



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.

- Catholic University of America Columbus School of Law (specialized student services page, bringing together many topics of interest to students)
<http://libguides.law.cua.edu/content.php?pid=439094&sid=3595103>
- Chapman University Fowler School of Law
<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 School of Law (frequently asked circulation questions and charts)
<http://www.library.virginia.edu/policies/circulation/>
- Yale Law School (chart)
<https://library.law.yale.edu/privileges-policy>

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)

Many libraries offer some of these items, but they are not always promoted on library websites. While dogs and tablets may attract the attention, chargers may be one of the most appreciated categories of non-traditional items. You can find a sampling of law libraries that do promote their non-traditional materials on their websites below.

- Harvard Law School (bicycles)
<https://hls.harvard.edu/library/forms-and-services/read-ride-bikeshare/>
- Stanford Law School (wide variety of gadgets)
<https://law.stanford.edu/robert-crown-law-library/student-services/gadgets-tech-and-library-conference-rooms/>

- University of Connecticut School of Law (devices and recreational items)
<https://library.law.uconn.edu/student-services-additional-services/technology-recreation-lending>

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.

- University of Minnesota Law School
<https://www.law.umn.edu/library/library-services/book-recommendations-donations>
- University of Washington School of Law (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 School of Law (database listing including featured electronic resources)
<http://lawlibraryguides.bu.edu/az.php>
- The Ohio State University Moritz College of Law
<https://moritzlaw.osu.libguides.com/legalresearchdatabases>
- UCLA School of Law
 - 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.

- George Mason University Antonin Scalia Law School (multiple campuses)
<https://www.law.gmu.edu/library/services/ill>
- University of Iowa College of Law (availability of materials, procedures, and link to university library campus book delivery system)
<http://library.law.uiowa.edu/campus-book-delivery>

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 School of Law (electronic request form)
<https://www.law.miami.edu/iml/library/law-library-policies-and-forms>
- 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

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)
<https://lawstudyrooms.rwu.edu/reserve/>
- Thomas M. 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 Mississippi School of Law (booking entire rooms or individual seats)
<http://library.law.olemiss.edu/resources/book-a-room-3-2/>
- University of South Dakota Knudson School of Law (reservations through LibCal)
<https://usd-law.libcal.com/>

B. CARREL INFORMATION

There is a great deal of variation in policies regarding carrels. Some schools do not permit any users to



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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)
<https://lawlibrary.byu.edu/information/carrels/>
- Georgetown University Law Center (carrel and study shelf policies)
<https://www.law.georgetown.edu/library/services/carrels-research-shelves/>
- University at Buffalo School of Law (daily checkout using keys to control access)
<https://law.lib.buffalo.edu/studyspaces/carrels.html>

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.

- Baylor Law School
<https://www.baylor.edu/law/library/index.php?id=975470>
- UCLA School of Law
<https://libguides.law.ucla.edu/librarytour>

D. 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.
(https://www.aallnet.org/wp-content/uploads/2017/11/pub_sp0204.pdf)

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

- Hofstra Law (under “Law Library ADA Policy”)
<https://law.hofstra.edu/library/general/policies/index.html>
- Texas Tech University School of Law (under “Services for Patrons with Disabilities”)
<https://www.depts.ttu.edu/law/lawlibrary/services/>
- UC Irvine School of Law (discussion of policies, logistics, & services available)
<http://www.law.uci.edu/library/about/disability-services.html>
- University of Georgia School of Law



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<http://www.law.uga.edu/library-service-people-disabilities>

INSTITUTIONAL KNOWLEDGE

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.

- Creighton University School of Law
<http://www.creighton.edu/law/academics/exams/examarchive/index.php>
- Golden Gate University School of Law
<http://law.ggu.edu/law-library/study-aids/past-exams/by-course-name>
- Harvard Law School
<https://guides.library.harvard.edu/c.php?g=459765&p=3143793>
- St. Mary's University School of Law
<http://lawlib.stmarytx.edu/exambank.html>
- UC Berkeley School of Law
<https://www.law.berkeley.edu/students/student-services/academic-skills-program/pastexams/>

B. ARCHIVES

Some law libraries maintain the archives of the law school, gathering together old faculty writings, records, yearbooks, photographs, etc. These institutional archives may be part of a broader Special Collection department.

- Boston University School of Law
<https://www.bu.edu/lawlibrary/using-the-library/archival-researchers/>
- LSU Paul M. Herbert Law Center
<https://www.law.lsu.edu/library/general-information/collections/archives/archives-collections/>
- Northwestern University Pritzker School of Law
<https://library.law.northwestern.edu/collections/archives>
- South Texas College of Law
<https://www.stcl.edu/library/special-collections/>



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- University of Virginia School of Law
<https://archives.law.virginia.edu/archives>

C. SOCIAL MEDIA

Many law libraries operate various social media accounts to highlight and promote what is going on at their libraries and their law schools. This is in addition to whatever social media accounts the law school itself might maintain. Links to these social media accounts can often be found on the library home pages.

- ASU Sandra Day O'Connor College of Law
<https://www.facebook.com/ArizonaStateUniversityLawLibrary/>
<https://twitter.com/asulawlibrary>
<https://www.youtube.com/channel/UCnCyJq8sPOv67xkBLiIr4g>
- Duke University School of Law
<https://www.facebook.com/dukelawlibrary/>
<https://twitter.com/DukeLawLibrary>
- Howard University School of Law
<https://www.facebook.com/HUSLLibrary/>
<https://www.instagram.com/husllibrary/>
<https://twitter.com/HUSLLibrary>
<https://www.youtube.com/channel/UC1Da0CPuHp0a2qMC8CQgiFQ/videos>

RESEARCH HELP

A. GENERAL RESEARCH ASSISTANCE

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 group training where two or more law students request training on a specific topic or resource. This approach has the advantage of sidestepping 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.

- UC Irvine School of Law (20 minute limit)
<https://www.law.uci.edu/library/students/training.html>
- UNT Dallas College of Law (45 minute limit)
<https://lawschool.untdallas.edu/targeted-training-request-form>



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

- Northern Illinois University College of Law (email address and link to book appointment)
<https://www.niu.edu/law/library/reference.shtml>
- Texas A&M University School of Law (Libcal online appointment request form)
<https://tamu.libcal.com/appointments/law>
- University of North Carolina School of Law (streamlined appointment request form)
<http://library.law.unc.edu/services/forms/researchappointment.aspx>

A number of schools also provide online video tutorials for students.

- Fordham University School of Law
<https://library.law.fordham.edu/services/video-tutorials/legal-research-videos/>
- Suffolk University Law School (pointing to their YouTube channel)
<https://www.suffolk.edu/law/faculty-research/library-services/youtube-legal-research-tutorials>
- University of Cincinnati College of Law
<https://guides.libraries.uc.edu/lawlibrary/videos>

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.

- Indiana University Maurer School of Law
<https://law.indiana.libguides.com/alerts>
- Lewis & Clark Law School
<https://library.lclark.edu/law/research/currentawareness>
- The University of Texas School of Law (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>

C. LAW JOURNAL SERVICES

For information on services offered to journal students, please see the “Journal Staff” heading under the “User Guides” section of the ALL-SIS Student Services Websites & User Guides:



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<https://www.aallnet.org/allsis/about-us/officers-committees/committee-web-pages/student-services-committee/student-services-websites-user-guides/>.

HEALTH AND WELLNESS SERVICES

A. WELLNESS RESOURCES

Law schools are increasingly prioritizing the health and wellness of law students, especially their mental health. Some law libraries have created guides to direct students to resources that can help, whether at the law school, university, city, state, or national level.

- University of Maine School of Law
<https://lawguides.maine.maine.edu/wellness>
- University of Oklahoma College of Law
<https://guides.ou.edu/law-wellness>
- The University of Texas School of Law
<https://tarlton.law.utexas.edu/wellness>

B. FUN AND GAMES/STRESSBUSTERS

Some schools promote or offer information on recreational activities, games, or puzzles. This information can be provided as a way for law students to unwind or reduce stress (“stressbusters”).

- North Carolina Central University School of Law
<https://ncculaw.libguides.nccu.edu/stressbusters>
- UC Davis School of Law
<https://libguides.law.ucdavis.edu/stressbusters>
- The University of Texas School of Law
<https://tarlton.law.utexas.edu/Games-Puzzles>

COVID-19 POLICIES AND INFORMATION

The COVID-19 pandemic affected all facets of legal education, including law library operations. Many law libraries modified and/or updated their operating procedures and policies to maintain staff and student safety. Some law libraries offered links to where students can find more information about COVID-19 from reputable sources.



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- University of Michigan Law School
<https://libguides.law.umich.edu/covid19>
- William & Mary Law School
<https://law.wm.edu/library/services/covid-19/index.php>

B. COVID-19 INFORMATION

- University of Chicago Law School
<https://guides.lib.uchicago.edu/c.php?g=1025490&p=7430553>
- University of Houston Law Center
<https://law-uh.libguides.com/c.php?g=1021896>