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## Law Library Guide 1988–1989

Kresge Law Library, Research Services Department

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UNIVERSITY OF NOTRE DAME LAW SCHOOL

KRESGE LAW LIBRARY GUIDE  
1988-89

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STAFF DIRECTORY

**Administration**

Roger F. Jacobs, Director of Law Library,  
Associate Dean. . . . . 5916  
Teresa Welty, Secretary to Director of Law Library . . . . . 5868

**Circulation**

Carmela Kinslow, Circulation Supervisor  
& Interlibrary Loan. . . . . 5990 & 7024  
Kenneth Kinslow, Evening Supervisor. . . . . 7024  
Becky Carlton, Circulation Assistant . . . . . 7024

**Reference and Research Assistance**

Michael J. Slinger, Associate Director  
for Public Services. . . . . 5664  
Dwight King, Research Librarian . . . . . 5993  
Lucy Payne, Research Specialist. . . . . 5996  
Chevelle Hillman, Public Services Assistant. . . . . 5991

**Technical Services**

Janis L. Johnston, Associate Director  
for Technical Services . . . . . 5922  
Nannette Moegerle, Catalog Librarian . . . . . 5992  
Esther Batten, Serials Information . . . . . 5994  
Phyllis Strom, Ordering Information . . . . . 5124  
Barbara Ritty, Cataloging Assistant . . . . . 5995  
Tamara Chapman, Ordering and Bindery Information . . . . . 6920  
Edward Huff, Government Documents and  
Cataloging Assistant . . . . . 7985

**Student Employment/Audiovisual Equipment and Taping**

Granville Cleveland, Assistant Director  
for Student Employment . . . . . 5766

Welcome to Notre Dame Law School's Kresge Law Library. The law library is a setting devoted to serious study and legal research. The law library faculty and staff are here to assist patrons in obtaining and using the material they need. This library guide is designed to outline many of our services, as well as our rules and regulations. Nevertheless, it may not answer all of your questions, so please feel free to make inquiries of any staff member. Similarly, we are happy to have your comments.

### HISTORY

Although the Notre Dame Law Department was established in 1869, the first published mention of a law library was in 1889. At that time the law library consisted of approximately 2,500 volumes and was described by the Columbia Law Times as being, "spacious, well lighted [and] well ventilated."

In 1925 the law school's first law librarian, John Whitman, was appointed. This appointment not coincidentally coincided with the law school being offered accreditation by the American Association of Law Schools.

However, the building of the law library's collection proceeded at a very slow pace. In 1930 the law library had only 10,000 volumes, despite the fact that the law school had existed for nearly 70 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 considered small by American Bar Association standards.

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

In 1985, with the retirement of Kathleen Farmann, the law school was able to attract Roger F. Jacobs, the librarian of the U.S. Supreme Court, to become the fifth Notre Dame law librarian, signaling a new commitment on the part of the university to build a law library that would enable the faculty and student body to conduct scholarship of the highest order.

The fruits of this commitment are evident all around you. In the last four years the library staff has more than doubled, library seating has more than doubled, library shelve space has more than doubled, total library footage has increased by a third, the number of computer assisted legal research terminals has grown

from 2 to 23, the collection is well on its way to being fully converted to the Library of Congress classification system, an online catalog has been produced, and the collection has grown to more than 200,000 volumes.

It is anticipated that the law library will build on the progress already made, as we continue to strive toward our goal of becoming a national leadership research facility.

### FACT SHEET

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:

1. The collection now exceeds 200,000 volumes, including about 53,000 microform equivalent volumes. The recently completed law library addition will permit the collection to grow to 300,000 hard copy volumes.
2. The library has the capacity to seat 546 persons. Individual study carrels comprise 346 of these seats.
3. The law library has 8 study rooms. These rooms permit group study, small conferences, video tape viewing and accommodate student/law firm employment interviews.
4. The law library faculty, with 6 professional librarians, 5 of whom are law trained, is uniquely qualified to support law school teaching and research.
5. The support staff currently consists of 10 full-time persons. Student are employed to assist the staff. Students interested in employment opportunities may contact Granville Cleveland, Assistant Director for Student Employment (X5766).
6. The law library is one of the national leaders in providing Computer Assisted Legal Research (CALR) opportunities to law students. Law students have access to 23 LEXIS or WESTLAW terminals. In 1987-88 the law library was thirteenth in the country in CALR hours used per student.
7. In addition to WESTLAW and LEXIS, the law library subscribes to 8 other computer databases. Information on these databases is available by contacting a research librarian.

8. The law library is a major borrower and lender of materials through interlibrary loan. Last year 580 items were borrowed and 769 items were loaned.

#### LIBRARY HOURS

August 22 - December 20

The law building is open to the general public:

Monday - Friday            8:00 a.m. - 5:00 p.m.\*

#### Library service Hours:

Monday - Friday            8:00 a.m. - 9:45 p.m.  
Saturday                    9:00 a.m. - 9:45 p.m.  
Sunday                      10:00 a.m. - 9:45 p.m.

Public services will not be available:

Thanksgiving Day, November 26  
December 21 - January 14 (To Be Announced)

During home football games the building is open until 6:00 p.m.

\*Detex card and key holders have 24 hour access to the library Monday thru Sunday. For more information please contact Michael Slinger (X5664).

#### ENTRY INTO THE LAW LIBRARY

Although the law library has many doors, most of them are secured by an electronic security alarm system which may only be bypassed by a faculty key. Patrons are asked to enter the law library by walking to the second floor of the law school and entering through the doors at either the head of the north or south stairwell.

#### CONDUCT AND DECORUM

The law library has been created as a place for serious research and study. The rights of those attempting to utilize the law library for its intended purposes is of paramount importance. Please respect your colleagues by refraining from loud conversations or other behavior inappropriate for a facility devoted to scholarship and serious study.

Similarly, please respect the library environment, its materials and furnishings; food, drink and tobacco are prohibited in the law library.

#### EXTERNAL CIRCULATION POLICY

Law faculty may check out any library material for an unlimited period of time. However, the material is subject to recall as the need arises.

Law students, undergraduates, graduate students, other faculty (Notre Dame faculty from other departments, and faculty from other colleges and universities) local attorneys and residents of the South Bend or Notre Dame Community, with proper identification, may borrow library material as follows:

MONOGRAPHS/TREATISES (Either bound or in the looseleaf format)	3 weeks
MULTI-VOLUME TREATISES	3 weeks
RESERVE MATERIAL	2 Hours/Overnight or at Faculty Member's Discretion
LOOSELEAF SERVICES (such as BNA, CCH, P-H)	DO NOT CIRCULATE
LAW REVIEWS (Bound and 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 (Material Shelved in Reading Rooms, Marked with Blue Tape)	DO NOT CIRCULATE

Generally, material which circulates has a white circulation card in the pocket at the back of the book. If you are not certain if an item may be charged out, check with a desk attendant.



### INTERNAL CIRCULATION POLICY

A second or third year law student who is working on a research or writing project for one of the law journals, or one who is working as a research assistant for a faculty member may request an assigned carrel from Chevelle Hillman, Room 201D.

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)
- ALR's
- Reference Material
- Core Collection Volumes\* (Marked with Blue Tape)

\*Case reporters in the reading rooms are available for check out to a carrel.

### AUTOMATED CATALOG (UNLOC) AND CARD CATALOG

UNLOC 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 in order to make UNLOC a comprehensive catalog. Until this process is finished, we advise consulting UNLOC first, then using the card catalog to insure a comprehensive search for titles in our collection.

Instruction guides for using UNLOC are available at each UNLOC terminal. If you have additional questions, please do not hesitate to ask for assistance at the circulation desk. UNLOC terminals are available in the main reading room, on the mezzanine balcony, and on Stacks 1 and 3.

### BORROWING PRIVILEGES AT HESBURGH LIBRARY

Notre Dame law faculty and law students have borrowing privileges at the main university library. Contact the circulation desk at Hesburgh for details.

### MATERIALS MISSING FROM THE SHELVES

If the material you are looking for does not appear to be in its proper location, please report this information at the circulation desk. It may simply be that someone else has charged out the material, and, therefore, the circulation attendant will be able to initiate a recall.

### RESHELVING MATERIALS

When you are finished with materials, please return them to one of the reshelving book trucks, conveniently located throughout the library. It is in the best interest of all patrons that material be placed in areas where it can be found quickly. Please be conscientious and return your material promptly.

### REFERENCE OR RESEARCH ASSISTANCE

Research librarians are available to assist patrons in their use of legal research material during the following hours:

Monday - Wednesday & Friday	8:30 a.m. - 5:30 p.m.
Thursday	8:30 a.m. - 9:30 p.m.
Every 2nd and 4th Sunday	11:00 a.m. - 7:00 p.m.

For assistance please see Lucy Payne, Dwight King or Michael Slinger.

### REFERENCE COLLECTION

The reference collection is located in the main reading room between the research librarians' offices. This collection contains a wide 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.

### PERIODICAL INDEXES

Periodical indexes which cover law and law related journals are found on the index tables directly in front of the reference collection. LegalTrac, a CD Rom index with printer, can also be found in the main reading room a short distance from the circulation desk.

### DICTIONARY AND ATLAS STANDS

The library has one dictionary and one 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 Atrium.

### GENERAL INTEREST NEWSPAPERS/MAGAZINES

A small collection of current newspapers including the New York Times is kept in a rack under the large banner hanging in the main reading room.

A small collection of current general interest magazines and journals of opinion are placed on display shelves a few feet from the circulation desk.

When you are finished with newspapers and/or magazines, please be courteous by returning them to the proper rack or shelf.

### INDIANA MATERIAL

Basic material concerning Indiana legal research including codes, reporters, etc. is available in the east reading room.

### COMPUTER ASSISTED LEGAL RESEARCH

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

Under our contract with LEXIS and WESTLAW, use of these terminals is available only to faculty and currently enrolled Notre Dame law students for research related directly to the law school's educational function.

### NON-LAW DATABASE SEARCHES

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

Since the cost of searching these databases is relatively expensive, searches on behalf of patrons must be conducted by research librarians. Non Notre Dame law faculty and students are directed to utilize the database services provided by the Hesburgh Library.

Law school faculty and students are encouraged to speak with a research librarian to obtain more information or to request a search.

#### U.S. GOVERNMENT DOCUMENTS

In late 1986 the law library became a selected depository for United States documents. Many and eventually all U.S. documents will be found through UNLOC (the online catalog) or via the card catalog. Documents are being arranged in alphabetical order by title in the small compact storage section (located in the new wing of Stack 3) until they are fully classified.

Subject and title searching is possible via the U.S. Monthly Catalog, which is shelved in the reference collection.

#### INTERLIBRARY LOAN

Materials not currently available in the library may be requested via interlibrary loan. Please note that many libraries do not lend certain types of material such as looseleaf publications, microforms, and rare books and that the time needed to fulfill a request varies depending upon the supplier. Interlibrary loan requests are handled by the Circulation Department. Request forms are available at the circulation desk.

#### ADMINISTRATIVE/TECHNICAL SERVICES AREA

Dean Jacobs' office is located in the technical services area. This area can be reached either through the Microformat Room or Deck 1.

The Technical Services Department is responsible for a wide range of activities. These responsibilities include the ordering and receipt of all 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 assist you with answers to any questions you may have about these activities.

### MICROFORM FACILITIES

The microtext collection and associated readers and reader/printers are located in the Microformat Room. Among the materials in microtext:

1. CIS Congressional Documents
2. Supreme Court Briefs
3. Supreme Court Oral Arguments
4. 19th Century Legal Treatise Collection
5. Congressional Record
6. Bar Journals
7. Legal Newspapers
8. State Session Laws from 1985
9. Federal Register
10. Code of Federal Regulations
11. Presidential Executive Orders and Proclamations
12. United Nations and League of Nations Treaty Services
13. Congressional Bills and Resolutions

### PHOTOCOPYING FACILITIES

The library has two Savin photocopying machines for patron use. They are located in Room 205B (next to the LEXIS Permanent Learning Center). One-dollar and five-dollar cards may be purchased at the circulation desk, otherwise the machine may be operated via coins at a cost of ten cents per copy. Requests for copier repairs, etc. should be made at the circulation desk.

### AUDIOVISUAL SERVICES

VHS format video tapes 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.

### OFFICE EQUIPMENT FOR PATRON USE

A pencil sharpener, cutting board, stapler, tape dispenser, and three-hole punch 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.

### RESTROOM FACILITIES

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

### CONFERENCE ROOMS

Group study and conference rooms may be signed out for two-hour blocks of time at the circulation desk. Only law students or law faculty may utilize these rooms. At least two students are required for group study, although the rooms may also be signed out by individual law students for viewing course related videos or for writing projects.

### FOOD, DRINKS, AND SMOKING

Eating, drinking, and use of tobacco products are not permitted in the library.

### 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.

### TELEPHONES

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

### TELEFAX

Telefax service is available at the circulation desk for Notre Dame law students and law faculty. For further information, please speak with a circulation attendant.

### LOST AND FOUND

Articles that are lost in the library or articles that have been picked up by library personnel may be claimed at the circulation desk for a period of 48 hours. At the end of that period, all

unclaimed articles will be sent to the campus "Lost and Found" Department located in La Fortune and must be reclaimed there.

### EMERGENCIES

In the event of any emergency, please contact the Circulation Department during public services hours, either in person or by using any of the house phones located in the new section of Stacks 1, 2, and 3. Please note that emergency numbers are posted next to the house phones. A phone is also available on the elevator in case of breakdown.

In an area as large and spread out as the law library it behooves all of us to watch out for each other. If you notice anything suspicious it is better to err on the side of reporting the problem or potential problem.

### MATERIALS AND PERSONAL BELONGINGS LEFT ON LIBRARY FURNITURE

Unauthorized (see carrel policy) and unattended library materials are reshelved daily. Personal "hold", "save," and other similar signs are not honored. The Associate Director for Public 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 a period of 48 hours. At the end of that period, all unclaimed articles will be sent to the campus "Lost and Found" Department located in the LaFortune Student Center and must be reclaimed there.

### 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 will endeavor to answer your question to the best of our ability or refer you to another member of our staff who is better able to answer your question.

## DIRECTORY

### Third Floor and Decks

#### 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 Solicitor's Journal

Deck Two: Titles from South African Journal on Human Rights to Z

WESTLAW Permanent Learning Center

Computer Room (Room 301)

### Second Floor

Core Collection

Circulation Desk

Research Librarians

LEXIS Permanent Learning Center

Photocopy Room

Restrooms

Microformat Room

### Stack 1

U.S. Law Treatises -- KF 1 thru KF 9999

Subject Reporters

Looseleafs

### Stack 2

U.S. State Materials - KFA thru KFZ

### Stack 3

Library of Congress Classification:

A thru JX; K 31 thru KE 9999; KG thru Z

Treatises Classified by Subject, A thru Z

Commonwealth Collection



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