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Law Library Guide 2004–2005

Kresge Law Library, Research Services Department

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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 20 years later when the *Columbia Law Times* described the small collection of 2,500 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, while serving 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. Expansion and increased funding of the library, made possible in part by a gift 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 19 years library staff, seating, and shelf space have more than doubled. The total physical area of the library has increased by a third, and the number of computer workstations has grown from 2 to 49. The law library collection has grown significantly and now comprises more than 618,000 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 the library strives toward building a leading national research facility.

UNIVERSITY OF NOTRE DAME

THE LAW SCHOOL

Kresge Law Library

Law Library Guide 2004-05

Welcome to Notre Dame Law School’s Kresge Library. This library guide will inform you about the library’s services, policies, and physical layout. If you have other questions, please ask the staff for assistance. The staff is here to help you.

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. It also supports the legal research requirements of the University community and provides legal information to appropriate members of the local community.

The library occupies seven floors. Enter the main reading room, located on the second floor of the law building, through the north or south stairwells.

The collection contains 324,000 printed volumes, 6,200 serial titles, and 294,000 microform volume equivalents. The library seats 476 people, 241 at individual study carrels.

Nine professional librarians, 18 support staff, and numerous student assistants comprise the library staff.

| Library Hours | |
|--|-------------------------|
| <i>Circulation Desk</i> | |
| Monday – Friday | 8:00 a.m. - 10:00 p.m. |
| Saturday | 9:00 a.m. - 10:00 p.m. |
| Sunday | 10:00 a.m. - 10:00 p.m. |
| <i>Research/Reference Assistance</i> | |
| Monday – Friday | 9:00 a.m. - 5:00 p.m. |
| Saturday and Sunday | Closed |
| <i>Non-Law School Users</i> | |
| Monday – Friday | 8:00 a.m. – 5:00 p.m. |
| Saturday and Sunday | Closed |
| <i>Special hours will be posted for holiday and break periods.</i> | |

S E R V I C E S

BORROWING PRIVILEGES: Law students and other members of the Notre Dame and South Bend communities may, with proper identification, borrow library materials for a specified time. 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.

CARREL RESERVATIONS: Second and third-year students meeting certain criteria may reserve a carrel. Stop by the Research Services Assistant’s office, Room 201-D, for details.

CATALOG: LINK is the online catalog for the law library. To search other campus libraries, see the “ND Catalog.”

CELL PHONES: Help maintain a quiet atmosphere by setting your cell phone on vibrate, rather than audible, when entering the library. Please do not talk on your phone in the library.

DRINKS, FOOD, and TOBACCO: Drinks are allowed in approved containers. Eating or using tobacco products in the library is prohibited.

FAX MACHINE: A fax machine is available at the Circulation Desk. Though not primarily for student use, ND law 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.

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

INTERLIBRARY LOAN: Law faculty and students may request, through interlibrary loan, materials not available in the library. Request forms are available at the Circulation Desk. Electronic forms are available on the library’s Web page.

LIBRARY ETIQUETTE: 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.

LOST and FOUND: The Circulation Desk handles lost and found materials. After one week, unclaimed articles will be sent to the campus “Lost and Found” department in the Campus Security Office.

MICROFORMS: The microfiche/microfilm materials and reader/printers are in the microform room, microform annex, and large compact storage.

PARKING: All-day visitor parking is available on Notre Dame Avenue for \$2.

PHOTOCOPYING: The library has two photocopy machines for patron use. These copiers are in the computing room on the main floor. Copy cards, in \$1, \$5, \$10, and \$20 increments, are available from the nearby vending machines. The copiers also

take coins at a cost of 10 cents per copy. Copy cards purchased in the law library cannot be used for Hesburgh Library copies and vice-versa.

PUBLIC WORKSTATIONS: Five workstations are available in the main reading room for public access to the library catalog, the Internet, and CD-ROM resources. No word processing software is available.

QUIET READING AREA: This partitioned area was created in response to student requests for a quiet study space with comfortable furniture. We ask that you help keep this particular area REALLY quiet.

REST ROOMS: Rest rooms are on the main floor of the library near the computing room and in the basement of the law school.

RESERVE MATERIAL: Materials on reserve may be requested at the Circulation Desk and checked out for two hours, overnight, or seven days. Selected prior exams are available for ND law students at the law library Web site.

STUDENT COMPUTING: The Law School computing areas, available only to ND law students, include the computing room on the main floor and the instructional lab on the mezzanine. Together they are equipped with 47 PCs and two Macintosh computers sharing three laser printers. A wireless network is available throughout the library along with more than 100 wired connections for law student laptop use.

STUDY ROOMS: ND law students or faculty may reserve these rooms for two-hour blocks of time. Sign up at the Circulation Desk.

SUGGESTIONS and COMMENTS: We welcome patron views about the library. Please address your comments or concerns to any staff member.

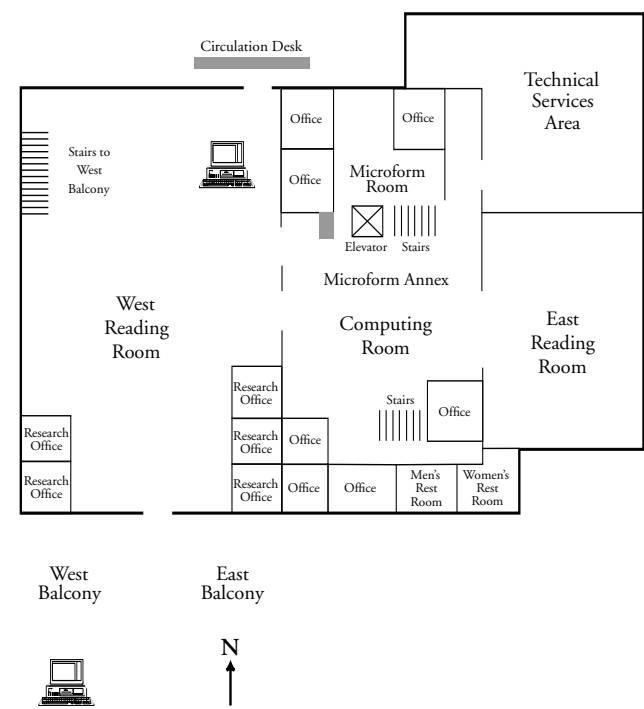
TELEPHONES: You may not receive or place personal phone calls on library phones. Pay phones for personal calls and a house phone to call campus numbers are located in the basement. House phones are also available on each of the stack levels.

THEFT: Patrons are strongly cautioned against leaving valuables unattended. Immediately report theft to University Security/Police (631-5555) or the Circulation Desk (631-7024).

VIDEO: The law library has an assortment of VHS videotapes and DVDs related to legal education, as well as a video collection of popular movies with legal themes. Use LINK to find these holdings, then speak with a Circulation Desk attendant to obtain specific titles.

WEB SITE: The Kresge Library Web site at www.nd.edu/~lawlib/ describes the library’s services and collections and provides access to a wide range of electronic research resources.

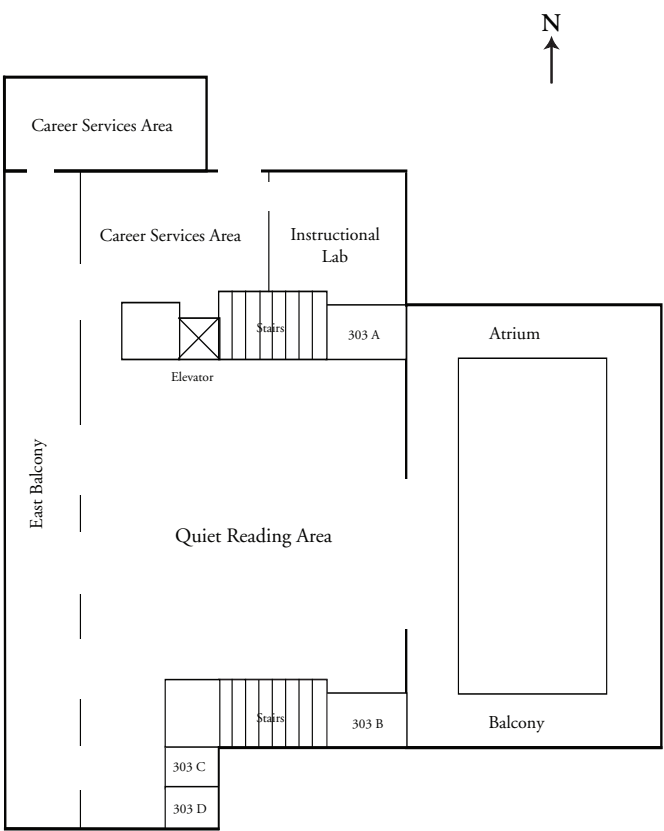
Main Floor



MAIN FLOOR

Circulation/Reserve Desk
Computing Room
Microform Room and Annex
Photocopiers
Research Librarians
Rest Rooms

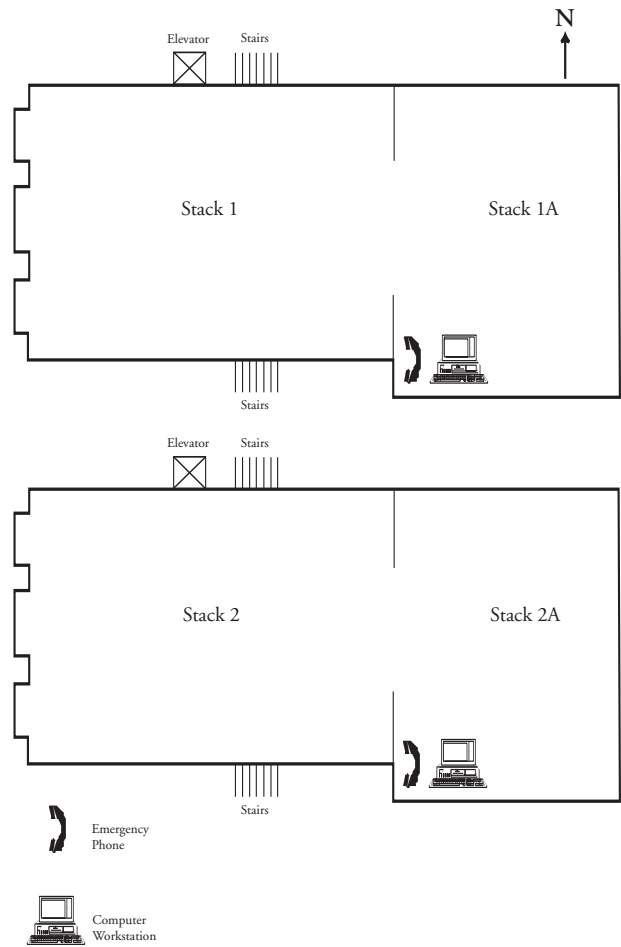
Mezzanine



MEZZANINE

Career Services
Instructional Lab
Quiet Reading Area
Study Rooms

Stacks 1 and 2



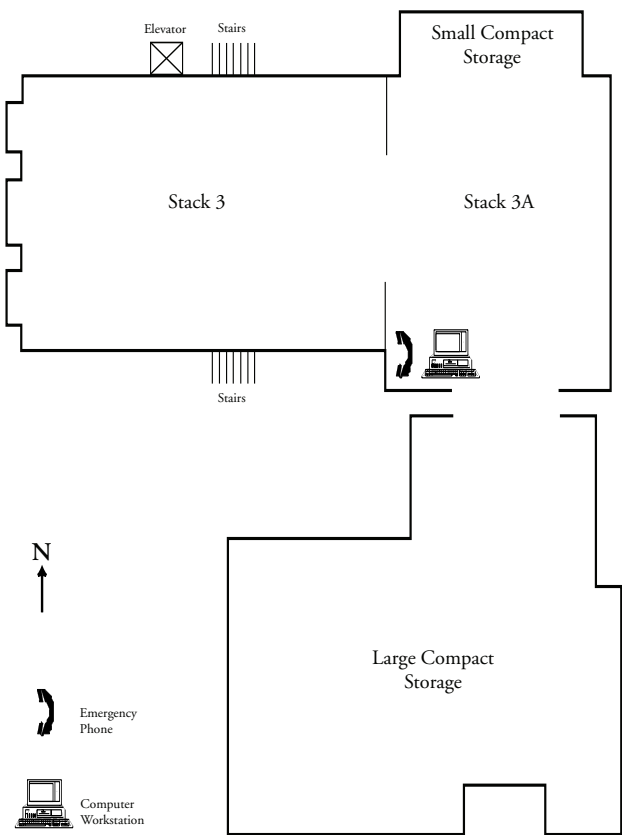
STACK LEVEL ONE

Call numbers: KF 1 through KF 4499

STACK LEVEL TWO

Call numbers: KF 4500 through KF 9999; A - HA

Stack 3 and Compact Storage



STACK LEVEL THREE

Call numbers: HB - Q

SMALL COMPACT STORAGE

Regional Reporters

LARGE COMPACT STORAGE

Call numbers: R - Z
Legal Periodicals

DIRECTORY (area code 574)

Director of the Law Library631-5916
Access Services631-7024

Director of Law School Technology 631-3939
Research Services 631-5993

Technical Services..... 631-5992
Acquisitions 631-8447
Cataloging 631-5922

Notre Dame Security/Police631-5555

Law Library Web Site: www.nd.edu/~lawlib/