

# ASL LIBRARY NEWS

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## WELCOME TO THE NEW LIBRARY

### **We've moved**

January has been a month of intense activity in the Library as we have moved from our old quarters in the law school building to our new digs across the parking lot. If you have not yet dropped by to see us in our new space, please do so any time. I think you will be pleasantly surprised to see how we have grown in the course of one month. We now "look" and "feel" like a real library.

When you come, keep in mind that we are a work in progress. Most of the work relating to the move is completed. However, enough remains to be done to keep us busy for the next couple of weeks.

### **Additions to the Collection**

All library materials, except archived materials, have been moved into the new building and put on the shelves. This includes all the materials we had stored in boxes in the various nooks and crannies because we did not have room to put it out on the shelves in the old building. Also, we have received and shelved the remaining 38 state codes we did not own last year. Last week we were busy filing pocket parts to bring them current. We have also added the USCS to our collection.

This week we will receive a large order of bound periodicals to fill out our periodical collection. These volumes will be placed directly on the shelves. Processing will take place later. (We have several such projects to keep us busy for some time to come.) Also, other items ordered last year for the collection are arriving and being added to the collection as they are processed. This includes an extensive collection of subject specific treatises and the *Landmark Briefs and Arguments of the United States Supreme Court*.

### **Finding Items in the Library**

Here is a short run down of locations in the Library to orient you to the new building and help you find items quickly.

- Most items that were located in the lower level in the old building are now on the second floor of the new building. This includes all the federal and state codes, regulations, and case reports.
- The bound periodicals have been moved, not to the second floor, but to the movable shelving located on the first floor off to the left as you come into the room from the front door.
- Unbound periodicals are located in Reserve. Ask for them at the Circulation Desk.

- Most of the materials that were in the Circulation area, and some that were in the East Reading Room, in the old building are now in the Regional Material Area in the new building. This area is located on the first floor tucked into between the Reference Area and the Seminar Room.
- The Reference Collection is located in the same area as the regional materials.
- The Reserve Materials that were behind the Circulation Desk in the old building are now in the locked Reserve Area in the new building. To use this material you must ask for it at the Circulation Desk.
- The other classified material that was in the Reading Rooms is now in the general collection that is located on the first floor in the new building to the right as you enter the main room from the front door.
- All newspapers and magazines, our Current Awareness Collection, are now located on the second floor to your right as you are coming up the stairway.

### **Study Rooms, Carrels, and Tables**

We have seven study rooms for student use. At this time the study rooms are available on first come first serve basis. If the demand for these rooms makes this system unworkable we will move to having sign up sheets at the circulation desk and limit use of the rooms to two-hour intervals per study group. Priority will be given to study groups over individuals. However, this should not be a hardship on individuals since we now have 54 individual study carrels for your use. These carrels are located on both the first and second floors in front of the windows.

Don't feel left out if you feel you don't think you qualify for a study room and an individual carrel doesn't sound just right. We also have 17 additional tables scattered throughout the Library on both floors. Sitting at these tables enables you to see and be seen while studying. Also, they allow quick access to the collection. You should not have to walk too far from the collection to find a table.

A nice additional touch – we have sofas and soft chairs available as well as the more formal seating just described. You'll find this seating in front of the big windows on the first and second floor and in the small area where the Current Awareness Materials are located.

### **Network Connections, Computers, and Copy Machines**

Great news – by the time we are done, over half of the seats in the Library will be connected to the law school network. We are dividing up the ports so that connections will be available from every area in the Library even if ever seat is not connected. You will be able to sit anywhere in the Library, including the sofas and soft chairs and be connected to the printer and the Internet.

We expect that the tables and carrels will be wired during the second week in February. While we are waiting for the wiring to be complete you can still use the network. You can plug into the ports on the walls next to the sofas and chairs, the tables, and in the study rooms with two exceptions. Two of the study rooms on the west side of the building are not yet active. Don't use these rooms if you need to access the network.

A printer and copy machine are available on each floor of the Library for your convenience. The printer and copy machine located on the first floor are located in the copy area immediately in front of the Circulation Desk. Upstairs these items are located in the copy room located just beyond the Current Awareness Area.

## **Microfiche Room, Seminar Room, and Offices**

Besides room for the collection and seats for students and faculty, we have a microfiche room and a seminar room. The microfiche room is located on the first floor behind the general collection. The Seminar Room, which will be used for teaching Legal Research, is located on the first floor immediately past the Regional Materials Collection.

In addition, there is office space for the librarians and other library staff. The Director's office is located just inside the entrance across from the law school. The Public Services Librarian, Lisa Peters, and the Reference Librarian, Chris King, have their offices just inside the front door and behind the Reference Area. The Acquisitions Librarian, Peter Dolgenos, and the Technical Services Librarian, Glenna Owens, have offices in the Technical Services Area. Please stop in to see our offices, to say hello or ask for assistance as needed.

## **After-hours Access**

As in the other building, students, faculty, and staff will have twenty-four hour access to the public areas of the Library. Starting February 9<sup>th</sup> (if all goes as planned), the Library staff will distribute picture I.D. cards to the law school community. Not only is this card your student I.D. it also is your ticket in the door. To gain entry you simply swipe the card at the swipe reader located beside the inner door of the law school side entrance. The computer unlocks the door for you.

The reason we are waiting until February 9<sup>th</sup> to distribute cards is because the library security system is not completely installed. This system must be installed before we can offer twenty-four hour access to the Library. Our date for distributing cards is contingent upon the security company completing installation of the system. We will notify you the day before we are ready to distribute the cards. While we are waiting for the system to be installed you can still have access to the building after hours. Simply arrive in the Library prior to closing and you can remain as long as you need. However, you will not be able to re-enter the building once you have left.

As with any privilege comes responsibility. Only you are to use your card. You are not to loan this card to anyone. You may have someone accompany you to the Library after hours. However, if you do so, you are responsible for their conduct as well as your own. At all times you are in the Library, whether during times the Library is staffed or when it is not, you are expected to abide by all library rules. If your card is lost or stolen, report it immediately to Chris King, the Reference Librarian.

## **Library Rules**

- No Food is allowed.
- Drinks in spill proof cups are allowed.
- Library materials are not to be removed from the building unless approved by Library staff.
- After hours use only the designated exit when leaving the building.
- Do not lend your card to anyone.

## **Exiting the Library after hours**

After hours please use only the exits that is located directly across from the law school. All other exits are alarmed and the alarm will sound if the doors are opened. This alarm will continue until turned off with a key. To avoid this occurrence, please use only the designated exit after hours. During the day you may use the Main Entrance facing onto the street as well as the side entrance. All other exits will be alarmed at all times.

## **Procedure for Distributing Cards**

I.D. cards will be handed out according to the following schedule on the 9th.

Last name A-F	10:00-11:00 a.m.
Last name G-Z	1:00 – 3:00 p.m.

If you can not pick up your card during your assigned time, stop by the Library Monday through Thursday between 9:00 and 4:00 p.m. excluding time when Lisa Peters is at lunch. Questions about this process can be directed to Chris King, Reference Librarian (x314).

Bring a photo id with you when you come to pick up your card. You will be asked to show your id when we issue the card.

## **Movable Shelving**

We are using some movable shelving to give us additional room for the collection. Right now we have the periodical collection shelved in this area. When people see the movable shelving one of their first questions is “Is it Safe?” Meaning, of course, can I be trapped inside and squished when someone else comes to use the books. The system is safe, it has two safety features to protect you.

1. You must push a button to unlock the aisle that is open so it can be closed. To do so, you must push a button located on a range next to the open aisle. When pushing the button it is presumed that you will look down the aisle and notice if anyone is standing there. If so, please don't close the aisle.
2. Should this presumption prove incorrect, there is a back up feature. Along the bottom of each aisle is a safety sweep. If someone does start to close the aisle on you, simply touch it with your foot and the movement will immediately stop. The aisle cannot then be closed until the reset button is again pushed. This will give you time to get out of the aisle. Or if you can't move fast enough just keep touching the safety sweep. This will stop all movement regardless of how many times they push the reset button.

## **Thanks for putting up with the disruptions in the Library**

We understand that moving the library has created disruptions in our day to day operations. We appreciate the good will with which you have accommodated these inconveniences. We are moving as quickly as possible to having the Library completely up and running. In the meantime, your cooperation makes the process go more smoothly.