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Law Library Guide

Law Library

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Spring 1994

## Library Guide

Roger Williams University School of Law Library

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# Library Guide



Roger Williams University  
School of Law

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## INTRODUCTION

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The law library opened its doors at the start of classes in August 1993. With the installation of shelving and the delivery of books completed a few weeks earlier, library staff began to process and shelve journals, reporters, codes, texts and treatises. Due to extensive planning during the previous year, a working law library was assembled in a very short period of time. By Spring 1994, the library contained a total of over 160,000 bound volumes and volume-equivalents on microfilm.

The entrance to the library is conveniently located near the main entrance to the law school building. Its open design and academy-style furnishings provide an attractive, comfortable, and quiet place for study. There is a mixture of individual carrels and large tables. There are also several comfortable lounge areas and twelve group study and seminar rooms. This variety of seating and study options provides room for 383 patrons to pursue their academic endeavors.

Because an increasing number and variety of legal publications are produced in electronic format and because computers are used in many aspects of the modern law practice, the law library features the integration of technology into its collections and services. The catalog and all other administrative functions are fully automated. Installed wiring will accommodate the use of networked microcomputers throughout the library.

This *Guide* is designed to introduce patrons to the services, policies, and layout of the law library. While it answers some questions, patrons should feel free to ask any other questions they might have about the use of the library. The staff looks forward to assisting you in pursuing your legal research through the use of the collection and the wide array of other resources we can provide.

Gail I. Winson, Director  
Spring, 1994

## ACCESS POLICY

The Roger Williams University School of Law Library is a private institution and serves primarily the faculty and students of the law school. University faculty, members of the bench and bar, and law students from ABA-approved schools are allowed to use the collection on the premises. Undergraduate students from Roger Williams and other members of the community are allowed to use the library by special arrangement with the librarian.

## HOURS

Library hours for Fall and Spring semesters are as follows:

Monday - Thursday: 7:30 a.m. - 11:00 p.m.  
Friday: 7:30 a.m. - 9:00 p.m.  
Saturday: 9:00 a.m. - 9:00 p.m.  
Sunday: 9:00 a.m. - 11:00 p.m.

The Library observes special hours for Summer sessions, examination periods, intersession periods, and holidays. These hours will be posted on the board at the Library's entrance.

## CIRCULATION POLICY

Library materials circulate only to law school faculty and students under the following policies:

1. Two Hour Reserve - These materials, which include items on course reserve, hornbooks and nutshells, are checked out from the Circulation Desk and may not be removed from the library.

2. Twenty-four Hour Reserve - Fourth and fifth copies of hornbooks and nutshells are allowed to circulate outside the library for a twenty-four hour period.

3. Three Week Circulation - Single volume monographs from the classified collection are allowed to circulate for three weeks.

**RENEWALS.** Items not requested by another patron may be renewed once.

**FINES** are accrued on overdue Reserve materials at the rate of \$.50 per hour for each hour or portion of an hour that the Library is open. Fines are accrued on General Circulation materials at the rate of \$.50 per day for each day. Materials not returned after two notices are declared lost. The patron will be charged the price of the item, a \$.50 processing fee, and the accrued amount of the fine.

\* **CD-ROM PUBLICATIONS.** The Library subscribes to the CD-ROM periodical index *LegalTrac*. This index is updated monthly and provides indexing for over 800 legal periodicals and newspapers since 1980. It is easy to use and a list of references can be quickly printed by the user.

Another CD-ROM workstation provides full-text access to services subscribed to by the Library. The ease of searching provided by the CD-ROMs allows additional access to the print information contained in those services.

\* **COMPUTER-ASSISTED LEGAL RESEARCH.** The Law Library subscribes to West Publishing Company's WESTLAW and to

LEXIS, a service of Mead Data Central, Inc. Each system maintains a lab in the Library with terminals provided as part of the

Library's contracts with those companies. Contractual limitations imposed on law schools by both companies restrict access to these systems to current law students, law faculty and library personnel. All students and faculty are given the opportunity to be trained on each system. Individual passwords are issued to eligible users. Access to the terminals is generally on a first come-first served basis. However, use of the labs can be restricted for instructional purposes and the Library reserves the right to establish special reservation policies during peak use times.

\* **COMPUTERS.** The general computer lab which is located in the library contains 17 stand-alone microcomputers used mainly for word processing and is managed by a member of the Computer Services Department. Use of the Lab is limited to Law School faculty and students.

\* **HANDICAPPED ASSISTANCE.** Accommodations were included in the furnishings of the library for use of the facilities by handicapped students. One section of the Circulation Desk is lower in height. Each of the computer labs has at least one surface which is high enough to accommodate a wheel chair. There are also study carrel spaces of wheel chair height and a lower surface for some of the stand-up online catalog stations. The Circulation staff will also retrieve items from shelves when needed.

\* **INTERLIBRARY LOANS.** Patrons in need of items not available in the Law Library's collection may request that the item be obtained from another library. The OCLC interlibrary loan system is used to request titles from other libraries throughout the country. Books borrowed from Rhode Island libraries are often delivered in one to two days by a service paid for by the Rhode Island Department of State Library Services.

\* **MICROFORMS.** The microfiche and microfilm collections are housed in a separate room off the reference area in the front of the library. There are two reader/printers in the room which scan the microform image and print it out on a laser printer, providing very high quality printouts. Both machines are equipped with roll and fiche carriers and motorized image rotation, zooming and focusing features. Copies are 10 cents per page and can be made by coin or by using the Law School I.D. card as a debit card.

\* **ONLINE SYSTEM.** The INNOPAC online catalog will provide patrons with the ability to determine if the Library owns an item and to determine if it is available, checked-out, just received, or on order. The system can be searched by author, title, words in the title, subject, and call number. Currently, there are still some items that are not yet in the catalog. If you cannot locate an item, please ask for assistance.

## LIBRARY RULES AND REGULATIONS

\* *FOOD AND BEVERAGES* are not allowed in the Library at any time.

\* *LOST AND FOUND* is maintained at the Law School Reception Desk. Items found in the Library are promptly delivered to the Reception Desk.

\* *PAGING, MESSAGES, AND SIGNS.* The Library will not page patrons and does not take messages for patrons. Any messages or signs left in the Library will be removed. The Library will not accept personal items for "hold" or "pick up" for patrons or delivery services.

\* *QUIET STUDY.* Patrons should respect the rights of others by keeping noise levels as low as possible.

\* *RESHELVING.* Library users are expected to reshelve their own books before leaving the Library.

\* *SECURITY SYSTEM.* The Law Library uses an electronic security system to prevent unauthorized removal of Library materials. Patrons in possession of improperly charged out materials will set off an alarm and trigger the locking mechanism on the security gate when attempting to exit.

\* *SMOKING* and the use of all other tobacco products is prohibited in all areas of the Library.

\* *TELEPHONES* located at the Circulation Desk, Reference Desk, and in Library offices are not for public use. Patrons in need of a public phone will be directed to the phones located outside the Law School elevators.

The INNOPAC circulation system is fully integrated with the INNOPAC online catalog. This system supports all of the functions attendant to the circulating of library materials, including check-in and check-out, renewals, overdue notices, holds, recalls, course reserves, and fines. The Law School ID cards contain embedded patron bar codes and serve as borrowing cards.

\* *PHOTODUPLICATION.* There are two copiers available in the library for use by library patrons. Copies are 10 cents per page and can be made by coin or by using the Law School I.D. card as a debit card.

\* *REFERENCE ASSISTANCE.* Professional reference assistance is available during the academic year Monday through Thursday from 8:30 a.m. to 8:00 p.m. and Friday from 8:30 to 4:30 either at the Reference Desk or on call. Weekend reference service times are adjusted to provide optimal service to our students depending on student schedules and course needs.

Students are encouraged to meet with a reference librarian before starting a research project in order to obtain advice on how to begin their research and to learn what library services are available to assist them.

Librarians conduct orientation tours for all first-year students. Students are given a copy of the library *Guide*.

\* *STUDY ROOMS.* There are twelve small rooms which can be used for group study or audio/video review.

## FLOOR PLAN & LOCATOR

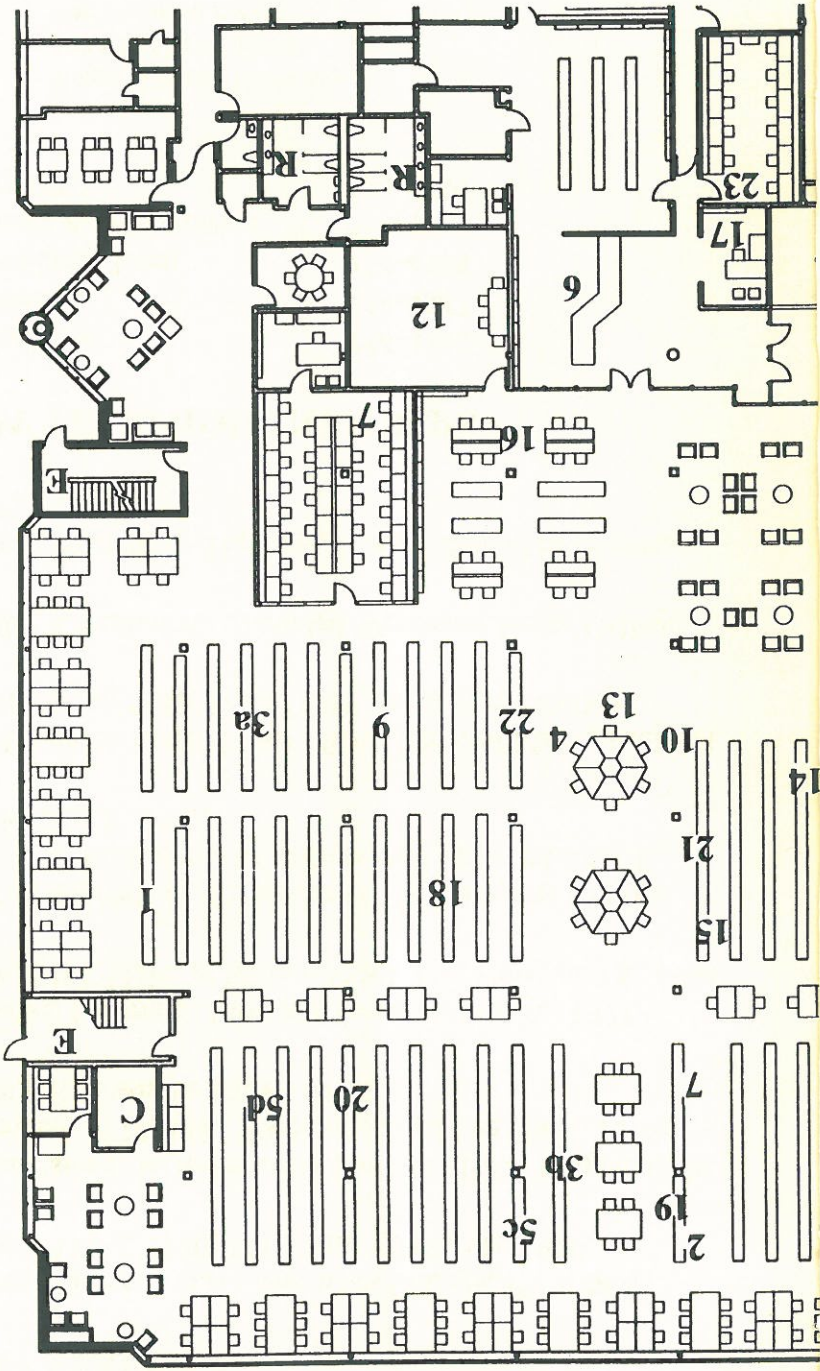
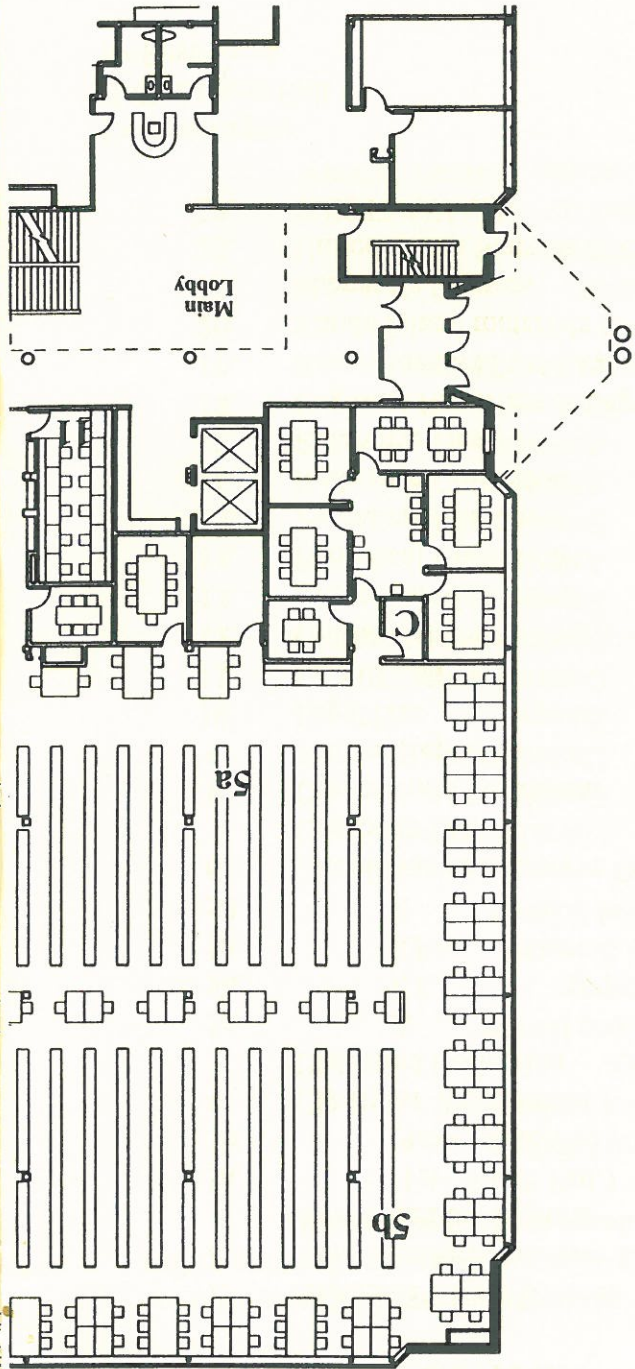
1.	American Digest System	
2.	American Jurisprudence 2d	
3a.	(1st - 5th & Fed.)	
3b.	(4th - 5th & Fed.)	
4.	CD-ROM Workstation	
5a.	A	
5b.	KF	
5c.	KFA	
5d.	Z	
6.	Circulation and Reserve Desk	
7.	Computer Lab	
8.	Corpus Juris Secundum	
9.	Federal Reporters	
10.	LegalTrac	
11.	LEXIS Lab	
12.	Online Catalog	
13.	Microform Collection	
14.	Periodical Collection	
15.	Periodical Indexes	
16.	Reference Collection	
17.	Reference Desk	
18.	Regional Reporters & Digests	
19.	Restatements of the Law	
20.	Rhode Island materials	
21.	Shepard's Citators	
22.	United States Statutes & Codes	
23.	WESTLAW Lab	

C=Photocopier  
E=Emergency Exit  
R=Restrooms

## LC CLASSIFICATION OUTLINE

The Library uses the Library of Congress classification system to arrange the treatise collection. The following broad outline of that system may be of some assistance in locating materials.

A	General Works	
B	Philosophy-Religion	
D	History	
E-F	American History	
G	Geography	
H	Social Sciences	
J	Political Science	
K	Law	
KD	United Kingdom	
KE	Canada	
KF	United States	
KJ	Europe	
KK	Central Europe	
KL	Southeastern Europe	
KM	Soviet Union	
KN	Asia	
KQ	Southeast Asia	
KR	Africa	
KTA	Australia	
L	Education	
P	Language and Literature	
Q	Science	
R	Medicine	
S	Agriculture	
T	Technology	
Z	Bibliography. Library Science	





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**LIBRARY STAFF**

*Gail Winson*, Director - B.A., Moravian College, 1966; M.S.,  
Drexel Univ., 1970; J.D., Univ. of Florida, 1979.

*Lucinda Harrison-Cox*, Reference Librarian - B.A., Rutgers Univ.,  
Camden, 1979; J.D., Washington and Lee Univ., 1982;  
M.S.L.S., Catholic Univ., 1990.

*Nanette Kelley*, Reference Librarian (parttime) - B.A., 1977,  
J.D., 1980, Univ. of Maine; M.S.L.I.S., Univ. of R.I., 1994.

*Elizabeth Geesey Holmes*, Cataloger - B.A., Lafayette College,  
1987; M.A., College of William and Mary; M.S.L.I.S.,  
Univ. of R.I., 1992.

*Stephanie Edwards*, Acquisitions - B.A., Univ. of Mass., Amherst,  
1978; M.A., Ph.D., 1987, Bryn Mawr College.

*Donna Miller*, Circulation - Attended Worcester Junior College.

*Kathy Meiggs*, Secretary - Diploma, Sawyer School of Business,  
1983.

**LIBRARY TELEPHONE NUMBERS**

Circulation	254-4546
Reference	254-4547
Interlibrary Loan	254-4548
Library Administration	254-4531
Acquisitions	254-4539

Roger Williams University  
School of Law Library  
Ten Metacom Ave.  
Bristol, Rhode Island 02809-5171

The Library gratefully acknowledges  
the many gifts of legal materials which  
have enriched the collection. Potential  
donors are encouraged to contact the  
Director of the Law Library.