



**NEW YORK
LAW SCHOOL**

THE MENDIK LIBRARY

FACULTY LIBRARY SERVICES MANUAL

2014-2015

OVERVIEW OF THE MENDIK LIBRARY

Hours of Operation.....	1
Library Home Page.....	1
Library Catalog.....	1
General Description of Collections.....	2
Arrangement and Location of Collections	2

SERVICES PROVIDED TO THE FACULTY

Support for Research and Teaching

The Liaison Program.....	4
Instructional Services - General.....	4
Instructional Services - Course Support	5
Current Awareness Services	5

Computer-Based Resources

Lexis and Westlaw.....	8
Electronic Research Databases.....	9
Web Course Components for Classes.....	9

Resource Sharing

Borrowing Our Books - Policies for Faculty	9
Borrowing Our Books - Policies for Research Fellows	10
Borrowing Materials NYLS Does Not Own.....	10
Access to Other Libraries.....	11

Miscellaneous Services and Procedures

Complimentary Casebooks.....	11
Course Reserves	11
Past Years' Examinations Archive	12
Requests to Purchase Materials	12
Holds, Recalls, and Missing Books.....	13
Photocopying Services	13
Microform Services	13
Guests of Faculty	14

OVERVIEW OF THE MENDIK LIBRARY

The Mendik Library occupies four floors of the law school's 185 West Broadway building. Generally, the reference desk, circulation desk, reserve collection and a general reading room are on the first floor. The electronic research classrooms are located on level L2. Reading and study areas, as well as the main book stacks, are located on each of floors L2, L3, and L4. The reference librarian offices are all on level L2 and the Library Administrative and Technical Services staff offices are on level L3. A more detailed description of library areas is provided below.

HOURS OF OPERATION

Regular Library hours during the Fall and Spring semesters are as follows:

Monday-Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 8:00 p.m.
Saturday & Sunday	12:00 p.m. - 8:00 p.m.

Hours are increased during exam periods and decreased during intersessions, summers, and certain holidays. Announcements of changes in Library hours are distributed in advance. Current schedules are posted throughout the Library and on the Library's web page.

LIBRARY HOME PAGE www.nyls.edu/library

The goal of our web pages is to provide easy access to our in-house bibliographic tools, our subscription databases and internet resources of value to legal researchers. A copy of this manual and other items of interest to faculty is available in the *Faculty Services* channel on our home page. The Library home page also provides comprehensive and detailed information about our facilities, services and staff.

LIBRARY CATALOG <http://lawlib.nyls.edu>

The Online Catalog contains records describing all of the Library's book, journal, microform and subscription database holdings. Our records are updated as soon as the Library orders or receives an item. Location information for all sources is provided in the catalog record. The catalog may be searched by author name, title, keywords, subject, or by Library of Congress call-number. Various combinations of these criteria can be used to perform very specific searches. The online catalog also provides links to electronic resources, which provide internet access to treatises, government reports, journal articles, and many other materials. Monographs and treatises that are stored off-site can be requested easily by clicking on the "Request" button found on the catalog record.

Quick links to the catalog are available from the Library's home page.

GENERAL DESCRIPTION OF COLLECTIONS

■ **BOOKS & MICROFORMS** The Library's collections include over 530,000 book volumes in print and microform and more than 230,000 electronic titles. The Library subscribes to over 5,000 serial titles, including law reviews, reporters and topical looseleaf services. Acquisitions policies and practices are dictated primarily by curricular needs, as well as the research demands of the faculty and the co-curricular programs. These policies and practices are under continual review in light of technological innovations in legal information dissemination and research.

■ **ELECTRONIC RESOURCES** The Library subscribes to a variety of electronic research databases, including full educational subscriptions to Bloomberg, Lexis and Westlaw. Descriptions and links to electronic resources are provided in the [Electronic Resources](#) section of the Library home page and through the Library's online catalog (<http://lawlib.nyls.edu>). Virtually all of these resources are also available to faculty using computers outside the Law School campus. (See page 9 for more information about [remote access](#).)

■ **INTERNATIONAL, FOREIGN & COMPARATIVE LAW MATERIALS** The Library participates in the New York Joint International Law Program (JILP), a consortium of three local law school libraries that jointly maintain a research collection of international and comparative law materials. JILP members include New York Law School, Brooklyn Law School and CUNY Law School. All titles purchased through the consortium appear in our online catalog.

ARRANGEMENT AND LOCATION OF COLLECTIONS

The Library of Congress [LC] classification system is used for arranging most of the book collections. The Library catalog indicates the call number assigned to the book and information as to the item's location. Most of our holdings are classified for the main collection and have the catalog location "BOOK STACKS." Additional classifications and locations are described below and are always indicated in the catalog record.

■ **REFERENCE** (Level L4) The Reference Collection, located in compact shelving on L4, includes among other titles, encyclopedias (legal and general), statistical compilations, and major indexes and finding aids.

■ **RESERVE** (Level L1) The Reserve Collection, located behind the Reference Desk, contains required course materials, heavily used treatises, Restatements, copies of course exams from previous years, and recent newspapers. (See page 11 for information on requesting that items be placed on [Reserve](#).) The Reserve Collection also includes full sets of McKinney's New York Laws, the U.S.C.A., and New York Jurisprudence2d.

■ **U.S. GOVERNMENT INFORMATION RESOURCES** (Level L2) The Mendik Library is a selective Federal Depository Library and receives print, microform, electronic (e.g., CD-ROMs and DVDs) and online materials from the Government Printing Office (GPO). Currently, most depository materials are distributed in online format, and all of these are linked from our Online Catalog. Although many of the primary source materials we receive in paper from GPO are cataloged

and included in our main collection, a separate collection of material is shelved at the end of the Documents Reference section on L2. This additional collection is arranged in the order designated by the U.S. Superintendent of Documents (SuDoc number). The Documents Reference section contains a comprehensive collection of indexes and finding aids for locating and using government publications. The Government Resources Librarian, Chris Pamboukes (christos.pamboukes@nyls.edu / ext. 2176), is available to assist in using this collection, or you may contact Michael Roffer (michael.roffer@nyls.edu / ext. 2150).

▣ **MICROFORMS** (Level L2) The Library holds many items in microform (microfiche and microfilm). Especially well-represented here are the records and briefs of the U.S. Supreme Court and the New York Court of Appeals, congressional materials (reports and hearings back to 1789), retrospective holdings of legal periodical titles, and legal newspapers (including the *New York Law Journal* back to 1888). The online catalog and the *Guide to Microform Collections*, a Library publication, will provide information on holdings and location of all microform sets. A copy of this guide is available on our web page under *Research Tools*.

The microform collections are located on Level L2 in Room L200, along with two microform reader/printers, which can be used to make paper copies or to digitize and download the images into PDF format.

All questions and requests for microform materials should be directed to the Government Resources Librarian, Chris Pamboukes (christos.pamboukes@nyls.edu / ext. 2176).

▣ **OFF-SITE / RETRIEVABLE STORAGE OF OLDER MATERIALS** The Library has placed a portion of its collection into off-site storage. The off-site collection generally consists of treatise and monograph titles published before 1995 (but not major looseleaf sets (particularly those not available electronically), and not materials needed to teach first year legal research). Off-site items are easily retrievable and are usually made available within two to three business days. The location in the catalog record is listed as '*Off-Site (Click on request button)*.' At the top of each of these records is a *REQUEST* button for automatic retrieval and delivery of the item. You should also feel free to ask your library liaison to place the request for you. Many of the off-site looseleaf and practice sets are also available electronically through various of our [Electronic Resources](#) (e.g., [Westlaw](#), [Lexis](#), [HeinOnline](#), [CCH \(IntelliConnect\)](#), [Bloomberg BNA](#), and [Bloomberg Law](#)). Our catalog records contain the appropriate online links to these sources.

▣ **LAW REVIEWS AND JOURNALS** Current issues of law reviews, journals and other periodicals, as well as older bound issues, are housed in our compact shelving area on Level L4; most are also widely available on [Lexis](#), [Westlaw](#), [HeinOnline](#), and/or [JSTOR](#). The "E-Journals A-Z" link is a useful feature that lists our holdings of journal titles in electronic format.

SERVICES PROVIDED TO THE FACULTY

SUPPORT FOR RESEARCH AND TEACHING

THE LIAISON PROGRAM

A cornerstone of our service is the faculty liaison program. It is designed to facilitate faculty use of Library resources and services for teaching, research and scholarship. Each professional librarian on our staff is assigned as liaison to several faculty members. Your liaison is the librarian designated to ensure that your library research needs are filled. These may include requests for borrowing library materials, photocopying, borrowing material from other libraries, routing of materials and current information services, electronic research training, general or specific library orientation sessions and working with your student Research Fellow(s).

Liaisons meet regularly with professors to learn their research needs and to be aware of their continuing projects. At the beginning of each academic year, your liaison will contact you to arrange an interview about your current research interests.

You should address all inquiries about library services to your liaison. Questions about the liaison program itself should be directed to Camille Broussard (camille.broussard@nyls.edu / ext. 2354) or Michael Roffer (michael.roffer@nyls.edu / ext. 2150).

INSTRUCTIONAL SERVICES - GENERAL

Your library liaison or any of the reference librarians are available to work with you in the use of our information resources and services. To arrange an individual appointment or training session, please call or e-mail your liaison. Your liaison can also provide specialized training to your Research Fellows on an individual basis. Training sessions can be tailored to cover virtually any research need. In addition, the Library professional staff offers workshops in both paper-based and electronic research sources for students. A schedule of the Library's research classes each semester is posted on the Library's home page. We encourage faculty members to direct their Research Fellows to meet with their liaison, to attend the various research classes that are offered each semester and to become fully trained in all aspects of legal research.

Several librarians have specialized knowledge of international and foreign law sources and research techniques, including materials from the United Nations and other international organizations. In addition, our Government Resources Librarian is an expert in researching documents originating from Congress and from state and federal government agencies. These librarians are available to provide training and instructional sessions to individuals or to classes in all of these specialized areas.

INSTRUCTIONAL SERVICES - COURSE SUPPORT

The Library staff offers research-oriented instruction in support of law school courses. We will work with any faculty member to design instructional sessions on the particular research skills associated with a course's subject area. Sessions of this type may be taught by the librarian, by the faculty member with the librarian in attendance, or jointly. Classroom sessions include an electronic component, using *Lexis*, *Westlaw*, *Bloomberg*, *BNA*, *CCH* and other of our *Electronic Resources*. The librarians can also help design research skills assignments using the substantive material covered in the class.

We encourage faculty to work with the librarians to develop a research component for their doctrinal classes. Learning skills in context is a valuable experience for the students. If you are interested in our classroom outreach program or have any questions, contact Camille Broussard (camille.broussard@nyls.edu / ext. 2354).

CURRENT AWARENESS SERVICES

The Library both subscribes to and produces a number of current awareness resources. On the Library homepage in the *Faculty Services* channel, we maintain a [comprehensive list](#) of these in electronic format. Each September, information regarding the various services available is sent to faculty members. If a faculty member has set up a selection profile, that profile will be included in the September message so that they can update their selections for the academic year. The list is quite extensive and includes both paper and e-mail distribution. Throughout the year we write short e-mail newsletters called *LIBRARY LINKS* to alert faculty to new resources and services.

▣ NEW TITLES ACQUIRED & JOURNAL CONTENTS PAGES

NEW TITLES: (Monthly). All of our recent book acquisitions are listed by subject area. The list is available electronically from the [New Books by Subject](#) page (under [Mendik Library Resources](#) from the *Faculty Services* channel on our home page).

CONTENTS OF CURRENT LEGAL PERIODICALS: (Bi-Weekly). The Library compiles the tables of contents of a wide selection of law journals and general periodicals to which we subscribe. It is available electronically under the [Mendik Library Resources](#) page (under the *Faculty Services* channel on our home page.)

INTERNATIONAL LAW JOURNALS CONTENTS: (Monthly). The JILP Tables of Contents includes the contents of all international, foreign and comparative law journals subscribed to by our Joint International Law Project (JILP) consortium with Brooklyn Law School and CUNY Law School. It is available electronically on the [Mendik Library Resources](#) page (under the *Faculty Services* channel on our home page.)

You may place requests for borrowing materials or for photocopies of journal articles from these lists through your library liaison. In addition, it is very easy to set-up electronic "clipping" searches on Lexis, Westlaw, or CILP to alert you to and to retrieve journal articles. Your library liaison is available to help you.

■ **OTHER ROUTINGS & ELECTRONIC "CLIPPING" SERVICES**

In addition to the Library publications, we will route current specialty periodical issues and photocopies of looseleaf service "Summary" sections as requested. The Library can also arrange for shared faculty subscriptions to the *Preview of U.S. Supreme Court Cases* and advance sheets of West reporters. We also have a site license for online versions of the *New York Law Journal*, the *National Law Journal*, and *The American Lawyer*, as well as fifteen other legal news publications from ALM. The portal for all these publications is <http://law.com> -- on campus, you can access ALM content directly from that Website. From off campus, you should always access ALM content by choosing the title you want from our [Electronic Resources](#) list, which is linked from the Library's home page. You can also sign up for daily news alerts from any ALM publication. Start by going to the [Electronic Resources](#) list, choosing the ALM title you want, and clicking on the appropriate link. You must be on campus when you sign up. Once you've signed up from on-campus, you'll be getting the email notifications no matter where you are.

As noted in the [comprehensive list](#) of Current Awareness Sources, many of our electronic databases provide email alert services. For example:

BLOOMBERG BNA WEEKLY REPORTS: *E-mail Alerts* – Faculty members can also register to receive weekly e-mail alerts and the summary pages from all of the BNA services that we subscribe to. The BNA services are listed below.

ABA/BNA Lawyers' Manual on Professional Conduct	Accounting Policy & Practice Report™
Accounting Policy & Practice Series™	Alternative Investment Law Report
Americans with Disabilities Act Manual	Antitrust & Trade Regulation Resource Center
Banking Daily	Banking Report
Bankruptcy Law Reporter	Bankruptcy Law Resource Center
Benefits Practice Resource Center™	BioTech Watch
Broker/Dealer Compliance Report	Chemical Regulation Reporter - Current Reports®
Class Action Litigation Report®	Collective Bargaining Negotiations & Contracts
Computer Technology Law Report®	Construction Labor Report
Corporate Accountability Report®	Corporate Compliance Library®
Corporate Counsel Weekly	Corporate Governance Library®
Corporate Law Daily	Corporate Practice Library
Criminal Law Reporter	Daily Environment Report
Daily Labor Report®	Daily Report for Executives
Daily Tax Report®	Digital Discovery & e-Evidence™
E-Commerce Tax Report	eDiscovery Resource Center
EHS Federal Regulatory Alert	EHS State Regulatory Alert
Electronic Commerce & Law Report	Employment Discrimination Report
Employment Discrimination Verdicts & Settlements	Energy and Climate Report™
Environment Reporter - Current Reports	Environmental Due Diligence Guide Report

Environment & Safety Resource Center	ERISA Litigation Tracker
Expert Evidence Report®	Export Reference Library
Family Law Reporter - Current Reports®	Federal Contracts Report
FLSA Litigation Tracker	Government Employee Relations Report
Health Care Daily Report	Health Care Fraud Report
Health Care Policy Report	Health Insurance Report
Health IT Law & Industry Report	Health Law Resource Center
Health Law Reporter	Homeland Security Briefing®
Human Resources Report	Infrastructure Investment & Policy Report™
Intellectual Property Law Resource Center	International Business & Finance Daily
International Environment Reporter - Current Reports	International Tax Monitor
International Trade Daily	International Trade Reporter - Current Reports
Labor & Employment Law Resource Center	Labor Relations Week
Life Sciences Law & Industry Report	Media Law Reporter®
Medical Devices Law & Industry Report	Medical Research Law & Policy Report®
Medicare Report	Mergers & Acquisitions Law Report
Money & Politics Report	Occupational Safety & Health Daily
Occupational Safety & Health Reporter - Current Reports	Patent, Trademark & Copyright Law Daily
Patent, Trademark and Copyright Journal®	Pension & Benefits Daily
Pension and Benefits Reporter - Current Reports	Pharmaceutical Law & Industry Report®
Privacy & Data Security Law Resource Center®	Product Safety & Liability Reporter - Current Reports
Real Estate Law & Industry Report	Right-To-Know Planning Guide Report
Securities Law Daily	Securities Regulation and Law Report
Social Media Law & Policy Report	State Environment Daily
State Health Care Regulatory Developments	TaxCore®
Tax Planning International Asia-Pacific Focus	Tax Planning International European Tax Service
Tax Planning International Indirect Taxes	Tax Planning International Review & Forum
Telecommunications Monitor	
TM Portfolios - Federal Collection: US Income; Estates Gifts and Trusts; and Foreign Income	
TM Compensation Planning Journal	TM Estates, Gifts and Trusts Journal
TM International Journal	TM Memorandum
TM Real Estate Journal	TM State Tax Portfolios
TM Tax Practice Bulletin (archives)	TM Tax Practice Series
TM Transfer Pricing Report	TM Weekly Report
TM Weekly State Tax Report	Toxics Law Reporter
Transfer Pricing International Journal	Transportation Watch
Union Labor Report Newsletter®	United States Law Week®
Water Law & Policy Monitor	White Collar Crime Report
Workplace Immigration Report	Workplace Law Report
World Communications Regulation Report	World Data Protection Report
World Intellectual Property Report	World Securities Law Report
WTO Reporter	

SMART CILP: SmartCILP provides weekly e-mail delivery of your “Current Index to Legal Periodicals” profile selections. The weekly e-mail message will alert you to article titles that focus on the *Topical Groups*, *Subject Headings* and/or *Individual Journal Titles* selected.

LEXIS & WESTLAW: *Automatic Database Searches* – Both Lexis and Westlaw offer electronic clipping services. These ALERT services will automatically run a saved Lexis and/or Westlaw search on a daily, weekly, or monthly basis. With Westlaw, the results of these searches are reported back to a faculty member’s e-mail address, held online at one’s personal computer, or routed to the high-speed printers in the Library. Lexis will only send a citation list to the faculty member's e-mail address. To access the documents, the faculty member

must sign onto Lexis. For assistance in setting up electronic clipping requests, contact your library liaison.

SOCIAL SCIENCE RESEARCH NETWORK (SSRN): *Legal Scholarship Network (LSN)* - The LSN gathers and distributes, in electronic format, a series of journals that abstract and publish works-in-progress, working papers, and articles accepted for publication in traditional formats. This is an excellent way to keep up with forthcoming work in your subject specialties. Faculty members can sign up for e-mail alerts of new material in a number of specific subject areas. Sign-up information is available from the SSRN/LSN link on the Library's [Electronic Resources](#) page or from the SSRN website (<http://www.ssrn.com/>).

COMPUTER-BASED RESOURCES

BLOOMBERG LAW, LEXIS AND WESTLAW

GENERAL: The Library maintains full educational subscription contracts with Lexis, Westlaw and Bloomberg Law to support the educational purposes and the scholarly research of the NYLS community. Under our contracts, full-time faculty members are entitled to unlimited access to both services. Faculty may print or download documents without limit.

Every full-time faculty member is automatically assigned personal passwords for both services. Contact your liaison with any questions about your user name and password. The naming conventions are standard and allow the librarians to help you remember your password, perform searches, work with customer support, etc. If you elect to do so, you can change your assigned password and create a customized user name and password for each system. Although your liaison will know your default password, they will not be able to help with customized passwords unless you choose to release that information.

Faculty may download, e-mail or print Lexis and Westlaw documents from any location. When a print request is given, you will be prompted to indicate the delivery option preferred. Faculty members can print to the printer attached to their personal computer, or may route print jobs to the high-speed printers in the Library. The option to route print jobs to the Library printers is available to you from any location. Print jobs received at our stand-alone printers are collated by Library staff and routed to you via interoffice mail. If you would prefer to come to the Library to pick up your print job, please call or e-mail the Reference Desk at ext. 2332 / reference@nyls.edu to let us know your preference.

Links to Bloomberg Law, Lexis and Westlaw, along with other information about the services, are always available on the Library home page.

BLOOMBERG: <http://about.bloomberglaw.com/>

LEXIS: <http://www.lexisnexis.com/lawschool>

WESTLAW: <http://www.lawschool.westlaw.com>

SUPPORT & TRAINING: Your library liaison or any of the reference librarians are available to work with you on using Bloomberg Law, Lexis and Westlaw. The Library serves as the law school's center for Electronic Legal Research training and assistance. All of our reference librarians have expertise on Bloomberg Law, Lexis, Westlaw and other electronic sources for legal research and stay abreast of the latest additions and enhancements. We offer "on-the-spot" assistance in formulating search queries by telephone and e-mail. To reach a reference librarian, dial ext. 2332 or e-mail the Reference Desk at reference@nyls.edu.

Although the Library is in charge of training, research assistance, system passwords, and general issues of permissible use of electronic resources, the Office of Information Technology (OIT) maintains the computing equipment in faculty offices and manages the law school network. Faculty who experience difficulties with their office computer equipment, or with the law school's network, should contact the OIT Help Desk at ext. 2316 or support@nyls.zendesk.com. From outside the law school the number is: 855.NYLS.OIT. All other problems or questions regarding Bloomberg Law, Lexis, and Westlaw should be addressed to the Library Reference Desk (reference@nyls.edu / ext. 2332) or by contacting your library liaison.

ELECTRONIC RESEARCH DATABASES

In addition to Bloomberg Law, Lexis, Westlaw, and the numerous free databases available, the Library maintains subscriptions to a variety of electronic research resources and new electronic databases are introduced continually. A complete list of subscriptions, descriptions and direct links to these electronic resources is available from the Library home page in the [Electronic Resources](#) section (click on [Complete List by Title](#)).

Most of these resources are also available to faculty from remote locations. If you are using a computer from anywhere within the law school, the NYLS link will take you directly into the database. If you are away from school, you will be prompted to enter your name and your 8-digit library barcode to gain access. (To allow remote access, publishers require that we verify that a user is affiliated with NYLS.) Your library barcode is located on the back of your law school ID card. If you experience problems with remote access, call or e-mail the Reference Desk (reference@nyls.edu / ext. 2332) or Elina Oyola (elina.oyola@nyls.edu / ext. 2148).

WEB COURSE COMPONENTS FOR CLASSES

All NYLS courses are required to have an accompanying course web page that includes, at a minimum, the course requirements, syllabus and first reading assignment. Most faculty rely on Blackboard. Thomas Socash, the Law School's Chief Information Officer, works with the Registrar to automatically create the Blackboard course; all you will need to do is add the appropriate content. Your liaison can help answer basic questions about Blackboard but you can always request assistance from Thomas Socash (thomas.socash@nyls.edu / ext. 2825).

RESOURCE SHARING

BORROWING OUR BOOKS: POLICIES FOR FACULTY

The Library extends to full-time faculty very liberal borrowing privileges for virtually all books and other library materials. It is important, however, that faculty recognize that library materials are used by the entire law school community. Reserve materials in particular can be in high demand and are given shorter loan periods. In instances where a faculty member anticipates an extended need for any borrowed item, the Library will consider the possibility of purchasing a duplicate copy of the item or will work with you to purchase the title using your faculty research account. If you anticipate an extended need, please contact your liaison.

Faculty may charge out books personally if they are in the Library. They may also phone in or e-mail borrowing requests to our Circulation Librarian, Elina Oyola (elina.oyola@nyls.edu) / ext. 2148), or to their library liaison. Faculty may allow their Research Fellows to charge out materials to their account. For further information on this option, see below.

Each April, the Circulation Department will send to each faculty member a list of items checked out on his or her account. We ask that faculty members work with us to keep our records correct, to return titles they are no longer using and to renew titles they would like to keep. Inquiries regarding circulation policies should be directed to Elina Oyola (elina.oyola@nyls.edu).

BORROWING OUR BOOKS: POLICIES FOR RESEARCH FELLOWS

To facilitate faculty research, the Library permits designated Research Fellows to act as agents of faculty members in borrowing Library materials. When a Research Fellow borrows an item for a faculty member, the loan carries the same liberal privileges that the Library extends directly to faculty. The Research Fellow and the faculty member are then jointly responsible for seeing that the item is returned to the Library.

To become eligible for faculty borrowing privileges, a Research Fellow needs to submit a form signed by the faculty supervisor to our Circulation Librarian. Forms can be obtained from Elina Oyola, our Circulation Librarian (elina.oyola@nyls.edu / ext. 2148), or at the Circulation or Reference Desks in the Library. Forms are also available from the *Faculty Services* channel of the Library's home page (under *Faculty Liaison Program* >> [Research Fellow Checklist](#)). Upon receipt of the form, the Library sets up a separate borrowing account for the Research Fellow. The faculty member and the Research Fellow agree that all borrowing on this account will be for the faculty member, rather than for the RF's personal purposes.

A designated Research Fellow must be a student or other member of the NYLS community and have a NYLS OneCard ID. We ask faculty cooperation in minimizing abuse of the liberal privileges afforded to Research Fellows. Any questions regarding these policies should be directed to Michael Roffer (michael.roffer@nyls.edu / ext. 2150).

BORROWING MATERIALS NYLS DOES NOT OWN

Your liaison will work with you to locate and borrow titles that NYLS does not own through Interlibrary loan. You may also send an email directly to interlibraryloan@nyls.edu) to request any titles you do not see in our catalog.

Access to materials in other libraries can be arranged in a number of ways:

1. In most cases, we are able to obtain books from other libraries on interlibrary loan. A typical interlibrary loan request **may** take one to three weeks to fill. If you advise us that the need for the book is urgent, we will attempt to obtain the book immediately, but this is not always possible.

2. Libraries do not ordinarily circulate entire periodical issues on interlibrary loan. We are, however, able to obtain copies of individual articles by mail, e-mail or fax from another library, article clearinghouse, or electronic database.

3. In the case of materials that do not circulate on interlibrary loan, such as multi-volume sets, official publications, reference works, rare books, etc., we will determine which metropolitan area libraries hold the desired materials and arrange access for faculty members or their Research Fellows to the appropriate libraries. For a description of these access procedures, please see below.

Because there can be a significant time lag between the request and receipt of materials, faculty members should notify the Library of their interlibrary loan needs as early as possible. You can contact Interlibrary Loan directly by e-mail (Interlibraryloan@nyls.edu) to check on the status of a request or to request a renewal loan period for borrowed materials.

ACCESS TO OTHER LIBRARIES

Access to other research libraries in the metropolitan area can be arranged for faculty members and their Research Fellows. Host libraries often require letters of introduction, courtesy passes through the New York Metropolitan Library Consortium (METRO) or other interlibrary access forms. Please contact your library liaison for details.

Faculty whose research involves reference to large numbers of items unavailable in our Library are encouraged to use other area libraries, either directly or through a Research Fellow. Because of staffing considerations, the Library is unable to send its own personnel to procure or copy items from other libraries.

MISCELLANEOUS SERVICES AND PROCEDURES

COMPLIMENTARY CASEBOOKS

Most law publishers provide complimentary copies of casebooks in response to requests made **directly** by faculty members. Publishers' policies vary, but when calling be sure to identify yourself as a law professor and ask for information about securing complimentary or review copies.

COURSE RESERVES

The Reserve Collection includes the required curricular materials for each semester. Some of these materials remain on reserve until a new edition is published. Required casebooks, hornbooks, nutshells and Restatements are examples of this permanent reserve category. Required materials from the bookstore's textbook list are automatically placed in the Reserve Collection.

Additional semester course materials can be placed on Reserve at a faculty member's request. These may include supplemental readings, such as treatises or photocopies of relevant articles, or materials for research placed on reserve because of anticipated heavy use. In general, materials placed on course reserve for a semester, unless part of the permanent Reserve Collection, remain there for one semester only. Materials are kept on reserve for a longer period only at the request of a faculty member. To place supplementary items on Reserve, please send the information directly to our Circulation Librarian, Elina Oyola (elina.oyola@nyls.edu / ext. 2148). Please allow time for ordering and processing materials.

PAST YEARS' EXAMINATIONS

The Library maintains files of past years' examinations for students to use in their exam preparations. A secure electronic archive of past years' exams is available through the Law School's portal. The link to the exam archive is available from the Library's home page, but only members of the law school community who have network accounts can access the exams, which are loaded on the site as secure Adobe Acrobat PDF files. Paper copies of exams for courses being offered in the immediate semester are kept in the Reserve Collection. If you choose to upload a copy of one or more of your previous exams to your Blackboard course web site *please remember to also forward a copy to the library for archival purposes only*. We will not post or make such copies available to students unless you ask us to.

The Library will never make a past exam available without specific authorization from the faculty member who gave it. And, upon request of the faculty member, we will withdraw any exam at any time. Elina Oyola, our Circulation Librarian, works with Academic Affairs each semester to insure that our archival collection is complete. Faculty members are encouraged to check the list of their available examinations. The link to the exam file is available from the Library's home page. Inquiries about which exams have been made available should be addressed to Elina Oyola (elina.oyola@nyls.edu / ext. 2148).

As students find the sample exams to be extremely helpful when they are preparing at the end of each semester, we urge you to make them available. **When preparing current exams, please keep in mind that previous years' examinations are available, or may have been available, to students in the paper and electronic archives described above.**

REQUESTS TO PURCHASE MATERIALS

Suggestions for purchase of Library materials may be made directly through your liaison or to Ping Tian (ping.tian@nyls.edu / ext 2838).

We will attempt to accommodate any reasonable request for new acquisitions. Typically, a request for purchase of a new item takes several weeks to fill. You will be notified promptly of the arrival of any item you have requested. If you would like to see the book as soon as possible, we would be glad to borrow it on Interlibrary Loan.

HOLDS, RECALLS, AND MISSING BOOKS

When a requested item cannot be located on the shelves, the circulation record may indicate that it has been charged out to another user. Under such circumstances, the Library will place a "hold" on the item, and advise you when it is returned. If there is no record that the item was charged out, a trace will be placed on it. The Library staff will then search for the missing item and notify you when it is available.

In the event that there is time pressure to obtain an unavailable item, several options are possible. The item could be recalled from the user who has borrowed it, or it could be borrowed from another library, or a duplicate copy could be purchased. For such occasions, we encourage a faculty member to inform his or her liaison of the specific deadline by which the item must be obtained. The liaison will then make every effort to procure the item in a timely fashion.

PHOTOCOPYING SERVICES

Requests for photocopying of law review articles and other library materials may be made to your liaison by e-mail. While the Library staff can satisfy urgent requests to copy short articles or cases (thirty pages or less), more extensive requests will ordinarily be forwarded to the Copy Center.

The Library also has OneCard-operated photocopiers on each floor for self-service copying. Business Operations (ext. 2830) will supply faculty members and/or their Research Fellows with copy cards that work in these machines. Requests must be made in writing (using your official NYLS e-mail address) to OneCard@nyls.edu. Research Fellow cards must be returned to the Office of Business Operations at the end of each semester. A faculty member must submit a written request each semester to have a Departmental Copy Card issued or reactivated for his or her Research Fellows.

MICROFORM SERVICES

Self-service microform reader-printers for film or fiche are located in the Mendik Library. Copies may be made on these machines at no charge. Microform images can also be downloaded into PDF files. Once the images have been saved as PDF documents, users may e-mail them as attachments or download them to their network drive or a flash drive

Faculty requests for duplication of documents in microformat are handled the same way as ordinary photocopying requests. Please contact your liaison for all such requests.

GUESTS OF FACULTY

The Mendik Library is open to guests of faculty members. However, since the Library is closed to the general public, a guest who arrives at the Library unaccompanied by a faculty host, and without other credentials, may be turned away by the security guard. Faculty who wish to arrange for admission of an unaccompanied guest should contact Bill Mills (william.mills@nyls.edu / ext. 2380) or Michael Roffer (michael.roffer@nyls.edu / ext. 2150), who will have a Day or Semester Pass issued for the guest.