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Law Library Guide

Law Library

Fall 2003

Library Guide

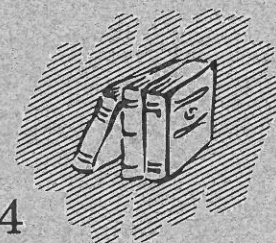
Roger Williams University School of Law Library

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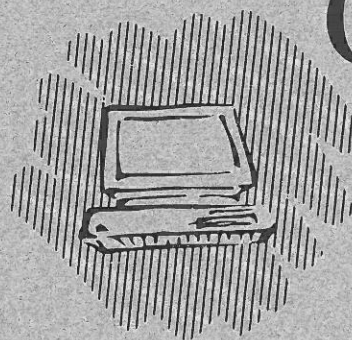
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2003/2004

Library Guide



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.

Revised August, 2003

**Roger Williams
University**

RALPH R. PAPITTO SCHOOL OF LAW

INTRODUCTION

Welcome to the Roger Williams University Law Library. This *Guide* serves as a general introduction to the resources, services, and policies of the Law Library. Our collections and services are primarily designed to meet the specific needs of the faculty and students of the Ralph R. Papitto School of Law but also serve the broader academic and legal community.

The comprehensive collection supports the curriculum as well as in-depth scholarly legal research. The collection contains approximately 275,000 volumes in print and microform. In addition, the library subscribes to a variety of online and web-based databases including LexisNexis and Westlaw.

Through the use of a wireless network and other technologies, electronic resources can be accessed from on or off campus. On campus, students can use computers provided for them in one of the library's three labs or use personal laptop computers. Off campus, students and other members of the law school community with personal computers and internet service can access online resources through the Library's proxy server. The Library's WebCatalog and web site provide information about specific research tools available in the Library and from state and national sources outside the Library.

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. A mixture of individual carrels, large tables, comfortable lounge areas, and group study and seminar rooms provide a variety of seating and study options for patrons pursuing academic endeavors.

The staff members, including law-trained reference librarians, look forward to assisting you in pursuing your legal research through the use of the collection and the wide array of other resources available through the Library.

Gail I. Winson, Director
Fall, 2003

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, University students with legal research needs, faculty from CRIARL member institutions, members of the bench and bar, and law students from ABA-approved schools are welcome to use the collection on the premises. Students enrolled in programs with which the School of Law participates in a joint degree program may use the collection on premises upon properly identifying themselves. Students from CRIARL member institutions may use the collection upon presentation of a letter of referral from their home institution library. Other members of the community are allowed to use the Library by special arrangement with the Director.

HOURS

Library hours for Fall and Spring semesters are as follows:

Monday - Thursday:	7:30 a.m. - Midnight
Friday:	7:30 a.m. - 10:00 p.m.
Saturday:	8:00 a.m. - 10:00 p.m.
Sunday:	9:00 a.m. - Midnight

Library hours for the Summer semester are as follows:

Monday - Thursday:	8:00 a.m. - 11:30 p.m.
Friday:	8:00 a.m. - 6:00 p.m.
Saturday:	8:00 a.m. - 6:00 p.m.
Sunday:	9:00 a.m. - 6:00 p.m.

The Library observes special hours for intersession periods and holidays. These hours will be posted on the board at the Library's entrance and on the Library's WebCatalog at: <http://lawlib.rwu.edu>.

CIRCULATION POLICY

Upon presenting a Law School ID card, law school faculty and students may check out library materials under the following circulation policies:

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.

Forty-Eight Hour Reserve - When the Library owns three or more copies of a hornbook or nutshell, copies three and above are allowed to circulate outside the Library for a forty-eight hour period.

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

Audiovisual Room and Study Room Keys - Room keys circulate for three hours and may be renewed subject to the Room Reservation Policy.

Upon presenting an Alumni Borrower's card, Alumni may checkout library materials under the following circulation policies:

Two Hour Reserve - All Reserve materials as described above.

Seven Day Circulation - Most single volume monographs from the classified collection.

Audiovisual Room and Study Room Keys - Room keys circulate for three hours and may be renewed. Availability of room keys is subject to restrictions based on current student needs.

Applications for an Alumni Borrower's card are available at the Circulation Desk. For more information on Alumni borrowing, please check the Library's web site at <http://law.rwu.edu/Law+Library/Alumni+borrowing>.

RENEWALS. Most items not requested by another patron may be renewed once. Patrons may renew material via the telephone when full-time staff are available. To renew via the telephone, call the Circulation Desk at 254-4546. Overdue materials may not be renewed.

FINES accrue on overdue Reserve materials, including keys, at the rate of \$.50 per hour for each hour or portion of an hour that the Library is open. Fines accrue on general circulation materials at the rate of \$.50 per day for each day.

Patrons may use the "*View Your Patron Record*" option in the WebCatalog to review a list of the materials currently checked out. The list also displays the due dates and times for all items currently checked out.

Materials not returned after two notices are declared lost. The patron will be charged the price of the item, a \$5.00 processing fee, and the accrued amount of the fine.

ELECTRONIC RESOURCES

* **LAW LIBRARY WEB SITE.** The Library maintains a web site providing access to library information and research guides, links to legal research web sites, and a link to the WebCatalog. The address of the Library's web page is: <http://law.rwu.edu/Law+Library>.

* **WebCatalog.** In addition to the usual features of an online catalog, the WebCatalog provides links to all of the materials on the Library's web site, to web-based journal indexes and electronic journals, and to selected Rhode Island and law school library catalogs. The WebCatalog also includes a database providing searchable records for Congressional documents from 1970 to 2000. The WebCatalog can be accessed from off campus through the Law Library web page or at <http://lawlib.rwu.edu>.

* **ONLINE / WEB-BASED LEGAL RESEARCH RESOURCES.** The Law Library subscribes to a variety of online and web-based databases including the following: *Westlaw* and *LexisNexis*, two major legal research services; *Index to Legal Periodicals and Books* and *LegalTrac*, both legal periodical indexes; *HeinOnline*, which provides full-text access to law reviews; a selection of e-journals; and *L.O.I.S. Professional Library*. These resources are accessible from the Library's computer labs and workstations and from individual laptop computers. All students and faculty receive opportunities for training. Individual passwords are issued to eligible users for those services requiring passwords.

* **CALI / COMPUTER-ASSISTED LEGAL INSTRUCTION.** As a member of the CALI Consortium, the Law Library receives over three hundred legal education exercises covering many curricular subjects. These exercises, which are excellent study and review aids, are available on CD-ROM, in the student computer labs, and through the CALI web site.

SPECIALIZED COLLECTIONS & RESOURCES

***REFERENCE COLLECTION.** General legal and non-legal almanacs, directories, indexes, bibliographies, atlases, dictionaries, statistical source books, and other basic reference materials are kept in the Reference Collection. Usually only the most recent edition of a reference work is kept in Reference. Selected older editions are available either in the general collection or in the superseded collection.

***RESERVE COLLECTION.** This collection includes course reserve materials, legal texts called hornbooks and nutshells, audio and video tapes, and back issues of general and legal newspapers. Older editions of many of the hornbooks and nutshells are available in the general collection.

***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 film and fiche carriers, motorized image rotation, and zooming and focusing features. There are also two microfiche readers in the room. Copies are 10 cents per page and can be made by coin.

Information on most of the Library's microform holdings can be found using the WebCatalog. A *Microform Guide* may also be found in the Micrographics room, on reserve and at the Library's website in .pdf format (<http://law.rwu.edu/Law+Library/Research+Guides.htm>).

***CAREER COLLECTION.** In addition to the materials available through the Office of Career Services, the Library provides numerous resources to consult when searching for legal or law-related employment. These materials are shelved in one convenient location.

***FACULTY PUBLICATIONS.** The Library staff maintains a display of selected faculty publications.

LC CLASSIFICATION OUTLINE

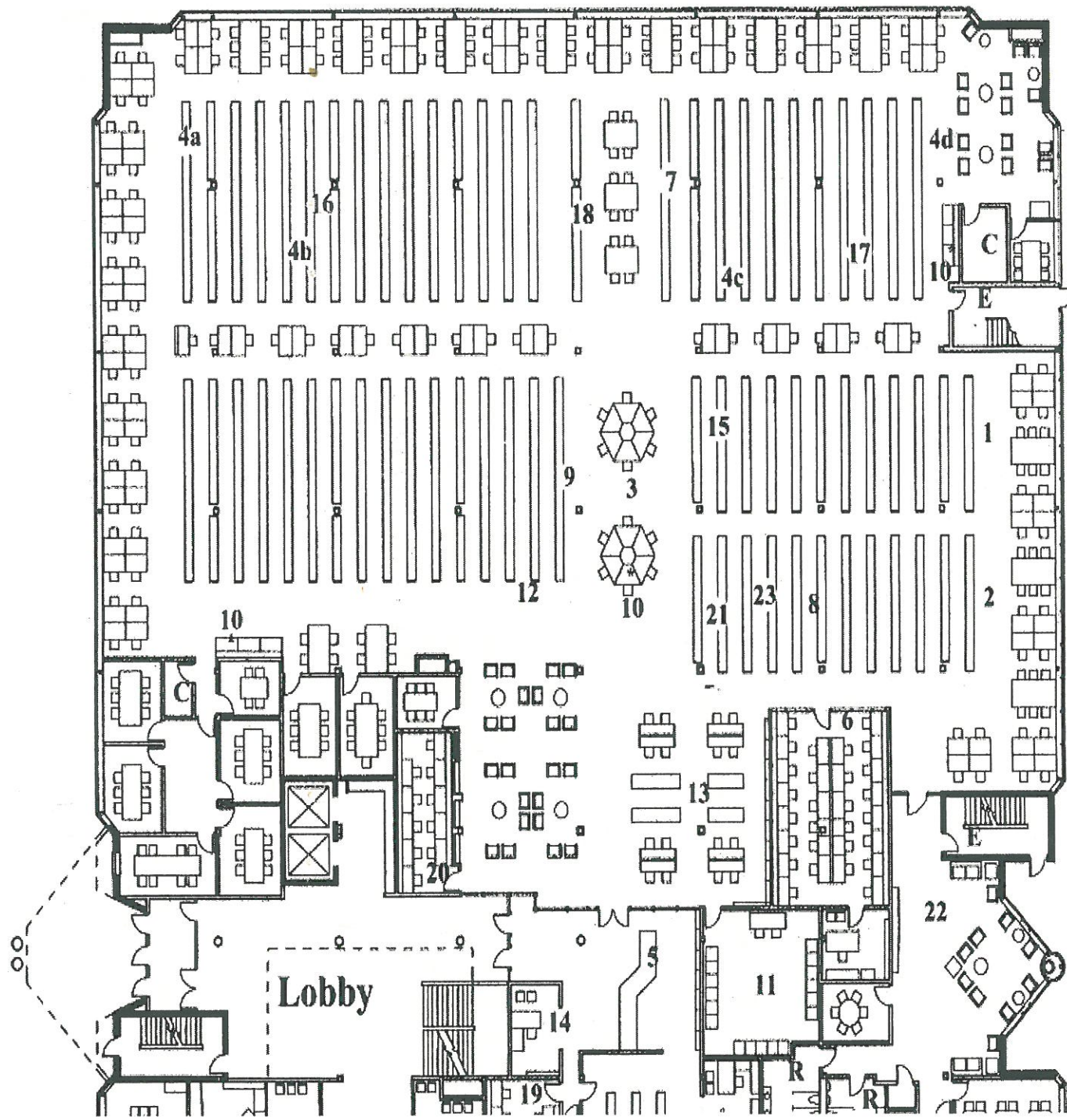
The Library uses the Library of Congress classification system to arrange the treatise collection. The following broad outline of that system may be of some assistance in locating materials.

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
KFA-KFW	Individual state materials, Alabama - Wyoming
KJ	Europe
KK	Central Europe
KL	Southeastern Europe
KM	Soviet Union
KN	Asia
KQ	Southeast Asia
KR	Africa
KTA	Australia
KZ	Law of Nations
KZA	Law of the Sea
L	Education
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
Z	Bibliography. Library Science

FLOOR PLAN & LOCATOR

- 1. American Digest System
- 7. American Jurisprudence 2d
- 2. American Law Reports
- Classified Collection
- 4a. A (Gen. materials-begining)
- 4b. KF (Law-United States)
- 4c. KFA (Law-States)
- 4d. Z (General materials-end)
- 5. Circulation and Reserve Desk
- 6. Computer Lab
- 7. Corpus Juris Secundum
- 7. Encyclopedias
- 23. Federal Register & C.F.R.
- 8. Federal Reporters
- 3. General Research Workstations
- 9. Indexes
 - CIS Indexes
 - Current Law Index
 - Index to Legal Periodicals
- 11. Microform Collection
- 12. Periodical Collection
- 9. Periodical Indexes
- 22. Portuguese-Am. Comp. Law Center
- 13. Reference Collection
- 14. Reference Desk
- 15. Regional Reporters & Digests
- 16. Restatements of the Law (KF395)
- 17. Rhode Island materials (KFR)
- 18. Shepard's Citators
- 19. Training Lab 1
- 20. Training Lab 2
- 21. United States Statutes & Codes
- 10. WebCatalog
- 7. Words and Phrases

C=Photocopier
 E=Emergency Exit
 R=Restrooms



LIBRARY SERVICES & FACILITIES

* *AUDIO/VISUAL AND STUDY ROOMS.* There are twelve small rooms which can be used for group study or audio/video review. Four of the rooms are equipped for videotape playback. The eight other rooms are primarily used for study groups. Use of these rooms is governed by the Room Reservation Policy.

Under the Room Reservation Policy, students, faculty, alumni, and staff of the Roger Williams University School of Law may reserve AV rooms for audio/visual playback or group study use and may reserve study rooms for group use. Advance reservations may be made for three hours per day. Individual law students may use the study rooms during times when the rooms are not reserved for group use. Reservations may be made by telephone [Circulation Desk: 254-4546]. The reservation book and detailed policy are located at the Circulation Desk.

* *COMPUTERS.* Forty-four computers in three separate labs provide access to wordprocessing and various Internet-based services including: e-mail, *HeinOnline*, *LexisNexis* and *Westlaw*. Most printing is controlled using Print Manager software. Printing is 10 cents per page using a debit card purchased from a dispenser in the library. The same debit card can also be used for photocopying. Printing from *LexisNexis* and *Westlaw* is available free through offline printers. Use of the labs is limited to Law School faculty and students. Access to the computers is generally on a first come-first served basis. However, access may be restricted when the labs are in use for instructional purposes and the Library reserves the right to establish special reservation policies during peak use times.

Laptop access to the Internet and to e-mail is available from the library carrels and through wireless connectivity. Off-campus access is available using the Library's proxy service. Instructions for setting up the proxy are on the WebCatalog.

* *INTERLIBRARY LOANS.* RWU School of Law students and faculty

in need of items not available in the Law Library's collection may request that an 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 funded by the Rhode Island Office of Library and Information Services.

* *PHOTODUPLICATION.* There are three 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 a debit card purchased from a dispenser in the library. The same debit card can also be used for printing.

* *PHYSICAL ACCESSIBILITY.* Accommodations are included in the furnishings of the library for use of the facilities by patrons who are physically challenged. 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.

* *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 a.m. to 4:30 p.m. either at the Reference Desk or on call. Weekend reference service is available on Saturdays from noon to 4:00 p.m.

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 and all incoming students are given a copy of this *Guide*.

Other tours of the Library can be arranged by contacting the Public Services/Electronic Resources Librarian, the Reader Services Librarian or one of the Reference Librarians. Additional copies of this *Guide* are available at the Circulation Desk. The *Guide* is also available on the web.

LIBRARY PUBLICATIONS

In addition to this *Guide*, the Library prepares other publications designed to assist patrons.

TimeSavers and *TimeSavers International* are the Library's ongoing publication series. These bibliographies and research guides provide information pertaining to resources available on selected subjects and legal research techniques. The titles available in both series are listed on the web at <http://law.rwu.edu/Law+Library/Research+Guides.htm> with links to copies in .pdf format. Print copies are available in the Library. Additional titles will be prepared as needed. Selected titles include:

Selected Bibliography for Legal Research and Writing
Using Indexes to Legal Periodical Literature
Materials on Appellate Advocacy, Brief Writing, and Oral Argument
Sources of Information for Bar Examinations and Admissions
Legal Forms: Selected Sources
Jury Instructions: Sources
Job Search! Recommended Resources
Trial Advocacy: Selected Resources
Researching Treaties and Other International Agreements
Selected Resources - International Human Rights
Researching Federal Legislative History -- NEW!
Administrative Law: Researching & Updating Federal Regulations
-- NEW!

The *Microform Guide* is available in the Micrographics Room, at the Reference Desk, and at <http://law.rwu.edu/Law+Library/Research+Guides.htm>. It provides an alphabetical listing of the microform sets with a description of their contents, coverage, and any aids or indexes available.

The Library publishes a newsletter, *Law Library Briefs*, designed to provide timely information on recent additions to the collection, research tips, and other topics of interest. Issues are also available on the web.

LIBRARY RULES AND REGULATIONS

* *BEVERAGES AND FOOD* are not allowed in the Library at any time. A cafeteria is available on the lower level of the Law School.

* *BICYCLES, ROLLER BLADES, AND SKATEBOARDS* may not be brought into the Library.

* *CHILDREN* under age 12 must be accompanied and supervised at all times by an adult.

* *COMPUTER USE POLICY*. Standards for appropriate use of the School of Law's computers are set forth in the "Responsible Use of Information Technology Systems and Facilities" policy. This policy is available at <http://law.rwu.edu/Student+Life/IT+Policy.htm>.

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

* *PAGERS AND CELLULAR PHONES* must be turned off or set to provide an inaudible notification to the user. Cellular phones may not be used in any area of the Library except the study rooms.

* *PAGING, MESSAGES, AND SIGNS*. The Library cannot page patrons and does not take messages for patrons. Any messages or signs left in the Library are subject to removal. The Library does not accept personal items for "hold" or "pick up" for patrons or delivery services.

* *PERSONAL SAFETY*. When the fire alarm sounds, library users must immediately evacuate the building through the fire exits noted on the library map.

* *PETS* and other animals, with the exception of legally recognized service animals, are not allowed in the Library.

* *QUIET STUDY*. Patrons should respect the rights of others by keeping

noise levels as low as possible in all areas of the Library.

* *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.

* *UNAUTHORIZED REMOVAL, MUTILATION, DEFACEMENT, OR MARKING* of library materials or equipment is prohibited.

LIBRARY STAFF

Administration

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

Pam Cabral, Administrative Assistant - Mt. Pleasant High School, Business Degree.

Public Services

Lucinda Harrison-Cox, Public Services/Electronic Resources Librarian - B.A., Rutgers University, Camden, 1979; J.D., Washington and Lee University, 1982; M.S.L.S., Catholic University, 1990.

Nanette Balliot, Reader Services Librarian - B.A., 1977, J.D., 1980, University of Maine; M.L.I.S., University of Rhode Island, 1994.

Emilie A. Benoit, Reference Librarian - A.B., Brown University, 1972; J.D., Suffolk University, 1977; LL.M., Boston University, 1991; M.L.I.S., University of Rhode Island, 1999.

Thelma Dzialo, Circulation/Interlibrary Loan Coordinator - Certificate in Electronic Technology, Rhode Island School of Electronics, 1980; Attended Community College of Rhode Island; attended Roger Williams University.

Barbara Pahlow, Public Services Assistant - Associate Degree, Mid-State Technical College, 1991; A+ certified and Microsoft Office Specialist.

Richard Segel, Circulation Assistant - B.A., Roger Williams College,
1981.

Collection Services

Stephanie Edwards, Collection Services Librarian - B.A., University of
Massachusetts, Amherst, 1978; M.A., 1982, Ph.D., 1987,
Bryn Mawr College; M.S., Drexel University, 1994.

Kathleen MacAndrew, Catalog Librarian - B.A., California State
University, Long Beach, 1981; M.L.S., Simmons College,
1987.

Jennifer Raynor, Acquisitions Librarian - B.A., University of
Michigan, 1994; M.L.I.S., University of Pittsburgh, 1999.

Lisa Lannon, Acquisitions Assistant - A.A., Community College of
Rhode Island, 1991; B.A., Rhode Island College, 1994.

Chhann Keut, Cataloging Assistant - B.S., Rhode Island College,
2000.

WHL

For additional information about library staff and for e-mail links, please
visit the Library's web site at: [http://law.rwu.edu/Law+Library/
Library+Staff.htm](http://law.rwu.edu/Law+Library/Library+Staff.htm).

LIBRARY TELEPHONE NUMBERS FOR ASSISTANCE

Administration	254-4531
Circulation/Information	254-4546
Reference Librarian on duty	254-4547
Interlibrary Loan requests	254-4548
Requests for book purchases	254-4537
Gift offers	254-4539

ADDRESS

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Ralph R. Papitto School of Law
Library
Ten Metacom Avenue
Bristol, Rhode Island 02809-5171