

1989

Law Library Handbook, 1989-1990

William & Mary Law Library

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COLLEGE OF WILLIAM AND MARY

MARSHALL-WYTHE LAW LIBRARY

**LAW LIBRARY
HANDBOOK**

1989 - 1990

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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, contains over 250,000 volumes with seating for over 400 patrons.

The law library staff endeavors to provide high quality service to all our patrons. This handbook has been prepared to provide 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 THURSDAY	7:30 a.m. to 11:00 p.m.
FRIDAY	7:30 a.m. to 9:00 p.m.
SATURDAY	8:00 a.m. to 9:00 p.m.
SUNDAY	8:00 a.m. to 11:00 p.m.

CLASSES NOT IN SESSION:

MONDAY THROUGH THURSDAY	7:30 a.m. to 9:00 p.m.
FRIDAY	7:30 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 Director or the Associate Law Librarian.

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

LIBRARY STAFF

James Heller, Director

Martha Rush, Associate Law Librarian

Sue Welch, Head of Technical Services

Mary Grace Hune, Reference Librarian

Patrick Buchanan, Reference Librarian

Betta Labanish, Library Secretary

Brenda Frank, Circulation

Joan Pearlstein, Circulation/Interlibrary Loans

Jo Frame, Circulation/Shelving Assistant

Paula Todd, Circulation/Filing Assistant

Gladys Mierle, Circulation/Desk Assistant

Mary Lou Warner, Circulation/Stack Maintenance

Barbara Jacobson, Acquisitions

Miriam Ackley, Cataloging

Eva Brooks, Cataloging

Jody Crowder, Fiscal Technician

Sandy Otey, Serials

Malinda Mullins, Documents/Serials Assistant

LAW LIBRARY COLLECTION

The Marshall-Wythe Law Library collection contains over 250,000 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, periodicals in the English language and substantial collections in international law, Roman law, environmental law, and jurisprudence.*

The collection is arranged on three floors:

The ground floor contains the international and comparative law collections, and a set of ALR, Corpus Juris Secundum, American Jurisprudence and Words and Phrases. Superseded and little used materials are maintained in the compact shelving areas.

The main floor contains encyclopedic materials, looseleaf services, federal administrative agency decisions, statutes, reporters, other federal materials, digests, and regional reporters. A core collection of Virginia materials, the general reading area comprised of newspapers and current news magazines and the open reserve area are also located on this floor.

The third floor contains all classified texts and treatises except for those in the international and comparative law areas. This includes the state classified collection. The bound periodical collection and a second set of regional reporters are located on this floor.

*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. 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 legal research. Since the law library collection is primarily a reference collection, circulation privileges may be limited.

A location map for library materials may be obtained at the circulation desk.

RARE BOOK ROOM

The Rare Book Room, located on the second floor, 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 collection is the Armistead collection of legal materials, assembled by the Armistead family during their many years of residence in Williamsburg. The third collection is that of Mr. John L. Abbot, late of Lynchburg, Virginia. This collection includes many important Virginia items, early American legal texts and classic British legal materials. Other rare materials are also located in this room.

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

The circulation system is automated, and the loan period for circulating materials may differ depending upon the status of the library user. Circulation privileges are provided to faculty, students and staff of the College, NCSC staff, area attorneys, and individuals with a Williamsburg address may also obtain circulation privileges by purchasing a borrowers card.

Individuals or organizations without circulation privileges may be able to borrow from the collection through their library's interlibrary loan service. Questions concerning the interlibrary loan policy should be addressed to the circulation staff. A more detailed circulation policy may be obtained at the circulation desk, and questions concerning the policy may be addressed to the circulation staff.

The following materials may not be removed from the Library:

- Reporters and statutes
- Reference materials and 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".

FINES

Closed reserve materials: one dollar per hour with a maximum fine of \$20.00 per item.

General circulating materials: \$0.20 per book, per day, with a maximum fine of \$10.00 per item.

Fines are imposed through a computerized system located at Swem Library. Patrons will receive a computerized bill for overdue materials.

RESERVE MATERIALS

The closed reserve collection, which is located behind the circulation desk, includes hornbooks, treatises, and other frequently used materials. Books and photocopies that are placed on temporary reserve by a professor for a particular course are also available at the circulation desk. Materials placed on closed or temporary reserve are noted as reserve on the computerized catalog (LION).

THE OPEN RESERVE COLLECTION

The open reserve collection includes the general reference collection and other heavily used materials. It includes all current unbound periodicals, and one copy of the U. S. Code Service, U. S. Reports, Lawyers Edition, and Restatements of the Law. Virginia materials located in this area include the Code of Virginia, Virginia Reports and Virginia Reports Annotated, Michie's Virginia/West Virginia Jurisprudence, and the Virginia/West Virginia Digest.

CARRELS

The only reserved carrels are those designated for students participating in certain law school organizations, faculty research assistants and students involved in long term research projects. All other carrels are for use by all patrons and may not be reserved. A carrel collection policy is affixed to each carrel, or may be obtained at 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 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. A pay phone is located on the first floor by the circulation desk. There is a local telephone in the student lounge for campus or local calls.

An intercom is located on each floor should a patron require assistance from a member of the library staff. 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 by 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 use only. Alarms are activated if a patron exits by one of these doors.

DESTRUCTION OR THEFT OF LIBRARY MATERIALS

Provisions under the Code of Virginia, 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. - 6:00 p.m., Monday-Friday. The reference offices are located in the open reserve area. Reference referral forms are available at the circulation desk when the reference librarians are unavailable. Someone will contact you as soon as possible concerning your request.

INTERLIBRARY LOANS

Materials that are not owned by the law library may be requested only by law faculty and students from the circulation department through the interlibrary loan service. Materials missing from the collection may also be requested through interlibrary loan. Patrons not affiliated with the law school must contact their university or public library's interlibrary loan department to request materials from other libraries.

Charges for copies and postage may be levied by the supplying library and passed on to the requesting patron. Forms for requesting interlibrary loan services are available at the circulation desk. A patron should normally allow at least two weeks to receive the desired material, although emergency requests for material will be processed if possible.

Individuals or organizations without circulation privileges may be able to borrow from the collection through interlibrary loan. Questions concerning the interlibrary loan policy should be addressed to the circulation staff.

SEARCH/HOLD/RECALL

If a book, periodical, or other library item cannot be located, a search form may be filled out and returned to 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 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 binder located at the circulation desk provides a rapid aid in locating looseleaf services, court reporters, encyclopedias, periodicals, and selected other unclassified materials. 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. (B) designates the ground floor, Roman numeral one (I) designates the main floor and two (II) the second floor. All ranges on each of the three floors are numbered numerically.

LEXIS and WESTLAW

The LEXIS and WESTLAW computer-assisted legal research (CALR) systems are available in the law library for student and faculty research. CALR instruction is coordinated through the reference department. Notebooks for scheduling computer time are maintained at the circulation desk. Restrictions and procedures are discussed in the CALR manuals located at the terminals.

ONLINE-REFERENCE

The Reference Department is in the process of developing policies for OnLine reference services. This will entail the ability to obtain information on privately maintained data bases such as Dialog, Vu/Text, Dow Jones and BRS. Charges will be levied for this service. For information concerning OnLine reference services see the Reference Librarians.

AUTOMATED CATALOG

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

COMPUTERS AND WORD PROCESSORS

Personal computers for law student use are located in the computer lab on the second floor. Several printers are also available. The computers are used on a first come, first served basis.

PHOTOCOPYING

The library maintains several public access photocopiers. Two copiers are located in the lobby of the library on the first floor near the circulation area, one machine is located in the open reserve area, and one machine is located on the second floor of the library. All copiers are equipped to accept vendacards that may be purchased at the circulation desk or from a copy/cashier machine located on the first floor. One machine also accepts coins. Vendacard copies are \$.05 per copy and coin copies are \$.10 per copy. 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 closed reserve room. Microfiche and microfilm cabinets and the reader/printers are located in the microform room directly across from the circulation desk. Print copies of microfiche cost \$.10 per copy. Audio cassette players and portable microfiche readers may be obtained from the Circulation or Reference Departments. Several video cassette monitors and tape decks are available in small viewing rooms on the second floor of the library. Sign-up books are maintained at the circulation desk.

A group or organization wishing to use one of the video players in a classroom, must schedule the use of the room through the Reference Department. The library also has a video viewing room located on the second floor for students wishing to use the Veralex materials. The Veralex video disks are located in the closed reserve area. Questions relating to the use of these materials should be addressed to the Reference Department.

LIBRARY PUBLICATIONS

Beginning with the Fall 1989 semester, the library will publish a newsletter 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 open reserve 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 or viewing video tapes. A room may be reserved no more than two weeks in advance for a maximum of two hours per day and six hours per week. A sign-up sheet is kept at the circulation desk. If time slots remain unreserved on a particular day, students 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. During the academic semester most rooms are available on a first come basis. During exams these rooms must 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 on a first come basis.

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.