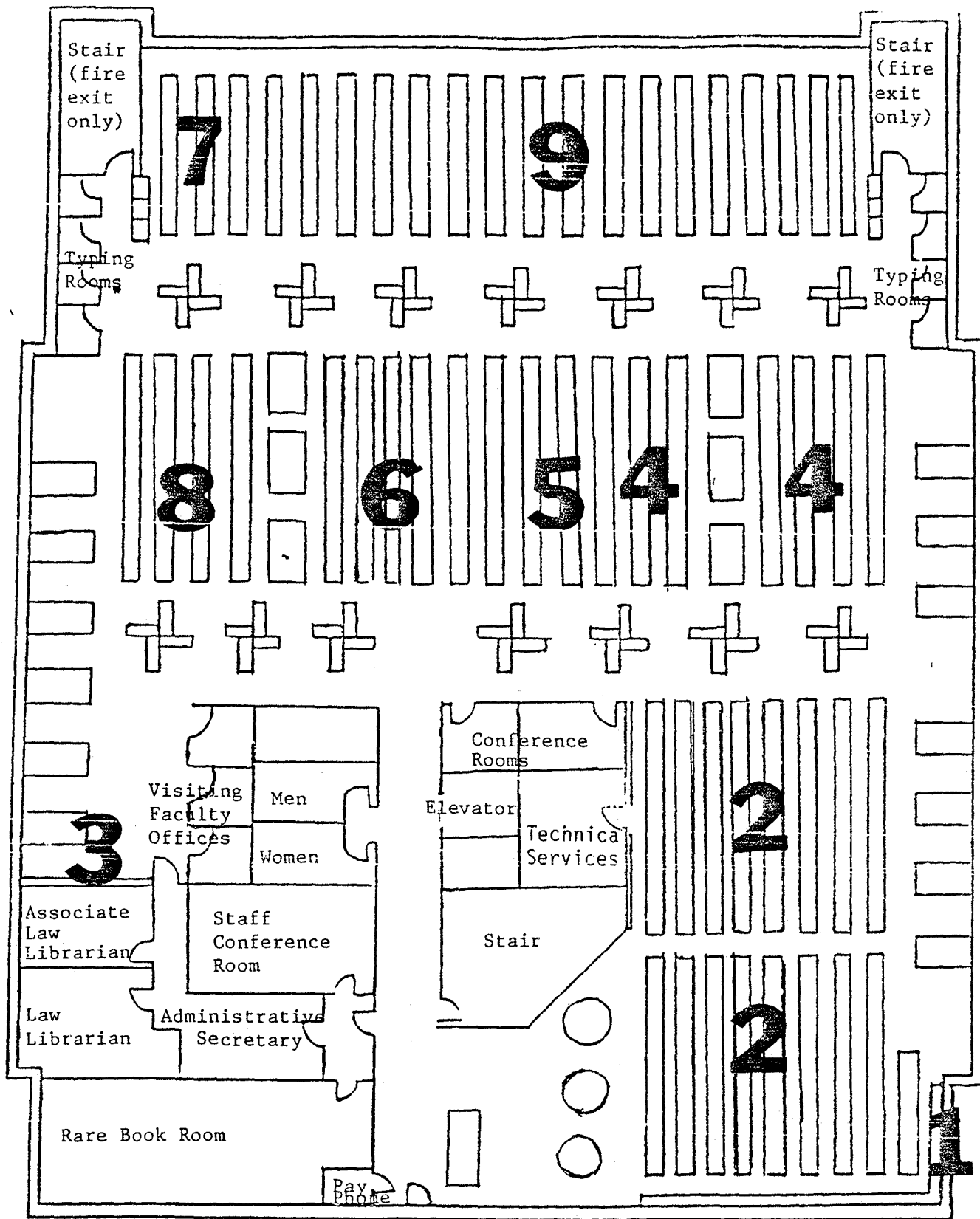
GROUND FLOOR

- KEY :
- 1. Superseded Materials
 - 2. Federal Materials
 - 3. Environmental Collection
 - 4. Tax Collection
 - * Intercom Phone
 - ** Placement rooms



FIRST FLOOR

- KEY:
- | | | |
|-----------------|--------------------------------|------------------------------|
| 1. Reserve | 5. Decennial Digest, ALR | 9. Specialized Shepard's Cit |
| 2. Reference | 6. National Reporter System | 10. Government Documents |
| 3. Bibliography | 7. Federal Materials | 11. American Law Classified |
| 4. Periodicals | 8. Selected Virginia Materials | Materials (KF) |
| | | * Intercom Phone |



SECOND FLOOR

- KEY :**
- | | |
|---------------------------------|---|
| 1. Decennial Digests, ALR | 7. Duplicate Periodicals |
| 2. State Collection | 8. National Reporter System |
| 3. Selected Reference Materials | 9. Classified Materials (A-KE & KG-Z
Including British, Commonwealth
and International Materials) |
| 4. Federal Materials | * Intercom Phone |
| 5. Agency Materials | |
| 6. Special Subject Looseleafs | |