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# Law Library Guide 2003–2004

Kresge Law Library, Research Services Department

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NOTRE DAME

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*Kresge Law Library*

*Law Library Guide*  
*2003-2004*

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# Staff Directory

## 2003-2004

DEPARTMENT	NAME	PHONE	ROOM
<b><u>Administrative Services</u></b>			
Director of the Law Library	Professor Roger F. Jacobs	1-5916	214A
Administrative Assistant	Teresa Welty	1-5868	214
<b><u>Access Services</u></b>			
Head of Access Services	Carmela Kinslow	1-5990	205H
Day Access Services Supervisor	Mary Cowsert	1-6033	235
Access Services Library Specialist	Susan Hamilton	1-7024	235
Access Services Library Specialist	Deb Isakov	1-8844	235
Access Services Library Specialist	Anita Lutz	1-7024	235
<b><u>Technology Services</u></b>			
Director of Law School Technology	Dan Manier	1-3939	205A
Network Manager	Jeff Morgan	1-8611	205A
Web and Database Consultant	Susan Good	1-3470	205B
Audio-Visual Technician	Janet Rose	1-5766	126
Student Computing Consultant	Tim Gritten	1-9793	205G
<b><u>Research Services</u></b>			
Head of Research Services	Dwight B. King	1-5993	201A
Research Librarian	Patti Ogden	1-5664	201C
Research Librarian	Warren Rees	1-4436	201B
Librarian in Residence	Jessica Kayongo	1-5996	201E
Research Services Assistant	Beth Klein	1-9132	201D
<b><u>Technical Services</u></b>			
Head of Technical Services	Joe Thomas	1-5992	230A
Acquisitions/Serials Librarian	Sandra Klein	1-8447	232
Human Rights Librarian	Laurel Cochrane	1-0983	204
Cataloging Librarian	Nancy Poehlmann	1-5922	230
Cataloging Coordinator	Barbara Ritty	1-5995	233
Acquisitions/Serials Coordinator	Deb Koz-Fox	1-6920	229
Serials Assistant	Dave Thornton	1-5991	229
Serials Assistant	Amy Shirk	1-8113	229
Accounting Coordinator	Barbara Neuffer	1-5124	229
Collection Maintenance Assistant	Lori Dutka	1-9133	204
Technology Assistant	Joe Reimers	1-5994	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.

## Mission Statement

The primary mission of the law library is to provide services and to acquire and organize legal information in support of the research and curricular goals of the law school. Secondarily, the library supports the legal research requirements of the university community. As a tertiary mission, the library provides legal information to appropriate members of the local community. As a component of its primary mission and as members of the university's regular faculty, librarians offer instruction in legal research skills and produce scholarship and contribute to professional and community service befitting their discipline.

## 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 grown to 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. Farmann. The expansion and increased funding of the library, made possible in part by a 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 F. Jacobs, then the Librarian of the U.S. Supreme Court, became the fifth Notre Dame law librarian.

The fruits of the University's investment in the library are apparent. In the past sixteen 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 workstations has grown from two to forty-nine. The law library collection, substantially augmented in 1990 by the acquisition of a major portion of the Chicago Bar Association's former library, now comprises over 577,000 volumes. Conversion to the Library of Congress classification system is complete, and the collection is totally searchable through a 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 314,000 printed volumes, subscribes to 6,000 serial titles, and includes 290,000 microform volume equivalents.
- The library seats 476 persons, and 241 of these seats are at individual study carrels.
- Students have access to campus and global networks through 47 PCs, 2 iMac's, more than 100 data ports, and a wireless network for laptop use.
- The law library has four study rooms, which are used for group study, small conferences, and video viewing.
- Ten professional librarians, five of whom hold law degrees, support law school teaching and research and eighteen 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 (post 1984)	West Reading Room
Regional reporters	Small Compact Storage
State codes	East Reading Room
Current State official reports	Large Compact Storage
State session laws (microfiche)	Large Compact Storage

## Periodical Indexes

*LegalTrac*, a web-based index of legal journals, is available on all library workstations. *Index to Legal Periodicals*, a print index, is in 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 the shelves next to the public catalog workstations.

## 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, Microform Annex or Large Compact Storage. Materials include:

- CIS Congressional Documents
- Supreme Court Briefs
- Supreme Court Oral Arguments
- 18<sup>th</sup>, 19<sup>th</sup> & 20<sup>th</sup> Century Legal Treatise Collections
- 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/>. Use LINK to get the call number and circulation status of a particular book, journal, CD, etc., or to find out which journal issues have been received.

The online catalog for the other Notre Dame libraries, ND Libraries Catalog, is searchable through workstations in the law library.

## 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. 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.

## Confidentiality Policy

To protect confidentiality and offer others an opportunity to share resources, we will not disclose who has charged out a particular title. We will put a "recall" or "hold" on the item requested and notify the holder that someone else wants to use the source.

## 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.

<b>Circulation Policies</b>	
Monograph Treatises	3 weeks
Individual volumes of multi-volume treatises	3 weeks (index does not circulate)
Reserve materials	2 hours/overnight/ 7 days
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 or yellow tape)	Do not circulate

### **Missing Materials**

If material is missing from the shelf, please report the problem to the Circulation Desk. The attendant can initiate a search, recall a title, or place a hold on the item. If the item cannot be accounted for, the option of interlibrary loan is available for law students and law faculty only. Please ask the desk attendant for details.

### **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 or using tobacco products in the library is prohibited. Drinks are allowed in approved containers.

### **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.

### **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!



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# Directory

## MAIN FLOOR

Circulation/Reserve Desk  
Computing Room  
Core Collection  
Microform Room & Annex  
Photocopiers  
Research Librarians  
Rest Rooms  
State Codes, Encyclopedias & Digests

## MEZZANINE & DECKS

Career Services  
Instructional Lab  
Law Reviews  
Atrium Balcony: Titles from *A to Buffalo Human Rights Law Review*  
Center Area: *Buffalo Journal of International Law to Michigan Law Review*  
Deck Three: *Michigan Law Review to Southwestern University Law Review*  
Deck Two: *Southwestern University Law Review to Z*

## 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 - HA

## STACK LEVEL THREE

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

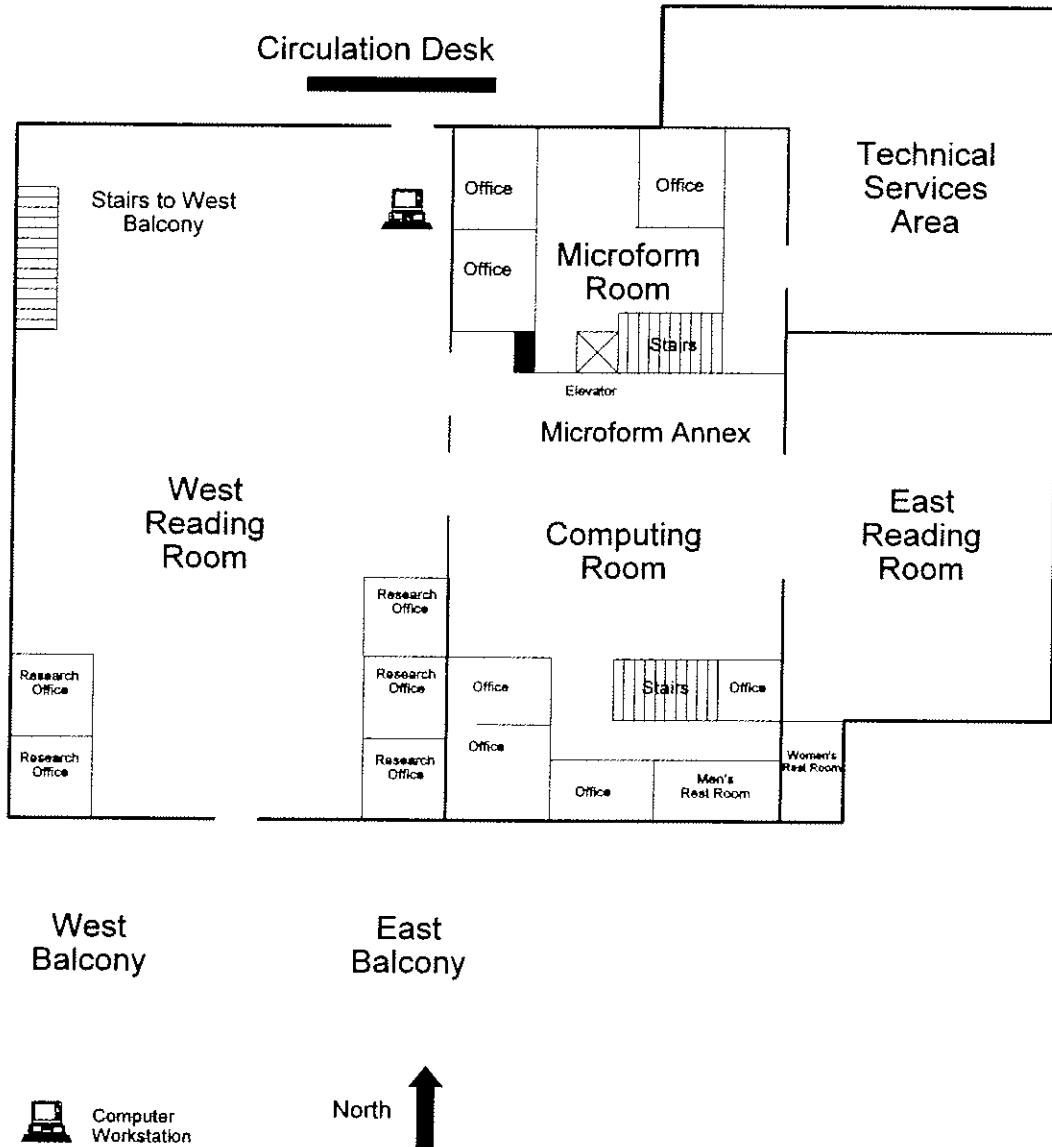
## SMALL COMPACT STORAGE

Regional Reporters

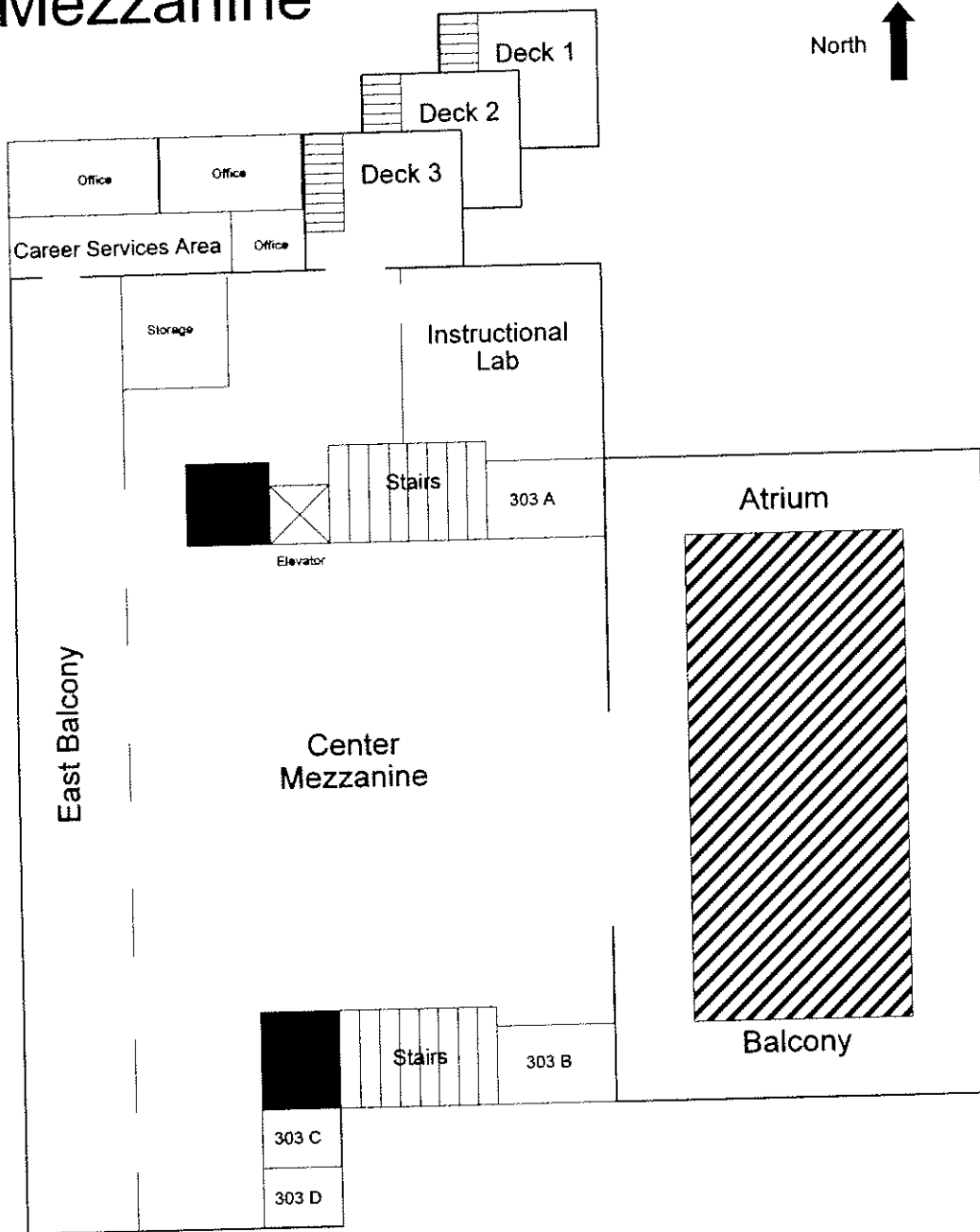
## LARGE COMPACT STORAGE

United Kingdom Primary Sources  
Current Official State Reports  
Historical Collection of Federal Statutes and Regulations

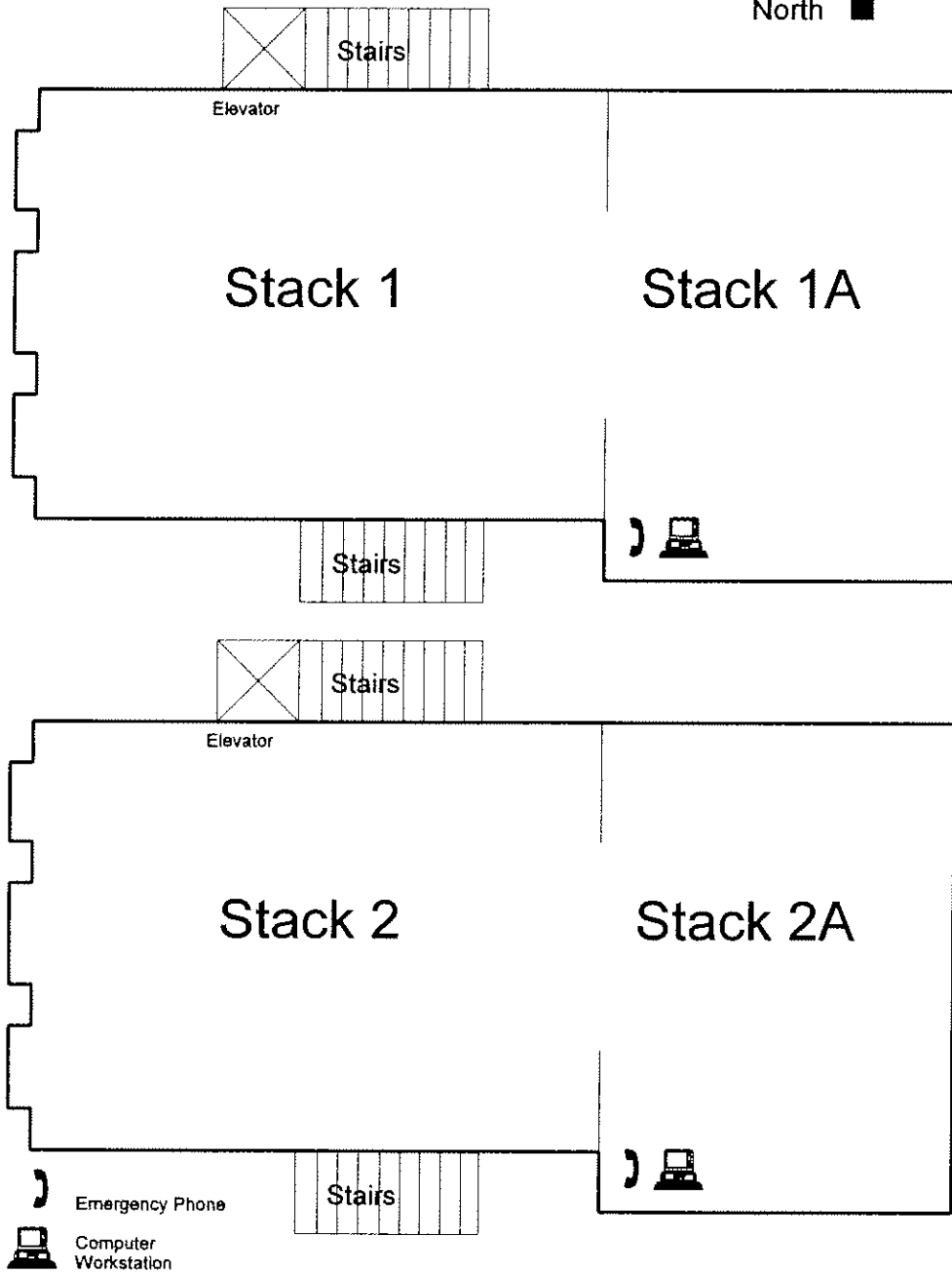
# Main Floor



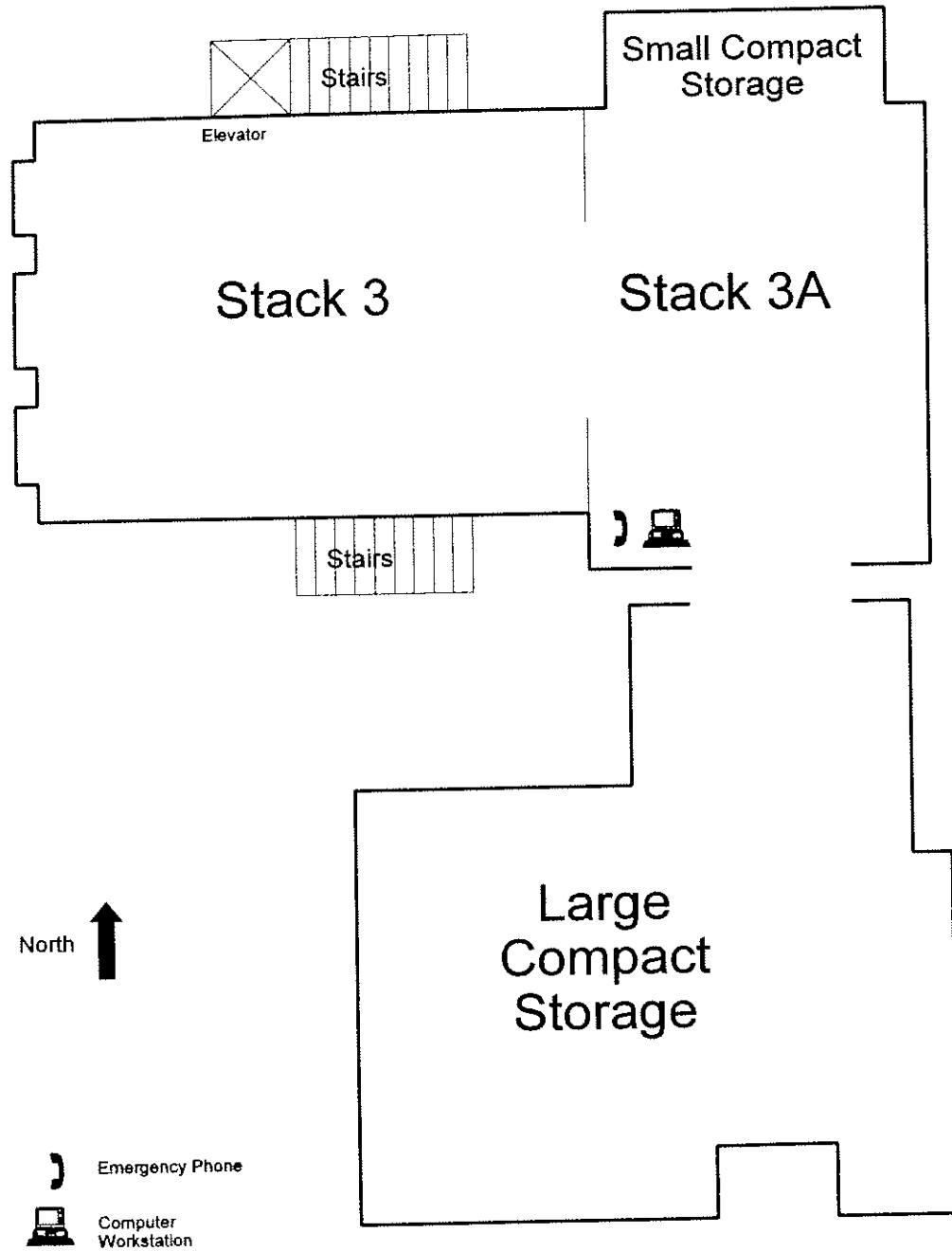
# Mezzanine



# Stacks 1 & 2



# Stack 3 & Compact Storage



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# Law Library Facilities

## Photocopying

The library has two photocopy machines for patron use. These copiers are in the Computing Room (on the main floor). One-, five-, ten- and twenty-dollar copy cards are available from the near-by vending machine. 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. Copy cards purchased in the law library cannot be used for Hesburgh Library copies and vice-versa.

## Office Equipment for Patron Use

A three-hole paper punch, cutting board, and stapler are available in the Computing Room. 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 Computing 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.

## Cell Phones

Help us maintain a quiet atmosphere. If possible, set your cell phone on vibrate rather than audible ring when you enter the library. Please don't talk on your phone in the library.

## 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. Though not primarily for student use, students may send a fax for a fee. There is no charge for receiving a fax. For details, please speak with a Circulation Desk attendant.

# Law Library Services

## Reference and Research Assistance

Research librarians are available to help patrons Monday through Friday, 9:00 a.m. to 5:00 p.m. For assistance please see Dwight King, Patti Ogden, Warren Rees or Jessica Kayongo.

## Computer-assisted Legal Research

Workstations are available in the Computing Room and Instructional Lab (located on the Mezzanine). Use of these workstations 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 may reserve a carrel. 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 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 the ND Libraries Catalog 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 and electronic forms are also available on the library's web page. (Click "Library Services", then "Interlibrary Loan". The forms for books or articles are at the bottom of the ILL page.)

## **Technical Services**

The Technical Services Department is responsible for a wide range of activities. These responsibilities include ordering and receiving 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 viewed in 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 obtain any of these videotapes, please speak with a Circulation Desk attendant.

## **Law School Computing**

The Law School computing areas include the Computing Room on the main floor and the Instructional Lab on the Mezzanine. Together they are equipped with forty-seven PCs and two Macintosh computers sharing three laser printers. Workstations provide access to Corel Suite (including WordPerfect), Microsoft Office (including MS Word), Lexis, Westlaw, CALI (instructional programs for law school subjects), Eudora (e-mail), and Netscape and Internet Explorer for Internet access. Microsoft Word and various Internet applications are loaded on the Macs. A wireless network is available throughout the library along with more than 100 wired connections for law student laptop use.

Dan Manier is the Director of Law School Technology. Jeff Morgan is the Network Manager, Susan Good is the Web and Database Consultant, and Tim Gritten is the Student Computing 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).