Library Guide

A. LAW LIBRARY GUIDE

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A.1 SCHEDULE

FALL AND SPRING SEMESTER HOURS
Monday – Friday, 8:00 a.m. – 8:00 p.m.
Saturday/Sunday, 12:00 p.m. – 5:00 p.m.

*Twenty-four hour swipe access is available to law students with limited exceptions

*The Law Library will be closed on all home football game Saturdays. Due to parking restrictions at the College of Law on these weekends, the Law Library will be closed from 9:00 p.m. on Friday evenings until 9:00 a.m. on Sunday morning.

SUMMER HOURS
Monday —Friday 9:00 a.m. – 5:00 p.m.
Saturday —12:00 p.m. – 5:00 p.m.
Sunday Closed

HOLIDAY AND INTERSESSION HOURS
Generally, 9:00 a.m. to 5:00 p.m.

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

A.2 LOCATION OF MATERIALS

First Floor. Reserve Collection, Reference Collection, United States Core Collection, West Virginia Core Collection, Legal Journals, Rare Book Collection

Second Floor. General Books on American Law and Other Subjects: (AKF), Legal Loose Leaf Collection, Legal Forms Collection, Anglo-American Collection, Foreign and International Collection

A.3 LAW LIBRARY POLICY/REGULATIONS

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

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 the full semester. Books may be renewed three times. Renewals should be made online using WorldCat.

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. If material is lost or damaged, the amount of the fine will be equal to the replacement price plus a $10.00 processing fee.
**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 and to print off materials at Library Pharos stations.

### A.5 SERVICES

**Contact Information.** Visit the Circulation Desk on the first floor of the Library, call the Circulation Desk at 304-293-5300, or email the Circulation Desk at wvulawbooks@mail.wvu.edu.

**Reserve.** The Reserve Collection contains commercial study aids, course reserve materials, AV 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.

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

**InterLibrary Loan.** You can borrow materials not found in our collection from other Libraries through EZBorrow, PALsci, and ILLiad. These requests should be made online via WorldCat. Books normally arrive within two weeks and articles within several days. Inquiries concerning this service can be made at the Circulation Desk.

**Computers.** The Law Library provides 15 networked computers. Each computer is connected to the Internet, networked to a printer, and contains the latest versions of commonly used software. Wireless access is also available throughout the College of Law.

**Printing and Photocopies.** Two printer/copiers are available on the floor of the Library and one printer/copier is available on the second floor of the Library. These printers will accept your WVU ID card via Pharos stations.

**Online Legal Databases.** Bloomberg Law, Lexis Advance, and Westlaw are available to all law students. Documents accessed on Lexis Advance may be printed free of charge on the Lexis printer available on the first floor of the Library.

**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.