

# REGENT UNIVERSITY LAW LIBRARY STUDENT GUIDELINES

## *Borrowing Materials:*

The majority of the law collection is non-circulating. Books that do circulate may generally be checked out for three weeks with unlimited three-week renewals, subject to recall (see below).

FINE - 10 cents/ item/ day, and 50 cents/ item/ day if recalled.

Audio-Visual Materials may be checked out for one week with a one week renewal. Limit of two items per format.

FINE - 25 cents/item/day.

Reserves may be checked out at the Access Services desk. Limit of three reserve items at one time.

FINE - 25 cents/item/hr.

CD-ROMs and computer disks for use in legal research are located at the Access Services desk. CDs will not be checked out to any person without a valid drivers license.

WiFi Cards may be checked out to be used in the Library building for 4 hour periods at the Access Services desk.

FINE - \$5/hour, \$20/day, up to \$100.

## *Renewal and Recall:*

- Library materials may be renewed by phone, e-mail, or in person, or on our website unless another patron has requested the item, in which case it will be recalled.
- All renewals are subject to recall, meaning they must be returned within 5 days, after which the fine will increase to 50 cents/day/item.

Fines will remain on record until paid. Students will not be able to check out any additional material or register for classes until fines are paid.

## *Interlibrary Loan:*

Students desiring to borrow materials not available in Regent University Libraries may endeavor to borrow that material from another library through interlibrary loan (ILL). Students registered in the School of Law must use the form on the Law Library website to request ILL materials.

All types of material may be requested through ILL, but books and journal articles are most easily obtained. Rare books or reference materials are seldom obtainable. Many materials are obtained in as little as a week, but some take longer. The loan period is determined by the lending library. Fine - \$1.00/item/day.

## *Food & Drink:*

A Student Lounge, with seating, a microwave, and a coffee maker, is provided for students. Food and beverages are permitted in this designated area. Only covered, spill-proof drinking containers are permitted in the Law Library. Food is not permitted outside the Student Lounge. NO electrical appliances are permitted in the Law Library.

## *Law Library Carrels:*

In order that the greatest number of students have access to carrels and library materials, the following procedures are in effect:

### *Reserving a Carrel:*

Law Students may reserve a law library carrel for \$10 per semester. Access Services conducts a carrel sign-up on a first-come, first-serve basis, by class, at the beginning of the fall semester, as follows:

**P/T 4-Ls/ All 3-Ls, Monday, Sept.15: 10am-midnight**

**All 2-Ls, Tuesday, Sept.16: 10am - midnight**

**All 1-Ls, Wednesday, Sept.17: 10am - midnight**

At the end of each semester, students holding carrels have the right of first refusal on those carrels. Carrels not renewed or paid for by the renewal deadline will be reassigned to students on the carrel waiting list. Any student not using his/her carrel is encouraged to surrender it so it may be used by another.

Students are expected to keep their carrels neat. The Law Library reserves the right to reclaim a carrel for any violation of library policy.

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## *Materials found on carrels and tables:*

1. All library materials found at carrels or tables will be reshelfed UNLESS a **pink check-out slip** is visible on the material indicating that it has been checked out from Access Services. These can be obtained at the Access Services desk.
2. Bound Periodicals, Journals, Non-Circulating Books, and Reference Material may not be checked out or left on carrels for an extended period.

## *General Matters:*

1. Items attached to a carrel may be affixed only with removable adhesive putty, and only on the inside surfaces of the carrel.
2. The Law Library is not responsible for personal items left on carrels or tables. Please do not leave valuable personal items unattended.

## *Reference Availability:*

Monday – Thursday:	9am – 10pm
Friday:	9am – 5pm
Saturday:	1pm - 7pm

## *Computer Use:*

Anyone using a laptop computer in the Law Library must disable all sound functions.

Many carrels are adjacent to LAN connections. LAN connections may not be reserved and are available to all users on a first come, first served basis.

## *Study Rooms:*

Several Study Rooms are available and are open for public use on a daily basis.

1. Study Rooms are available on a first come, first served basis. Only the following may reserve a study room for a limited time period:

- a. Law Review, for cite checks.
- b. Graduating student doing joint degree – one semester only to complete Rigorous Writing Requirement
- c. Others who demonstrate special need, as determined by the Access Services Supervisor.

## 2. Study Room Policies:

- a. No food is permitted.
- b. Drinks must be in a spill-proof container.
- c. All non-circulating material will be reshelfed daily, unless prior agreement has been made with the Access Services Supervisor.
- d. Library Staff reserve the right to enter the study rooms at any time.

*Photocopies* may be made at either of two photocopy machines provided by the University. Copies are 10 cents per page, using coins or bills (\$1, \$5, & \$10). Alternately, photocopy vanda-cards may be purchased at the Access Services desk or in Copy Services.

## *Hours of Operation:*

Sunday: 2pm- 12am

Monday - Friday: 7:30am – Midnight

Saturday: 8am – Midnight

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### *Holidays* [law library is closed]:

MLK Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Dec 21 – Jan 4.

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## *Contact Us:*

**Access Services:** [lawcirc@regent.edu](mailto:lawcirc@regent.edu) 226-4450

**Research Services:** [lawref@regent.edu](mailto:lawref@regent.edu) 226-4145

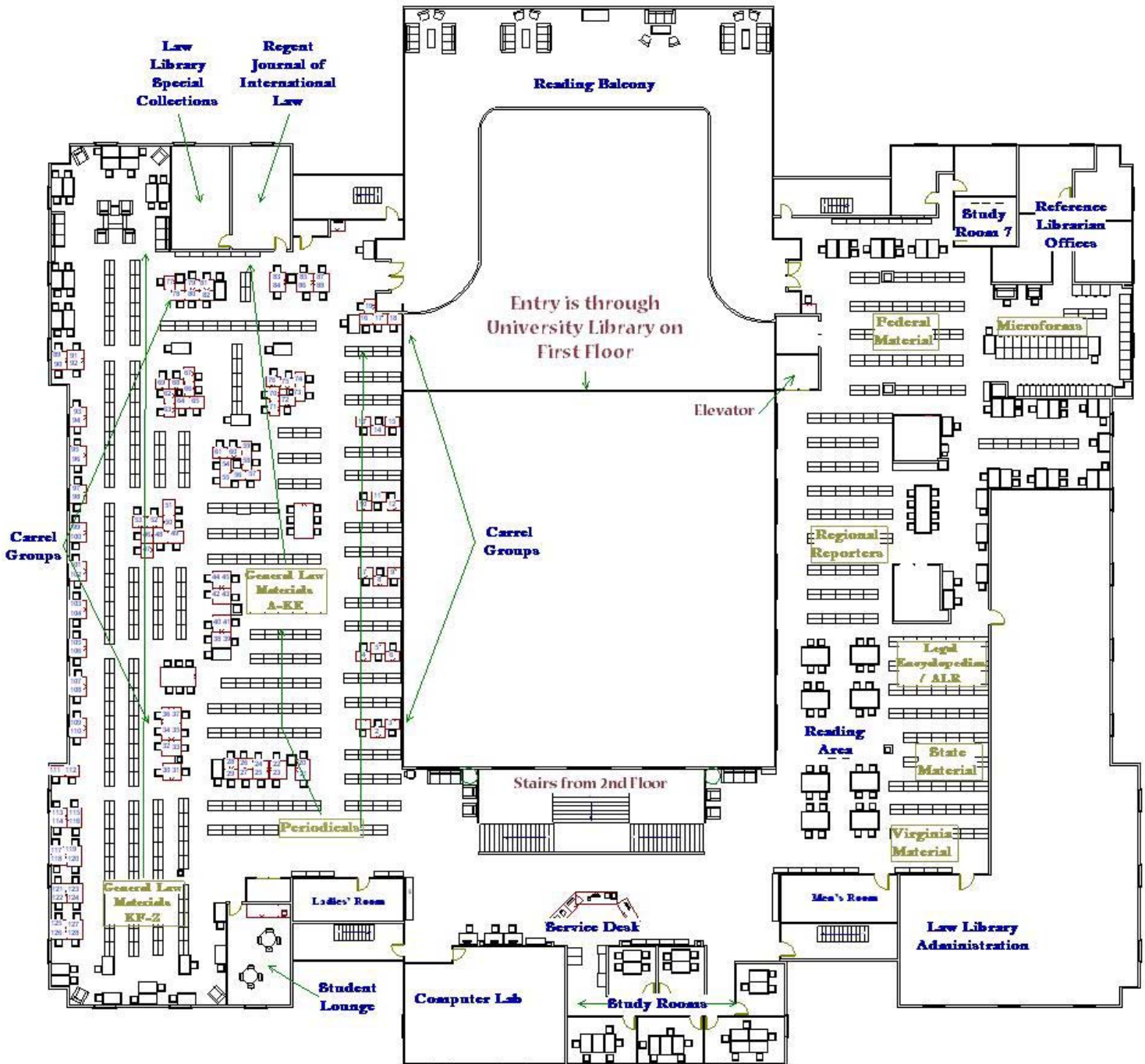
<http://www.regent.edu/acad/schlaw/library/home.html>

# REGENT UNIVERSITY LAW LIBRARY STUDENT GUIDELINES

## FLOOR PLAN

Quiet,  
Individual  
Study  
Side

Group Study  
Conversational  
Side



# REGENT UNIVERSITY LAW LIBRARY STUDENT GUIDELINES

*We are here to serve you:*

**Charles H. Oates**

*Director*



**Margaret L. Christiansen**

*Associate Director*



**Marie S. Hamm**

*Assistant Director for  
Collection Development*



**Eric L. Welsh**

*Head of Research Services*

**William“ Bill” Magee**

*Research Services Librarian*



**Brent Rowlands**

*Research Services Librarian*



**Nikitia V. Powell**

*Supervisor of Access Services*



**Sarah Ann Trask**

*Assistant Supervisor of  
Access Services*