Library Services and Policies

ATM: There is an ATM available in the 1st floor copy room.

CALI: Online Computer-Assisted Legal Instruction (CALI) exercises enhance students’ knowledge of various substantive areas of the law, and may be assigned or recommended by professors. Each student must register individually at the CALI website (www.cali.org). The exercises are accessible online at the CALI website or from a CALI DVD. Copies of the DVD and instructions for registering are distributed to new students at orientation. Extra copies are available at the Circulation desk or from a Public Services Librarian. Contact a Public Services Librarian if you require assistance in registering.

Cellular Phones: The library and computer classroom are quiet zones. Do not use your cellular phone inside the library. Place your phone on vibrate mode or turn it off.

Children: Anyone under 18 must be accompanied and supervised by an adult at all times. Anyone disrupting those studying or working may be asked to leave.

Circulation Desk: Materials are borrowed and returned, study room reservations made, and directional questions answered at this desk, located just inside the main door of the Library.

Computer Classroom: Computers are available for the use of current TJSL law students, faculty, staff and alumni. Applications include Westlaw, Lexis, Loislaw.com, the Internet, ThomCat (TJSL online catalog), LegalTrac, Computer-Assisted Legal Instruction (CALI), e-mail, word processing, spreadsheets and class presentation software. A scanner is also available in the computer classroom.

Electronic Reserves: Recent exams are digitized and accessible in the public folders of your school Outlook account. Audio or video review course lectures, online and bibliographic resource guides for paper courses, as well as TJSL Survival Skills are available online. Bar preparation videos are not online.

Fax Machine: Digital copier #2 located in the first floor copy room has a send-only FAX function. There is no charge to use it. The library cannot accept incoming student faxes.

Food/Vending: Beverages in containers with lids or tops are permissible; eating is permitted only on the outside balconies and in the Community Room, located in the southeast corner of the first floor. The Community Room has food and beverage vending machines.

Group Study and Video Playback Rooms: The library has eleven rooms available for group study. Students may make one same-day, two-hour reservation for study rooms by calling or stopping by the Circulation Desk. Two study rooms double as video playback rooms. In these rooms, video use takes precedence over study groups.

Information: Please ask! Locational questions can be answered by the Circulation Desk staff. Research questions should be taken to the Public Services Librarian. A number of helpful research handouts and bibliographies/online resources guides are available in the Reference area. Digital formats of many of these documents are also available. Library current events are posted on the TJSL website and on the information touch screens. Read the Library Newsletter “Library Lines,” published monthly, and the Library’s blog at http://tjssllibrary.wordpress.com/.

Interlibrary Loan: Students and faculty needing items unavailable in our collection may request an interlibrary loan. Contact a Public Services Librarian.

Laptops: Wireless network access and power outlets are available throughout the library. Students may contact the Information Technology staff for assistance in configuring their laptops. Please do NOT unplug any library or computer classroom equipment. Wireless printing set-up instructions are available in the computer classroom.

Microforms: All materials listed in ThomCat and labeled "MICROFORM" are housed in and adjacent to the Microforms Room located at the end of aisle 1-40. Microforms indexes are shelved on aisle 1-37. Patrons may use the digital reader-printer to send files to email or to print in the Computer Classroom. Contact a Public Services Librarian if you require assistance using the microform reader-printer.

Online Catalog: Access to the Library collection is provided by ThomCat, an online catalog. Dedicated terminals are located on the first floor in the Reference Area, and on the second floor: opposite the elevators, in the hall near the south end of the building and in the northwest reading area. Access is also available through all computer workstations in the library, as well as via the Internet at: http://tjeff.iii.com. If you need assistance, ask at the Reference Office or Circulation Desk.

Patrons with Disabilities: Contact the Circulation Desk for assistance.

Photocopies: Three photocopier machines are available: two on the first floor; the third on the second floor. Copies cost 10¢ a page. All machines accept coins, bills ($1s & $5s) and copy cards. The first floor copy room houses a free public send-only FAX machine, and a copy card vending machine that may be used to purchase or add value to a copy card.
Printing: TJSL provides three printers in the computer classroom. Printing charges are 3¢ a page. You may purchase a copy card ($1.00) from the card dispenser in the library copy room or in the computer classroom and then add the amount needed for copying. Be sure to put your name on the card. Instructions for printing from computers in the lab and from the wireless network are available in the computer classroom. Both Westlaw and Lexis provide free printing to their stand-alone laser printers, located in the Community Room just East of the computer classroom, and on the second floor.

Reference/Virtual Reference: Reference assistance is available 7 days a week. Patrons are encouraged to seek research assistance from the Public Services Librarians, whose offices are located near the Circulation Desk. When the librarians are not in their offices, patrons should ask at the Circulation Desk for a Public Services Librarian or for the Library Director. Reference books are on the shelves just outside the Reference Offices. A ThomCat terminal, our Online Public Access Catalog, is located here.

Virtual Reference: http://www.tjsl.edu/library
AskThom is live Monday through Friday, 9:00 a.m. -6:00 p.m.

Reserve Materials: Course Reserves, CDs, DVDs, audio recorders, videotapes, bar review materials and software are shelved in the Reserve Area behind the Circulation Desk. Also included are all required and recommended texts and photocopied material for courses taught each semester. All reserve materials are listed in Thomcat, the Online Public Access Catalog. Materials are placed on reserve to give as many students as possible access to items most in demand. TJSL students, faculty and staff may check them out for two hours. Fines are imposed for overdue returns of reserve materials.

Reshelving: We strongly encourage patrons to return books to their proper places after use so that others can locate books quickly.

Second Floor Stacks: Materials housed on this floor are targeted for use in our legal research and writing courses. These materials include all law reviews and legal periodical indexes; regional reporters; ALRs; legal encyclopedias; the American Digest System; and codes of individual states. Patrons are asked to refrain from carrying on conversations in areas where books are shelved. These areas are for quiet study only.

Suggestions and Complaints: Your input is welcomed and encouraged. A binder is located near the Circulation Desk where you can write down your suggestions or complaints. The Acting Library Director will respond in writing. If you prefer, you can e-mail him (pmeyer@tjsl.edu) or stop by his office anytime. He is there to discuss any concerns about the library you may wish to raise.

Typewriter: Housed in the Microform Room.

Special Services
Alumni Services: A free library card will be provided to alumni who request one, upon verification of their graduate status. This card assures use of the Computer Classroom. Contact Torin Andrews, x1104 or tandrews@tjsl.edu or Hadas Livnat, x1104 or hlivnat@tjsl.edu. All TJSL alumni are welcome to use library materials on-site. They may also use the Computer Classroom, provided they yield to TJSL students when space is limited. Alumni may check out circulating books for 30 days and may take advantage of our experienced reference librarian staff either in person, via live chat at http://www.tjsl.edu/library, or by emailing Hadas Livnat at hlivnat@tjsl.edu or Torin Andrews at tandrews@tjsl.edu.

Leisure Reading/Book Exchange: A collection of free books, magazines and vending machines are housed in a comfortable setting in the southeast corner of the first floor in the Community Room.

Newspapers: Current newspapers are available at the north end of the first floor next to the stairs.

Popular Reading: Art, classics, crime novels, law and literature books are located on the northwest corner of the first floor.

Subject Research Guides: Located in the carousel across from reference offices and on the school’s website.

In General
The Law Library is both a study place and a learning laboratory for law students. To make the many hours future attorneys spend in the Law Library as rewarding as possible, Thomas Jefferson provides a library collection in excess of 230,000 volumes and volume-equivalents in an attractive and expanding facility.

Access Policy
The Law Library is dedicated to serving the law students, faculty and alumni of Thomas Jefferson School of Law, while acknowledging the need of others for access to our collection.

Circulation Policy
You must have a valid barcoded TJSL or library ID card to borrow books. The TJSL ID card has 6 digits. Our circulation system assigns a 7th check digit. You need to know all 7 digits in order to view your patron records online via Thomcat. Because law libraries are primarily reference collections, most law library materials do not circulate. Circulating books can be identified by the presence of a stamp inside the cover. Please check at the Circulation Desk for confirmation.

Regularly circulating materials are available for one-month loans to TJSL students, staff and adjunct faculty, longer for full-time faculty. Loans may be renewed once, if no other patron has requested the item. Renewals may be made in person or by telephone. Patrons are encouraged to return borrowed materials on time. Failure to return materials on time can result in your liability for a $10 (per title) fine, or for the replacement cost of the materials.

Study Aids may be checked out for 48-hours and may only be renewed by bringing the item to the circulation desk.

Course Reserve Materials may be borrowed for up to two hours by current TJSL students, faculty and staff. The loan may be renewed if no one else requests the material. Failure to return or renew the materials on time will result in a fine of $3.00 per title for each of the first two overdue hours, and $1 for each hour (per title) thereafter. The maximum fine for loss or failure to return Class Reserve materials is the replacement cost per item.

Fines are not meant to be punitive, but to ensure that there is a strong incentive to return materials on time, so that everyone has an equal opportunity for accessing them.

Printing charges are 3¢ a page. You may purchase a copy card ($1.00) from the card dispenser in the library copy room or in the computer classroom and then add the amount needed for copying. Be sure to put your name on the card. Instructions for printing from computers in the lab and from the wireless network are available in the computer classroom. Both Westlaw and Lexis provide free printing to their stand-alone laser printers, located in the Community Room just East of the computer classroom, and on the second floor.

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