

## SECTION 1: SERVICES OFFERED TO STUDENTS

### CIRCULATION & ACCESS

#### ***A. Borrowing standard materials, information about fines, information about reserves***

Most schools put basic circulation and access information in one place on their websites, using a single page to explain policies and privileges to multiple user types at once.

- Chapman University School of Law (chart format)  
<http://www.chapman.edu/LAW/student-resources/library/policies/index.aspx><http://www.chapman.edu/LAW/student-resources/library/policies/index.aspx>
- New York University School of Law (overview of borrowing privileges, notices, recalls, and charge explanations)  
<http://www.law.nyu.edu/library/libraryservices/circulation>
- University of Virginia (frequently asked circulation questions and charts)  
<http://www.library.virginia.edu/policies/circulation/>

A few, however, provide specialized pages or documents geared especially toward student users:

- Catholic University of America (specialized student services page, bringing together many topics of interest to students)  
<http://libguides.law.cua.edu/content.php?pid=439094&sid=3595103>
- Yale Law School (thorough library guide setting out most student services offered, along with basic procedures)  
<http://library.law.yale.edu/2013-law-library-guide>

#### ***B. Borrowing of materials other than books (i.e., bikes, bike gear, bike locks, dogs, thumb drives, cell phone chargers, adapters, iPads, e-readers, notebooks, whiteboard markers)***

Various discussions and reference in articles seem to suggest that many or most libraries offer some of these items, but they are not always promoted on library websites. Some discussion of non-traditional items arose in a recent Student Services Committee online discussion of student services:

<http://www.aallnet.org/gm-node/45258.aspx>. While dogs and tablets may attract the attention, this discussion suggests that chargers may be one of the most appreciated categories of non-traditional items.

Some schools do promote their non-traditional materials on their websites.

- Harvard Law School
  - bicycles: <http://www.law.harvard.edu/library/services/bikeshare.html>

- devices: <http://www.law.harvard.edu/library/services/tech-lending.html>
- Stanford Law School (displaying a wide variety of gadgets available) <http://liblog.law.stanford.edu/gadgets/>
- University of Connecticut Law School (devices and recreational items) <http://library.law.uconn.edu/student-services-additional-services/technology-recreation-lending>
- Yale Law School (library guide includes discussion of non-standard items, including the all-important Monty the dog) <http://library.law.yale.edu/2013-law-library-guide>

### ***C. Purchase Suggestions***

The majority of law schools soliciting purchase suggestions appear to be focused on the faculty, with only a few being directed toward all user groups.

- George Mason University (webform) [http://www.law.gmu.edu/library/guides/recommend\\_book](http://www.law.gmu.edu/library/guides/recommend_book)
- University of Washington Law Library (discussion of resources, link to collection development policy, and email link for making suggestions) <http://lib.law.washington.edu/collect/libhold.html>
- University of Wyoming College of Law (webform) <http://www.uwyo.edu/lawlib/forms/purchase.html>

### ***D. Electronic materials and access (privileges, policies, off-campus access)***

Typically, schools provide listings of the databases the user groups have access to. Some schools also offer more detailed guidance about off-campus access and the means by which the user is being authenticated.

- Boston University Law Library (database listing including featured electronic resources) <http://lawlibraryguides.bu.edu/content.php?pid=118797&sid=1023838>
- Texas Tech University School of Law (database listing that includes provider information as well as access method) <http://www.law.ttu.edu/lawlibrary/library/research/erms/alphaList.aspx>
- UCLA Law Library
  - Access generally and off-campus access in particular: <http://libguides.law.ucla.edu/content.php?pid=36226&sid=266748>
  - Digital resource listing: <http://libguides.law.ucla.edu/digitalcollection>

## ***E. Facilitation of services at other libraries***

A number of libraries in law schools affiliated with research universities offer students the ability to access print materials at other university libraries, often using online forms:

- University of Iowa (availability of materials, procedures, and link to university library campus book delivery system)  
<http://library.law.uiowa.edu/campus-book-delivery>
- University of Minnesota (instructions for making electronic request, including screenshots)  
<https://www.lib.umn.edu/services/getit>

For interlibrary loan, a number of schools allow students to request materials using the ILLiad system, which requires user authentication. Other schools provide standalone online request forms:

- University of Miami (electronic request form)  
<http://www.law.miami.edu/library/forms/ill.php>
- University of Nebraska College of Law (example of fillable PDF form and email link, with explanation of policies and realities of ILL)  
<http://law.unl.edu/library/info/#interlibrary>

## **SERVICES RELATED TO THE LIBRARY AS A PHYSICAL SPACE**

### ***A. Study room reservations***

A discussion of study room scheduling solutions is available at Teknoids  
<https://groups.google.com/forum/#!topic/teknoids/FJmKM8iUjRo>

Aside from using non-electronic means of making reservations, the most common tools used for enabling students to reserve study rooms are the LibCal tool offered by Springshare and adaptations of the open-source room-booking tool, MRBS, available at Sourceforge. Google also offers a free app for this purpose. And, of course, some schools have developed their own.

- Roger Williams University School of Law (well-implemented example of LibCal with link to policy and mouseover maps and descriptions of rooms)  
<http://lawstudyrooms.rwu.edu/booking/rooms>
- Thomas Cooley Law School (example of detailed room scheduling form developed using free Google app—business card with QR code allows students to access the app from their phones)  
<https://sites.google.com/site/coolrsvp/>
- University of Miami (online reservation system)  
<http://www.law.miami.edu/library/studyroom.php>

- University of Mississippi (policies and an example of a tool built using MRBS, an open-source, PHP/MySQL tool available at <http://mrbs.sourceforge.net/>)  
<http://library.law.olemiss.edu/library/mrbs/web/day.php?day=08&month=11&year=2013>

## ***B. Carrel information***

There is a great deal of variation in policies regarding carrels. Some schools do not permit any users to reserve them, others provide students with long term carrel assignments using different means of prioritizing requests.

- Brigham Young University Law School (available to all students by assignment, includes link to a video of carrel features)  
<http://lawlib.byu.edu/node/53>
- Georgetown Law School (carrel and study shelf policies)  
<http://www.law.georgetown.edu/library/about/services-policies/study-carrels.cfm>
- SUNY Buffalo Law School (daily checkout using keys to control access)  
<http://law.lib.buffalo.edu/aud/carrels.asp>

## ***C. Tours***

Typically, schools provide tours by request, often providing an email link or phone contact for anyone wishing to arrange one.

A few schools offer online informational tours, often geared toward students.

- University of Kansas School of Law (policy and service-oriented video tour – on lower right of page)  
<http://www.law.ku.edu/wheat-law-library>

## **INSTITUTIONAL KNOWLEDGE & CURRENT AWARENESS**

### ***A. Exam banks***

Most schools appear to offer online exam banks, with the overwhelming majority available only to current students after authentication. Usually, students may access exams organized by professor, as well as by subject.

A few schools do still offer freely accessible exam banks, including the following:

- Creighton University School of Law  
<http://www.creighton.edu/law/academics/exams/examarchive/index.php>

- Golden Gate University  
<http://law.ggu.edu/law-library/study-aids/past-exams/by-course-name>
- Harvard Law School  
[http://oasis.lib.harvard.edu/oasis/deliver/deepLink?\\_collection=oasis&uniqueId=law00237](http://oasis.lib.harvard.edu/oasis/deliver/deepLink?_collection=oasis&uniqueId=law00237)  
(1871-1995 – newer exams are not open)
- St. Mary's University Law School <http://lawlib.stmarytx.edu/exambank.html>
- University of California at Berkeley Law School (nice search option)  
<http://www.law.berkeley.edu/library/dynamic/exams.php>

### ***B. Lists of new or favorite resources (print, web, apps, current awareness tools)***

Most schools provide students with some suggestions about current awareness tools, lists of new resources, and lists of new books. Some also try to make students aware of the ongoing obligations they will have as practitioners to consult current awareness tools.

- Lewis and Clark Law School (list of new books by subject)  
<http://lawlib.lclark.edu/find/newlawbooks>
- University of North Carolina Law School (resource recommendations included in blog)  
<http://blogs.law.unc.edu/library/>
- University of Texas at Austin Law School (explaining the role of current awareness tools, discussing strengths and weaknesses, as well as providing tips on how to find them)  
<http://tarltonguides.law.utexas.edu/content.php?pid=242166&sid=2028064>

## RESEARCH HELP

Law schools provide research help to students in a number of different ways: training in class, formalized training outside of class, less structured instruction at the reference desk, chat, research guides, and email.

One intriguing example of formalized live training and research instruction (apart from course instruction) is provided by the University of California at Irvine, which offers an online form allowing small groups of students to request training on topics of their own choosing. This approach has the advantage of sidestep the usual problems of trying to figure out what topics would interest students, as well as the problem of preparing for a presentation that no one attends.

<http://www.law.uci.edu/library/students/training.html>

More typically, schools invite students to make appointments with librarians using either email or by providing appointment request forms.

- Boston University Law Library (online appointment request form)  
<http://www.bu.edu/lawlibrary/research/help/appointments.html>

- University of Florida (online appointment request form)  
<http://www.law.ufl.edu/library/using-the-library/services/research-consultation-for-students>
- University of North Carolina (streamlined appointment request form)  
<http://library.law.unc.edu/services/forms/researchappointment.aspx>

A number of schools also provide online tutorials for students.

- Georgetown Law School (tutorials on both research and library-specific tools)  
<http://www.law.georgetown.edu/library/research/tutorials/index.cfm>
- Harvard Law School (emphasizing finding specialized materials)  
<http://www.law.harvard.edu/library/research/tutorials/>
- University of Denver (links to in-house tutorials, as well as training from other sources)  
<http://www.law.du.edu/index.php/library/research/tutorials>

## LAW JOURNAL SERVICES

For information on services offered to journal students, please see the *User Guides* section of the *ALL-SIS Student Services Websites & User Guides*:

<http://www.aallnet.org/sections/all/storage/committees/students/projects/websites-and-user-guides.html#userguides>

## DISABILITY SERVICES

Mary Rumsey discussed some of the legal and other issues involved with services to users with disabilities in *Libraries Confront the Challenges of Accommodating Disabled Users*, *Spectrum*, April 2002.  
[http://www.aallnet.org/main-menu/Publications/spectrum/Archives/Vol-6/pub\\_sp0204/pub-sp0204-confront.pdf](http://www.aallnet.org/main-menu/Publications/spectrum/Archives/Vol-6/pub_sp0204/pub-sp0204-confront.pdf)

A number of schools have their policies, services, and procedures available online.

- Georgia State University Law School (disabled access policy statement)  
[http://scholarworks.gsu.edu/cgi/viewcontent.cgi?article=1008&context=col\\_lib\\_policies](http://scholarworks.gsu.edu/cgi/viewcontent.cgi?article=1008&context=col_lib_policies)
- University of California at Irvine (discussion of policies, logistics, and services available)  
<http://www.law.uci.edu/library/about/disability-services.html>
- University of Nevada at Las Vegas  
[http://www.library.unlv.edu/services/disabled\\_persons#accom](http://www.library.unlv.edu/services/disabled_persons#accom)