A. LAW LIBRARY GUIDE

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A.1 SCHEDULE

FALL AND SPRING SEMESTER HOURS
Monday – Thursday 8:00 a.m. – 12:00 a.m.
Friday 8:00 a.m. – 10:00 p.m.
Saturday 9:00 a.m. – 8:00 p.m.
Sunday 10:00 a.m. – 12:00 a.m.

*Extended hours for law student study are maintained during exam periods.

*The Law Library will be closed on all home football game Saturdays.

SUMMER HOURS
Monday – Friday 9:00 a.m. – 8:00 p.m.
Saturday 9:00 a.m. – 6:00 p.m.
Sunday 12:00 noon – 6:00 p.m.

HOLIDAY AND INTERSESSION HOURS
Generally, 9:00 a.m. to 6:00 p.m.

*The Law Library is closed on New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. It also may be closed additional days throughout the year in accordance with the University holiday schedule.

A.2 LOCATION OF MATERIALS

Top Floor. Reference Collection, United States Core Collection, National Reporter System, West Virginia Core Collection, Periodicals Indices, Bound Journals

Middle Floor. General Books on American Law and Other Subjects: (A-KF), Anglo-American Collection, Foreign and International Collection

Bottom Floor. State Codes, Reports, and General Books on States’ Laws, West Virginia Collection, General Books on American Law & Other Subjects: (KFA-Z), Government Documents

A.3 LAW LIBRARY POLICY/REGULATIONS

Food and tobacco products are not allowed in the library. Drinks are permitted in containers with lids.

Cell phones should be used only in the stairwells of the library. Cell phones should be kept on vibrate mode.

A.4 BORROWING LAW LIBRARY MATERIALS

Circulation Policy. Many items in the Law Library collection, including bound journals, do not circulate. Please inquire at the Circulation Desk for circulation information regarding the particular materials you wish to use.
Law students may check out circulating books for three weeks. Books may be renewed three times. Renewals may be made by calling the Law Library Circulation Desk at 304-293-5300, in person at the circulation desk, through MountainLynx, or by email to wvulawbooks@mail.wvu.edu.

**Overdue Fines.** It is the responsibility of the borrower to know when library materials are due and to return or renew them on or before the due date. The Law Library collects $1.00 per day as a fine for overdue material from the general collection. Overdue fines for reserve and course reserve materials are $.01 per minute. If material is lost or damaged, the amount of the fine will be equal to the replacement price plus a $10.00 processing fee.

Unpaid overdue fines will result in suspension of your borrowing privileges at all West Virginia University Libraries.

**Law Library Student ID Number.** To borrow library materials, all students must have a current WVU student ID card (Mountaineer Card). The Mountaineer Card allows students to check out materials at all of the libraries on campus.

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### A.5 SERVICES

**Reserve.** The Reserve Collection contains commercial study aids, AV material, course reserve materials, and frequently used titles.

**WVU College of Law Examinations.** Copies of some exams that are administered in the College of Law courses are compiled and placed on reserve, at the discretion of individual professors. The exams, which may be used by students as study aids, are available for photocopying.

**MountainLynx.** MountainLynx is the WVU Library’s online catalog and information network. The holdings of all campus libraries are included in MountainLynx. Library materials are accessible by author, title, keyword, and Library of Congress subject heading. MountainLynx is available anywhere you have internet access.

**Microfiche.** The Law Library catalog and the serials list may indicate that a title is available in microfiche. The microfiche is kept in cabinets that are located on the bottom floor of the library. Some microfiche sets have printed indexes located on top of the cabinets. A microfiche reader is available next to the cabinets, and a reader/printer is located behind the Circulation Desk.

**Computers.** The Law Library provides forty networked computers. Each computer is connected to the Internet, networked to a laser printer, and contains the latest versions of commonly used software. Wireless access is also available throughout the Law Library.

**Computer-Assisted Legal Research.** The BloombergLaw, LexisNexis, and Westlaw legal research databases are available free to all law students, including home access. Documents accessed on LexisNexis may be printed free of charge on the LexisNexis printers, which are located inside the Law Library in Room 201B (to the left of the main entrance) and in the Student Lounge.

**Photocopying.** One photocopier is located on the main floor of the Law Library, to the left of the front door outside Room 201B. The machine will accept Mountaineer ID cards. Funds can be deposited to your card online.

**Carrels.** Study carrels may be reserved by College of Law students. Carrels are assigned at the beginning of the fall semester, and the assignment is effective for the academic year.

The order of preference for assignment of carrels is

1. Third-year students
2. Second-year students
3. First-year students

Applications are available at the Circulation Desk during the first week of classes.

**Interlibrary Loan.** The Law Library staff is able to borrow materials not found in our collection from other libraries. The staff can usually get requested books within two weeks and articles within several days. Inquiries concerning this service can be made at the Circulation Desk. Patrons will be notified when the material arrives.

**For Children.** If it is necessary to bring children to the Law School, there are a number of books and toys available for quiet play that can be requested at the Circulation Desk.

**Printers and Other Machines.** There are several printers available in the Law Library, which are connected to the university’s paid printing system (Pharos). These printers will accept your WVU ID card. There is also a large format poster printer on the bottom floor of the law school. The Law Library has three digital scanners; two scanners are located on the top floor of the library by the Reference Desk, and one is on the bottom floor.