

# **Model Policies for Services to Journal Staff**

ALL-SIS Student Services Committee

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# Circulation

## Introduction

The library is pleased to offer customized circulation services to support journal staffers in their research-intensive production work, including cite checking. Journal staff may expect the same consistent, excellent level of service that the circulation department provides to all law school students, faculty and staff. However, journal staffers do not take priority over other such patrons and except as stated in this policy, journal staff must abide by the general circulation rules that apply to other patrons. Due to the large volume of journal-related activity in the library, journals will follow procedures that increase efficiency and fairness for all journal staff and other library patrons.

Circulation-related issues may be directed to [name/title and contact information for library staff person].

## A. Cards and Borrowing

Journal staffers may check out journal production-related items with either journal library cards or individual student library cards (student ID cards). The two types of cards carry different privileges and consequences.

### 1. Journal Cards

Each year no later than \_\_\_\_\_, the editor-in-chief will provide the [title of library staff person] with the names of journal staffers who will perform production work in the impending academic year. The [title of library staff person] will supply the editor-in-chief with a journal card and a copy of library policies for each production staffer. The editor-in-chief will distribute the cards, have each staffer sign the acknowledgment that s/he has read and understood the library policies, and return the signed acknowledgments to the [title of library staff person].

Journal cards may be used to check out both circulating and non-circulating items, other than Critical Items (defined below). Checked out items may be taken to and stored in only the following areas [within the library]: [Journal Office/Room, Carrels, Journal Shelves; Other]

Checked out items will be flagged with a [distinctive bookmark] which must remain visible in the item until it is returned.

Items may be checked out on a journal card for a total of \_\_\_\_\_ days or until the end of the \_\_\_\_\_, whichever comes first. However, items must be renewed every \_\_\_\_\_ days by physically bringing the items to the Circulation [Information] Desk.

No more than \_\_\_\_ items may be checked out to a single journal card at a time.

Charges for lost or overdue items will be billed to the journal's account.

Other campus libraries [will/will not] honor journal cards. Other \_\_\_\_\_ consortium libraries [will/will not] honor journal cards.

Library staff may retrieve such items temporarily as needed for photocopying or other brief onsite use by other patrons. Additionally, circulating items remain subject to the library's Recall Procedure.

Journal cards may be used only for journal production work (which does not include staffers' notes and comments). Improper use of a journal card will result in a warning to the staffer and/or revocation of the journal card privileges for the staffer. The library will notify the editor-in-chief of warnings and revocations. Periodically the [title of library staff person] and editor-in-chief will review records of journal card borrowing activity for compliance with this policy. In this respect, use of a journal card is not confidential.

## **2. Individual Student Cards**

Items checked out with individual cards are subject to the usual circulation policies governing law student patrons.

Non-circulating items may not be checked out.

Charges for lost or overdue items are billed to the individual.

Items may be stored in [Journal Office/Room, Carrels, Journal Shelves; Other] or anywhere outside the library; however, it is advisable for the staffer to keep the items within the staffer's control at all times because the staffer is personally responsible for the items' loss or delayed return

## **B. Journal Work Areas**

Items must be checked out before they can be taken to and stored in [Journal Office/Room, Carrels, Journal Shelves; Other]. For more information, see the Library Space section of this policy.

## **C. Copying Items in Journal Offices [optional]**

## **D. Re-Shelving**

Staffers [are/are not] required to re-shelve items.

[When finished with items, staffers not wishing to re-shelve the items shall take them promptly to the [Circulation Desk OR Information desk OR nearest book return truck/shelf OR Other.]

## **E. Searches and Recalls**

### **1. Missing Items**

Only [title of designated editor(s)] may use the library's Missing Item Procedure to request checked-in items that are missing from the shelf and needed for journal production work.

Before signing the Search Request Form, the \_\_\_\_\_ [title of designated editor(s)] first must communicate with staffers of its journal [and the other law school journals] and confirm that the item has not been removed from the shelf for journal production work. Before initiating a search procedure, the staffer needing the item missing from the shelf first should check for the item at \_\_\_\_\_ [journal work areas and ] [the book return area, book carts in the stacks, the tables near the photocopiers, other].

OR

If you are unable to locate law materials that the catalog lists as available, initiate the library's Missing Item Procedure to request checked-in items that are missing from the shelf and needed for journal production work. Please include your name and your journal's name. The book will be held for the journal and may be picked up by any of its members. Before initiating a search procedure, the staffer needing the item missing from the shelf first should check for the item at \_\_\_\_\_ [journal work areas and ] [the book return area, book carts in the stacks, the tables near the photocopiers, other].

### **2. Recalls by a Journal**

Only [title of designated editor(s)] may use the library's Recall Procedure to request items checked out by other patrons and needed for journal production work.

Before signing the Recall Request Form, the [title of designated editor(s)] first must communicate with staffers of its journal [and the other law school journals] and confirm that the item is not already checked out for journal production work.

OR

Before placing a recall for materials, please check the journal office or the carrel where books are being held to be sure another journal member has not already retrieved the material. Once you have determined that the material is not checked out to a colleague place a recall. Fill out a Recall Request Form and include your name and your journal's name

### **3. Recalls from a Journal**

Whether an item is checked out to a journal card or to an individual card, the library's Recall Procedure applies to journal staffers. Failure to return a recalled item will result in large fines and possible suspension of privileges for the individual or journal.

When an item is checked out to a journal card, circulation staff will ask a patron to consider photocopying or other brief use of the item in lieu of a recall. However, the patron still may choose to recall the item.

### **F. Group Cite Checking Events (“Cite Checking Parties”)**

The library facilitates group cite checking events involving the library and multiple staffers on a journal. These events can be efficient for both the staffers and the library.

If possible, the editor-in-chief will plan the events for each semester in advance and provide the [title of library staff member] with a copy of the schedule before the semester begins. Events may not be scheduled on less than \_\_\_\_\_ notice to the library \_\_\_\_\_. Events may not last longer than \_\_\_\_ hours and may be scheduled only at the following times: \_\_\_\_\_. Use the Group Cite Checking Request Form.

Items used in the event need not be checked out as long as they are used in the [reserved or designated group work area] and returned to the Circulation [Information] desk, or to their proper original locations, by the conclusion of the event. Critical Items (defined below) must remain at or near their original locations on the shelf and may not be taken into the [reserved or designated group work area] for an event.

[Optional: To remove library items for an event outside the library, [title of designated editor(s)] must take the items to the circulation/information desk and provide a printed list identifying the items to a [library staff person] before the items are removed. The [title of designated editor(s)] must retain his or her own copy of the list. At the conclusion of the event, the items must be returned to the circulation/information desk and a [library staff person] must be notified that items from the event are waiting at the desk. Next to each item on his or her copy of the list, the [title of designated editor(s)] will place a checkmark if the item is waiting at the circ/info desk or an X mark if the item is missing. Missing items will be billed to the journal as overdue or lost items.]

For additional information on use of the [reserved or designated group work area] for events, see the Library Space section of this policy.

### **G. Book Carts**

The circulation department has a limited number of extra book carts which it will loan to journals for short periods of time on a first come, first served basis. Such loans generally are limited to a period of 4 hours or the duration of a pre-scheduled group cite checking/spading event (described above/below). If staffers fail to return the book cart at the end of the loan period, the department will retrieve the book cart and re-shelve any items on it.

Upon request and at the journal's expense, the library will assist the journal in purchasing and labeling carts exclusively for journal use. The library is not responsible for loss or theft of such carts.

### **H. Other Libraries**

When dealing with other \_\_\_\_\_ campus libraries or \_\_\_\_ consortium libraries, staffers are bound by the other libraries' circulation and fine policies. Our library cannot intercede with other libraries on journal staffers' behalf.

### **I. Critical Items**

Critical Items must remain at or near their original locations on the shelf and may not be taken away for journal production work. Critical Items include the following:

- Indexes
- Digests
- Reserve materials
- [Others]
- Any item with a [distinguishing tag/label].

Before placing a recall for materials, please check the [location where journal books are held] to be sure another journal member has not already retrieved the material. Once you have determined that the material is not checked out to a colleague place a recall.

## Copying and Printing

### A. Copying

The law library provides copy cards to the journals. Please contact your editor about using a card. Editors should contact \_\_\_\_\_ about obtaining cards.

OR

The law library does not provide copy cards to the journals. Cards can be purchased at \_\_\_\_\_. To add funds to the cards, \_\_\_\_\_.

OR

The law library allows journal students to check out materials for \_\_\_\_\_ hours in order to make photocopies on the journal's copy machine. To check out a book for journal business, please see \_\_\_\_\_. These books must be returned to \_\_\_\_\_.

Conserving Resources: Copying 2 pages on one sheet reduces copy costs and saves paper. Most journals and reporters copy well at 85-90% reduction. The circulation staff can assist you with the reduction features on the copiers. PDFs are available for downloading in electronic format for many journals through the library catalog. Specific pages can then be printed as needed.

### B. Printing

#### OPTION A

The law library anticipates that the majority of printing for journal business will be on journal printers. Should journal students need to print documents on library printers, the prints will be charged to \_\_\_\_\_.

Microform readers/printers are located at \_\_\_\_\_. Please see \_\_\_\_\_ if you encounter a problem with this equipment. Copy cards can be used to pay for the printing. OR There is no charge to print from microform printers.

#### OPTION B

Journal copy cards may also be used for [non-Lexis/non-Westlaw] printing.

Microform readers/printers are located at \_\_\_\_\_. Please see \_\_\_\_\_ if you encounter a problem with this equipment. Copy cards can be used to pay for the printing. OR There is no charge to print from microform printers.

### **C. Lexis and Westlaw Printing**

Journal members who have attended Lexis and Westlaw training will be connected to Lexis and Westlaw's free high-speed printers. During the training, the instructors will collect your passwords so that the printers can be connected to your login. Note that setup for the free printers will take up to one week. Once your passwords are enabled, you will have the stand-alone printer as one of the printing options. Please refer to the instructions for using this option.

Use of the standalone printers is limited to work for the journals. Please remember to pick up print jobs in a timely manner. If your documents are not retrieved promptly, they may be lost. Worse, they may jam the printer, preventing others from using the printer.

All unclaimed printouts should be left in the appropriate boxes provided in the rooms. Printouts will be weeded on a regular basis. Any printouts that are not retrieved will be discarded.

Finally, kindly be judicious in the amount of printing that you do. Printing large amounts of materials at one time will lead to print jams, etc. Please print only those documents that you really need.

If you have any questions about using these stand-alone printers, please contact [name and contact information of the staff member in charge].



## Interlibrary Loan

If you determine that a book, article, or other resource you need for cite checking is not available at a library on this campus, you may make an interlibrary loan (ILL) request. It may take two weeks or more to receive a book requested through interlibrary loan, so it is important not to delay making the request.

### A. Before making an ILL request

1. Check the university libraries' online catalog ([URL of catalog]) to see whether the book or journal is available at a campus library. If the university has an electronic subscription to a journal, you should be able to access it through the catalog. Some online journals still have articles available only in HTML, but many will be available in PDF.
2. [OPTION A: General] If a book or journal is not available at a campus library, check WorldCat ([www.worldcat.org](http://www.worldcat.org)) to see whether any local libraries have it. If the item is available at one of these other libraries, it may be more efficient to go there, as it may take two weeks or more to receive a book requested through ILL.

OR

[OPTION B: Libraries with local library consortia] If a book or journal is not available at a campus library, check [name and URL of consortium catalog or page where consortium library catalogs are listed] to see whether any local consortium libraries have it. If the item is available at one of these other libraries, it may be more efficient to go there, as it may take two weeks or more to receive a book requested through ILL. [ADD any additional information regarding consortium borrowing arrangements.]

3. If you can't find a journal in the library catalog, go to a search engine, such as Google, and search for the title of the article in quotation marks to search it as a phrase. Some articles, such as those published in bar association journals, may be available for free online in PDF.

### B. Placing an ILL request

Due to the nature of cite checking, more than one student in a journal may need to see the same book or article. This can result in duplicate ILL requests. To prevent this, cite checkers need to notify the \_\_\_\_\_ editor of an ILL need, so the editor can watch for and prevent duplicate requests.

Requests should be submitted to the library by [OPTION A] the \_\_\_\_\_ editor OR [OPTION B] the cite checker (if one item requested for more than one cite checker, list all names as patrons).

[OPTION A: Libraries with online form for ILL Requests]

To request an item, go to [URL of Form] and complete all required and additional applicable sections.

[OPTION B: Libraries without an online form for ILL Requests]

To request an item, send an e-mail to \_\_\_\_\_ at \_\_\_\_\_. For a book request, you must provide the title, author, date, edition, and publisher so that you get the same publication cited in the article. For an article request, you must provide the article title, the journal title, author, date, volume number, and first page number of the article.

### **C. Materials that may not be requested via ILL**

[Insert your library's list. Some examples include:

- Annotated Statutes: Bluebook rules explicitly permit citation to the annotated codes in addition to the official code. Rule 12.1 states "Statutes *may be cited* to a current official or unofficial code". Rule 12.2.1(a) and rule 12.3 echo this by stating, respectively "*If possible*, cite statutes currently in force to the current official code or its supplement..." and "Cite the official code *whenever possible*." [emphasis added]. Because citation to these unofficial codes is permissible and because of the limited availability of official codes, our Interlibrary Loan policy is to only request statutes when neither the official nor unofficial code volume is available at the library.
- Newspaper articles available on Lexis or Westlaw
- Materials readily available in PDF format from a reliable source.]

In addition, the library will not pay more than \$\_\_\_\_\_ to get a book or article through ILL.

### **D. Arrival of requested items**

Articles are usually sent electronically within a week of a request, but some libraries still send articles by U.S. mail. These articles, as well as books, may take up to two weeks or more to arrive. If we place an ILL request for an article that arrives by e-mail, it will be forwarded to your university e-mail address. Books and photocopies that arrive through U.S. mail can be picked up at \_\_\_\_\_.

### **E. Potential problems with receiving a requested item**

It is not always possible to find a library willing or able to lend a requested item. Here are some common reasons:

1. The item is of a type libraries typically won't let off their premises:
  - Videotapes
  - Microfilm/fiche
  - All or parts of multivolume sets
  - Looseleafs
  - Reference books
  - Books on reserve
  - Books in rare book collections
2. Previous patrons of this library consistently failed to return ILLs on time
3. The lending libraries charge more than this library is willing to pay (rare).

If a requested item is not sent, contact \_\_\_\_\_ to discuss your options.

### **F. Renewal requests**

Renewals should be requested a week before the item is due. To make a request, contact \_\_\_\_\_. Do not wait until the due date. Also, do not assume that the lending library will grant your request. You will be notified of the new due date or of the lending library's refusal to renew the book. In the latter case, please return the book to \_\_\_\_\_ so it may be returned to the lending library.

### **G. Returning items**

Return items at \_\_\_\_\_. It is important to return ILLs on time because habitually keeping books past the due date damages this library's relationships with other libraries, which may make it more difficult for you and other patrons of this library to receive requested items in the future.

[OPTION A: Libraries where journal materials are kept in a designated space in the library.]

If materials are not turned in to \_\_\_\_\_ on time by journal staff, library staff will remove the materials from the journal's library shelf space and return them to the lending library.

[OPTION B: Libraries where ILLs are kept in journal offices]

The library reserves the right to come to the journal's office to retrieve overdue ILL materials.

## **Library Space** *[Choose the sections and options that apply to your library.]*

### **General**

The library is pleased to provide space to facilitate journal production work such as cite checking. Journal editors must make appropriate reservations and otherwise plan for their space needs so that journal activities do not unduly distract or interfere with other patrons.

### **A. Carrels**

Upon application of the \_\_\_\_\_ editor, each [journal staffer/article] is assigned a library carrel. Journals may keep in the library carrel items that staffers have checked out using either an individual or a journal library card. All items must display the checkout slip. Items not checked out will be retrieved and returned to the shelf by library staff.

Staffers may also keep in the carrel items owned by other libraries or by staffers. The library does not recommend this practice, due to the risk of theft, because such items are not set up to work with the library's theft detection system.

Staffers may not overload the carrels with books. Once a carrel is full, a staffer must remove some books in order to make space for new additions.

The library may retrieve checked-out materials from the carrels under certain circumstances. See the Circulation section of this policy for details.

The library is not responsible for items lost or stolen from the carrel under any circumstances. The library will bill the cardholder's account for such items. However, when a staffer checks out an item from our library, s/he may request that the item not be de-sensitized if the staffer does not intend to remove it from the library. Items that are not de-sensitized will trigger an alarm if someone attempts to remove them from the library.

### **B. Conference Rooms**

Before each semester begins, journals are given priority over other non-faculty patrons to reserve conference rooms for scheduled library-related production activities, such as group cite checking events, to be held during the semester.

Otherwise journals are subject to the general first-come, first-served policies for reservation of conference rooms.

For more requirements on coordinating group cite checking events with the library, see the Circulation section of this policy.

### **C. Journal Office/Room**

The journal is assigned an office/room in the library. The office/room and library items in it are for journal production work and not for the use of individual staffers in researching and writing their own notes or comments. Access to the office is arranged

\_\_\_\_\_. After-hours access is/is not available by \_\_\_\_\_.

Journal staffers may keep in the office/room the items that the staffers have checked out using either an individual or a journal library card. The staffers will display the checkout slip with each such item. Items not checked out will be retrieved and returned to the shelf by library staff.

Staffers also may keep in the office/room items owned by other libraries or by the staffers. The library does not recommend this practice, due to the risk of theft, because such items are not set up to work with the library's theft detection system.

When not in immediate use, library items must be organized on the office/room shelves and the shelves labeled according to [the staffer who checked out the items][the article to which the items pertain]. Each shelf must be clearly labeled with the [name of the staffer who checked out the items][the author and title of the article to which the items pertain].

As soon as production work on an article is completed, items checked out in connection with that article must be returned to the circulation/information desk. A total of no more than \_\_\_\_ items from our library may be held in the office/room at one time. If this limit is exceeded, the [title of library staff person] will schedule a conference with the \_\_\_\_\_ editor to resolve the matter.

The library may retrieve checked-out materials from the office/room under certain circumstances. See the Circulation section of this policy for details.

The library is not responsible for items lost or stolen from the office/room under any circumstances. The library will bill the cardholder's account for such items. However, when a staffer checks out an item from our library, s/he may request that the item not be de-sensitized if the staffer does not intend to remove it from the library. Items that are not de-sensitized will trigger an alarm if someone attempts to remove them from the library.

### **D. Journal Shelf/Shelves**

The library currently provides each journal with [number of units of] reserved shelf space [per journal article currently under production] at [location of shelf space]. Shelf allotments are subject to change.

Journal staffers must use this assigned shelf space exclusively for library-owned or Interlibrary Loan (ILL) items checked out to journals and in active use for cite checking. Unfortunately the library does not have sufficient shelf space to accommodate either items owned by staffers or non-ILL items owned by other libraries. Library workers periodically pull and reshelve any items checked out to an individual card or otherwise not checked out to a journal.

Library items checked out using journal cards must be kept on the assigned shelves or [at other location] when not in use. The library may retrieve checked-out materials from the shelves under certain circumstances. See the Circulation section of this policy for details.

Journal shelf privileges continue in effect while all journal staff show consideration for other patrons. As soon as a cite checking project is completed, journal staffers must pull related items from the shelf space and return them to the circulation [information] desk. Editors who do not enforce this policy may run out of shelf space and will jeopardize the journal's continued shelf privileges with the library.

The library requires [strongly encourages] that the shelves be organized and clearly labeled according to: [the staffer who checked out the items on the shelf] or [the author and title of the article for which the items on the shelf are being used].

The library is not responsible for items lost or stolen from the shelves under any circumstances. The library will bill the cardholder's account for such items. However, when a journal staffer checks out an item from our library, s/he may request that the item not be de-sensitized if the staffer does not intend to remove it from the library. Items that are not de-sensitized will trigger an alarm if someone attempts to remove them from the library

## **Other Policies**

### **A. Cite Checking Preview Service**

The Cite Checking Preview (CCP) service streamlines the cite checking process by identifying those items that may be difficult to obtain from campus libraries. Those items can then be obtained by other means while student cite checkers concentrate on form and substance of citations.

Articles should be submitted at least three weeks prior to the start of the student cite checking process/event. A reference librarian will examine the article and provide a report of items that will require special handling.

In the report, the librarian can: identify campus resources for some publications, suggest online alternatives to print resources, help to identify sources that may have to be gathered by interlibrary loan or that may be difficult to obtain without the author's help, and suggest visits to other libraries for select resources.

To submit an article for the CCP service, please send an electronic copy to [email address]. A reference librarian will contact the journal editor to acknowledge receipt of the article and to set a completion date.