



## *Information, Policies, and Procedures*

University of Connecticut School of Law Library

### **LIBRARY TIPS FOR FIRST YEAR STUDENTS**

Welcome to the law school! This handout is intended to give you some of the most important library information that you'll need as a first year law student. For further assistance, staff members at the Circulation and Reference Desks on the main level of the library are happy to discuss any questions you may have.

#### **Library Catalog and Web Site**

The library's catalog is available from our home page, at <http://www.law.uconn.edu/library/>. The catalog includes all of our print, video/DVD, audio, and microform holdings, as well as links to the major electronic databases that will be useful to you throughout your law school career. There are also Web Research Links, an E-Journal Locator, and a Research Databases page. Reference librarians have created a series of research guides that are available in the literature rack beside the Reference Desk, and linked from the library's home page.

#### **ID Card for Photocopying and Borrowing Privileges**

You will have your picture taken for your ID card during orientation, and you will be able to pick up that ID at the Circulation Desk shortly thereafter. You will need to present your ID to borrow books. Once filled with 'HuskyBucks,' your ID also enables you to use the library's photocopiers at a reduced rate of 10 cents / page. To learn more about HuskyBucks, stop by the Business Office, ask the staff at the Circulation desk, or visit <http://www.onecard.uconn.edu/>.

#### **Library Computer Labs and Internet Access**

Wireless access to the internet and law school network is available in all areas of the library. You can also plug your laptop into most of the carrels located on each floor – you need only a network card and cable.

There are two computer labs for your use on the second floor of the library. Printing on laser printers (10 cents / page) is billed to your law school account, but free printing from Lexis and Westlaw is also available. First year law students will be trained on Lexis and Westlaw during the fall semester and will receive personal passwords at that time.

## **Study Rooms**

There are 10 study rooms within the library. Groups of three or more can reserve a room for up to four hours per day. Every Monday morning, a staff member will place that week's reservation sheet in a binder. You can find the reservation binder and guidelines at the Circulation Desk

## **Reserve Collection**

The Reserve Collection, located behind the Circulation Desk, includes: hornbooks, nutshells, current editions of *Examples and Explanations* and *Emanuel Outlines Series*, current periodicals, selected Connecticut materials, headphones, audiocassette players, remote controls for the library's TVs, VCRs, and DVDs, network cables, and items placed on course reserve by professors. We also keep copies of course evaluations, grade distributions, and class rankings. Professor's past exams are available on reserve and online at <http://www.law.uconn.edu/students/>. Reserve materials may be checked out for two hours.

## **Library and Reference Hours**

The library's regular hours are: Monday-Thursday 8am-11pm, Friday 8am-9pm, Saturday 9am-5pm, and Sunday 1pm-9pm. Detailed information about schedule deviations, including holidays and intersessions can be found at <http://www.law.uconn.edu/library/libinfo/libcal.php>.

Reference assistance is available on the main floor of the library, seven days a week during the academic year. Reference librarians will be at the desk during the following hours when classes are in session: Monday-Thursday 9am-8pm, Friday 9am-5pm, and Saturday-Sunday 1pm-5pm.

## **Self-Service Features**

You can view your circulation account, renew books, view overdue fines, and place recalls for items that are currently checked out. From our home page, click on "View / Renew Your Items," then enter your name and law library barcode number. After the system verifies you against its records, it will display the items you have checked out, the fines you owe, and the items you have on hold.

If, while searching in the catalog, you locate a book that is currently checked out to someone else, you may click "Request An Item" from the top of the screen. After entering your name and ID number, the system will recall the book on your behalf. The Access Services department will notify you when the book is returned for your use.

## **Interlibrary Loan**

You can request materials that the library doesn't own by filling out the online interlibrary loan form available at <http://www.law.uconn.edu/library/services/ill.html>. Materials are generally received within two weeks, depending on the lender. Loan periods for books are usually four weeks, and photocopied articles need not be returned. You will receive a notice by email when the item is available for pickup at the circulation desk.