

CAPITAL UNIVERSITY LAW SCHOOL LIBRARY GUIDE

The Capital University Law School Library is located on the third and fourth floors in the Capital University Law School at 303 East Broad Street. The library entrance and exit are on the fourth floor of the law school. The library is primarily a legal research collection for Capital University students and faculty, but is also open to alumni and attorneys admitted to the bar.

CIRCULATION DESK - 4th Floor

614-236-6464

circulation@law.capital.edu

Monday - Thursday	9:00 am	-	9:00 pm
Friday	9:00 am	-	7:00 pm
Saturday	9:00 am	-	6:00 pm
Sunday	12:00 pm	-	6:00 pm

REFERENCE DESK - 4th Floor

614-236-6466

reference@law.capital.edu

Monday - Friday	9:30 am	-	5:30 pm
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Hours vary during holidays and intercessions. Changes in hours are posted on the Law Library website and the bulletin boards outside the library.

All currently enrolled Capital University Law School (CULS) JD, LL.M., and paralegal students may use the library 24 hours a day, seven days a week. Students must use a current validated CULS student ID to access the Law Library after hours.

PATRON SERVICES

- ▶ **Reference** Reference librarians are available in Room 421. Patrons are encouraged to consult a reference librarian in person in the Reference Office, by phone at 614-236-6466, or via e-mail at reference@law.capital.edu. Reference librarians respond to e-mail during Reference hours: 9:30 am - 5:30 pm, Monday - Friday. Reference librarians can help patrons use the catalog, access online resources, and develop research methodology. The library staff may not and will not provide analysis or interpretation of any legal matter or document.

- ▶ **Online Catalog** Catalog terminals are located throughout the library. The catalog is also available on the Internet via the library's web page. Patrons are encouraged to ask a reference librarian for assistance in using the catalog.
- ▶ **Carrels** Currently enrolled CULS law and paralegal students who wish to keep library materials for an extended period of time may reserve a carrel. Reference materials may not be kept at carrels. Carrel renewals must be approved by the Circulation Supervisor.
- ▶ **Study Rooms** The Law Library has nine study rooms available for currently enrolled CULS student use. Study rooms are available on a first-come, first-served basis to any currently enrolled CULS student. Study rooms are locked. Study room keys may be checked out at the Law Library Circulation Desk with a current Law School student ID. Study room keys may be checked out for three hours and may not be renewed. There is a \$10.00 fine for every hour the study room key is overdue.

Law Library policy permits one use of a study room per student or group, per day. All outstanding study room keys must be returned to the Circulation Desk when the library closes. Food and tobacco products (including electronic cigarettes) are not permitted in the study rooms. Drinks are permitted in authorized containers only.

Students violating the study room policy will be asked to leave the study room and may also lose their study room privileges for the remainder of the semester, including the final exam period.

The Columbus Metropolitan Library (CML), located at 96 South Grant Ave., has single-occupancy study rooms that may be available for use by students with a valid CML card. Reservations must be made 24 hours in advance at <http://www.columbuslibrary.org/reserve>. Contact the CML at 614-645-2275 for more information.

- ▶ **Legal Analysis, Research, and Writing Teaching Assistant Office** Legal Analysis, Research, and Writing (LARW) Teaching Assistants may hold office hours in the LARW TA Office, Room 425. The TA Office is NOT a study room. The room is to be used solely by LARW TAs during their office hours. Any other use is strictly prohibited.
- ▶ **Internet Access** The Law Library is part of the Law School wireless network. Students should address networking questions to the IT Helpdesk, 614-236-6432. Students must comply with the Acceptable Use Policy of Capital University. The policy is available on the university's web site at <http://www.capital.edu/Information-Technology-Policies/>.
- ▶ **Photocopiers** Photocopiers are located on the fourth floor of the library. Photocopies are deducted from the student's print allocation. The

photocopiers also allow students to scan documents and send them to an email address as PDF files. There is no charge for scanning, so the student's print allocation is unaffected when scanning. Students log on to the photocopiers using their CULS username and password.

- ▶ **Copyright** Capital University Law School is committed to supporting teaching, learning, and researching through the legal use of copyrighted materials. The Copyright Law of the United States, Title 17, United States Code, governs all uses of intellectual property in any format.

BORROWING

- ▶ **Reference Materials** Reference materials may not be taken from the library. Reference materials include, but are not limited to, books labelled Reference, reporters, statutes and codes, ALRs, digests, multi-volume treatises, and periodicals.
- ▶ **Reserve Materials** Reserve materials are available at the Circulation Desk. Reserve materials may be checked out for three hours and may be renewed once. Some Reserve materials may be checked out overnight less than three hours prior to closing and are due back no later than three hours after the library opens the next day. Only CULS JD, LLM, and paralegal students may check out Reserve materials overnight.
- ▶ **Circulating Materials** Library materials may be checked out for a period of 21 days. CULS students, faculty, staff, alumni, and members of the Ohio bar only may check out library materials. Patrons must present a valid Capital University ID to check out materials. Patrons who are not current students, faculty, or staff must present a valid photo ID, such as a driver's license, or a bar membership card. Such patrons must also provide current contact information. Patrons may email questions to the Reference Librarian at reference@law.capital.edu.
- ▶ **Renewals** Circulating materials that have not been requested by another patron may be renewed for an additional 21-day period. This renewal may be requested in person at the Circulation Desk, by phone, or online at <https://charli.capital.edu/patroninfo/>. Only two renewals per item are permitted. Materials not eligible for renewal include items with a hold or items needed for the Reserve collection.
- ▶ **Interlibrary Loans** Interlibrary Loan services are available to CULS faculty and currently enrolled students. Faculty and students should contact the Circulation Supervisor or a reference librarian to complete an interlibrary loan request form. The Law Library will not pay for any interlibrary loan fees incurred without approval of Law Library staff. The Law Library will not assume any responsibility for any request obtained without a request form. Patrons should be aware that fulfillment of an interlibrary loan request is contingent on the item's availability at the library that actually owns the

requested item. Any renewal of borrowed items is also dependent upon the policies of the lending library. Patrons will be informed by email when their requested items are available to be picked up. Any requested materials that have not been picked up within two weeks of the email notification will be returned to the lending institution.

The Capital University Law School Library does not fill interlibrary loan requests or OhioLINK requests for current textbooks and casebooks, or other required class materials. The Capital University Law School Library does not fill interlibrary loan requests or OhioLINK requests for DVDs, music CDs, or study aids. Requests received by the library for these items will not be filled. All OhioLINK materials must be requested no later than one month prior to the end of classes. All library materials, including interlibrary loan and OhioLINK materials, must be returned before a student can be cleared for graduation.

The Capital University Law Library reserves the right to deny an interlibrary loan request if the fee charged by the lending library is excessive or if a patron requests a large number of interlibrary loan items.

- ▶ **Returns** To ensure that returned items are properly credited to the patron's record, all checked-out items must be returned to the Circulation Desk during business hours. Patrons are responsible for items checked out to them until they are properly checked in by a library staff member. The library cannot guarantee the security of items deposited at the Circulation Desk when the desk is unstaffed. Accordingly, checked-out items should not be left at the Circulation Desk after hours.

▶ **Fines:**

Overdue Reserve Materials	\$5.00 per hour
Study Room Key	\$10.00 per hour
Other Overdue Materials	\$1.00 per day
Lost Materials	Replacement cost of the material plus \$25.00 processing charge for each lost item.

Patrons with overdue materials charged to their library record will lose their borrowing privileges until both the overdue materials are returned and the fines paid. No student will be authorized to graduate or receive transcripts until all outstanding library fines have been paid.

- ▶ **Fines Appeals Board** Patrons may dispute library overdues or fines by contacting a reference librarian in the Reference Office (Room 421), by phone at 614-236-6466, or by e-mail at reference@law.capital.edu. Disputes will be reviewed by a three-member board.

AFTER HOURS ACCESS

- ▶ **24-Hour Access** Only currently enrolled Capital University Law School (CULS) JD, LLM, and paralegal students may use the Law Library 24 hours a day, seven days a week. Students must use a current, valid CULS ID to access the library after hours.

The entrance to the Law Library is controlled by a card reader located on the wall to the left of the library entrance. To enter the library after hours, place your CULS ID on the card reader to briefly unlock the library door. Do not prop open or otherwise leave open the library doors. See the security officer stationed in the Capital Lobby for assistance.

The library is not staffed after posted business hours. Materials on Reserve or shelved behind the Circulation Desk are not available after hours. Items from these collections must be checked out before the Circulation Desk closes.

- ▶ **Housekeeping** Beverages must be in spill-proof containers. Report all spills immediately to Housekeeping (Housekeeping@law.capital.edu) so that cleaning and stain treatment can be implemented promptly.
- ▶ **Security Escort** A security guard is available after 6:00 pm to accompany you to your vehicle. See the security officer stationed in the Capital Lobby for assistance.
- ▶ **Emergency** In an emergency, call 911 or Capital University Law School's Security Department at 614-236-6161 on a personal cell phone. You may also use the red emergency phones located throughout the library which connect automatically with CULS's Security Department.

LIBRARY SAFETY

- ▶ Patrons are required to evacuate the library whenever an emergency alarm sounds or upon request from a staff member.
- ▶ Red emergency phones are located throughout the library. These phones connect automatically with Capital University Law School's Security Department.
- ▶ Do not leave personal belongings unattended in the library.
- ▶ Law students and other library patrons are expressly forbidden from bringing their own heating or cooling devices into the library, including fans, heaters, electric blankets, and items of a similar nature. No modification of the library thermostats shall be made by anyone except authorized personnel.

LIBRARY ETIQUETTE

- ▶ Food and tobacco products, including electronic cigarettes, are forbidden in the library. Drinks are permitted in library-approved containers only. The library staff has authority to confiscate any food or drinks in non-approved containers.
- ▶ Quiet will be maintained throughout the library. Conversations of more than a few words should be taken outside the library or into a study room.
- ▶ Library patrons are required to take proper care of library facilities and to conduct themselves in an appropriate manner.
- ▶ Patrons must reshelve materials promptly and accurately.
- ▶ Cellular phone conversations are prohibited in the library. Please set cellular phones to silent mode while in the library.
- ▶ No unsupervised children are allowed anywhere in the law building. In addition, because the Law Library is a special place devoted to quiet and to undisturbed study, even supervised children should not be brought into the Law Library except for very short periods of time when their parents or guardians have only a very brief transaction. More extensive use of the library, such as reference transactions, should be conducted when the patron is unaccompanied by children.

Updated 8/16/2017