

# Appalachian School of Law Library Self-Guided Tour

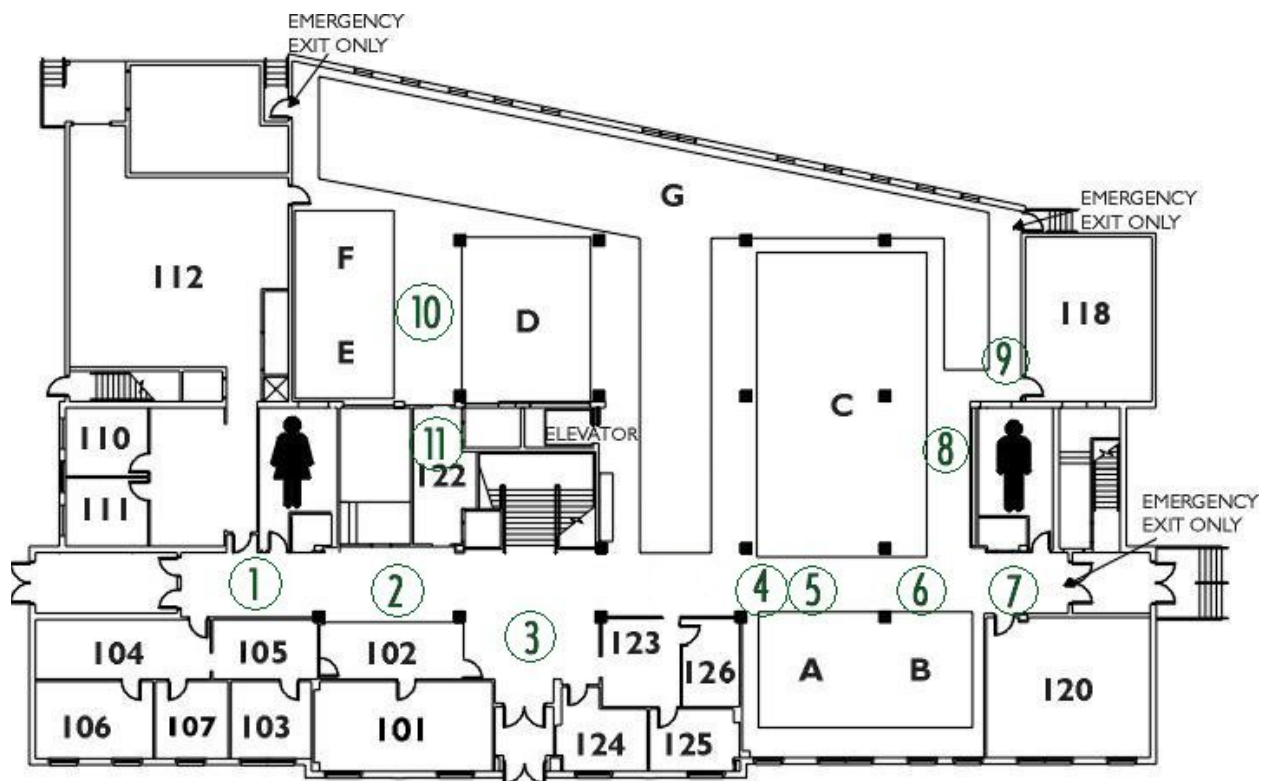
## Welcome to the Library!

Welcome to the ASL Library. We strive to make the Library a responsive, relevant, and active force within the educational life of the Law School. Our intention is to provide all of our users with a pleasant, clean, and secure area for studying and doing legal research and to provide informational resources necessary to support the Law School's program.

We hope that this self-guided tour will help you find your way around the Library, and that you will learn some of the basics to help you in your research needs. If you do have questions, please ask at the Circulation/Reserve Desk.

The following map highlights several points of interest, as specified by the green numbers with circles around them. We also have noted other areas as "In the Vicinity" sections below. You are not required to take this tour in any particular order, as we have tried to make each section as self-contained as possible.

## First Floor



## 1. Side Entry Door

Most students choose to enter the Library using the side entry door, as this is closest to the Classroom and Administration Building and the Booth Center. This is also the only available entrance door during "after hours" access (described in the sidebar "Library Hours"), when we lock the doors to the public. You will need a current student ID card to enter the Library during the "after hours" period; report any missing cards to the Circulation/Reserve Desk (there is a \$5 replacement fee).

Inside the side entry foyer is the public pay phone. If it is not working, please tell the person at the Circulation Desk.

Our campus bulletin board can be found on the entryway wall. Feel free to post items of general interest.

## 2. Circulation/Reserve Desk

Once you have entered the Library, you will first notice the Circulation/Reserve Desk. Here you can check out materials from our main collection and from our reserve collection.

### Checking Out "Regular" Books

The Library functions mainly as a research library, and so a good portion of our collection does not check out ("circulate," in library-speak). For example, reporter volumes, law review issues (or bound volumes), multivolume sets, and looseleaf materials (usually found in thick binders) do not leave the Library.

There are, however, some books (in the library world, they are known as "monographs") that do check out for two weeks. Most often, these are books that look like books you would get at your local public library. Bring the book and your ID card to the Circulation Desk, and we'll check the book out to you if it's allowed to circulate.

### Checking Out "Faculty Course Reserve" Materials

Many faculty members choose to supplement their textbooks with additional readings (or, sometimes, audiovisual materials). Like "regular" books, these materials may be checked out at the Circulation Desk with a valid student ID. The checkout time varies based on the material, but is often two hours so that other students can have access to the material. Although our course reserve items are kept behind the Circulation Desk, you may view a list of those materials by going to our online catalog at <http://catalog.asl.edu/> and from the right-hand menu, selecting either "Course Search" or "Instructor Search."

### Checking Out Other Materials

There are many other materials hidden behind the Circulation Desk. Most of our current study guides (including several helpful series like *Hornbooks*, *Nutshells*, *Examples and Explanations*, *Understanding*, *Mastering*, *Friedman's Practice*, and *Q&As*) can be borrowed from the Circulation Desk for two hours. (If we have older editions, those are located in the main collection and can check out for two weeks.) All of these titles can be found in our online catalog by title or subject at <http://catalog.asl.edu/>

### Library Hours

During the school year, the Library is staffed:

Monday through Thursday	8 am to 8 pm
Friday	8 am to 5 pm
Saturday	9 am to 5 pm
Sunday	noon to 8 pm

while students have card access:

Monday through Friday	6 am to midnight
Saturday	9 am to midnight
Sunday	noon to midnight

We do limit hours for holidays and school breaks. Public patrons also have more limited hours. See our complete schedule at <http://www.asl.edu/hours/>

## 2. Circulation/Reserve Desk (continued)

We also keep our audiovisual collection behind the Circulation Desk. We generally purchase the current edition of Sum and Substance CDs and Gilbert's CDs for each topic taught at ASL. (Don't have a CD drive on your computer? Check one out at the Circulation Desk!) We have a small collection of legally-themed contemporary movies (the "Legal Movies Series"). Most audiovisual material checks out for three days. For bar admission forms, we even have two typewriters available at the Circulation Desk.

### **ASL: Government Depository**

The ASL Library is a selective government depository library in the Federal Depository Library Program. This allows us to receive many legal documents at no cost to the school. Almost all of these documents are in our main collection, filed just like any other material. You can search our online catalog for any of these documents by title, author, or subject.

Because of our participation in this program, the ASL Library is open to the public a certain number of hours per week. Anyone is allowed to use our print- or microfiche-based collection, but due to licensing agreements, we are not able to allow public patrons to access our online databases; none of our databases are a part of the depository program.

There are seven group study rooms in the Library on the second floor. Students can check these rooms out for a two-hour period. Some rooms have either a DVD or a VHS player, and the remotes can be checked out at the Circulation Desk. (Please note: We are upgrading the monitors in those rooms during Fall 2018.) Whiteboards are also in all the study rooms, but if you didn't bring your own set of dry-erase markers and erasers, you can check some out at the Circulation Desk too. See "13. Group Study Rooms" for more information about the rooms.

### **In the Vicinity**

Across from the Circulation/Reserve Desk is our "Information Station." We highlight certain Library publications here, including our newsletter and highly-requested research guides. We also keep printed copies of the Student User Guide (which can also be found electronically on our web site).

Our street-side entrance is located near the Circulation Desk. These doors are open when the Library is open to the public – generally, 8 am to 5 pm Mondays through Fridays during the school year, and 9 am to 4 pm Mondays through Fridays during breaks. These doors are alarmed at all other times so students should use our side entrance doors (see "1. Side Entry Door") for "after hours" and weekend access.

## 3. Reference Desk/Security Office

Please stop by and ask one of our professional librarians a question! Due to our small staff, we no longer staff the Reference Desk. However, a professional librarian should be available most weekdays between 9 am and 4 pm, with a short gap for lunch. If you can't locate a librarian, ask at the Circulation/Reserve Desk. If you have a complex question and would feel more comfortable making an appointment, you're welcome to do that. We also try to answer e-mail and telephone questions as time permits.

Campus security is located in Room 126 of the Library. Security officers can be reached during their normal hours by visiting them in person, e-mailing [security@asl.edu](mailto:security@asl.edu), or by calling their office phone at 276-244-1295. Their cell phone number is 276-312-3989.

### **In the Vicinity**

We have a dictionary stand filled with legal dictionaries nearby (although the huge dictionary on top of the stand is a general-purpose one).

## **4. Appalachian Collection**

The ASL Library takes seriously the mission of the Law School: "The Appalachian School of Law exists to provide opportunity for people from Appalachia and beyond to realize their dreams of practicing law and bettering their communities." As a way to remind students and staff about the Appalachian region, the Library collects fiction and non-fiction titles specifically about the area. The collection includes local histories, topics of local interest (including coal mining, mountain traditions, and the history of country music), and local and regional authors like Lee Smith (a former resident of Grundy). Most of this material checks out for a two-week period.

## **5. Reference Collection**

Shelved next to the Appalachian Collection is our Reference Collection. We keep the standard encyclopedia and dictionary sets here, as well as a "permanent" copy of citation manuals (other current ones are on two-hour Reserve, while older ones are in our main collection). Note that the two major legal encyclopedia sets – *American Jurisprudence, 2d* and *Corpus Juris Secundum* – are actually shelved on the elevator wall for easy access. Other important sets in this collection are the Restatements, the two paper-based indexes for law reviews and legal periodicals, and the *U.S. Government Manual*. Some of the more popular single-volume dictionaries – like *Black's Law Dictionary* – are housed in the dictionary stand adjacent to the first table in the middle of the first floor.

Due to the research-intensive nature of this collection, these books do not check out.

## **6. Regional Collection**

Almost all of our Virginia materials are located in the Regional Collection, wedged in between the Reference Collection and the Library Seminar Room. We have Virginia legislative materials (House and Senate publications), state statutes, the state administrative code, attorney general opinions, published cases of the three tiers of courts, state-specific practice guides and formbooks, and a huge selection of Virginia CLE (Continuing Legal Education) materials.

Because these materials are used both by students and by the general public, books in this collection do not check out.

(This collection first started out with books from ASL's five regional states: Kentucky, North Carolina, Tennessee, Virginia, and West Virginia. Due to space issues in the Library, only Virginia remains "regional.")

## **7. Library Seminar Room**

The Library Seminar Room holds 14 computers, but there is space for another six to eight people (who can use wireless Internet with their laptops) in the room. General office productivity software (Microsoft Word, Excel, and PowerPoint) has been installed. Students who need to type papers must bring a thumb drive or save to an Internet-based service, as the computers are erased periodically. The Library Seminar Room holds a campus wireless printer kiosk and a Lexis printer. The room is often used for Legal Process and Advanced Legal Research classes, and for electronic research training during each semester.

## 8. The Main Collection

Most of the materials we have are located in our main collection, which starts on the first floor's long hallway, proceeds to the back of the Library, then finishes upstairs. Materials are arranged by Library of Congress call number; we have a simple finding tool for legal topics in the back of the Student User Guide, and a shorter finding tool posted on some bookshelf end panels. Currently, most of the materials between call numbers A and KF6686 are located on the first floor. (The remainder of the material is upstairs, on the tour at "12. The Main Collection (continued).")

If you need to find materials, please use our online catalog at <http://catalog.asl.edu/> You can search the catalog by title, author, or keyword. For assistance with searching, stop by the Reference Desk, or attend one of our tutorials on finding treatises. If you can't find a book on the shelf, please ask at the Circulation Desk for assistance, as it might be checked out.

As we mentioned in the Circulation/Reserve Desk section (area 2 on this tour), most of the materials in the Library do not circulate. Single-volume monographs are the exception; those may check out for two weeks. (A good rule of thumb: if it looks like a book that a public library may have, it's likely one of the few that will check out.)

If you need a book that is currently checked out, stop by the Circulation Desk, where the staff may be able to put a "hold" on the material for when it comes back in. That will place you next in line for the material. Please note that we cannot hold Reserve materials or study rooms, nor can we "hold" materials for a particular time (for example, we can't "hold" a book for you to checkout on a Friday afternoon before you leave for the weekend).

### **What if ASL doesn't have the book I need?**

While we strive to have most materials that students need, you may find reference to something that we don't have. If you're willing to wait, you may use our free interlibrary loan (ILL) service. We have forms available at the Circulation Desk or on our web site; fill out the "book" or "article" information as completely as you can, and give it to Rebecca Belcher, our Access Services Librarian. She may be able to borrow the material from another library; this process could take up to three weeks. If you have questions about the process, just ask Becky.

Please note that the ILL service works best with books or articles – it is unlikely we would be able to borrow audiovisual materials from another library.

## 9. Microfiche Room

The Microfiche Room has, appropriately enough, almost twenty cabinets full of microfiche. The microfiche reader/printer allows you to view the materials and print them out (at no cost). Due to the fragile nature of microfiche, we strongly encourage you to ask for assistance at the Circulation/Reserve Desk before using the reader.

What can be found on microfiche? Generally, we have older copies of materials (like the first series of all the regional reporters), legislative materials for several states, the Congressional Information Service (CIS) legislative hearings for Congress, and some foreign materials.

The room also has a large table and may be used for small group study sessions.

### **How do I get set up on the ASL wireless network?**

Swing by the Information Services department, which is adjacent to the W. Roger Powers Student Center in the basement of the Classroom and Administration Building. They need to perform magic on your computer to make it work. (The "Technical Services" door in the Library is where new books are processed; they can't help you with computer questions.)

## 10. Law Reviews (Periodicals)

### What's the difference between a law journal and a law review?

There really isn't a difference. They both refer to a publication (usually by a law school) that discusses legal topics.

However, a bar journal (or, rarely, bar review) is published by a state bar organization and the articles tend to be more practice-oriented than those of a law review.

Our law reviews and law journals are arranged alphabetically in our compact (moveable) shelving in the center of the first floor. To move the shelving, click the lit red button in the open aisle of the quadrant you want to open. Then find the row you want to open and click on the green button. All of the intermediate rows should shift allowing the row you want to be open. If you have problems (trust us, it's not always you), please ask for assistance at the Circulation/Reserve Desk.

ASL shelves periodicals under the name of the periodical at the time when it was published. That means you may not find all the volumes of a title in the same place. For example, when Penn State first published their law journal, it was called Dickenson Law Review, and thus those earlier issues are filed in the Ds. Eventually, it became Penn State Law Review, and those issues are filed with the Ps. We have used "dummy blocks" on the shelves to show you when a title changes its name; we have also included this information in our catalog records. As it is fairly confusing, please ask a librarian for assistance if you can't find a title.

Note that you cannot search for the articles themselves (by title or topic or author) directly in our online catalog. Instead, use the print-based *Current Law Index* or *Index to Legal Periodicals* (both in Reference), or use an online service like Westlaw or Lexis or HeinOnline, to find citations to law review articles. Although we do not own all of the titles inside the print indexes (and Lexis and Westlaw don't have many historical articles), we can obtain articles through interlibrary loan (ILL); see the box by "8. The Main Collection" for more information about ILL.

We have a small "Archives" section at the end of the law reviews (Aisles 172-181). This area contains titles that we want to keep for research reasons, but we need to keep them separate from the main collection so that we don't confuse

people. Books in this collection often have "Superseded" and "Archives" stickers.

## 11. Downstairs Copy Area

This hallway contains the downstairs printer/photocopier. As of 2018, we have contracted with wēpa to provide print kiosks that can print from a number of different sources, including USB thumb drives, cloud accounts (like Google Drive or Dropbox), or from ordinary word processing software with a printer driver. Many of the options can be found by logging on to your wēpa account and using the touch-screen interface. Please note that now all billing is done directly with wēpa. For assistance, please call wēpa directly at 1-800-675-7639 or e-mail them at [help@wepanow.com](mailto:help@wepanow.com)

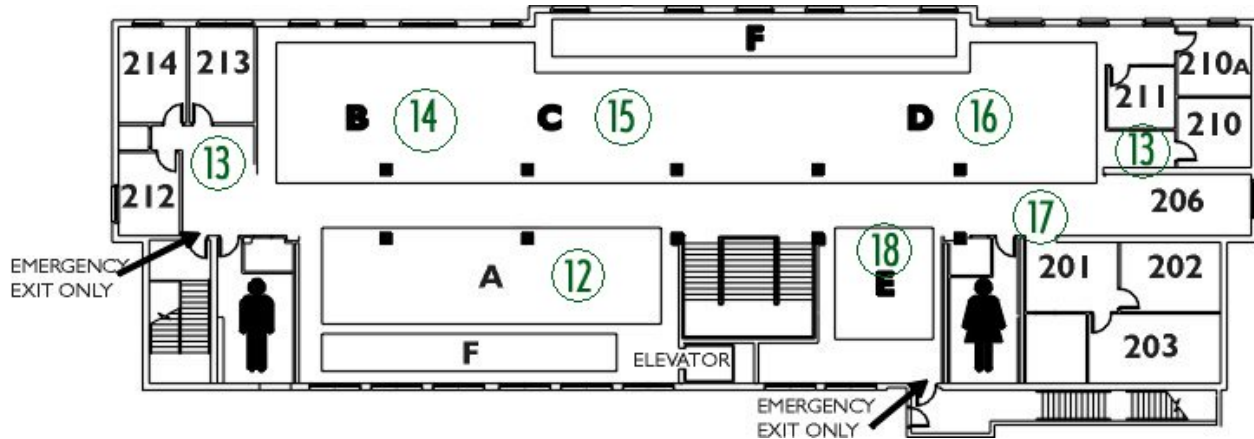
Legal database provider Lexis offers a student printer located in the downstairs copy area, just to the right of the ASL printer/photocopier. Lexis documents can be printed to this printer (or the Lexis printer in the Library Seminar Room) for free.

The school's document drop box is located in between the downstairs printer/photocopier and the Lexis printer.

Also located in this hallway are various sizes of staplers, a few staple removers, a pencil sharpener, and a paper cutter. We also keep a shredder behind the Circulation/Reserve Desk; we will shred for you or wheel the machine out so you can shred your own documents. If you can't find something you need, please ask at the Circulation/Reserve Desk.

Turn the corner and head up the stairs for the remainder of the tour.

## Second Floor



### 12. The Main Collection (continued)

As you turn to the left after coming up the stairs, you will find the rest of the main collection, which started downstairs (see "8. The Main Collection"). This area contains most items with call numbers KF6687 through Z. (The major topics covered by titles in this part of the collection are Supreme Court justice biographies, civil and criminal law and procedure, alternative dispute resolution, and international law.)

### 13. Group Study Rooms

The Library has seven rooms for study groups to use throughout the year. These rooms are generally first-come, first served. We have specifically reserved two study rooms (202 and 210) as "multimedia priority" rooms, so if a student needs to watch a video for class and one of those two special rooms are checked out, we will "bump" the current user of the room. All of the study rooms have either a VHS or DVD player, and all rooms have a giant white board. (Markers and erasers can be checked out at the Circulation/Reserve Desk.) The rooms check out for two hours.

Group study rooms become very popular between midterms and the end of each semester. Please be courteous in using the group study rooms, which includes keeping your voices at a reasonable level (the rooms are not soundproofed) and using the room after you've checked it out (students who need a room get very upset when they see what looks like an empty room not being used).

In 2018, we added a small printer in the alcove outside of Room 213.

#### Library Rule:

Please do not leave your belongings in a group study room or carrel. The Library has a limited number of seats, and we want to be sure that people who need to use the Library can actually do so.

We reserve the right to remove unattended materials. We also are not responsible for anything left unattended in the Library.

## 14. Federal Primary Materials

These materials are technically not filed "correctly" by call number, but as they tend to be used together, it made more sense to file them next to each other. The materials filed on the east side ("church side") of the second floor are mostly federal primary materials. These include legislative materials like the *Congressional Record* and the *U.S. Code* (and an annotated version) as well as agency materials like the *Federal Register* and the *Code of Federal Regulations*. You will use many of these resources in your Legal Process class; other tutorials in using these materials are run by the librarians during each semester.

These are primary resources (see box on page 9), so, due to their importance, they do not check out.

## 15. Judicial Materials: Reporters and Digests

The middle third of the second-floor bookshelves is where we house our most used resources: reporters. Reporters collect cases (generally by jurisdiction, but sometimes by topic). One of the largest legal publishers (West) has been publishing reporters since the mid-1800s, which is why they all tend to look the same. Our reporters follow a basic pattern that seems confusing at first. The first few shelf ranges are for the United States Supreme Court, which is such an important court that it has four series of books that print all of its cases (the *U.S. Reports* is the official version, but as there is a delay in printing, most researchers use Lexis' *U.S. Supreme Court Reports, Lawyers' Edition* or West's *Supreme Court Reporter* or Bloomberg/BNA's *U.S. Law Week*; the most recent year of *U.S. Law Week* is on Reserve downstairs).

### How do I actually find a case in the reporters?

The easiest way to find a case is if you have a citation. The citation will generally be two numbers separated by an abbreviation, like 384 U.S. 436. The first number is the volume number. Then the reporter name is given in abbreviated form (in this example, it is the *U.S. Reports*). The final number is the page the case begins on. Therefore, this case is in volume 384 of the *U.S. Reports*, beginning on page 436.

Ask at the Reference Desk if you can't decipher a particular abbreviation.

If you only know the name of the case, search the representative digest for a table of cases. If there is no digest, use an Internet-based search or Lexis/Westlaw to find a citation.

The lower federal court reporters immediately follow the Supreme Court material. The middle tier of the federal judicial system is the Circuit Court of Appeals; there are 11 numbered circuits (Virginia, North Carolina, and West Virginia are in the 4th; Kentucky and Tennessee are in the 6th) and two non-numbered circuits. Cases from these courts are published in the *Federal Reporter*, which is currently in its third series. Finally, district courts make up the lowest tier of the federal judicial system. Not all district court cases are published – in fact, very few are, as publishing all district court cases would fill warehouses! The *Federal Supplement*, now in its second series, compiles district court cases that are published; it currently has a first and second series.

Near the middle of the long hallway are the regional reporters, which print cases from the highest courts from the states in each region. The regions were formed in the late 1800s, which is why they seem odd today (like Oklahoma and Kansas being located in the *Pacific Reporter*). The reporters are arranged alphabetically, so the shelves should have *Atlantic*, *North Eastern*, *North Western*, *Pacific*, *South Eastern*, *South Western*, and *Southern* in that order. Note that these titles have a first and second series; most now have a third series.

Reporters generally publish cases in chronological order, which makes it challenging to find cases on a particular topic. Researchers use a finding aid called a digest to search for cases dealing with a legal subject. There is not always a digest for every specific reporter set; for example, all federal cases from the Supreme Court reporters and the *Federal Reporter* and *Federal Supplement* are digested together in the *Federal Practice Digest* (now in its fourth edition). Some reporters never had a published digest (*North Eastern*, *South Western*, and *Southern*). For those reporters that do not have a specific digest, researchers can use the *Decennial* and *General* digests which are located in Aisles 258-260. Primarily, though, most researchers now use Lexis and Westlaw to find cases, either by citation or by topic.



## 15. Judicial Materials: Reporters and Digests (continued)

Finally, one other helpful finding aid is shelved in between these reporter sets. The *American Law Reports* (better known by its initials ALR) started out as a selective reporter, collecting case citations on particular topics and reprinting one significant case as an example for each topic. In later editions, the editors stopped including these sample cases. Now, ALRs are used to find cases on a particular topic – and for several jurisdictions all at once – and are often a good place for you to start your case law research projects.

## 16. State Materials

At the end of the second floor's long hallway, we keep our state-specific material (the major exception is for Virginia materials, which we highlighted in "6. Regional Collection"). Due to the relative ease of finding state statutes and regulations online (either free on a state-sponsored web site, or via Lexis or Westlaw), we no longer own state statute sets for states other than Virginia. (You will notice we had some materials from "regional" states – Kentucky, North Carolina, Tennessee, and West Virginia -- but these are no longer being updated in print.) If you need particular state information, stop by the Reference Desk for assistance.

### In the Vicinity

We have more group study rooms (see "13. Group Study Rooms") on this side ("Classroom side") of the building. There is also soft seating in the upstairs lounge area for quiet study.

## 17. Upstairs Copy Area

There is a photocopier/printer located in this area; see "11. Downstairs Copy Area" for more information about the wēpa print kiosks. We also keep a hole punch and a few sizes of staplers in this area. If we're out of staples, please inform the person at the Circulation/Reserve Desk.

We also keep our suggestion box up here so that you may remain anonymous when making recommendations to the Library staff. We check the box periodically; we will sometimes respond to valid requests via the newsletter. (We also offer a survey to all students in the spring of every even year; prior survey results can be seen on our web page.)

## 18. Seating/Lounge

We have two medium-sized sitting areas upstairs, one located in the small alcove by the window overlooking the Classroom & Administration Building (listed as "Room 206" on the map), and the other adjacent to the stairwell (listed as area "E").

The materials shelved here are special Congressional Documents. We get many of these materials for free because we are a government depository (see the call-out box on page 3).

### What's the difference between primary and secondary sources?

A primary source is the source of the law itself – for example, a case or a statutory provision. Secondary sources are those that discuss, analyze, or evaluate a primary source.

When we speak of primary sources in legal research, we generally mean cases (printed in reporters), statutes and constitutions, and administrative regulations. Common secondary sources include treatises and law review articles. Most researchers start with secondary sources to help them find – and then interpret – primary sources.

Remember that "secondary sources" does not necessarily mean "in print only"! Various secondary sources may be available on Lexis, Westlaw, and HeinOnline.

## Electronic Resources

As an ASL student, you now have access to a number of electronic resources. We'll cover a few on this brief (and virtual) tour.

### Lexis and Westlaw

Lexis and Westlaw are the two largest legal databases in the United States. Both services have substantially the same material: fairly comprehensive databases of case law and agency material, with not-as-thorough collections of law review articles and treatises. These services can be searched in a number of ways, including by typing in a known citation, or by searching using terms and connectors, or by searching using natural language. Both Westlaw and Lexis offer students free access while in law school.

You will receive your Lexis and Westlaw passwords during Orientation. While you are invited to log on and start looking around, you will receive more information about training during your Legal Process class. Both vendors often provide opportunities for additional training throughout the fall and spring semesters.

Your Westlaw password will also offer you access to the course management system that ASL uses most often: The Westlaw Education Network, which is more commonly known as "TWEN."

Lexis continues to offer free printing to students from two dedicated printers (one located in the Library Seminar Room, the other located in the Downstairs Copy Area, location #11 in this document). Westlaw no longer offers free printing via a dedicated printer. If you have questions about either service, stop by the Reference Desk.

### HeinOnline

While Lexis and Westlaw provide access to almost any case you will ever need, their collections of law review articles is pretty sparse before the 1980 to 1990 timeframe. HeinOnline fills this gap by providing searchable PDF pages of law review articles from the dawn of legal time! (The W.S. Hein Company essentially started in the legal publishing business by reprinting many older legal treatises, which have also been made available on the HeinOnline web site.) Access to this resource is IP-based, so either you need to be on campus, or you need to follow the special link on our Electronic Databases page and connect through a proxy while you are off campus.

### CALI

The Center for Computer-Assisted Legal Instruction attempts to improve legal education through innovation and technology. They do this by producing and collecting hundreds of tutorials on many different legal topics. Access to CALI is only available by registering for an account at <http://www.cali.org/> (you will need to know ASL's authorization code, which you will receive during Orientation – or you can ask at the Reference Desk).

### Doesn't Lexis or Westlaw have all the information I need to do research?

Lexis and Westlaw (and, to a lesser extent, HeinOnline) have impressive collections of legal materials, and will likely be able to satisfy simple legal research questions, like those in a Legal Process class.

Those databases may not be the best places to start if you don't have a firm grasp of the underlying law and need a little help beginning your research. In these cases, we would recommend finding a treatise – a book or set of books that discusses and often analyses the law on a particular topic – through our online catalog. Lexis and Westlaw have a limited selection of treatises, and these are often split into a section per web page, making it harder to "flip through" to find something relevant for your research.

Part of being a good researcher is knowing what tools you have available and how to use them most effectively. From time to time, we run a class on this very topic (usually called "cost-effective legal research"). Stop by the Reference Desk for more information.

## Electronic Resources (continued)

### ASL Web Site

The ASL Library's web site ( <http://www.asl.edu/library/> ) provides a handy springboard to a number of different resources. We've tried to make the links as easy-to-understand as possible. The link to "Catalog" will, of course, send you to the library catalog, where you can search for reserve materials or for regular titles (or authors, or subjects). Clicking on the "Electronic Databases" link shows you the many legal databases that we subscribe to – although for many of them, you will need to be on campus in order to use them. The "Library Publications" link provides PDF copies of our monthly newsletter and our lists of new books. Finally, we offer pages that have general information about the Library, a list of Library hours, and a map of the Library.

There are even more resources hidden under the "Library Services" link. You will find a link to a fairly comprehensive page about bar examination resources, including print study guides available in the Library, as well as links to various state bar organizations (and prior exams, when available). You can also learn about our status as a government depository and download forms to request interlibrary loan materials.

#### **Do I get access to these databases during my three years at ASL? Do I get continued access as an alumni?**

You will have continued access to these databases as long as you remain a student in good standing (and, of course, as long as we keep paying the bills!). Most "log in" services – like Lexis and Westlaw and CALI – do not require you to re-register each year.

Unfortunately, due to the licensing agreements for many of these databases, we are not able to offer access to alumni.

## Some Common Questions

\* Where are the bathrooms?

We have bathrooms on each floor. Women's bathrooms are on the west side of the building, which is the side closest to the Classroom & Administration Building. Men's bathrooms are on the east side of the building, which is the side closest to the church.

\* I need to find a treatise on a topic. How do I do that?

The common definition of treatise is a learned work on a topic. Legal treatises help condense the law into a more-or-less readable overview that gives citations to primary authority. There isn't much consensus on which titles qualify as treatises, but there are a few that are close to unanimous, like *Williston on Evidence* and *Corbin on Contracts*.

To search for a topic, go to our online catalog at <http://catalog.asl.edu> and run a keyword search for your topic (like torts or contracts). Look to see if there's a general call number area for your topic (like KF755 for contracts) and walk over to that section of the Library. If you see a big, multi-volume set on your topic, then that will generally qualify as a "treatise" for your Legal Process research.

\* What's the difference between a treatise and a treaty?

As mentioned in the previous question, a treatise is a learned work on a topic. We have many of those, scattered throughout the Library.

A treaty is an agreement among nations. Due to our limited collection in international law, we have very few treaties located in the Library. If you ask at the Reference Desk, we may be able to help find an electronic copy of a treaty.

\* Do you have textbooks on Reserve or in the main collection?

Generally, no. Sometimes a professor will place his or her copy on Reserve. We generally do not purchase (or keep, if donated) textbooks, as most only have abridged versions of cases, which are not very helpful for serious and scholarly research.

\* Can I get a job in the Library?

To apply for a job in the Library, you must be eligible for work-study funds. Check with the Financial Aid office first. Once you've been approved to work, check with Rebecca Belcher (her office is near the Circulation/Reserve Desk) and if positions are open, she will contact you.

\* What's the history of the Library building?

The ASL Library building started its life in 1951 as the P. V. Dennis Elementary School. It was named after Percy V. Dennis, who was the superintendent of the Buchanan County school system for 42 years (1922-1964). The building was not needed after school consolidation in 1997. Then it was extensively refurbished – including extending part of the first floor – in 1998, and the ASL Library opened for business in January 1999. Previously, the Library's reporter and law review collections were housed in what is now the W. Roger Powers Student Activity Center.

\* You're a library. Why don't you have any popular fiction to read?

Due to our academic nature, most of our budget is spent obtaining scholarly materials. We do from time to time purchase some popular legal thrillers (for example, from authors such as David Baldacci, John Grisham, and Scott Turow), as well as Appalachian fiction. For other general materials, considering applying for a library card at the Buchanan County Public Library on Poetown Road (just past the movie theater) for a broader range of reading materials, which also includes a large number of audiobooks and e-books.

\* Why didn't this guide answer my question?

If you have other questions, please be sure to ask at the Circulation/Reserve Desk and our staff (which includes student workers) will either help you or route your question to one of the librarians.



## Strange Stuff to Check Out at the Circulation/Reserve Desk (...literally...)

- soundproof headphones
- typewriter
- Grundypoly
- video games and controllers for the X-Box in the Student Activity Center
- CALI's Time Trial game
- microphone
- CD/tape players
- bookstands



## SAFETY

Although Grundy is a fairly safe community, it is always wise to be aware of your surroundings. If you would like an escort to your vehicle in the evenings or on weekends, please check with the security guard. Call them at 276-244-1295!

Also, don't be tempted to leave your stuff "just for a little while." It can disappear – sometimes forever. It's possible your fellow students will take your stuff, thinking that you've forgotten it, but, sadly, not every person has pure motives. There are many lockers in the Classroom Building where you can stash your stuff for a longer period of time.



## 1L Survival Tips

Professors don't recommend too many study guides, because law school is all about teaching you how to think like a lawyer. But we have several things that might help. Ask at the Circulation/Reserve Desk!

Flashcards	Q&As	Gilberts/S&S CDs	Examples & Explanations	West Academic Study Aids	Friedman's
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## NO FOOD AND DRINK!

Mice and bugs have been known to sneak into the Library – we are in the country, you know – so we have to have rules against eating in the Library. (Plus those smells go right through the walls!) Please eat in the Lions' Lounge, or in the Student Activity Center.