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Law Library Guide 1993–1994

Kresge Law Library, Research Services Department

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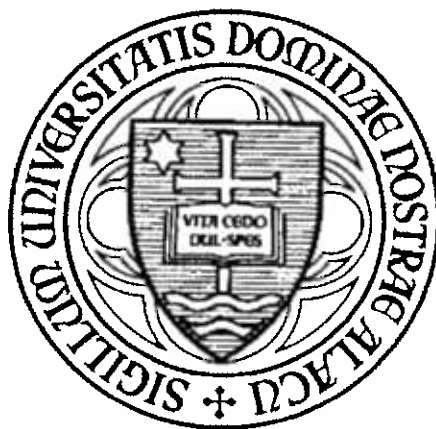
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Kresge Law Library Guide



Notre Dame Law School
1992-93

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Welcome!

Welcome to Notre Dame Law School's Kresge Law Library! This library guide is intended to outline the services we provide, inform you of library policies and familiarize you with the layout of the building. No guide can answer all questions, however, and we encourage you to ask the staff for help. We want to help you find the information you need.

About Notre Dame's law library

Although the Notre Dame Law Department was established in 1869, the first published mention of a law library was not until 1889. At that time the law library consisted of approximately 2,500 volumes and the Columbia Law Times described it as "spacious, well lighted" and "well ventilated."

In 1925 the law school appointed the first law librarian, John Whitman. His appointment coincided with the law school's accreditation by the American Association of Law Schools.

The law library's collection developed slowly. In 1930 the library had only 10,000 volumes, even though the law school had existed for more than 60 years. Staffing was also very modest. In 1942, Lora Lashbrook served concurrently as librarian, teacher of research methodology, law school registrar and secretary to both the dean and faculty.

In 1945 Marie Lawrence was appointed librarian. When she retired in 1969 the collection had grown to 69,000 volumes, but was still small by American Bar Association standards.

New librarian Kathleen G. Farmann oversaw the enlargement of the library's physical space in 1973, made possible in part by gifts from the Kresge Foundation. Still, insufficient funding restricted growth of the library collection. Kathleen Farmann retired in 1985.

The university then committed itself to building a library that would support scholarship of the highest order. It asked Roger F. Jacobs, then the Librarian of the U.S. Supreme Court, to spearhead the campaign. He became the fifth Notre Dame law librarian.

You can see the fruits of this commitment. In the last six years the library staff has more than doubled, library seating has more than doubled, library shelf space has more than doubled, total library area has increased by a third, the number of computer-assisted legal research terminals has grown from two to twenty, the collection is almost fully converted to the Library of Congress classification system, an online catalog has been produced, and the collection has grown to more than 320,000 volumes.

The acquisition of the Chicago Bar Association's library last year has substantially augmented the library's collection. The integration of these materials has increased the number of discrete titles in the library by 25 percent.

The law library will build on the progress already made, as we strive toward our goal of becoming a leading national research facility.

Law library facts

The University of Notre Dame's Kresge Law Library is an integral part of the educational and scholarly life of the Notre Dame Law School. You might be interested to know:

- *The collection now contains 220,000 hard copy volumes, and 100,000 microform equivalents. The recently completed law library addition will permit the collection to grow to 300,000 hard copy volumes.*
- *The library has the capacity to seat 535 persons. Individual study carrels comprise 335 of these seats.*

- *The law library has seven study rooms. These rooms permit group study, small conferences, video tape viewing and student/law firm employment interviews.*
- *The law library faculty, with seven professional librarians, five of whom are law trained, is uniquely qualified to support law school teaching and research.*
- *The library has thirteen full-time support staff and employs numerous student assistants.*
- *The law library is a national leader in providing computer- assisted legal research opportunities to law students. Students have access to 20 LEXIS and WESTLAW terminals.*
- *Besides WESTLAW and LEXIS, the law library subscribes to several other computer databases. The research librarians can provide detailed information concerning these databases.*
- *The law library is a major borrower and lender of materials through interlibrary loan. Last year, the library borrowed 788 items and loaned 997.*

The Library Collection

Cases & statutes

The law library holds all reported cases from the United States federal courts—the Supreme Court, courts of appeals and district courts. We also have state cases reported in all West regional reporters, and many of the official reports of the state appellate courts.

The library has all federal statutes in hardcopy. State session laws and codes are available in hardcopy or microfiche.

Reference collection

The reference collection is in the main reading room between the research librarians' offices. This collection contains a variety of indexes, directories, encyclopedias, almanacs, bibliographies, law school catalogs, and other reference material. This material should not be taken from the reference collection area.

Locations of Cases and Statutes	
Federal cases and statutes	West and Center Reading Rooms
Regional reporters	Center and East Reading Rooms
State codes	East Reading Room
State official reports	Compact Storage
State session laws (hardcopy)	Compact Storage
State session laws (microfiche)	Microform Room

Periodical indexes

Periodical indexes that cover law and law-related journals are on the index tables directly in front of the reference collection. *LegalTrac*, a CD-ROM index with printer, also can be found in the main reading room a short distance from the Circulation Desk.

Dictionary and atlas stands

The library has a dictionary stand and an atlas stand in the main reading room under the large banner. Other dictionary stands are located in the East Reading Room and on the Mezzanine.

Newspapers & magazines

A small collection of current newspapers including the New York Times is on racks under the large banner hanging in the main reading room. The library also holds a run of the New York Times on microfiche from 1985 to date.

A small collection of current general interest magazines and journals of opinion is placed on reserve. A copy of the cover for each title received is on the display shelves a few feet from the Circulation Desk.

Indiana materials

Basic materials concerning Indiana legal research including statutes, cases, administrative regulations, etc., are available in the East Reading Room.

Microforms

The microtext collection and associated readers and reader/printers are in the Microform Room. Materials on microtext include:

- *CIS Congressional Documents*
- *Supreme Court Briefs*
- *Supreme Court Oral Arguments*
- *19th Century Legal Treatise Collection*
- *State Attorney General Opinions from 1980*
- *Congressional Record*
- *Bar Journals*
- *Legal Newspapers*
- *State Session Laws*
- *Federal Register*
- *Code of Federal Regulations*
- *Presidential Executive Orders and Proclamations*
- *United Nations and League of Nations Treaty Series*
- *Congressional Bills and Resolutions*

While the process of cataloging many of these collections is underway, printed guides and indexes may be required for use of these materials. These guides are in the Microform Room.

UNLOC and the card catalog

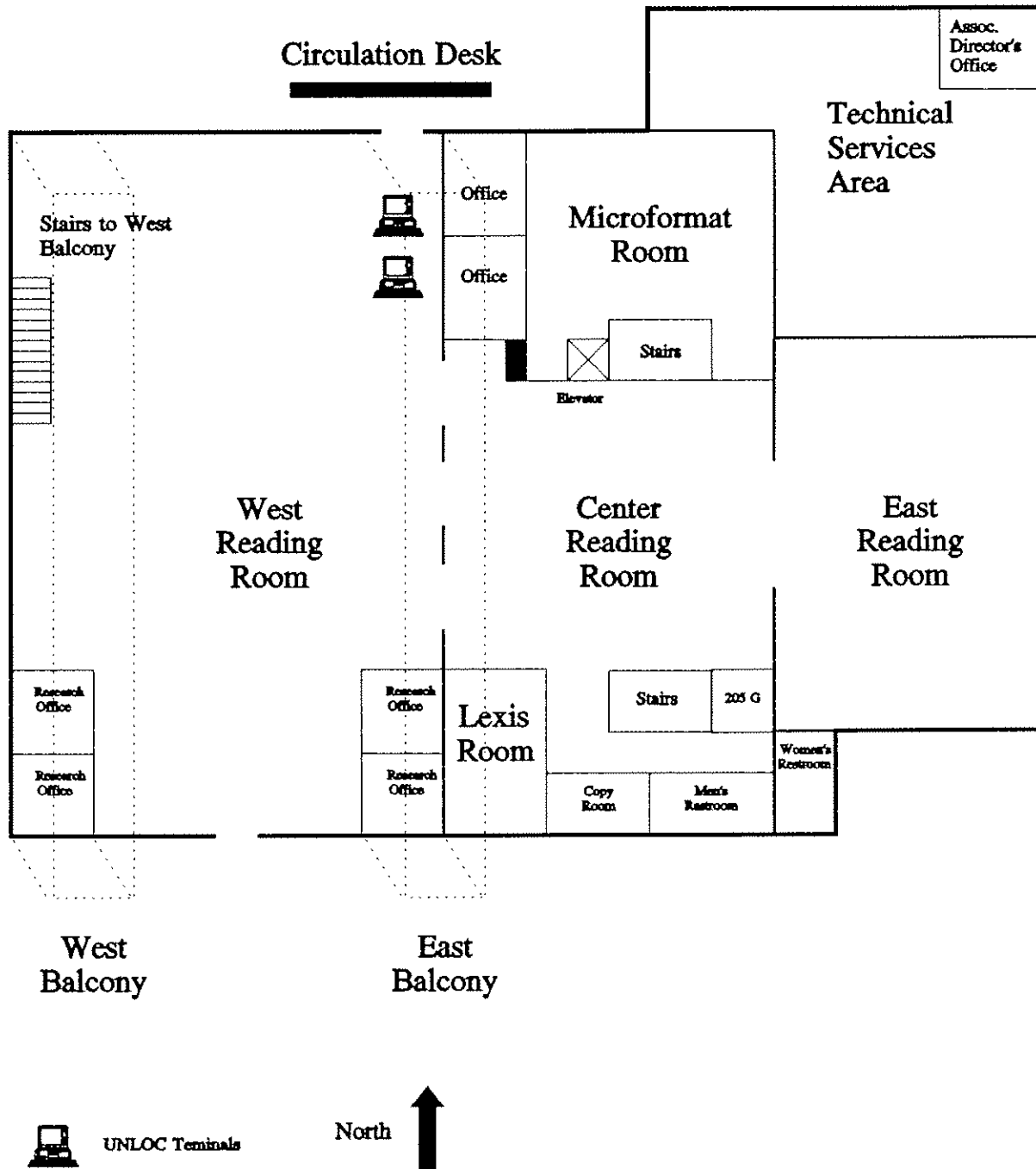
UNLOC (the online library catalog) contains entries for all law library materials cataloged after July 1, 1985. It also contains records for most of our older treatises. We are constantly adding new titles and converting old ones. Consult UNLOC first, then use the card catalog to find titles not yet added to UNLOC.

Instruction guides for using UNLOC are available at each UNLOC terminal. If you have additional questions, please ask for assistance at the Circulation Desk. UNLOC terminals are available in the main reading room and on Stacks 1A, 2A and 3A.

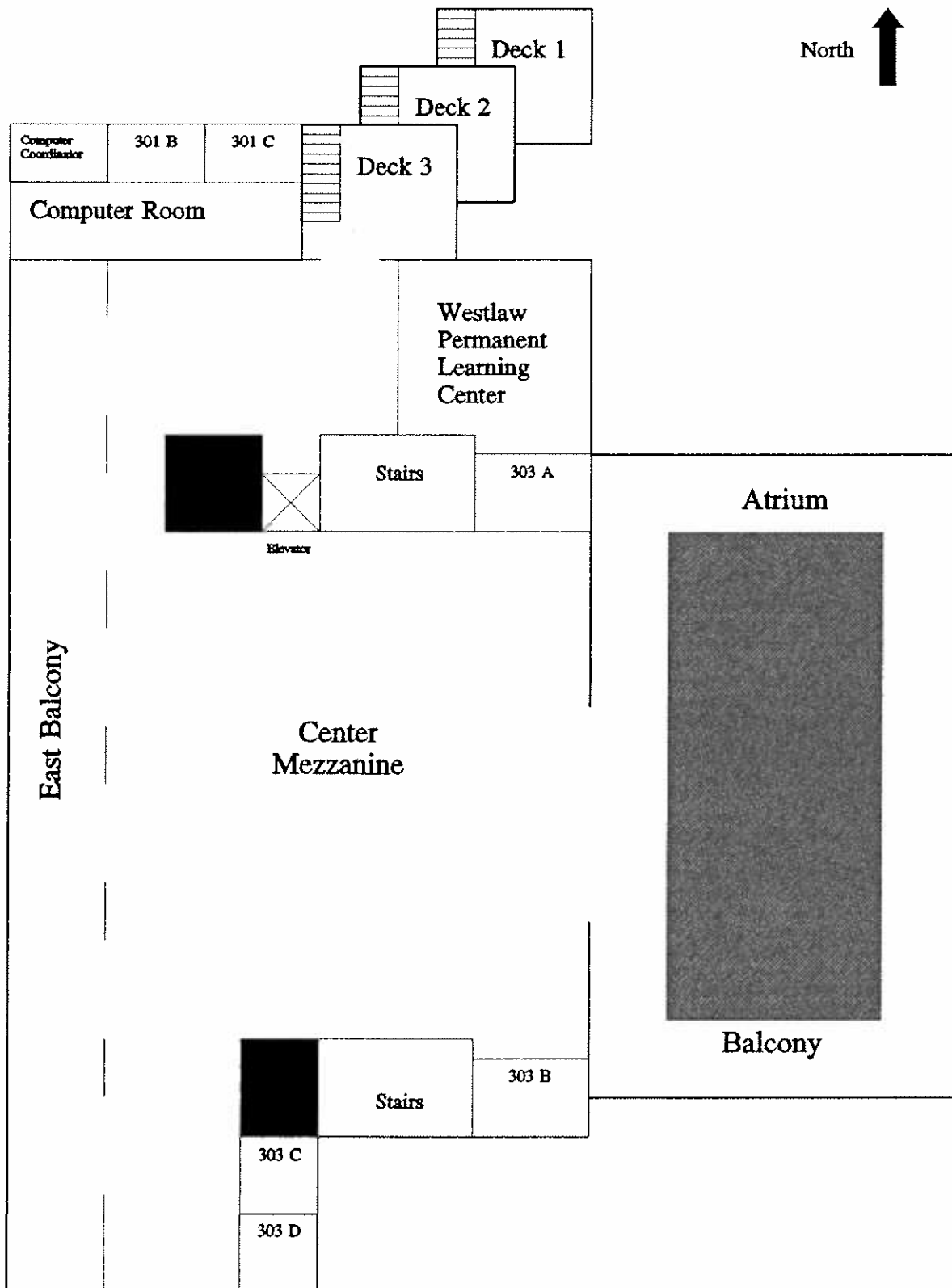
U.S. government documents

In late 1986 the law library became a selective depository for United States documents. Our government documents can be found through UNLOC.

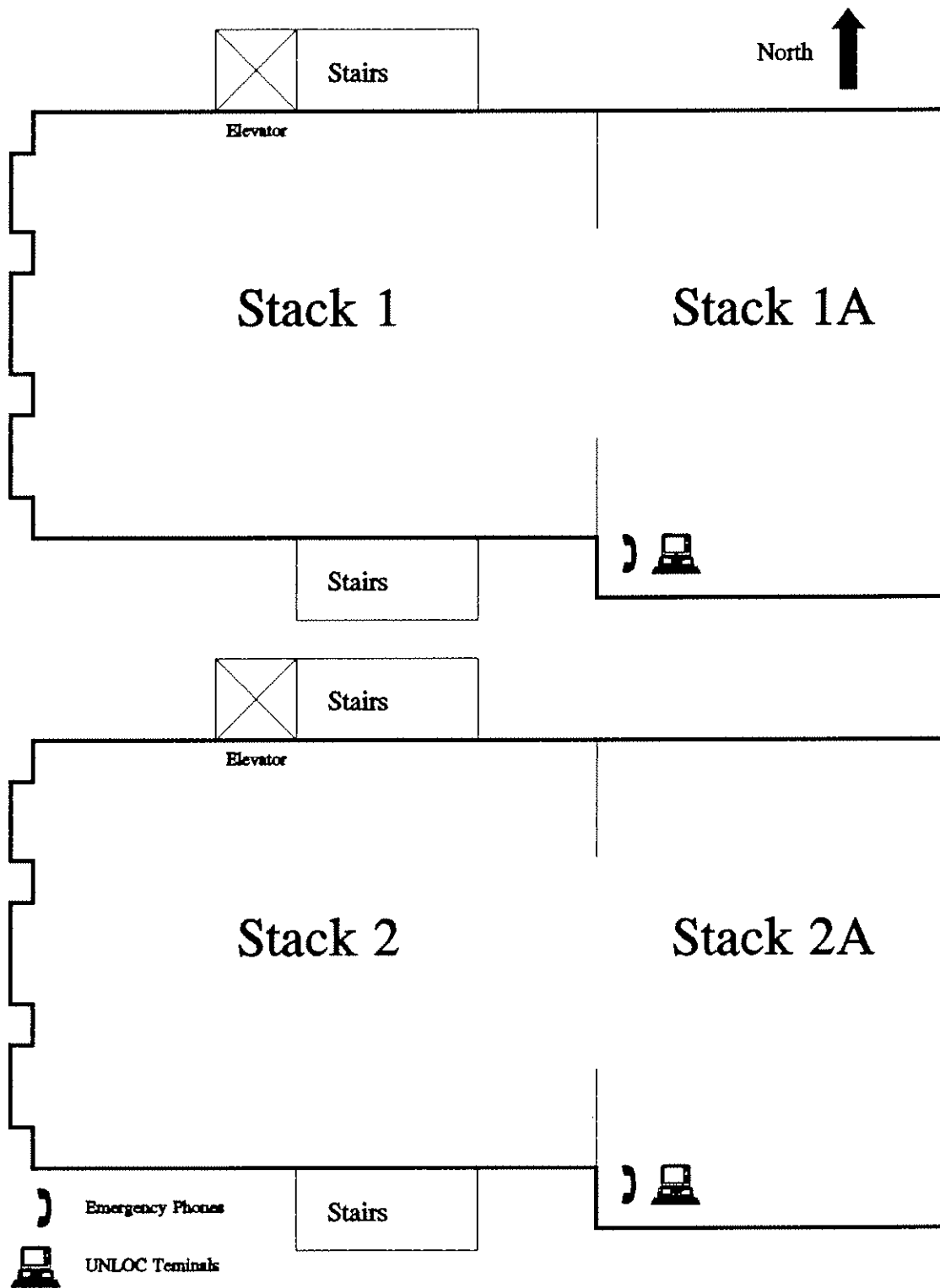
Main Floor



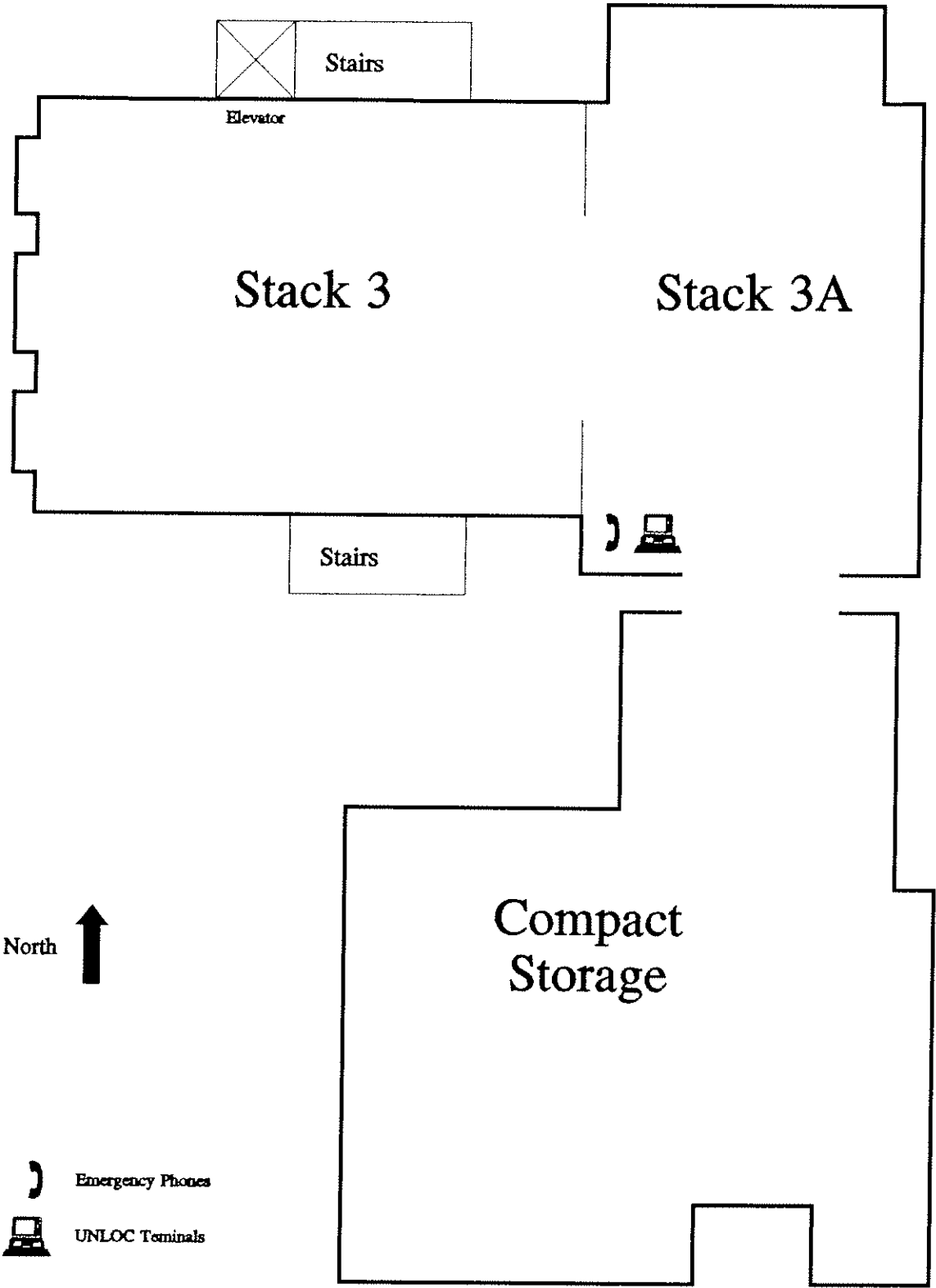
Mezzanine and Decks 1-3



Stacks 1 and 2



Stack 3 and Compact Storage



Directory

MEZZANINE

Law Reviews

East Balcony: Titles from *A* to *Canadian Bar Review*

Center Areas: Titles from *Canadian Lawyer* to *Michigan Lawyers Weekly*

Deck Three: Titles from *Michigan State Bar Journal* to *South Carolina Law Review*

Deck Two: Titles from *South Dakota Law Review* to *Z*

Westlaw Permanent Learning Center

Computer Room (Room 301)

MAIN FLOOR

Circulation/Reserve Desk

Core Collection

LEXIS Permanent Learning Center

Microformat Room

Photocopy Room

Research Librarians

Restrooms

State Codes, Encyclopedias & Digests

STACK LEVEL ONE

U.S. Law Treatises – KF 1 thru KF 4499

STACK LEVEL TWO

U.S. Law Treatises – KF 4500 thru KF 9999

STACK LEVEL THREE

Library of Congress Classification: A thru JX; K 31 thru KE 9999; KG thru Z

Treatises Classified by Subject, A thru Z

Commonwealth Collection

COMPACT STORAGE

Session Laws, State Reporters, Attorney General Opinions

State Classified Treatises (KFA thru KFZ)

Superseded Materials

Using the Law Library

The Kresge Law Library is primarily for the use of the Notre Dame Law School community. It is also open to other University users, the local bar, and the South Bend community.

Detex card holders have 24-hour access to the library. Other patrons must use the library during regular hours. Service hours are shown on the table below.

Entry into the law library

Please enter on the second floor of the law building through the doors at either the north or south stairwell. The other doors are secured by an electronic alarm system.

Library conduct

The law library is a place for serious research and study, so please refrain from loud conversation or other inappropriate behavior. Food, drink and tobacco are prohibited to prevent damage to library materials and furnishings.

Circulation policies

Law faculty may check out any library material for an unlimited period of time. All items are subject to recall should the need arise.

Law students and other members of the Notre Dame or South Bend communities, with proper identification, may borrow library materials for the time period indicated in the table on the following page.

To check if an item may circulate, see if it has a white circulation card in the back pocket. If you are not certain if an item may be charged out, check with a desk attendant.

Library Hours*			
	Circulation Desk**	Reference/Research Assistance**	Non-law School Users
Monday-Friday	8:00 a.m. - 10:00 p.m.	8:30 a.m. - 5:30 p.m.	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 10:00 p.m.	Closed	Closed
Sunday	10:00 a.m. - 10:00 p.m.	Closed	Closed
*The library is open 24-hours to detex card holders.			
**Special hours will be posted for holiday and break periods.			

Circulation Policies	
Monograph/Treatises	3 Weeks
Individual volumes of multi-volume treatises	3 weeks (index does not circulate)
Reserve materials	2 hours/overnight or at faculty member's discretion
Looseleaf services (such as BNA, CCH, P-H)	Do not circulate
Law reviews (bound & single issues)	Do not circulate
Reference books (marked with yellow tape)	Do not circulate
Reporters, digests, state encyclopedias and codes	Do not circulate
Core collection (materials shelved in reading rooms and marked with blue tape)	Do not circulate

Borrowing privileges at Hesburgh Library

Notre Dame law faculty and law students may borrow materials from Hesburgh Library and all its branches. Contact the Hesburgh Circulation Desk for details.

Materials missing from the shelves

If material you are looking for is not at its proper shelf location, please report this information to the Circulation Desk. Another patron may be using the material. The circulation attendant can initiate a search, recall or place a hold on the title for you.

Reshelving materials

When you finish with materials, please return them to one of the reshelving book trucks that are conveniently located throughout the library. Please be considerate and return your material promptly.

Food, drinks and tobacco

You may not eat, drink, or use tobacco products in the library. To avoid being mistaken for a violator of this rule, please don't bring thermos bottles, covered cups, empty cups, soda pop, or your lunch into the library. These items give others the impression that we do not enforce this rule. We do!

Lost and found

Lost and found items may be claimed at the Circulation Desk. They will be held for one week. After that, all unclaimed articles will be sent to the campus "Lost and Found" Department located in the Campus Security office.

Paging and messages

The library does not have a paging system and will not deliver anything other than messages regarding health emergencies to patrons. No messages may be posted on the library entrance doors or other undesignated locations in the library. Unauthorized postings will be removed and discarded by library personnel.

Emergencies

In an emergency, please contact the Circulation Desk attendant in person, or by using any of the house phones located in Stacks 1A, 2A, and 3A. Note that emergency numbers are posted next to the house phones. A phone is also available on the elevator.

Materials and personal belongings left on library furniture

Unauthorized (see carrel policy) and unattended library materials are reshelfed daily. Personal "hold," "save," and other similar signs are not honored. The Head of Research Services or the Circulation Supervisor may, under exceptional circumstances, approve the short-term saving of a limited amount of library material.

Unattended personal belongings may be removed after 24-hours. These will be held at the Circulation Desk for one week. Then all unclaimed articles will be sent to the campus "Lost and Found" Department located in the Campus Security office.

Suggestions and comments

The library staff is eager to hear patron views. Please feel free to speak with any staff member regarding your comments and concerns.

Help

Do not hesitate to ask any member of the library staff for assistance. We are here to help you!

Law Library Facilities

Photocopying

The library has three photocopy machines for patron use. Two copiers are in Room 205-B (next to the LEXIS Permanent Learning Center); a third one is available on the Mezzanine (next to the WESTLAW Permanent Learning Center). One-, five-, ten- and twenty-dollar Copycards are available from the vending machine in Room 205-B. The copiers also take coins at a cost of ten cents per copy. Requests for copier repairs, etc., should be made at the Circulation Desk.

Office equipment for patron use

A pencil sharpener, cutting board, stapler, tape dispenser, and 3-hole punch are available in the photocopy room (205-B).

Equipment such as telephones and typewriters located in staff areas (e.g., behind the Circulation Desk, in the Technical Services area, etc.) are for the exclusive use of staff members. Please do not ask to use this equipment.

Restrooms

Restrooms are on the main floor of the library (near the photocopy room) and in the basement of the law school.

Conference rooms

Conference rooms may be signed out for two-hour blocks of time at the Circulation Desk. Only law students or faculty may use these rooms. When they are in high demand, the rooms will be restricted to groups of two or more students or to a law student viewing course-related videos.

Telephones

You may not receive or place personal phone calls on the library phones. The law school does provide a pay phone in the basement for personal calls. House phones are available on each of the stack levels to call campus numbers.

Fax machine

A fax machine is available at the Circulation Desk. This service is primarily for law faculty, law school administration and journal use. Students may use the service, but there is a charge. For details, please speak with a Circulation Desk attendant.

Law Library Services

Reference and research assistance

Research librarians are available to help patrons in their use of legal research material Monday through Friday 8:30 a.m. to 5:30 p.m.

For assistance please see Lucy Payne, Patti Ogden or Dwight King.

Computer-assisted legal research

Terminals are available in the LEXIS Permanent Learning Center (Room 205-A) and the WESTLAW Permanent Learning Center (located next to the White Center).

Under our contracts with LEXIS and WESTLAW, use of these terminals is available only to currently enrolled Notre Dame law students and law faculty. Research must relate directly to the law school's educational function.

Non-law database searches

The law library subscribes to several non-law databases. These databases allow us to access a wealth of information of potential interest to the researcher.

Since the cost of searching these databases is expensive, all searches must be conducted by research librarians. Searches will only be made for law students and faculty. Other members of the Notre Dame community needing database searches should use Hesburgh Library.

We encourage law faculty and students to speak with a research librarian to obtain more information or to request a search.

Carrel reservations

Those who wish to reserve a carrel may request to do so at Chevelle Williams' office, Room 201-D, or at the Circulation Desk. Those eligible to reserve carrels are law faculty and second- or third-year law students who are:

- *research assistants,*
- *working on journal assignments,*
- *working on long-term course projects, or*
- *working on moot court projects.*

Students with an assigned carrel may charge out to the carrel all library materials with the exception of:

- *Codes*
- *Digests*
- *Encyclopedias*
- *Looseleaf Services (such as BNA, CCH, P-H)*
- *Volumes of ALR*
- *Index Volumes of Multi-volume Works*
- *Reference Materials*
- *Core Collection Volumes* (marked with blue tape)*

*Case reporters in the reading rooms may be charged out to a carrel.

Interlibrary loan

Law faculty and students may request, through interlibrary loan, materials not available in the library. Please note that many libraries do not lend materials such as looseleaf publications, microforms, and rare books. The time needed to fulfill a request varies depending on the supplier. Request forms are available at the Circulation Desk.

Technical services

The Technical Services Department is responsible for a wide range of activities. These responsibilities include the ordering and receipt of library materials, fund accounting, physical processing, cataloging and classification, binding, collection updating, government document supervision, maintenance of the online catalog, and library automation development. All technical services staff will be happy to help you with any questions you may have about these activities.

Audiovisual services

VHS format videotapes may be transmitted to group study rooms or classrooms. Only tapes related to legal education will be shown. An assortment of trial advocacy tapes and other tapes related to legal education are available at the Circulation Desk. To schedule a viewing, please speak with a circulation attendant.

To arrange for audiovisual equipment needs such as overhead projectors or VHS tapings, contact Carmela Kinslow, Room 205-H (X5990).

Law school computer lab

The Law School Computer Lab is on the third floor of the library. It is equipped with eighteen DOS and two Macintosh stand-alone machines sharing three laser printers. All machines have both 3 1/2" and 5 1/4" double density floppy drives. We also have two Macintosh SE machines sharing one laser printer. Each Zenith computer contains WordPerfect Software, and various instructional exercises for law school subjects. Microsoft Word and Writenow word processing programs are loaded on the Macs.

As a service to the law school community, student assistants, under the direction of Computer Coordinator Jeff Morgan, staff the lab during the school year.

Student employment

The Kresge Law Library employs student assistants to help the full-time staff. Students interested in employment should contact Carmela Kinslow, Room 2051-H (X5766).

Staff Directory

<u>Department</u>	<u>Name</u>	<u>Phone</u>	<u>Office</u>
<u>Administrative Services</u>			
Director of the Law Library/Associate Dean	Professor Roger F. Jacobs		
Acting Director, 1992-93	Janis L. Johnston	5916	216A
Secretary to the Director of the Law Library	Rosie Kincaid	5868	216
<u>Research Services</u>			
Head of Research Services	Dwight B. King	5993	201A
Research Librarian	Patti Ogden	5664	201C
Research Librarian	Lucy S. Payne	5996	201B
Research Services Assistant	Chevelle Williams	5991	201D
<u>Access Services</u>			
Head of Access Services	Carmela Kinslow	5990	205H
Evening Access Services Supervisor	Kenneth Kinslow	6019	235
Day Access Services Supervisor	Rebecca Carlton	6033	235
Access Services Assistant	Agnes Gloster		235
<u>Technical Services</u>			
Associate Director/Head of Technical Services	Janis L. Johnston	5922	230A
Assistant Head of Technical Services	Joe Thomas	5992	232
Serials and Government Documents Assistant	Rebecca Brothers	8113	229
Ordering Assistant	Debra Fox	6920	229
Cataloging Assistant	Kara O'Leary	8447	229
Serials Supervisor	Barbara Ritty	5995	233
Invoice Processing Assistant	Amanda Huerta	5124	230
<u>Computer Services</u>			
Computer Coordinator	Jeff Morgan	8611	301A