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Law Library Guide 1999–2000

Kresge Law Library, Research Services Department

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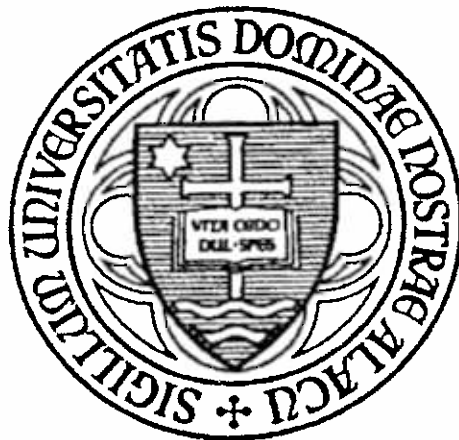
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Kresge Law Library Guide



**Notre Dame Law School
1999-2000**

Staff Directory

1999-2000

DEPARTMENT	NAME	PHONE	ROOM
<u>Administrative Services</u>			
Director of the Law Library	Professor Roger F. Jacobs	1-5916	216A
Administrative Assistant	Teresa Welty	1-5868	216
<u>Access Services</u>			
Head of Access Services	Carmela Kinslow	1-5990	205H
Day Access Services Supervisor	Mary Cowser	1-6033	235
Evening Access Services Supervisor	Kenneth Kinslow	1-6019	235
Access Services Assistant	Amy Shirk	1-8844	235
<u>Computer Services</u>			
Manager of Law School Computing	Dan Manier	1-3939	205A
Law School Computer Coordinator	Jeff Morgan	1-8611	301A
Technical Support Consultant/Analyst	Susan Good	1-3470	301B
Audio-visual Technician	Janet Rose	1-5766	126
<u>Research Services</u>			
Head of Research Services	Dwight B. King	1-5993	201A
Research Librarian	Patti Ogden	1-5664	201C
Research Librarian	Lucy Salsbury Payne	1-5996	201B
Research Librarian	Warren Rees	1-4436	201E
Research Services Assistant	Beth Klein	1-9132	201D
<u>Technical Services</u>			
Head of Technical Services	Joe Thomas	1-5992	230A
Associate Technical Services Librarian	Sandra Klein	1-8447	232
Cataloging Coordinator	Barbara Ritty	1-5995	233
Serials Coordinator	Laura Ping	1-8113	229
Serials Assistant	Doug Mappin	1-5994	229
Acquisitions Assistant	Debra Fox	1-6920	229
Accounting Coordinator	Tim Gritten	1-5124	229
Collection Maintenance Assistant	Barbara Neuffer	1-9133	204
Cataloging Assistant	Ashley Smith	1-5991	229

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Welcome!

Welcome to Notre Dame Law School's Kresge Law Library! This library guide will inform you of the library's services, policies, and physical layout. If you have other questions, please ask the staff for assistance -- we are here to help you.

About Notre Dame's Law Library

The Notre Dame Law Department was established in 1869. The first published mention of a law school library was not until twenty years later when the *Columbia Law Times* described the small collection of 2500 volumes as "spacious, well-lighted" and "well-ventilated."

In these early years, development of the law library's collection and staff was slow. The law school did not appoint the first law librarian, John Whitman, until 1925. His selection coincided with the law school's accreditation by the American Association of Law Schools. By 1930, after more than 60 years of existence, the library had only amassed a miserly total of 10,000 volumes. This modest collection did not require a large staff. In fact, in 1942, a single librarian, Lora Lashbrook, oversaw the entire operation -- and served concurrently as teacher of research methodology, law school registrar, and secretary to both the dean and the faculty!

Marie Lawrence succeeded to the post of librarian in 1945. She guided the collection for almost 25 years. At her retirement, the library stood at 69,000 volumes -- still quite small by American Bar Association standards.

The enlargement of the library's physical space in 1973 came under the leadership of the next librarian, Kathleen C. Farnann. The expansion and increased funding of the library, made possible in part by gifts from the Kresge Foundation, were welcomed but were nevertheless insufficient for the library's continued growth.

In 1985, the University committed itself to building a library that would support scholarship of the highest order, and it needed a librarian to spearhead that campaign. Roger Jacobs, then the Librarian of the U.S. Supreme Court, became the fifth Notre Dame law librarian.

The fruits of his efforts and the University's investment are apparent. In the past ten years the library staff, library seating, and library shelf space have more than doubled. Total library physical area has increased by a third. The number of computer terminals has skyrocketed from two to forty. The law library collection, substantially augmented in 1990 by the acquisition of the Chicago Bar Association's library, now comprises 500,000 volumes. Conversion to the Library of Congress classification system is complete, and the collection is totally searchable through an online and web-based catalog.

The progress of the past will proceed in the future as we strive toward our goal of building a leading, national research facility.

Law Library Facts

You might be interested to know:

- The collection now contains 266,000 printed volumes, subscribes to 5,500 serial titles, and includes 233,000 microform volume equivalents.
- The library seats 535 persons, and 335 of these seats are at individual study carrels.
- Students have access to campus and global networks through 38 Pentium PCs, 2 Mac's, and approximately 100 data ports for laptop use.
- The law library has five study rooms, which are used for group study, small conferences, and video viewing.
- Eight professional librarians, five of whom hold law degrees, support law school teaching and research and fifteen full-time support staff and numerous student assistants complete the library staff.

The Library Collection

Cases & Statutes

Cases and statutes are the heart of any law library collection. Our collection includes all major sets covering federal and state law: reported cases, codes, and session laws.

Reference Collection

The reference collection, in the main reading room between the research librarians' offices, contains a variety of indexes, directories, encyclopedias, almanacs, bibliographies, law school catalogs, etc. These materials should be used only in the library.

Location 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 (hard copy)	Compact Storage
State session laws (microfiche)	Microform Annex

Periodical Indexes

LegalTrac, a CD-ROM index of legal journals, is available on a terminal near the Circulation Desk. Bound periodical indexes covering law and law-related journals are on the index tables by the reference collection.

Newspapers & Magazines

Current issues of the *New York Times*, *Wall Street Journal*, *Chicago Tribune*, and a few other newspapers are on racks in the main reading room. Current issues of popular magazines (*Time*, *Newsweek*, *New Republic*, etc.) are on reserve at 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 microfiche/microfilm materials and reader/printers are in the Microform Room or the Microform Annex. Materials include:

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

Printed guides and indexes for these materials are in the Microform Room.

LINK

LINK (Legal Information Key) is the online catalog for all Notre Dame law library materials. It is available on the web at <http://innopac.law.nd.edu/search/>. LINK provides the call number of a specific title, circulation status of library materials, course reserve information, journal issues received (or being bound), and dates of current supplements.

The online catalog for other Notre Dame libraries, ALEPH, is searchable through

terminals in the law library.

Search guides for LINK and ALEPH are available at each catalog terminal. For further assistance, check with the Circulation Desk.

U.S. Government Documents

The law library has been, since 1986, a selective depository for United States government documents. These items, found through LINK, are available to the public.

Using the Law Library

Kresge Law Library primarily serves the Notre Dame Law School community. Other University users, the local bar, and the South Bend community are also welcome. Library hours are shown on the table below.

Library Hours*			
	Circulation Desk	Reference/Research Assistance*	Non-law School Users
Monday - Friday	8:00 a.m. - 10:00 p.m.	9:00 a.m. - 5:00 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

*Special hours will be posted for holiday and break periods.

Law Library Entrances

Enter the library on the second floor of the law building through the doors at the north or south stairwell. Other library doors may be secured by an alarm.

Library Conduct

The law library is for serious research and study. Please refrain from loud conversation and other inappropriate behavior. Food, drink and tobacco are prohibited. Non-law students may not use the library as a study hall. Patrons violating library policies may be ejected.

Borrowing Privileges

Law students and other members of the Notre Dame or South Bend communities may, with proper identification, borrow library materials for

a specified time period (see table on the following page). To determine if an item circulates, check with a Circulation Desk attendant. All items checked out are subject to recall if needed by another patron.

Borrowing Privileges at Hesburgh Library

Notre Dame law faculty and law students may borrow materials from Hesburgh Library or any other Notre Dame library branch. Contact the Hesburgh Circulation Desk for details.

Missing Materials

If material is missing from the shelf, please report the problem to the Circulation Desk. The circulation attendant can initiate a search, recall a title, or place a hold on the item.

Circulation Policies	
Monograph Treatises	3 weeks
Individual volumes of multi-volume treatises	3 weeks (index does not circulate)
Reserve materials	2 hours/overnight
Looseleaf services (such as BNA, CCH, and 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

Re-shelving Materials

Please return materials to be re-shelved to book trucks conveniently located throughout the library. Please be considerate and return your materials promptly.

Food, Drinks and Tobacco

Eating, drinking, or using tobacco products in the library is prohibited. Do not bring these items into the library.

Lost and Found

The Circulation Desk handles lost and found. After one week, unclaimed articles will be sent to the campus "Lost and Found" Department in the Campus Security office.

Paging and Messages

The library does not have a paging system and will only deliver medical emergency messages to patrons. Please do not post messages on the library doors, stairwells, etc. Unauthorized postings will be removed and discarded.

Emergencies

In an emergency, contact the Circulation Desk attendant in person or by using the house phones located in Stacks 1A, 2A and 3A. Emergency numbers are posted adjacent to the house phones. A phone is also available in the elevator.

Unattended or Unauthorized Library Materials

Library material not properly checked out to an assigned carrel will be removed. (See Research Department carrel policy document.) Library material left unattended at an unassigned carrel or table will be re-shelved. Personal "hold", "save" and other similar signs are not honored unless authorized by the Head of Research Services or the Head of Access Services.

Unattended Personal Belongings

Unattended personal belongings at an unassigned carrel or table will be removed. The Circulation Desk will hold seized items for one week and will send unclaimed articles to the campus "Lost and Found" Department in the Campus Security Office.

Suggestions and Comments

We welcome patron views about the library—please address your comments or concerns to any staff member.

Help

Please do not hesitate to seek assistance from the library staff. We are here to help you!

Directory

MEZZANINE & DECKS

Law Reviews

Atrium Balcony: Titles from *A to Brooklyn Law Review*

Center Area: *Brooklyn Law Review to Medical Trial Technique Quarterly*

Deck Three: *Melbourne University Law Review to South Carolina Law Review*

Deck Two: *South Dakota Law Review to Z*

Instructional Lab

Computer Room

Computer Annex

MAIN FLOOR

Circulation/Reserve Desk

Core Collection

Microformat Room

Microform Annex

Photocopy Room

Research Librarians

Rest Rooms

State Codes, Encyclopedias & Digests

STACK LEVEL ONE

U.S. Law Treatises -- Call numbers: KF 1 through KF 4499

STACK LEVEL TWO

U.S. Law Treatises -- Call numbers: KF 4500 through KF 9999 ; A - HD

STACK LEVEL THREE

Library of Congress Classification: Call numbers: HE - Z; K 31 through KE ; KG through Z

COMPACT STORAGE

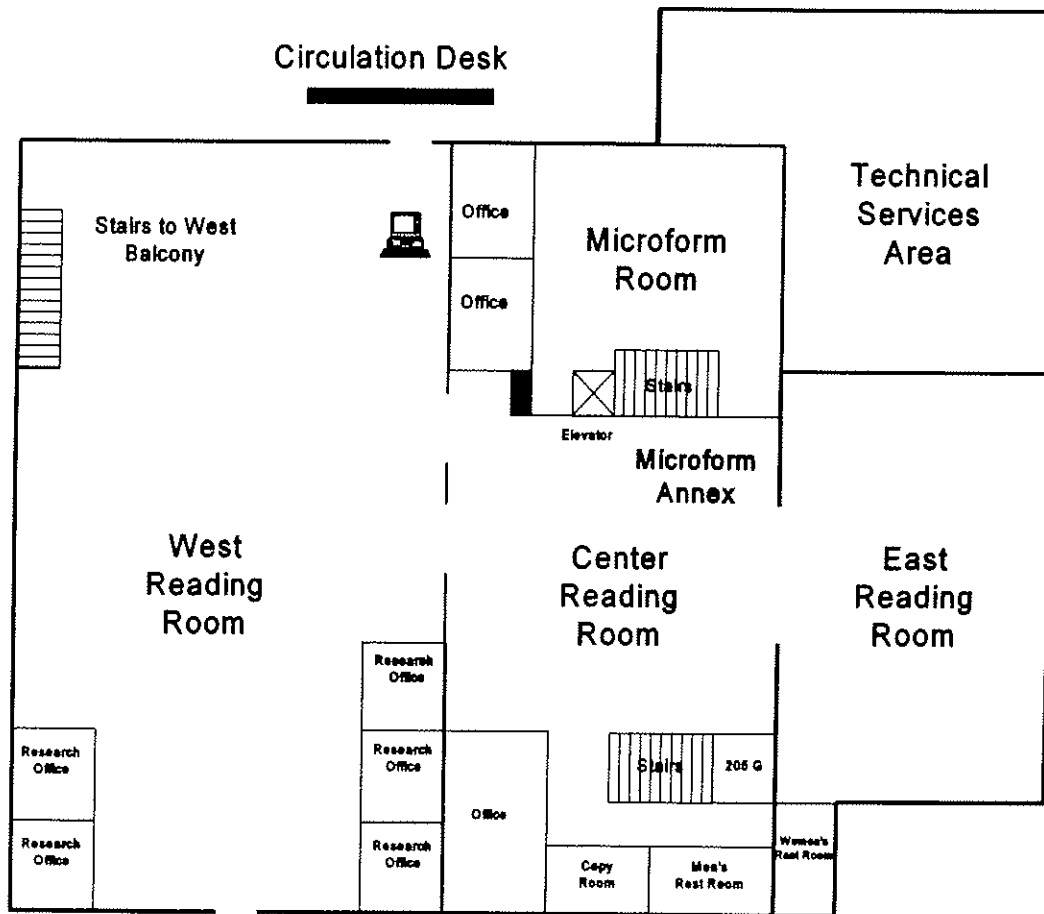
Commonwealth Collection

Session Laws, State Reporters, Attorney General Opinions

State Classified Treatises (KFA through KFZ)

Superseded Materials

Main Floor



West
Balcony

East
Balcony

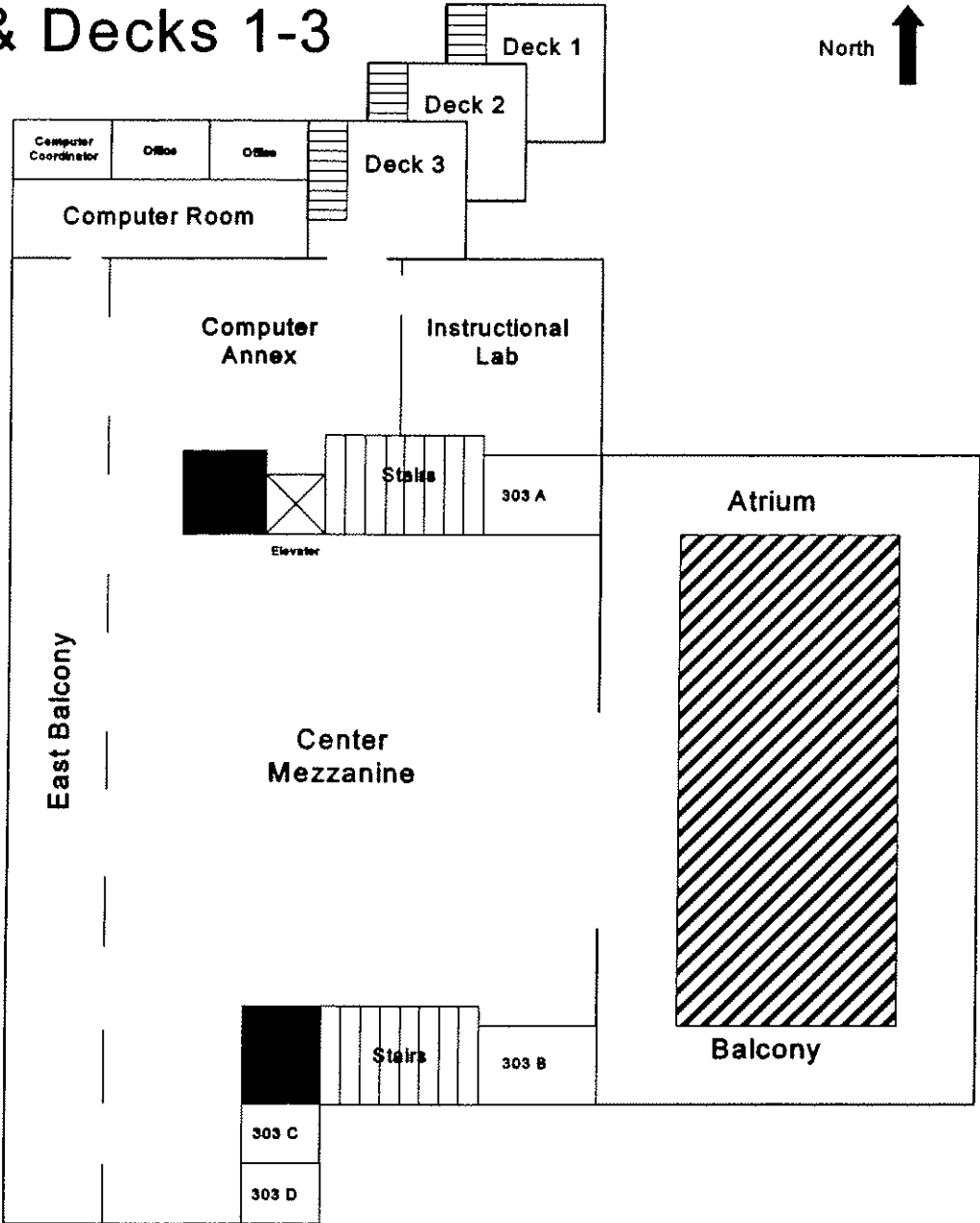


Online Terminals

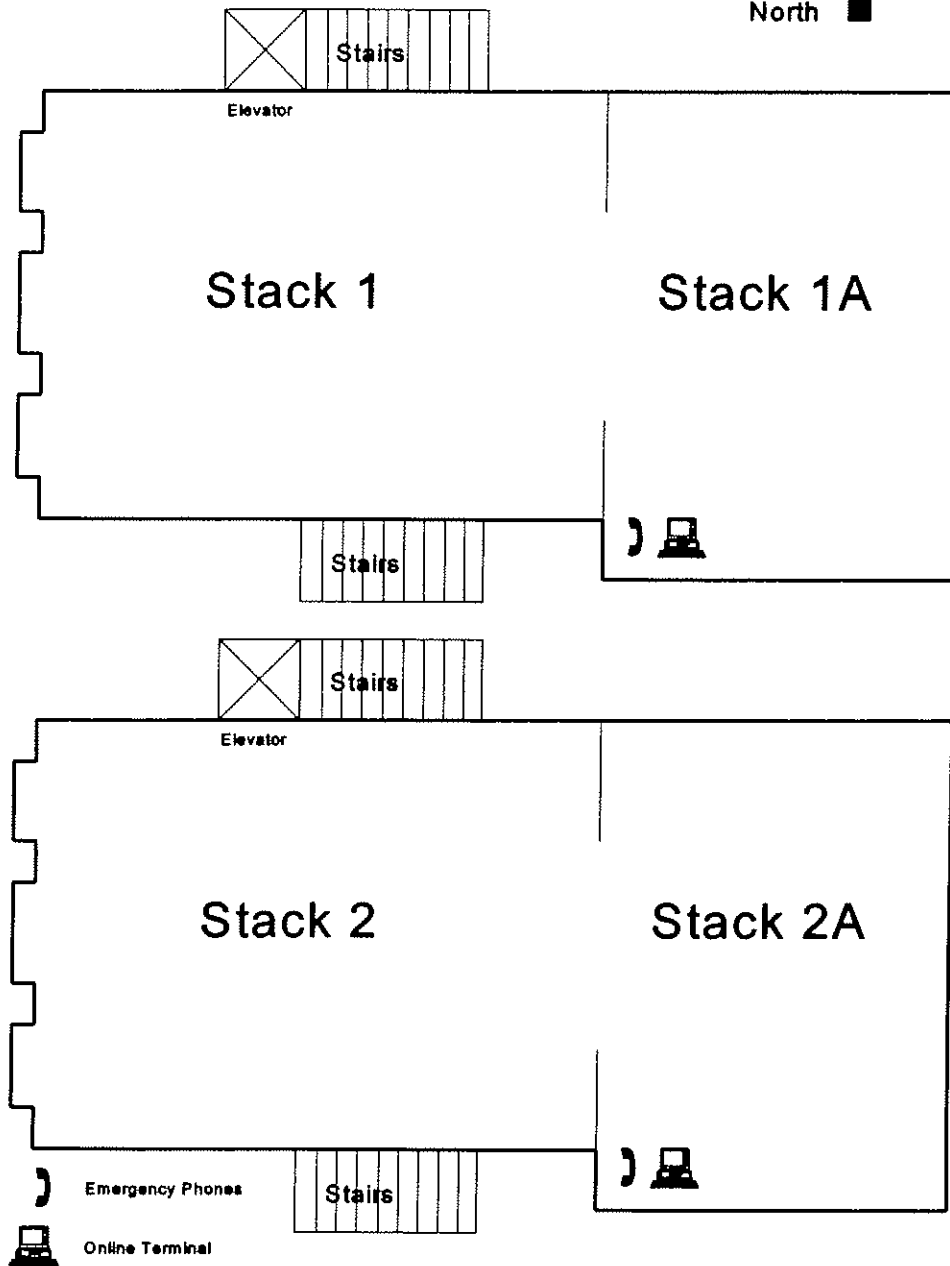
North



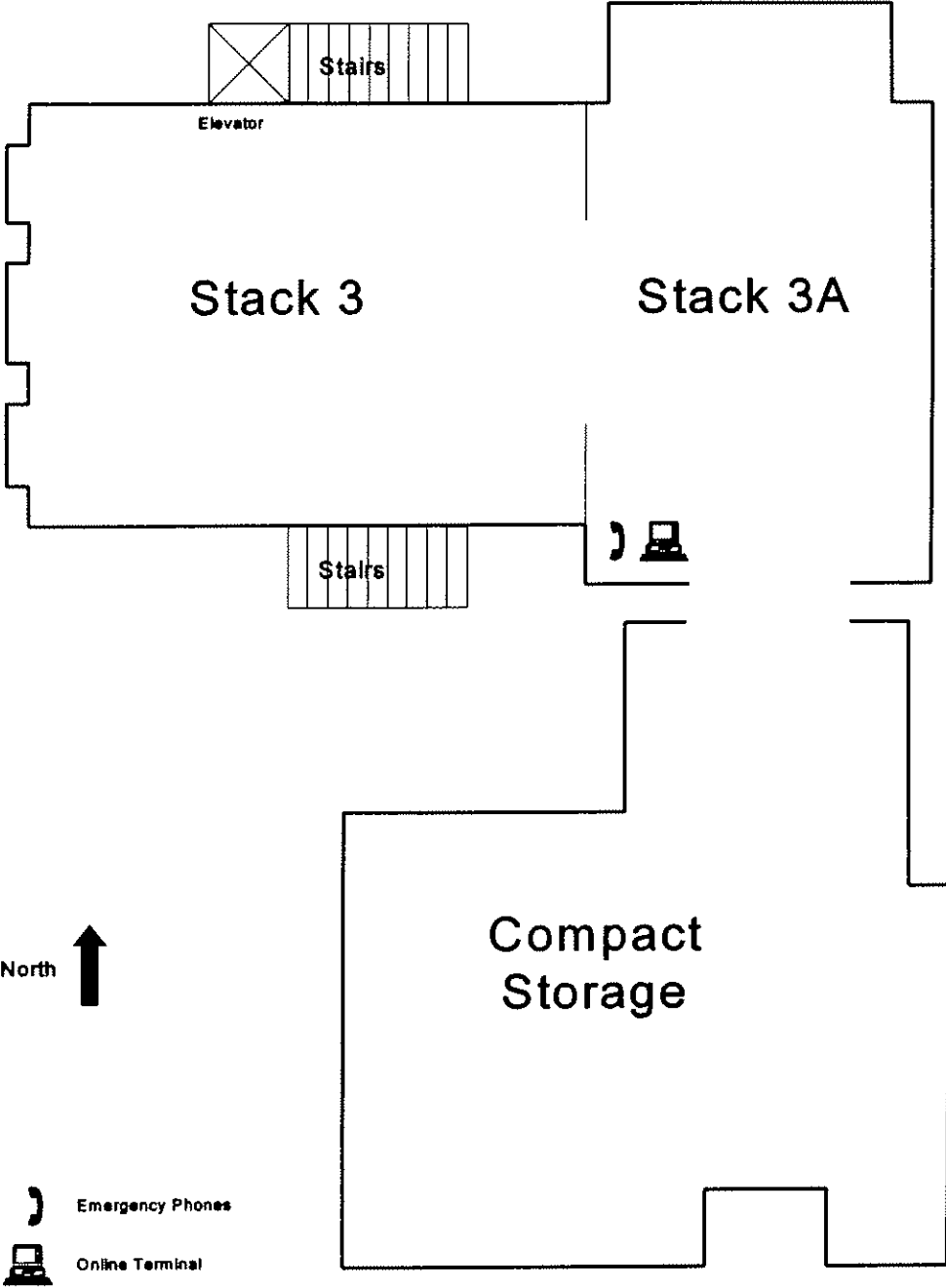
Mezzanine & Decks 1-3



Stacks 1 & 2



Stack 3 & Compact Storage



Law Library Facilities

Photocopying

The library has two photocopy machines for patron use. These copiers are in Room 205B (on the main floor). One-, five-, ten- and twenty-dollar copy cards are available from the vending machine in Room 205B. The copiers also take coins at a cost of ten cents per copy. Requests for copier repairs, paper, etc. should be made at the Circulation Desk.

Office Equipment for Patron Use

A pencil sharpener, cutting board, and stapler are available in the photocopy room (205B). 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.

Rest Rooms

Rest rooms 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. Pay phones for personal calls and a house phone to call campus numbers are located in the basement. House phones are also available on each of the stack levels.

Fax Machine

A fax machine is available at the Circulation Desk. It 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, 9:00 a.m. to 5:00 p.m. For assistance please see Dwight King, Patti Ogden, Lucy Payne, or Warren Rees.

Computer-assisted Legal Research

Terminals are available in the Computer Lab, Computer Annex, and Instructional Lab (located on the Mezzanine).

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.

Carrel Reservations

Second or third year students meeting certain criteria are eligible to reserve carrels. Stop by the office of the Research Services Assistant, Room 201-D, for details. **Students with an assigned carrel may charge out to the carrel all library materials except:**

- 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 check both LINK and ALEPH before submitting a request.** Also, 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 ordering and receiving 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.

Audio-visual Services

VHS format videotapes may be transmitted to group study rooms or classrooms. An assortment of trial advocacy tapes and other tapes related to legal education are available at the Circulation Desk. We also maintain a popular video collection which contains movies with legal themes. To schedule a viewing of any of these videotapes, please speak with a Circulation Desk attendant.

To arrange for audio-visual equipment needs such as overhead projectors or VHS tapings, contact Janet Rose, Room 126 (1-5766).

Law School Computing

The Law School Computing area is on the Mezzanine. It is equipped with twenty-eight PCs and two Macintosh computers, sharing three laser printers. Each PC provides access to Corel Suite (including WordPerfect), Microsoft Office (including MS Word), LEXIS, WESTLAW, CALI (instructional programs for law school subjects), Eudora, and Netscape for Internet access. Microsoft Word and various internet applications are loaded on the Macs. Ten additional PCS are located throughout the Law School and approximately one hundred data ports are available for laptop use.

Dan Manier is the Manager of Law School Computing. Jeff Morgan is the Computer Coordinator and Susan Good is the Technical Support Consultant. As a service to the law school community, student assistants staff the computing areas 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 205H (1-5990).