

APPALACHIAN SCHOOL OF LAW LIBRARY

Student User Guide
2018-2019

From the Library Staff

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. If you have any suggestions for making the Library run more smoothly, please tell a Library staff member.

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Library Information

The Collection

The Library has almost 261,000 volumes, of which over half are printed volumes. The remainder is mostly microfiche, which is older reference material, federal legislative material, and English law materials. The Library has a core collection of federal and regional reporters, some federal and state codes, historical legal materials, treatises on many legal topics, and several different finding aids. The Library also has a collection of CDs and DVDs, a diverse collection of Appalachian fiction and non-fiction materials, and access to several electronic databases.

The Facility

The Library has 24,780 net square feet of space. The second floor was designed for a future expansion, which would add an additional 7,830 square feet to the Library. Within the Library, there is 20,804 linear feet of shelving, of which approximately 70% is used.

Hours of Service

The Appalachian School of Law Library is open to the ASL community as well as to the public. During the academic year, the Library is generally open to the public Monday through Friday, 8 am to 5 pm. Changes to the schedule are posted on the Library's web site at <http://www.asl.edu/library/> and are posted on the entrance doors.

The Library has longer hours for members of the ASL community. During the academic year, the Library will usually be staffed Sunday, noon to 8 pm; Monday through Thursday, 8 am to 8 pm; Friday, 8 am to 5 pm; and Saturday, 9 am to 5 pm.

Students will usually be able to access the Library with a valid ID card Monday through Friday, 6 am to midnight, and Saturday, 9 am to midnight, and Sunday, noon to midnight. All students will be required to leave the facility at midnight during the school year.

Changes to the schedule will be posted on the Library's web site at <http://www.asl.edu/library/> and on the entrance doors, as well as announced in the Library newsletter.

Access

To access the building during card-only access hours, users must have a valid ASL ID. This ID is non-transferable and should not be lent to anyone. You may have people accompany you into the Library during card-only access hours (subject to other Library rules), but you are responsible for their conduct as well as for your own. You will be asked to show your ID to a Library staff member (or a security guard) to remain in the building during these card-only access hours.

During these card-only access hours, you can only enter or exit the Library building by using the door that faces the Classroom Building. All other doors are alarmed, and should be used only during emergencies.

To gain entrance to the Library during card-only access hours, slide your card through the reader from right to left. Make sure the black stripe on the back of the card faces down. When you see the green light on the reader, the door is unlocked and you can pull it open. Do not prop open any door, as permitting unauthorized access to any ASL facility is considered to be a violation of ASL's Code of Academic Conduct.

Library Staff & Contact Information

Director, Christopher King	1314
Access Services Librarian & Interlibrary Loan, Rebecca Belcher	1311
Circulation Assistant, Jeree Boyd	1306
Circulation Assistant, Roger Matney	1312
Serials Assistant, Teresa Yates	1304

If you are calling from off campus, the main number for the Library is (276) 935-6688.

Circulation Desk	1308
Interlibrary Loan	1311
Government Documents	1311
Guest Lectures and Tours	1314
Reference Desk	1315

Library Services

The Library offers a number of services to the ASL community. Along with standard library materials (books and microfiche), we provide access to many electronic databases, access to materials we do not own through interlibrary loan (ILL), and publications and classes about the Library and library materials.

Finding Library Materials

One of the best ways to locate material in the Library is to use our online catalog. You can access the Library's catalog by using any Library computer, or via the Internet. Simply go to the ASL Library home page at <http://www.asl.edu/library/>. At that point select "Catalog" from the list of choices at the bottom of the screen. You can search the catalog by author, title, or subject.

Circulation of Library Materials

Almost all of the material in the ASL Library must be used within the Library. Some items do circulate for two weeks, including most monographs (single-volume books) that are not part of a special collection such as Reference or Regional.

To check out items from the Library, bring the item and your ID to the Circulation/Reserve Desk. You must have a valid ASL ID to check out materials.

Items can be renewed twice unless another user has placed a hold on the item. You may renew the item in person or by phone. To renew by phone, call the Circulation Desk at (276) 935-6688 (x1308).

Return items to the Library at the Circulation Desk, preferably in the bookdrop.

Our online catalog system sends "courtesy notices" which get sent to your ASL e-mail account to alert you when certain materials need to be returned. We provide this as a courtesy, and will not be responsible for lost or undelivered e-mail.

If an item you need has already been checked out, you may request to be the next person to check out the item. Once this hold request has

been processed, the current borrower cannot renew the item. When the item is returned to the Library, we will notify you (usually with a note in your ASL mailbox) and hold the item for you at the Circulation Desk for a limited amount of time, after which we will return the item to the collection, or, if there is another hold on the item, notify the next person on the list that the item is now available.

Please note that you cannot ask Library staff to "hold" an item for you for a specific time (for example, the Library will not "hold" a book for you to pick up on Friday at noon).

Reserve

There are four major collections housed in Reserve: audiovisual materials, Permanent Reserve, Course Reserve, and Special Collections. The Special Collections include some student organization materials (such as constitutions, by-laws, and meeting minutes), white board markers and erasers, remote controls for the study room displays, and audiocassette, CD, DVD, and VHS players (and headphones) for AV materials. The Special Collections area also houses our rare books and our Judge Glen M. Williams Collection.

All of the Reserve materials can be found by using the Library's online catalog.

Most Reserve items may be checked out for two hours. White board erasers and markers may be checked out for eight hours. CDs, DVDs, and audiocassettes may be checked out for three days.

Reference

Professional reference assistance is available to Library patrons. Dependent upon staffing, a reference librarian is usually able to answer questions from Monday through Friday, 8 am to 4 pm during the academic year. Hours are reduced during school breaks. If you need reference assistance, please ask at the Reference Desk, located near the Circulation/Reserve Desk. (If there's no one sitting at the Reference Desk, ask for a librarian at the Circulation Desk.)

Interlibrary Loan

If we do not own an item, the Library will attempt to borrow the item from another library for your use. In order to place an interlibrary loan ("ILL") request, fill out an ILL form, available on our web site or at the Circulation/Reserve Desk. When making ILL requests, it is helpful if you write legibly and provide as much information as possible (name of book or journal, author, publication year, etc.) so that we can quickly identify and locate the specific item(s) you need.

The amount of time it takes to receive the material, and how long you'll be able to keep the material, depends upon the lending library. It could take up to three weeks to receive the material. We will notify you via ASL e-mail when the material arrives, and you can pick up the material at the Circulation Desk.

Online Legal Materials

The Library subscribes to various electronic information sources. Ask at the Reference Desk if you need assistance or passwords. Some databases can only be accessed when you are connected to the law school's network. Links to all of these databases can be found on the Library's web site at <http://www.asl.edu/library/> .

The following are some of the electronic resources our students can now access:

CALI: Supplemental computerized legal instruction in some 40 subjects. Ask at the Reference Desk for the authorization code. (We encourage students to sign up for these tutorials during Orientation week, when the authorization code is given out as "homework.")

FirstSearch: Allows simple searches for books and periodical articles from libraries all around the world, some of which can be borrowed through interlibrary loan. Must be accessed while on campus.

HeinOnline: Full-text searching of many older law reviews, older legal treatises, foreign materials, and older primary legal material.

LexisNexis: Thousands of legal databases and some non-legal information. Call 1-800-45-LEXIS if you've forgotten your Lexis username

or password. Passwords are handed out during Orientation.

LLMC-Digital: Electronic access to thousands of legal research sources that used to be found on microfiche.

ProQuest Congressional: Index with some full-text U.S. legislative branch information, including the U.S. Congressional Serial Set.

West Academic – Review classes with several dozen online study guides, including the very popular Law School Legends and Sum & Substance audio series. Create your own username and password while on campus so you can access the material from anywhere.

Westlaw: Thousands of legal databases and some non-legal information. Call 1-800-WESTLAW if you've forgotten your Westlaw username or password. Passwords are handed out during Orientation.

Library Publications

The Library has created a series of Legal Research Guides to help patrons with the process of legal research. Some guides are located on the first floor across from the Circulation Desk in our "Information Station," while others are located in the rotating literature rack right next to the Reference Desk.

The Library also produces a newsletter (ASL Library News) during the school year. It is distributed to all students, faculty, and staff, and it is posted on the Library's web site at <http://www.asl.edu/library/> . Extra copies are available at the "Information Station" across from the Circulation Desk.

Photocopying and Printing

There are four multipurpose photocopiers/printers/scanners (two on each floor) in the Library. Students are given a print/photocopying allowance equal to the equivalent of 250 black and white single pages per semester; prices vary based on single/double-sided pages and black and white/color. Students are responsible for maintaining their own accounts with our print vendor (wepa).

Public patrons can also use the wepa system by setting up their own account, which can be done before arriving in Grundy, or while on campus. Limited help is available at the Circulation Desk.

The ASL Library also houses two dedicated laser printers from LexisNexis. The librarians and/or vendors provide instruction on using the printers during the Legal Process computer training sessions. (Note that Westlaw ended their free printing program in Summer 2013.)

Student groups may have special photocopying privileges. Ask Director Chris King for details.

Lost and Found

Found items are kept at the Circulation/Reserve Desk for up to one semester. We generally discard all unclaimed items two weeks after the semester ends.

Group Study Rooms

There are seven group study rooms on the second floor for group study sessions. Currently, these rooms are available to ASL students on a first-come, first-serve basis. These group study rooms are available for checkout for two hours at the Circulation Desk.

There is a display monitor in all of the study rooms. (Remote controls for these devices are available at the Circulation Desk.) Two rooms (Rooms 202 and 210) are specially designated as "multimedia priority" rooms, allowing students needing to use the audiovisual equipment the ability to "bump" other students out of the room.

White boards are installed in all study rooms. Markers and erasers may be checked out at the Circulation/Reserve Desk.

Do not leave items unattended in the group study rooms. The Library cannot take

responsibility for any unattended items left anywhere in the building. The Library reserves the right to inspect and remove unattended personal items.

ID Cards

ASL students receive an ID card during the first few weeks of school. The ID allows students to enter the building at certain times, and it also allows them to remain in the building at other times. The card is also required to check materials out of the Library.

Library staff or security guards may ask to see a student's ID card at any time. Anyone who refuses to produce an ASL ID card will be asked to leave immediately.

If your ASL ID card is lost or stolen, report the loss immediately to Director Chris King. There is a \$5 charge for a replacement card. Your old card will no longer work (and, if found, cannot be reactivated).

Other Library Services

The Library has two typewriters for old-fashioned forms. They may be checked out at the Circulation/Reserve Desk. You must provide your own paper.

There is a shredder located at the Circulation Desk; we don't put it in a public area for noise reasons. If you need to shred something, ask for the shredder at the Circulation Desk, or hand your to-be-shredded documents to a staff member and we'll shred them for you.

The Library has an extensive collection of mostly historical materials on microfiche, almost all of which can be searched for by title or subject in our library catalog. This collection may be viewed with the microfiche reader/printer in the Microfiche Room on the first floor. If you need assistance, ask at the Circulation Desk.

Our suggestion box is located in the upstairs copy area. Please share your questions or comments with us!

If you have a suggestion for a new acquisition, please route your ideas to Director Chris King, or leave a note at the Circulation Desk.

Library Policies

A complete list of Library policies is available at the Information Station across from the Circulation/Reserve Desk and is also available on the Library's web site at <http://www.asl.edu/library/> . Some of the policies are summarized below.

Food and Drink

Drinks must be in a spill-proof container, which includes travel mugs with lids and bottles that may be capped. Unapproved containers are soda cans, tumblers, and cups that do not have lids.

All other food and drink are prohibited in the Library. The Library reserves the right to immediately discard any food found in the Library.

Tobacco

Tobacco products (including cigarettes, cigars, and smokeless tobacco) are prohibited in the Library and outside the main entrances to the Library. E-cigarettes and vaping materials are also prohibited in the building and outside the main entrances. Smoking is allowed only in the designated smoking area behind the Classroom Building.

Noise

Please keep noise to a minimum while in the Library. This is especially important around exam time.

Telephones

The Library has a public use pay phone in the entrance corridor that faces the Classroom Building. The Library does not provide change to use the phone. Please report any problems with the phone to the Circulation/Reserve Desk.

Children

Children are allowed in the Library, but they must remain quiet and must be attended by their parent(s) or guardian(s) at all times. Children under age sixteen are not permitted to use Library computers at any time without prior permission from the Director.

Computers

The Library houses computers for patron use. These computers, located on each floor

throughout the Library and in the Seminar Room, are for educational and research purposes. ASL students and faculty have priority in the use of computer resources. Library computers generally have software that prohibits patrons from saving materials directly on the computer; patrons should save their work to a USB thumb drive (the Library does not provide media for patrons) or to an Internet-based service.

ASL students may connect to the ASL network via wireless or one of the 150 ports located throughout the Library. Contact Information Services (IT) in the Classroom Building for help in setting up network access.

All ASL computer use is governed by the ASL Computer Use Policy, copies of which may be obtained from the ASL web site.

Children under age sixteen are not permitted to use Library computers at any time without prior permission from the Director.

Unattended Items

Do not leave items unattended in the Library, including in study rooms and study carrels. The Library takes no responsibility for any unattended items left anywhere in the building. The Library reserves the right to inspect and remove unattended personal items.

Fines

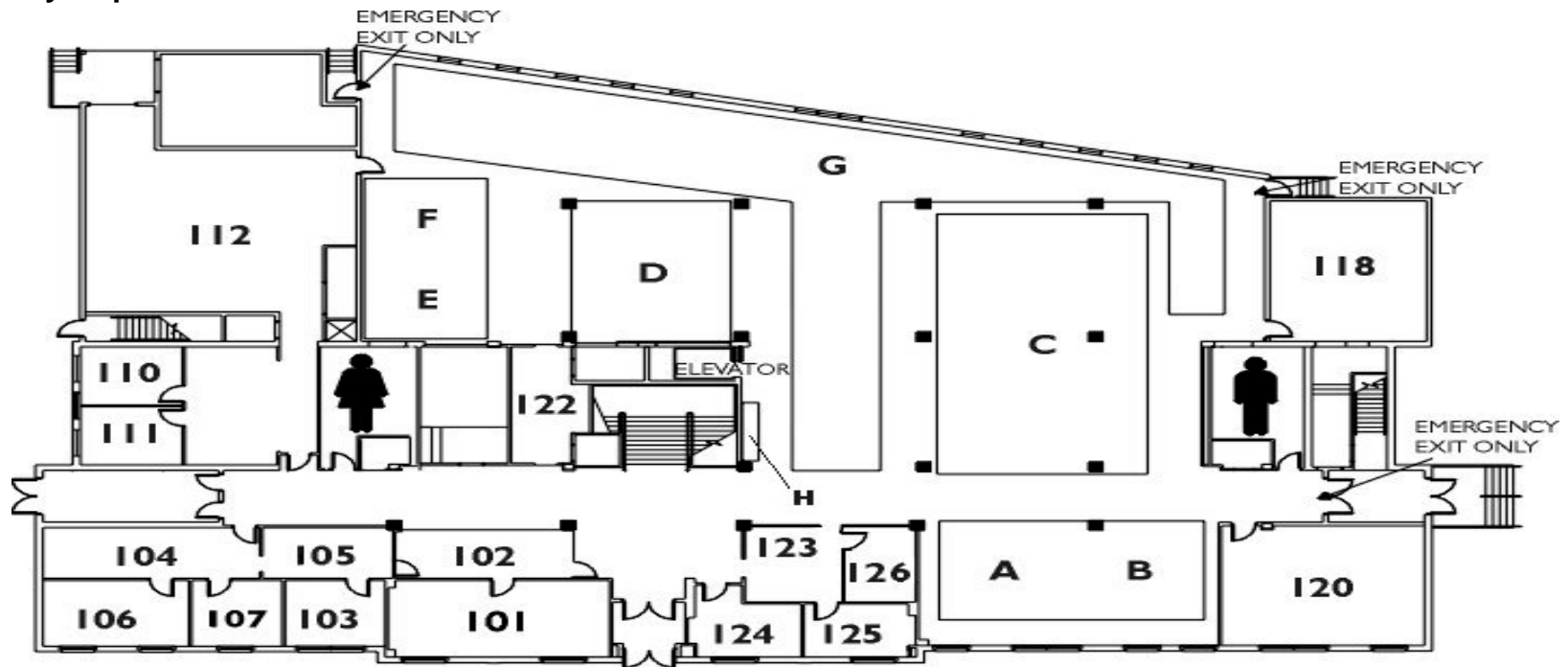
The Library charges fines for overdue, lost, or damaged items. For a list of the items that accrue fines, ask at the Circulation Desk.

If you renew an item that is overdue, you are still responsible for the fine that accrued during the time the item was overdue to the time it was renewed.

If you have an outstanding fine or overdue materials, you may not be able to register for classes next semester, receive grades, or receive your diploma. You may also lose your interlibrary loan borrowing privileges. You may also not be allowed to check out additional items (including Reserve material) if you have five or more items overdue or if you have accrued more than \$10 in fines.

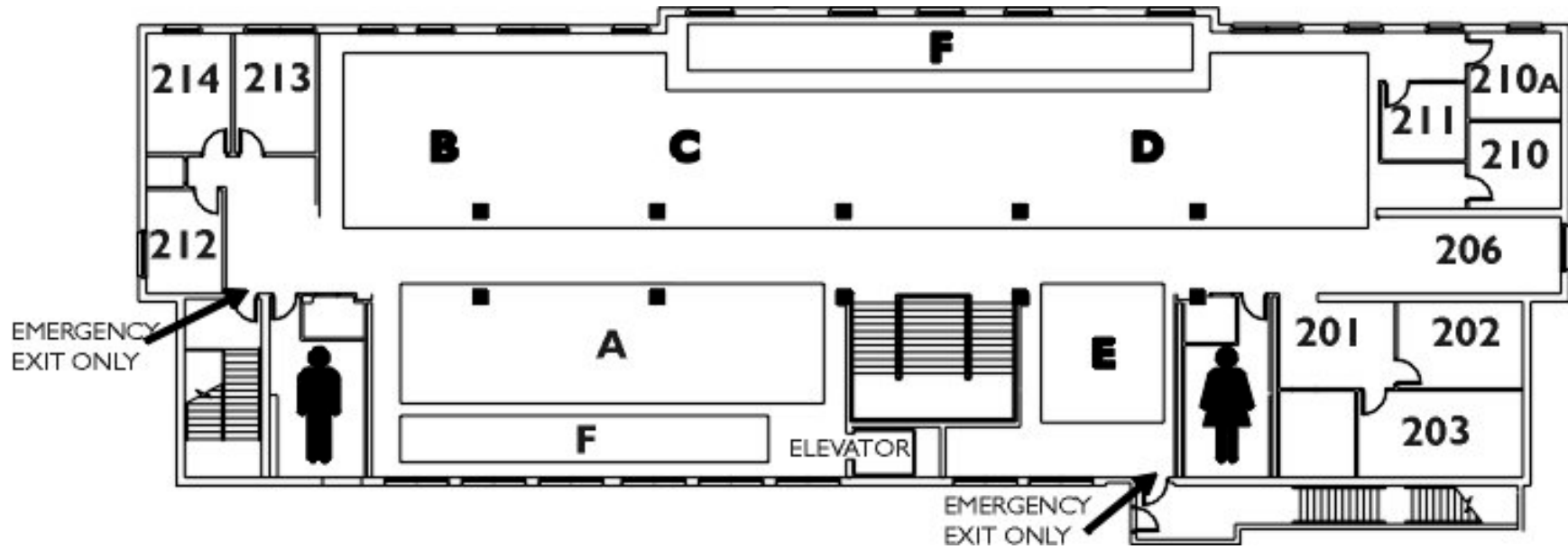
Please pay Library overdue fines at the Circulation/Reserve Desk, Monday through Friday, 9 am to 4 pm.

Library Maps



First Floor

Appalachian Collection	A	Administrative Suite	104	Microfiche Room	118
Archives	E	Belcher, Rebecca		Photocopier/Printer	122
Encyclopedias (Legal)	H	Access Services Librarian	103	Reference Desk	123
Periodicals	D & F	Circulation & Reserve	102	Reserve	102
Reference Materials	A	Circulation Office	105	Seminar Room	120
Seating	G	Copiers	122, 123	Technical Services Area	112
Treatises	C	Government Documents	125		
Virginia Materials	B	King, Christopher			
		Library Director	106		



Second Floor

Federal Primary Materials	B
Regional Reporters/Digests	C
State Materials (except Virginia)	D
Seating/Lounge	E & F
Treatises (continued from 1st floor)	A

Copier	201
Lounge	206
Printer	201
Study Rooms	202, 210-214

Faculty Reading Room 203

Finding Items in the Library

Here is a short list of locations in the Library to orient you and to help you find items quickly.

- Most of our federal and state codes, regulations, digests, and case reporters are located on the second floor (Ranges 219-269).
- We keep almost all of our Virginia legal material in our Virginia Room (Ranges 107-114), which is located on the first floor, tucked in between the Reference Area and the Seminar Room.
- Periodicals (Ranges 134-171) are located in the compact shelving located on the first floor off to the left as you head toward the back of the Library. They are shelved alphabetically by "proper" title (we have tried to provide information when a journal changes titles; ask at the Circulation Desk for assistance).
- The Reference Collection (Ranges 103-106, 133) is behind the Reference Desk area, and shares that corner of the Library with the Virginia Room.
- Reserve materials, such as Hornbooks, Nutshells, and materials from your professors, are at the Circulation Desk. Please have your ASL ID ready to look at these materials.
- Our general ("main") collection is located on the first floor (Ranges 115-132) and continues on the second floor (Ranges 201-216).
- Our Appalachian Collection (Ranges 101-102) is behind the Reference Desk area.

Subject Area Call Numbers (Generally)

As of August 2012, all call numbers higher than KF 6687 are on the second floor; most all other call numbers are on the first floor. Ask at the Circulation Desk for assistance.

<u>Subject</u>	<u>Call Number</u>	<u>Subject</u>	<u>Call Number</u>	<u>Subject</u>	<u>Call Number</u>
Administrative Law	KF 5400	Environment and Health	KF 3775	Partnership	KF 1375
ADR (Alt. Disp. Res.)	KF 9084	Estate (Decedent)	KF 750	Patents	KF 3091
Agency and Partnership	KF 1344	Estate and Gift Tax	KF 6570	Payment Systems	KF 957-1050
Antitrust Law	KF 1632	Ethics (Legal)	KF 305	Pleadings and Motions	KF 8868
Arbitration	KF 9084	Evidence	KF 9000	Products Liability	KF 1290
Banking	KF 971	Family Law	KF 501	Professional Responsibility	KF 306
Bankruptcy	KF 1511	Federal Civil Procedure	KF 8840	Property (Real)	KF 570
Business Associations	KF 1345-1414	Federal Taxes	KF 6300	Public Utilities	KF 2085
Civil Law Theory	KJA 195	Immigration	KF 4800	Real Estate	KF 570, 665-695
Civil Procedure	KF 8810	Insurance	KF 1200	Secured Transactions	KF 1048
Commercial Law	KF 890	Intellectual Property	KF 2980-3116	Securities	KF 1431
Common Market	KJE 949	International Law	KZ	Social Security	KF 3673
Computer Law	KF 390.5	IRS (Taxation)	KF 6300	Statutory Construction	KF 425
Conflicts of Law	KF 411	Jurisprudence	KF 380	Taxation	KF 6300
Constitutional Law	KF 4550	Labor Law	KF 3300	Torts	KF 1250
Contracts	KF 800	Legal History	KF 350	Trade Regulations	KF 1605
Copyright	KF 2991	Legal Profession	KF 297	Trial Advocacy	KF 8900
Corporations	KF 1411	Legal Research & Writing	KF 240-250	Trusts	KF 755
Criminal Law & Procedure	KF 9600	Medical	RA 1053	Unemployment	KF 3673
Debtors/Creditors	KF 1501	Negotiation (Dispute Resolution)	BF 637	Uniform Commercial Code	KF 890
Entertainment	KF 4290			Workers Compensation	KF 3613