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Law Library Handbook, 1991-1992

William & Mary Law Library

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COLLEGE OF WILLIAM AND MARY

MARSHALL-WYTHE LAW LIBRARY

**LAW LIBRARY
HANDBOOK**

1991 - 1992

TABLE OF CONTENTS

| | |
|---|----|
| INTRODUCTION | 1 |
| CIRCULATION DESK HOURS | 1 |
| LIBRARY STAFF | 2 |
| THE COLLECTION | 3 |
| GENERAL INFORMATION AND POLICIES | |
| Access and use | 4 |
| Rare Book Room | 4 |
| Circulation | 4 |
| Fines | 5 |
| Reserve materials | 5 |
| The Reference collection | 5 |
| Carrels | 6 |
| Reshelving | 6 |
| Telephones | 6 |
| Paging and messages | 6 |
| Exits | 6 |
| Destruction or theft of library materials | 6 |
| Smoking, tobacco, food and beverages | 6 |
| LIBRARY SERVICES | |
| Reference assistance | 7 |
| ONLINE-Reference | 7 |
| LEXIS and WESTLAW | 7 |
| Computer lab | 7 |
| LION online catalog | 8 |
| Search/Hold/Recall | 8 |
| Serials Locator | 8 |
| Interlibrary loan | 8 |
| Photocopying | 9 |
| Audiovisual materials and assistance | 9 |
| Microform materials | 9 |
| Library Publications | 10 |
| Pathfinders | 10 |
| New acquisitions shelves | 10 |
| Student study rooms | 10 |
| Typing carrels | 10 |
| Library lockers | 10 |
| Typewriters | 11 |
| Lost and found | 11 |

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 270,000 volumes with seating for over 400 patrons.

The law library staff endeavors to provide high quality service to all patrons. This handbook has been prepared to provide information about the collection and library policies and services. We welcome the opportunity to serve you.

LAW LIBRARY CIRCULATION DESK HOURS

CLASSES IN SESSION:

| | |
|-------------------------|-------------------------|
| MONDAY THROUGH THURSDAY | 7:30 a.m. to 11:00 p.m. |
| FRIDAY | 7:30 a.m. to 8:00 p.m. |
| SATURDAY | 8:30 a.m. to 8:00 p.m. |
| SUNDAY | 8:30 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. |

The law library is closed on Thanksgiving Day, Christmas Day and New Years Day. When possible, the circulation desk will remain open for reduced hours on days the College is closed. 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/Computer Services

_____, Reference Librarian/Audiovisual Services

Betta Labanish, Library Secretary

Audrey Flock, Day Circulation Supervisor

Joan Pearlstein, Evening Circulation Supervisor/Interlibrary Loans

Elaine Bradberry, Circulation/Desk Assistant

Jo Frame, Circulation/Shelving Assistant

Emily Shriver, Circulation/Filing Assistant

Mary Lou Warner, Circulation/Stack Maintenance

_____, Circulation/Desk Assistant

Barbara Jacobson, Acquisitions

Eva Brooks, Cataloging

Laura Ferrell, Fiscal Technician Senior

Sandy Oertli, Serials

Malinda Mullins, Documents/Serials Assistant

_____, Technical Services Assistant

THE COLLECTION

The Marshall-Wythe Law Library's collection of over 270,000 volumes includes all basic materials necessary for research and study in Anglo-American law. 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 looseleaf 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 includes the international and comparative law collections. Superseded and little used materials are maintained in the compact shelving areas.

The main floor includes encyclopedic materials, looseleaf services, federal administrative agency decisions, statutes, reporters, and other federal materials, digests, regional reporters, and a core collection of Virginia materials. Newspapers and popular magazines are also located on this floor, as is the reference collection.

The top floor contains all classified texts and treatises except for those in the international and comparative law areas. Materials from the fifty states and U. S. territories, bound periodicals, and a second set of regional reporters also are located here.

*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.

GENERAL INFORMATION AND POLICIES

ACCESS AND USE

The law library is located in the South wing of the law school building. It is open to College of William and Mary students, faculty and staff, and to members of the bar and the general public who need to use the collection. Since the law library collection is primarily a reference collection, circulation privileges may be limited.

A location map for library materials may be found across from the circulation desk.

RARE BOOK ROOM

The Rare Book Room, located on the top 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 Armistead collection is comprised of legal materials assembled by the Armistead family during their many years of residence in Williamsburg. The John L. Abbot collection includes many important Virginia items, early American legal texts and classic British legal materials. The Rare Book Room also houses other rare materials.

Patrons must request access to the Rare Book Room from the library administrative secretary. Materials must be used in the room and 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 secretary.

CIRCULATION

The standard loan period for circulating materials is one month, with extended borrowing privileges for faculty. Circulation privileges are provided to faculty, students and staff of the College. NCSC staff, area attorneys, and individuals with a Williamsburg address may 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.

A 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 be used only within 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 material labeled "does not circulate".

FINES/LOST BOOKS

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 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.

Patrons who lose a library book are charged the cost of replacing the book, if still in print, plus a \$10.00 handling fee. For out of print books a fee of \$50.00 plus a \$10.00 handling fee is charged.

RESERVE MATERIALS

The closed reserve collection, which is located behind the circulation desk, includes hornbooks, nutshells, frequently used texts, and audio and video tapes. Materials placed on temporary reserve by law faculty also are available at the circulation desk. Reserve materials are noted as "reserve" on the LION online catalog. The loan period for most reserve materials is four hours.

THE REFERENCE COLLECTION

The reference collection includes current unbound periodicals, and one copy of the U. S. Code Service, U. S. Reports Lawyers Edition, and United States Law Week. Virginia materials include the Code of Virginia, Virginia Reports and Virginia Reports Annotated, Michie's Virginia/West Virginia Jurisprudence, and the Virginia/West Virginia Digest. Other reference sources, as well as periodical indexes, are included in the reference collection.

CARRELS

Students participating in certain law school organizations, faculty research assistants and students involved in long term research projects may reserve carrels by contacting the circulation staff. 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 users must follow the carrel collection policy.

RESHELVING

Patrons are expected to reshelve all reporters and bound periodicals following use. Books left on tables or carrels will be reshelved at the end of the day unless they are properly charged out.

TELEPHONES

Pay phones are located on the main floor by the circulation desk and in the student lounge. Patron phone calls cannot be accepted on library telephones.

PAGING AND MESSAGES

Although 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.

EXITS

The library entrance and exit is on the main floor by the circulation desk. Other exits are alarmed doors for emergency use only.

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.

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

Beverages are allowed only if Marshall-Wythe Public Service Fund "spill-proof" cups are used. These cups may be purchased from the Public Service Fund.

LIBRARY SERVICES

REFERENCE ASSISTANCE

Reference assistance is available Monday through Friday from 8:00 a.m. - 6:00 p.m. The reference offices are located in the Reference/Administration area. Reference referral forms may be found in the file pockets on the reference office doors when the reference librarians are unavailable. A staff member will contact you as soon as possible concerning your request.

ONLINE-REFERENCE

The law library will search pay-per-use online databases such as EPIC or VuText for Marshall-Wythe law students on a cost recovery basis. Students will be billed for the actual cost of the search. Contact the reference staff for details regarding this service.

LEXIS/NEXIS and WESTLAW/DIALOG

The law library has 26 terminals for accessing the LEXIS/NEXIS and WESTLAW/DIALOG research systems. Twelve terminals are available in the Permanent Learning Center on the top floor of the law library. The remaining fourteen terminals are located throughout the library. Online instruction is coordinated through the reference department. Online search manuals can be found at many terminals.

COMPUTER LAB

William and Mary faculty, students, and staff are welcome to use the Marshall-Wythe Computer Lab located on the top floor of the law library during the library's hours of operation. The Computer Lab is served by a LAN operating twenty IBM AT compatible computers and three draft printers. Additionally, three laser printers are connected to individual workstations. Printing from the laser printers costs \$.07/page and requires the use of a separate vendacard.

Management of the Computer Lab is shared by the College Computer Center and law library personnel. A phone is located in the lab for students needing assistance. Questions concerning the operation of the Computer Lab should be addressed to the College Computer Center at extension 13002 or to the reference staff at extension 13256.

LION ONLINE CATALOG

The LION online catalog allows patrons to search library materials owned by the law library, the Swem Library and the library at VIMS. Terminals are located on each floor of the library. Instructions for the use of LION are available at each terminal station. Questions may be addressed to the circulation or reference staffs.

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. Library staff will attempt to locate the missing item 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 ten days before being reshelfed. If the material is not located, law faculty and students may request interlibrary loan services.

SERIALS LOCATOR

The Serials Locator, copies of which may be found at the circulation desk and near the current and bound journals, designates the shelving location of looseleaf services, court reporters, encyclopedias, periodicals, and selected other unclassified materials. The locator allows a patron to quickly identify where these materials are shelved.

INTERLIBRARY LOAN

Materials not owned by the law library or missing from the collection may be requested by law school faculty and students from the circulation department 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 are 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.

Patrons without law library circulation privileges wishing to borrow a title from our collection should contact their university or public library's interlibrary loan service to request that the book be sent to that library.

PHOTOCOPYING

The library maintains several public access photocopiers. Two copiers are located in the main floor Photocopy Room across from the circulation desk, two machines are located in the Reference/Administration area, and one copier is located in the top floor Photocopy Room. All copiers are equipped to accept copy cards, which may be purchased at the circulation desk or from a copy/cashier machine located on the main floor. One copier in the main floor Photocopy Room also accepts coins.

Reprogrammable copycards cost \$1.00. Using the card system patrons can make 15 copies for \$1.00. Other copies cost 10¢ each.

AUDIOVISUAL MATERIALS AND ASSISTANCE

The library is responsible for audiovisual production and playback within the law school. Equipment for sound and video recording and playback may be reserved through the reference department and checked out at the circulation desk, for use within the law school only. A group or organization wishing to use video or audio equipment in a classroom must schedule the use of the room through the Dean's Office.

A variety of audio and video recordings are available to library patrons. These include both instructional materials and selected feature films. These materials are on reserve and may be checked out at the circulation desk for 24 hours.

Audiovisual listening/viewing rooms may be reserved at the circulation desk on a first come, first served basis. For a detailed description of audiovisual materials and services contact the reference staff.

MICROFORM MATERIALS

A large collection of material on microfiche and microfilm is available for use by library patrons. Materials in microform are located in the Microform Room on the main floor, directly across from the circulation desk. Guides to the location and arrangement of microform materials are located in the Microform Room and at the circulation desk. Self service print copies of microfiche and microfilm may be made for 10¢ per copy. Payment for copies is made at the circulation desk. Questions concerning the microform collection and equipment should be addressed to the circulation or reference staffs.

LIBRARY PUBLICATIONS

The library publishes a newsletter, Law Library Briefs for distribution to law faculty and students. A monthly new acquisitions list also is available.

PATHFINDERS

The library recently began publishing a Pathfinder Series on law related topics. Pathfinders are located on the library handout shelves across from the circulation desk.

NEW ACQUISITIONS SHELVES

New treatises are placed on shelves in the Technical Services 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. Contact the circulation staff if you wish to see material located on the new acquisitions shelves.

STUDENT STUDY ROOMS

Two conference rooms are available on the top 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

Private carrels on the main and top floors may be used for typing or word processing with user-owned typewriters or computers. During the academic semester most rooms are available on a first come first served 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 personal materials are located immediately across from the typing carrels on the main and top floors. Law students may reserve a locker for one semester by registering at the circulation desk. Lockers are assigned on a first come first served basis. Copies of the library locker policy are available at the circulation desk.

TYPEWRITERS

The SBA maintains one IBM selectric typewriter for law student use. 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 are sent to the College's Property Control Office at least twice each semester.