

# Library Guide

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## A. LAW LIBRARY GUIDE

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### A.1 SCHEDULE

#### FALL AND SPRING SEMESTER HOURS

Monday - Friday: 9:00 a.m. – 4:00 p.m.

Saturday - Sunday: CLOSED

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

\*Swipe access is unavailable on Home Football Game Saturdays.

#### SUMMER HOURS

Monday — Friday 9:00 a.m. – 4:00 p.m.

Saturday — Sunday: CLOSED

#### HOLIDAY AND INTERSESSION HOURS

Generally, 9:00 a.m. to 4:00 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.

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### A.2 LOCATION OF MATERIALS

**First Floor.** Core Legal Collection, Legal Leisure, Career Services Collection, Bar Reserve, Study Aids Collection, Racial Justice Collection, Hardesty Leadership Collection, Public Interest Collection, Media, West Virginia Collection and the Rare Book Room.

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

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### A.3 LAW LIBRARY POLICY/REGULATIONS

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

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### 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 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 use the printer/copiers.

## 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 Library at [wwulawlibrary@mail.wvu.edu](mailto:wwulawlibrary@mail.wvu.edu) ([wwulawbooks@mail.wvu.edu](mailto:wwulawbooks@mail.wvu.edu)).

**Reserve.** The Reserve Collection contains course reserve materials and selected frequently used titles.

**Study Aids.** The Law Library has copies of popular study aids available as ebooks in the Aspen Learning Library and the West Academic Study Aids Collections. Additionally, print study aids are available on the first floor of the Library. Audio and video study aids are also available.

**WVU College of Law Examinations.** Copies of some exams that are administered in the College of Law courses are compiled and available in the exam repository available from the Law Library homepage. Access to the exam repository is limited to currently enrolled students.

**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 may borrow materials not found in our collection from other Libraries through EZBorrow, 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 8 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. A Mountaineer Card is required to use the printer/copiers.

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

**Study Rooms.** The Law Library has five student rooms available for the exclusive use of law students. Study rooms are designed for group study by 2-6 students and may be booked for up to 4 hours per user per day. Additionally, the Carlin Room may also be reserved and can accommodate larger groups of up to 15 students.

**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.