



Information, Policies, and Procedures

University of Connecticut School of Law Library

University of Connecticut School of Law Library

Welcome to the University of Connecticut School of Law Library. Our primary mission is to plan and provide information services that support the advancement of legal scholarship, education and research by serving the law school's research and instructional needs.

Hours of Operation

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|--|-------------------------------|
| Monday to Thursday.....8:00a.m. -11:00p.m. | Friday.....8:00a.m. -9:00p.m. |
| Saturday.....9:00a.m. -5:00 p.m. | Sunday.....1:00p.m. -9:00p.m. |

Hours will be extended during exam times, and may vary during holidays. The computer lab and the circulation desk shut down operations 15 minutes before the building is locked. Visit our website at <http://www.law.uconn.edu/library/libinfo/libcal.php> for more information.

Telephone Information

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| Library Hours | 570-5200 | Reference | 570-5068 |
| Computer Services | 570-5158 | Administration | 570-5109 |
| Circulation | | 570-5012 | |

By presenting a current University of Connecticut Law School ID, students may borrow circulating books and materials for 90 days. Overdue items are subject to the following charges: 7+days = \$10 processing fee, 14+days = replacement cost (\$100) plus \$15 processing fee. Fines are not refundable. Privileges are subject to suspension pending returns, replacement, and payment of fines. All items are subject to recall.

Document Delivery/Interlibrary Loan

To receive books or articles from other libraries, students may fill out the online interlibrary loan form available on the library's website at <http://www.law.uconn.edu/library/services/ill.html> Please verify with a reference librarian that the item is not available in our library. Transactions average two weeks from request to delivery, depending on the lender. Loan periods for books are usually four weeks; photocopied articles need not be returned. A notice will be sent to your law school email address when the item is available for pick-up at the circulation desk. This privilege is subject to suspension pending the return of overdue items.

Reference

Monday-Thursday.....9:00a.m. - 8:00p.m.
Friday.....9:00a.m. - 5:00p.m.
Saturday-Sunday1:00p.m. - 5:00p.m.

For students seeking to locate library items, formulate research strategies, or receive instruction on the use of materials, reference librarians gladly provide research consultations at the reference desk, or by telephone at 570-5068. Our virtual reference service is also open when the reference desk is open; simply click on the “Chat with a Librarian” icon on the library homepage.

Study Rooms

Study rooms are available to groups of three or more law students, for four-hour blocks by signing up at the circulation desk. Priority is given to those who need to use the video equipment. People who have not signed up for a room may be asked to leave.

Computer Labs

Computer labs on the second floor are available for the general use of law students. Software and legal research databases are accessible through the campus-wide legal research network. Contract restrictions for LEXIS/NEXIS or WESTLAW limit usage of these databases to research directly related to the school’s educational functions by University of Connecticut students, faculty and staff.

Library Regulations and Guidelines

The library seeks to provide a comfortable atmosphere for law school students, faculty and staff, to conduct their studies and research free of unnecessary distractions. Your cooperation with these regulations and guidelines is appreciated by your colleagues and the library staff. Thank you.

1. Eating is prohibited outside the third floor student lounge.
2. Covered beverages are allowed, however, we encourage the use of spill proof mugs.
3. Smoking is prohibited within the building.
4. Keep talking and other noise to a minimum.
5. Keep cell phones on inaudible alert while in the library.
6. Library materials must be checked out before leaving the building.
7. Borrowing privileges will be suspended pending the return of overdue materials and the payment of charges.
8. Do not mark, underline, or otherwise mutilate library materials.
9. Library phones are only for library business, and are unavailable for student or public use.
10. Abuse of computer privileges, including the copying or theft of programs, unauthorized destruction of files, misuse of accounts, creation of illegal accounts, theft or vandalism of equipment, disruptive behavior, will cause suspension of student computer privileges.