

ASL Library

Appalachian School of Law Library General Policies

These polices have been adopted in order to enable the Library to fulfill its mission to provide the most comprehensive access to our resources by all patrons, to provide an atmosphere conducive to studying, and to protect and maintain our collections. Violation of Library policies by current ASL students may be considered a Student Conduct Code offense. Patrons who violate any of these policies may be subject to disciplinary action, including loss of Library privileges, referral to the Honor Court, and/or civil or criminal penalties.

ACCESS:

The Library is open to members of the ASL community (current students, faculty, and staff of the law school), alumni, attorneys, and the general public. During specified hours Library access is limited to members of the ASL community.

ANIMALS:

Animals are not permitted in the Library, with the exception of service animals.

AUDIORECORDINGS:

The Library has several audio-cassette players available for in-house use. They can be checked out through the Circulation Desk.

BOOK EXCHANGE:

As a service to patrons, the Library provides shelf space on the second floor for an informal "book swap" of casual reading material. Patrons are free to place books in this area so that others may read them. The Library reserves the right to monitor these items for condition and propriety, and to remove items as appropriate. Patrons wishing to donate items for the Library's regular collection are asked to contact the Circulation Desk.

BULLETIN BOARDS:

The bulletin boards located in the printer/copier areas are for general Library, law school, and law-related information. They are not to be used for personal postings (including election campaign postings). No personal postings are permitted on the Library doors, windows, or walls.

CARRELS:

See STUDY ROOMS AND CARRELS.

CATALOG:

The Library uses an OPAC (Online Public Access Catalog) that is available through the law school's website from any computer, on campus or off, that has Internet access. Patrons can search the catalog via terminals located on each floor of the Library. Please use these terminals only for searching the catalog, and not for general web access. The computers throughout the Library are available for searching the Internet and for accessing the Library's online databases.

CHILDREN:

We understand that many of our patrons are also parents. Children may come into the Library, but they must remain quiet and must be attended by their parent(s) or guardians(s) at all times. Children under age 16 are not permitted to use Library computers at any time, unless prior permission is obtained from the Library Director or the Director's designee.

CIRCULATION:

Because of the nature of a law collection and the inter-relationship of the resources, most of the collection is non-circulating and is to remain in the Library for all to access. Items that do not circulate include: federal and state statutes and codes; case reporters; digests; citators; reference materials; periodicals; looseleaf services; microfiche; and materials that are part of a special collection. Items not in these categories may be checked out to ASL students and faculty for varying periods of time, depending on format. Check with the Circulation Desk for specific loan periods. Materials on Reserve are for in-house use only and may be checked out for two hours (exception: videotapes, audiotapes, and CD-ROMs may be checked out for thirty-six hours). Overdue materials may incur fines (see section on FINES, below). Patrons must have a valid ID card in order to check out materials.

COMPUTING:

Computing services are to be used for educational and research purposes. Research computers for patron use are available on the first floor in the Reference area and the Seminar Room. ASL students and faculty have first priority on the use of Library computer resources. A virus-free disk should be brought for saving files, since those saved to the hard drives are periodically deleted. For members of the ASL community, ports are available throughout the Library for connecting to the school's network and the Internet. All computer use must be in accordance with the ASL Computer Use Policy.

CONFIDENTIALITY OF LIBRARY RECORDS:

The Library endorses the concept of confidentiality expressed in the American Library Association's Code of Ethics: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." The Library will not voluntarily provide personal information to third parties about Library patrons or their records. This includes whether a person has a library card, the person's address and telephone number, what materials the person has checked out in the past, and what materials the person presently is using. Library records will be released to third parties only in accordance with applicable law.

COPYRIGHT:

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. It is the responsibility of the person making the copies to adhere to the provisions of this act.

EMERGENCIES:

Please report any emergencies to the Circulation Desk attendants as soon as possible. During hours when the Library is closed to the public, a telephone for emergency use is located in the Reference area on the first floor. Emergency exits are located at each end of the building. Patrons should familiarize themselves with these exits.

FINES:

The Library reserves the right to charge fines and/or billing fees for overdue items. Amounts of fines are set by the Board of Trustees and are posted in the Library. Overdue items not returned upon request, or not returned within a reasonable period after their due date, may be considered lost. Lost items will be billed for replacement cost, plus a \$25 processing fee per item. Fines must be paid at the Circulation Desk. Unpaid fines may result in grades being held, registration being denied, electronic after-hours access being denied, borrowing privileges being suspended, or transcripts and diplomas being denied.

FIRE ALARM:

In the event of a fire alarm or fire drill, please walk to the nearest exit (do not use the elevators), and stand clear of the building near the flagpole. Please be aware of any emergency personnel or equipment that may require access to the building. Follow the directions of Library or emergency personnel and do not re-enter the building until they have given permission to do so.
See also: EMERGENCIES.

FOOD AND DRINK:

No food is allowed in the Library. This is to prevent damage to Library materials and infestation of insects, mold, and mildew. Drinks are allowed in spill-proof containers only. If you have doubts about your container, ask a Library staff member. No alcoholic beverages of any kind are permitted.

ID CARDS:

Students must have a valid, current ID card to check out Library materials. ID cards will be provided to new students within the first few weeks of classes. Students will be billed \$5 for each replacement card. Lost cards should be reported to the Public Services Librarian. ID cards are personal to the student; they are not transferable and may not be loaned to or used (with or without the holder's permission) by anyone other than the student to whom they are issued. The Library reserves the right to check ID cards at any time.

INTERLIBRARY LOAN (ILL):

Materials not found in the Library collection often can be borrowed from other libraries. Interlibrary Loan forms are located at the Circulation Desk and on the Library web site.

LEGAL ADVICE NOT GIVEN:

Library staff will assist patrons in obtaining intellectual and, to the extent reasonably possible, physical access to materials. Library staff, however, cannot interpret the law, explain the meaning of the law, apply the law to a specific situation, or otherwise provide legal services or legal advice. Patrons with specific legal needs should consult an attorney licensed to practice in the relevant jurisdiction.

LOST & FOUND:

Any items turned in to the Library staff will be held at the Circulation Desk through the end of the semester. For your protection, label your belongings (e.g., books, computer disks) so they are identifiable in the event they are turned in to Lost and Found. The Library assumes no responsibility for personal items lost or stolen on the premises. Patrons are cautioned not to leave their books, bags, or equipment unattended.

MESSAGES:

The Library does not have a paging system, and cannot take messages for patrons.

MICROFORMS:

The microform collection is housed in cabinets in the Microform Room. Among the materials available on fiche are: pre-National Reporter System reports; complete

runs of the U.S. *Statutes at Large*, *Federal Register* and *Code of Federal Regulations*; most of the *Congressional Record*; the CIS Congressional legislative history materials from 1970 to the present; session laws for all 50 states from 1980 forward; *Weekly Compilation of Presidential Documents*; bar journals; bar examinations; the *English Law Reports*; complete runs of state constitutional conventions and opinions of the attorneys general for Virginia, West Virginia, Kentucky, North Carolina, and Tennessee; and the complete session laws for these states. Equipment for viewing microforms is located in the Microform Room. If you need assistance using the microform equipment, please ask at the Circulation Desk.

NOISE:

In order to maintain an atmosphere conducive to research and study, noise levels must remain as low as possible. If you must have a lengthy conversation, please do so in a study room, a lobby area, or outside. Please move to a lobby area or outside to send or receive cellular phone calls. Cellular phones and pagers should be used at the lowest possible ringing volume, or on vibrating rather than beeping mode.

OVERDUE ITEMS:

See FINES.

PHOTOCOPY MACHINES:

Self-service copiers are located on each floor. Patron accounts for these copiers may be established at the Circulation Desk. Patrons without accounts may use coins (Library staff, however, cannot provide change). Please report any problems (e.g., out of toner or paper, paper jams) to the Circulation Desk.
See also: COPYRIGHT.

PROBLEMS:

Please report any building, furniture, equipment or other maintenance problems to the Circulation Desk or a Librarian. Any library materials in need of repair should be brought to the attention of the person at the Circulation Desk.

RESHELVING:

Patrons are requested not to reshelv their materials after use. Books left on tables or carrels are reshelved by Library staff. If you would like materials left where you are working, leave a dated note requesting that they not be reshelved. The note will be honored through the end of the day.

REFERENCE SERVICES:

Reference service is regularly available throughout the week; reference hours are posted in the Library and on the Library web site. Reference service also may be available via telephone (276-935-6688) and through a link on the Library web page.

RESTROOMS:

Restrooms are located on each floor of the Library. (See floor plans for exact locations).

SECURITY:

The Library is locked after hours and a security system is activated. Access during after hours is available only by using the Library card reader located in the west foyer. Persons entering the Library via card access should do so only with their own cards, and must not permit others to use their cards for entry and must not help persons without cards enter the building. After hours Library patrons may exit the building through the entryway facing the Classroom building. During hours when the Library is closed to the public, a telephone for emergency use is located in the Reference area on the first floor. To enhance security and promote compliance with Library policies, the Library reserves the right to inspect materials when a patron is entering or leaving the building, or if items are left unattended.

SMOKING:

No smoking is permitted in the Library, inside the Library foyers, or outside the main entrances to the Library. Smoking is only permitted in the two clearly-marked areas behind the Classroom Building.

STUDY ROOMS AND CARRELS:

The Library has seven group study rooms. Due to increasing demand for this limited number of rooms, study rooms are to be used by groups (i.e., two or more people together) on a first-come, first-served basis. If a room is available, an individual student may use that room but should vacate it when requested by a group. Students must be considerate of others when using group study rooms; this includes not monopolizing a group study room for an extended period of time. The group study rooms are not sound-proof, so students should be aware of noise levels during discussions. Students may not adjust the thermostats or open the windows in the study rooms, because modifying the temperature in one affects many others.

Each group study room is equipped with a TV/VCR and a whiteboard. TV/VCR remote controls are available at the Circulation Desk. Only Library videos may be viewed in the study rooms, except by prior approval by the Director or the Director's designee. Only approved markers and erasers may be used; these may be checked out at the Circulation Desk.

Leaving items in a group study room does not "reserve" that room. The Library cannot take responsibility for any unattended items left anywhere in the building, including the group study rooms. The Library reserves the right to inspect and

remove unattended personal items from group study rooms, study carrels, tables, and other areas.

SUGGESTIONS:

The Library welcomes your constructive criticism and recommendations. A suggestion box is available in the second floor copy area.

TELEPHONES:

A pay phone is located in the entry lobby on the west end of the Library's first floor. During hours when the Library is not staffed, a telephone for emergency use is located in the Reference area on the first floor. Patrons' cellular phones and pagers should be used at the lowest possible ringing volume, or on vibrating rather than beeping mode.

TOBACCO:

Use of all tobacco products (including smokeless tobacco products) is prohibited in the Library.

TYPEWRITERS:

A typewriter is available in the Reference area for patron use.

VIDEOTAPES:

Televisions and VCRs available in the study rooms for in-house viewing of video tapes. Remote controls may be checked out at the Circulation Desk.

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