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Law Library Guide

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2006

Library Guide

Roger Williams University School of Law Library

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LAW LIBRARY GUIDE

2006/2007

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, 2006

**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 over 293,000 volumes in print and microform. In addition, the library subscribes to a variety of online and web-based databases.

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 resources available through the Library.

Gail I. Winson
Associate Dean for Library and Information Services
Fall, 2006

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 Associate Dean for Library and Information Services.

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, during exam 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/> under "Library" > "Library Guide" > "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.

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.

* *CELLULAR PHONES* must be turned off or set to provide an inaudible notification to the user. Cellular phone calls may not be answered or initiated in any area of the Library including: the circulation area, the study rooms, the computer labs, and the Portuguese-American Comparative Law Center.

* *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/about/studentlife/itpolicy.aspx>.

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

* *PAGERS* must be turned off or set to provide an inaudible notification to the user.

* *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 checked out materials will set off an alarm when attempting to exit.

* *SMOKING* and the use of all 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 and constitutes a violation of the Honor Code.

LC CLASSIFICATION OUTLINE

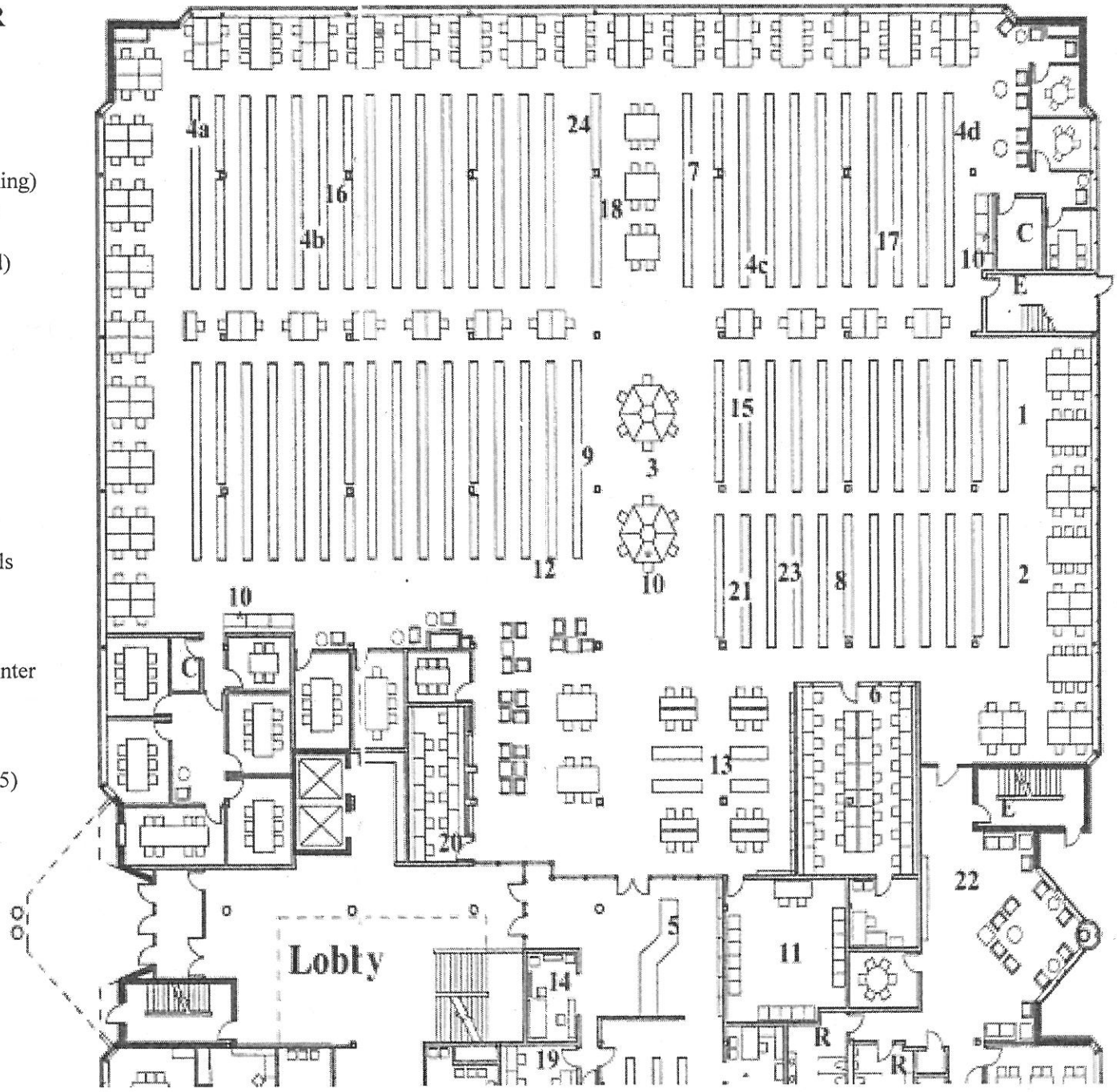
The Library uses the Library of Congress classification system to arrange the treatise collection. The following broad outline of that system may be of some assistance in locating materials.

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-beginning)
- 4b. KF (Law-United States)
- 4c. KFA (Law-States)
- 4d. Z (General materials-end)
- 5. Circulation and Reserve Desk
- 24. CIS Indexes
- 6. Computer Lab
- 7. Corpus Juris Secundum
- 7. Encyclopedias
- 23. Federal Register & C.F.R.
- 8. Federal Reporters
- 3. General Research Workstations
- 9. Periodical 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



FREQUENTLY ASKED QUESTIONS

GENERAL

- 🔍 *Where can I find information about the Law Library?*
- ✓ Ask a librarian or full-time staff member.
 - ✓ Check the library's website at <http://law.rwu.edu/> under the "Library" option.
 - ✓ Check the library's online catalog at: <http://lawlib.rwu.edu> under "Library Information."
- 🔍 *Where can I find information about the materials in the Law Library's collection?*
- ✓ Check the library's online catalog at: <http://lawlib.rwu.edu>.
- 🔍 *Where can I find copies of the Law Library's newsletters, TimeSavers and other publications?*
- ✓ At the library's website at <http://law.rwu.edu/> under the "Library" option.
- 🔍 *What if I need help using the Law Library?*
- ✓ The librarians and staff will be glad to provide instruction on using the collection for research or physical assistance accessing the collection as appropriate.
 - ✓ Reference assistance is available during the academic year Monday through Wednesday from 8:30 a.m. to 8:00 p.m. and Thursday -Friday from 8:30 a.m. to 5:30 a.m. either at the Reference Desk or on call. Weekend reference service is available on Saturdays from noon to 4:00 p.m.
- 🔍 *Can I borrow materials from the University Library?*
- ✓ Yes. Go to the University Library and present your student ID. You should be in their online system. If not, they will enter you into their system.

- 🔍 *What if an item seems to be "missing" from the stacks?*
- ✓ Ask a member of the Law Library staff to join the search. We may be able to identify additional places to look.
 - ✓ If it is at the "bindery," we can determine when it should be back and arrange to have it available as quickly as possible.
- 🔍 *What if I need an item that is not available at either the Law Library or the University Library?*
- ✓ Item(s) can be requested through Interlibrary Loan. The request form is available at the Circulation Desk or on the web under "Library">"Library Guide">"Interlibrary Loan."

ONLINE/WEB-BASED RESOURCES

- 🔍 *How do I obtain a LexisNexis ID or a Westlaw ID?*
- ✓ IDs are issued during first-year training.
- 🔍 *What do I do if I have a problem with my LexisNexis ID or Westlaw ID?*
- ✓ First, make sure that the ID is registered online.
 - ✓ Second, if it is during the summer, make sure that the ID was extended for summer access at the appropriate website. Summer access is available to students taking classes, working for a faculty member, or competing for law review/moot court.
 - ✓ Finally, if none of the above works, come see, call, or e-mail the Public Services/Electronic Resources Librarian.
- 🔍 *How do I use the Law Library's online/web-based resources from home?*
- ✓ The Law Library offers a proxy service which requires some set-up in your Internet browser. The instructions for set-

ting up the proxy are available on the Law Library's WebCatalog [<http://lawlib.rwu.edu>]. Once the proxy is functioning, all you will need is to enter your name and Law Library barcode from the back of your student ID.

📍 *How do I obtain the code I need to register for and login to use the CALI lessons from the CALI website?*

- ✓ Ask any librarian.

📍 *How do I obtain the code I need to register for LoisLaw?*

- ✓ Ask any librarian.

PRINTING & PHOTOCOPYING

📍 *How do I obtain a print/copy card?*

- ✓ There is a machine in Training Lab 1 which vends the cards. The card is purchased with a \$1 bill and will contain \$0.60 worth of printing or copying on the card. Printing/copying is \$0.10 per page.

📍 *Do I always need to purchase a new card?*

- ✓ No. Additional money can be added to your card in \$1, \$5, \$10, or \$20 amounts.

📍 *Where do I add money to my print/copy card?*

- ✓ At the same machine where the card was purchased, OR
- ✓ At any of the photocopiers.
- ✓ Always insert the card first, then insert the money in order to add money to the card.

📍 *Can I use cash instead of a card?*

- ✓ Cash can be used to photocopy, but the cards are required to print.

📍 *Where can I obtain change?*

- ✓ The Law Library does not have change available. However, student services, the bookstore, or the cafeteria will usually oblige.

📍 *What do I do if the copier malfunctions?*

- ✓ Notify the staff at the Circulation Desk. For paper jams or more paper, they will attempt to resolve the problem. For more serious problems, they will contact the appropriate personnel.

📍 *What do I do if a printer malfunctions?*

- ✓ If a computer lab monitor is on duty, ask the monitor for assistance. If a monitor is on duty, a sign will be posted at the Circulation Desk with the monitor's photograph to make it easier for you find the monitor.
- ✓ If no monitor is on duty, ask at the Circulation Desk. The problem may be one they can resolve or they will request assistance from the Public Services Assistant or a librarian, if available.

📍 *What if a card reader takes money from my card, but I do not receive my copy/printout?*

- ✓ Check first with the computer lab monitor or Circulation Desk staff for assistance. The problem may be one they can resolve or they will request assistance from the Public Services Assistant or a librarian, if available.
- ✓ If the problem can not be resolved, the Reader Services Librarian will be able to arrange for a refund of your money.

📍 *What if I lose my print/copy card?*

- ✓ If your name is legible on the card and the card is returned to the Circulation Desk, we will place the card in your mailbox downstairs.

COMPUTERS

- 🔑 *How do I log in to one of the computers in the Law Library when it prompts for a login password?*
- ✓ Press <Enter>.
- 🔑 *Who do I contact if I have a problem with one of the computers or a question about the software?*
- ✓ When available, check first with the computer lab monitor on duty.
 - ✓ If no computer lab monitor is on duty, ask the Circulation Desk staff for assistance. The problem/question may be one they can resolve or they will request assistance from the Public Services Assistant or a librarian, if available.
- 🔑 *How do I connect to the wireless network in the Law Library and Law School building?*
- ✓ Open your Internet browser.
 - ✓ At the "Security Alert" screen, click <Yes>
 - ✓ Enter your e-mail login and password as your User name & Password and click "I accept terms of service."
 - ✓ Click "Log In."
- 🔑 *How do I log in to Blackboard?*
- ✓ The "User name" is the number on the front of your Student ID card. The number should have seven digits. If not, add zeros to the beginning.
 - ✓ The "Password" is the first four letters of your last name (in lowercase) and the last four digits of your social security number.
- 🔑 *How do I log in to Campus Cruiser?*
- ✓ If you have lost or forgotten the "Login ID" and "Password" which were e-mailed to you, contact the Student Services office personnel.

LIBRARY STAFF

Administration

Gail Winson, Associate Dean for Library and Information Services - 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/Faculty Services 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.

Phyllis O'Neill, Public Services Assistant - A.S., Bristol Community College, 1987; B.A., Roger Williams College, 1991; Certificate, Client/Server Technology, Bryant College, 2000.

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 Thomas, Acquisitions Librarian - B.A., Bates College, 2000; M.A., Tufts University, 2002; M.L.S., Simmons College, 2005.

Ana Monte, Acquisitions Assistant - Certificate, Professional Office Specialist, Kinyon-Campbell Business School, 1994.

Christina Wolfskehl, Cataloging Assistant - B.A., University of Massachusetts Dartmouth, 1998.

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For additional information about library staff and for e-mail links, please visit the Library's web site at: <http://law.rwu.edu/sites/lawlibrary/staff/>.

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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Bristol, Rhode Island 02809-5171