

CAPITAL UNIVERSITY LAW SCHOOL LIBRARY GUIDE

The Capital University Law School Library is located in the Capital University Law School at 303 East Broad Street. The library entrance and exit are on the fourth floor of the law school. The library is primarily a legal research collection for the students and university faculty, but is also open to alumni and members of the Ohio bar. Law library hours during the academic year are:

CIRCULATION DESK - 4th Floor

(614) 236-6464

circulation@law.capital.edu

Monday - Thursday	8:00 am - 11:00 pm
Friday	8:00 am - 9:00 pm
Saturday	9:00 am - 6:00 pm
Sunday	1:00 pm - 11:00 pm

REFERENCE DESK - 4th Floor

(614) 236-6466

reference@law.capital.edu

Monday - Friday	9:00 am - 6:00 pm
Saturday	9:00 am - 4:00 pm

Hours vary during holidays and intercessions. Changes in hours are posted on the law library website and the bulletin boards outside the library.

The library is closed on legal holidays, and may close or shorten its hours of operation during school vacations.

All currently enrolled law school and paralegal students may use the library 24 hours a day, seven days a week. Students must use a current validated Capital University Law School student I.D. to access the law library after hours. Students must produce upon request a Capital University Law School I.D. badge as identification when in the law library after business hours.

PATRON SERVICES

- ▶ **Reference.** Reference Librarians are available in Room 421. Patrons are encouraged to consult a reference librarian either in person, by phone at 236-6466, or via e-mail at reference@law.capital.edu. Reference Librarians will respond to e-mail during reference hours: 9:00 am - 6:00 pm, Monday - Friday, and 9:00 am - 4:00 pm Saturday. Reference librarians can help patrons use the catalog, access online resources, and suggest research methodology. The library staff may not and will not provide any analysis or interpretation of any legal matter or document.
- ▶ **Online Catalog.** The library's computerized catalog terminals are located throughout the library. The catalog is also available on the Internet via the library's web page at <http://www.law.capital.edu/library>. Patrons are encouraged to ask a Reference Librarian for assistance in using the catalog.
- ▶ **Carrels.** Currently enrolled law students who wish to keep books at a carrel overnight or for several weeks may reserve a carrel with the Circulation Desk Supervisor. Carrel renewals must be approved by the Circulation Supervisor.

Carrel assignments may not exceed six weeks in duration, and may not be carried over during the semester breaks. Reference materials may not be kept at carrels.

Most of the carrels and tables are wired, allowing students to connect to the Law School's network by plugging a network adapted laptop computer into the network jack at the carrel or table. Students should address networking questions to the IT Helpdesk, 614-236-6432.

- ▶ **Group Study Rooms.** To reserve one of six group study rooms in the law library, students must register their study groups with the library.

To **register** your study group:

1. Go to the law library web site's main page.
2. Scroll down the page to Patron Services on the left-hand side and click on the "Study Rooms" bar.
3. Scroll down and click on "Study Team Creation and Management." This will allow you to create your new study team.

To **reserve** a study room:

1. Go to your Microsoft Outlook e-mail.
2. You request a room by choosing "Appointment" in the drop box under "New". Select "Invite Attendees".
3. In the "Required" field, type in "Room 461 (or 463, 465, 467, 469, 489)" and the e-mail addresses of your study group members. You must type in "Room ____" in the "Required:" field in order to make a reservation request.

4. Type in the name of your study group's team in the "Subject:" field of the meeting request. Choose the date and time you wish to reserve the study room. Click send. You will receive a confirmation e-mail after your request has been sent and accepted.

Study Groups may reserve study rooms for a maximum of two hours per day, twice a week. Reservations will be held for fifteen (15) minutes. If a member of the study group has not claimed the reserved key within fifteen minutes of the reservation, the room will be released to another group. Unreserved study rooms are available on a first-come, first-serve basis to any student. The key must be returned or renewed at the end of the two hour reservation. There is a \$1.00 fine for every hour the key is overdue.

Group Study Rooms are locked. Group Study Room keys may be checked out at the library circulation desk with a CULS student ID. Student IDs will be kept at the Circulation Desk until the Group Study Room Key is returned. Group Study Room keys returned when the circulation desk is closed should be dropped through the circulation desk grate.

Group Study Rooms will close when the Circulation Desk closes. Security will check all Group Study Rooms at closing.

Food and tobacco products are not permitted in the study rooms. Drinks are permitted in authorized containers only.

- ▶ **LEXIS and Westlaw.** Currently enrolled Capital University Law School students and paralegal students, who have valid LEXIS and Westlaw passwords, may access those services in the computer lab, located in the Law School annex. Students may also access LEXIS and Westlaw by plugging a network adapted laptop computer into a network jack at one of the wired carrels or tables in the library. LEXIS and Westlaw may only be used for law school related activities.
- ▶ **Internet Access.** Internet access is provided in the computer lab. Students may also access the Internet by plugging a network adapted laptop computer into a network jack at one of the wired carrels or tables in the library. Students are to comply with the acceptable use policy of Capital University which is available on the law school's web page.
- ▶ **Photocopiers.** Photocopiers are located on the fourth floor of the library. Photocopiers accept \$1.00 bills, \$5.00 bills, copy cards, or coins. Copies are 15¢ each if using cash or 10¢ each if using copy cards. Blank copy cards may be purchased for \$1 at the Copy Card Dispenser, located next to the circulation desk. Only a \$1 bill should be used when purchasing copy cards since the dispenser does not give change. Copies may then be purchased for copy cards in increments of \$1 (10 copies), \$5 (50 copies), \$10 (100 copies), or \$20 (200 copies). Neither the library nor the Copy Card Dispenser provides change.

- ▶ **Copyright.** Capital University Law School is committed to supporting teaching, learning, and researching through the legal use of copyrighted materials. The Copyright Law of the United States, Title 17, United States Code, governs all uses of intellectual property, in any format.

BORROWING

- ▶ **Reference Materials.** Reference books may not be taken from the library. Reference books include but are not limited to:
 - A. Books labeled 'reference'
 - B. Reporters
 - C. Statutes
 - D. Codes
 - E. Shepard's
 - F. ALRs
 - G. Digests
 - H. Bound Periodicals
 - I. Multi-volume treatises
 - J. Loose-leaf services
- ▶ **Reserve Materials.** Reserve room materials are available at the Circulation Desk. Reserve materials may be checked out for two hours and may be renewed once.
- ▶ **Overnight Use.** Some reserve materials may be signed out overnight two hours prior to closing, and are due back no later than two hours after the library opens. Only Capital University Law School students and paralegal students may check out reserve materials overnight.
- ▶ **Circulating Books.** Materials may be checked out for a period of 21 days. Only Capital University Law School students, faculty, staff, alumni and local attorneys may check out library materials. Attorneys must apply for a Capital University Law School I.D. card. Cards are available Monday-Friday 9:00 am – 5:00 pm in the third floor administrative offices. Please call 236-6441 to arrange a time to be issued an ID. Patrons must present a valid Capital University I.D. to check out materials. Patrons may e-mail questions to the Circulation Desk supervisor at circulation@law.capital.edu.
- ▶ **Renewals.** Circulating books that have not been requested by another patron may be renewed for another 21-day period. This renewal may be made by phone. Only one renewal per book is permitted. Items that cannot be renewed include items with a hold or items needed for the reserve shelf.

- ▶ **Interlibrary loans.** Interlibrary Loan services are available to faculty and currently enrolled students of Capital University Law School. Faculty and students should consult a reference librarian to complete an interlibrary loan request form. The law library will not pay for any interlibrary loan fee incurred without approval via a request form or assume any responsibility for any request obtained without a request form. Please note that this includes materials requested through OhioLINK. The reference librarian will then submit the interlibrary loan request to be filled. Patrons should be aware that fulfillment of an interlibrary loan request is dependent on the item's availability at the library that actually owns the requested item. Any renewal of borrowed items is also dependent upon the policies of the lending library.

It is Capital University Law Library policy not to fill interlibrary loan requests or OhioLINK requests for casebooks. Casebook requests received by the library through these means will not be filled. Please see a reference librarian if you have questions.

The Capital University Law Library also reserves the right to deny an interlibrary loan request if the fee required by the lending library is excessive or if a patron requests a large number of interlibrary items.

- ▶ **Fines:**

Overdue Reserve Books \$1.00 per hour.

Other Overdue Materials \$.25 per day.

Non-Circulating \$25.00 per item.

Lost Books Replacement cost of the book plus \$25.00 processing charge for each lost item.

Patrons with overdue materials charged to them will lose their borrowing privileges until both the overdue materials are returned and the fines paid. No student will be given transcripts until any and all outstanding library fines have been paid.

- ▶ **Fines Appeals Board.** Patrons may dispute library fines by contacting the Circulation Supervisor in office 413, or by phone at x6456, or by e-mail at circulation@law.capital.edu. Disputes will be reviewed by a three-member board.

LIBRARY SAFETY

- ▶ Patrons are required to evacuate the library whenever an emergency alarm sounds or upon request from a staff member.
- ▶ Red emergency phones are located throughout the library. These phones connect automatically with Capital University Law School's Security Department.
- ▶ Do not leave personal belongings unattended in the library.
- ▶ Law students and other library patrons are expressly forbidden from bringing their own heating or cooling devices into the library, including fans, heaters, electric blankets, and items of a similar nature. No modification of the library thermostats shall be made by anyone except a librarian, library staff member, or maintenance worker.

CONSIDERATION FOR OTHERS

- ▶ Food and tobacco products are forbidden in the library. Drinks are allowed only in library approved containers. The library staff has authority to confiscate any food or drinks in non-approved containers.
- ▶ Quiet will be maintained throughout the library. Conversations of more than a few words should be taken outside the library or into a study room.
- ▶ Users of the library are required to take proper care of library facilities and to conduct themselves in an appropriate manner.
- ▶ Patrons must reshelv materials promptly and properly.
- ▶ No personal telephone calls may be made or will be accepted on the library phones. No attempt will be made to page anyone except in a medical emergency.
- ▶ Cellular phone conversations are prohibited in the library.
- ▶ No unsupervised children are allowed anywhere in the law building. In addition, because the law library is a special place devoted to quiet and to undisturbed study, even supervised children should not be brought into the law library except for very short periods of time, when their parents or guardians have only a very brief transaction, such as getting or returning a book, or copying an opinion. More extensive use of the library, such as reference transactions, should be conducted when the patron is alone.

Updated 11/02/09