



FREQUENTLY ASKED QUESTIONS

GENERAL PUBLIC

What are the Library's Hours of Operation?

The Law Library's current operating hours schedule is:

Monday – Thursday (7:30 AM – 10:00 PM)

Friday (7:30 AM – 6:00 PM)

Saturday (9:00 AM – 9:00 PM)

Sunday (12:00 PM – 9:00 PM)

Library hours are subject to change during examination periods, semester breaks, and holidays. Changes to library hours are posted on the marquee at the front entrance of the library. To verify the library's hours, contact the circulation desk at 713-313-7125 or our [Facebook](#) page.

Can the public use the Law Library?

Yes. The Law Library's collection is available to the public for in-library research during posted library hours. Public patrons must have a current TexShare card to borrow circulating materials. Public patrons must present a picture ID to borrow Reserve materials and their ID will be returned when the item is returned to the Circulation Desk. Professional research assistance is available to all patrons during our posted Reference Hours. Computer use is limited to TSU faculty, staff, and students only.

Can the law library staff answer my legal questions?

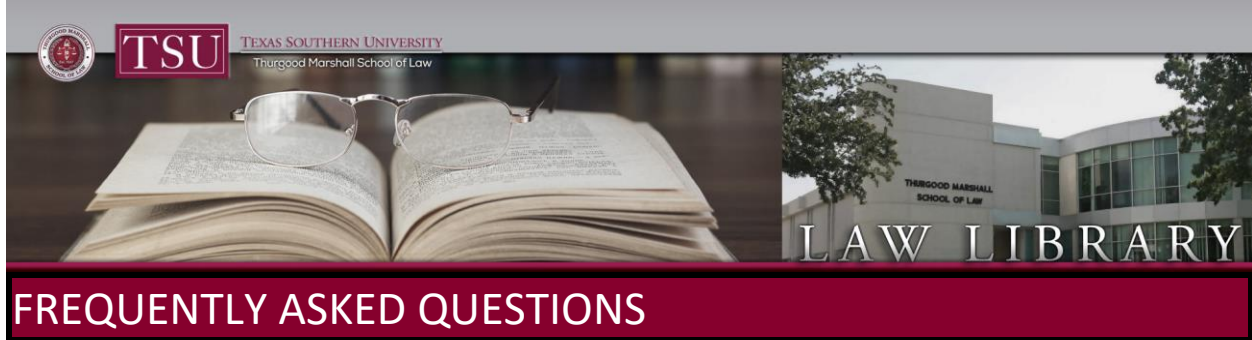
Reference Services are available to assist with questions about the collection, to help find specific legal materials, or to set up a research strategy. The reference librarians cannot give legal advice or interpretations of the law; please consult an attorney who is engaged in the practice of law for such assistance. The Law School has a Legal Clinic and several institutes such as the Earl Carl Institute that provides legal assistance to the community. Please refer to our Legal Resources Directory for information about legal assistance.

Can I get legal assistance from the law students?

No. Law students are not licensed attorneys and therefore cannot provide legal assistance in any matter. The Law School has a Legal Clinic and several institutes such as the Earl Carl Institute that provides legal assistance to the community.

Does the Law Library Have Public Meeting Rooms?

No. Any conference rooms that the Law Library have are reserved for use by TMSL faculty, staff, and students.



FREQUENTLY ASKED QUESTIONS

GENERAL PUBLIC

Can I obtain legal forms/ Self Service documents (Family Law, Criminal Law, etc.) from the Law Library?

Yes. Professional reference assistance is available for locating legal forms. Most of our legal forms are in our Reserve collection and online resources. The Reserve Collection is located behind the Circulation Desk. These items include materials such as Dorsaneo's Texas Litigation Guide, Texas Transaction Guide, and the State Bar of Texas forms. Reserve materials may be checked out for use in the Law Library for a period of two hours by a TSU patron or a public patron presenting a valid identification card. Please be advised that library staff can help locate these forms but cannot assist patrons with completing and filing them. There is a scanner where patrons can scan the documents that they need free of charge.

Other great resources for locating forms are the [Harris County Law Library](#) and [Texas Law Help](#). The Harris County Robert W. Hainsworth Law Library provides you with links to assist you in locating forms. These links take you to other organizations' websites. The Harris County Law Library is open Monday-Friday, 8 a.m. to 5 p.m., located on 1019 Congress, 1st floor, Houston, Texas 77002, and its phone number is 713-755-5183. TexasLawHelp.org is website dedicated to providing free and reliable legal information to Texans. Please refer to our [Legal Resources Directory](#) for information about legal assistance.

What are the Legal Clinic's Hours & Contact Info? What Matters Do They Handle?

The [Legal Clinic](#) at TMSL is both an educational and legal service provider. The legal service component focuses on providing legal representation to people who cannot afford to hire a lawyer. Clinical Offerings: Criminal Defense/Title IX Clinic, Family Law Clinic, Immigration Law Clinic, and Wills, Probate, and Guardianship Clinic. Their office hours are Monday – Friday, 8:00 am to 4:00 pm.

Phone Number....713.313.7275

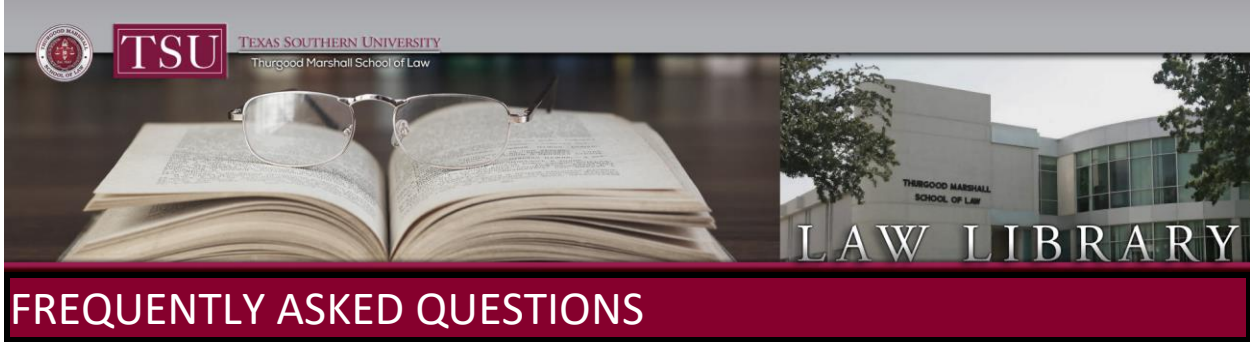
Fax Number.....713.313.1191

Address

Clinical Legal Studies Program
Thurgood Marshall School of Law
3100 Cleburne Street, STE 100
Houston, Texas 77004

Does the Law Library provide public access to Lexis and Westlaw?

No. The use of Lexis and Westlaw is limited to TMSL faculty, staff, and students.



STUDENTS

What to do if I cannot remember my login info/ How Do I Reset My TSU Password?

Contact TSU's Office of Information Technology department for password assistance and/ or computer network issues.

TSU Office of Information Technology
IT Service Center or Password Reset
713-313-4357
Service Requests / Incidents: itservicecenter@tsu.edu

Visit the TSU Password reset self-service tool by clicking this [TSU Password Reset](#) link.

Troubleshooting Off Campus Online Access to TSU-TMSL Library Resources

This video tutorial [Accessing Electronic Resources](#) explains how to access TSU Law Library resources off-campus. If there continues to be an issue with access, please contact us at (713) 313-7125.

What old exams are available at the Library?

A limited number of old exams are available in the law library. Old exams are made available for student use at the Circulation Desk and are treated as Reserve materials.

How to Access a Physical Item from the Library?

Physical items can be checked out from the library's Circulation Desk. Check the [catalog](#) for an item's availability. The Circulation Desk is staffed during all hours that the library is open. Desk attendants are available here to answer general questions and circulate library materials. Circulating library materials are loaned for a four-week period. Contact the Circulation Desk at (713) 313-7125 for assistance.

Will Library Hours Be Extended During Midterms & Finals?

Library hours are usually extended 2 hours past the normal closing time during the examination periods. Extended Hours notices will be posted throughout the library during that timeframe. To verify the library's hours, contact the circulation desk at 713-313-7125 or our [Facebook](#) page.

Are there Accommodations for Bar Study?

Library hours are usually extended for bar study. Those studying for the Bar Exam also have priority in the reservation of the study rooms and are not subject to a time limit. To verify the library's hours, contact the circulation desk at 713-313-7125 or our [Facebook](#) page.



STUDENTS

Study Room Policies – Can Study Rooms Be Reserved Online?

There are 16 individual and 1 group study room located on the basement floor level. These are available on a first-come, first serve basis each day for law students **ONLY**. All study rooms must be reserved at the Circulation Desk. You cannot reserve a room ahead of time, no more than 15 minutes before your desired time of use. Rooms can be reserved for 2 hours at a time, with a maximum of 4 hours per day if available.

Does Westlaw & Lexis Nexis allow us to use form building software?

- **Lexis**

There are Sample Forms within the content of Lexis+. Lexis also has a product *Practical Guidance* that is a transactional tool that features practice notes, forms, checklists, and drafting tools. For assistance with research or drafting forms, call 1-800-45LEXIS.

- **Westlaw**

There is *Drafting Assistant* that allows you to upload Word documents and has special tools and features that you can apply to your uploaded document i.e. Citation Check. There is also *Westlaw Form Builder* which is Westlaw's online document assembly tool. You can also customize, build, and save your own forms to *Westlaw Form Builder*. For assistance with research or drafting forms, call 1-800-WESTLAW.

I was never issued a Lexis and/ or Westlaw password. How do I obtain one?

Contact the Circulation Desk or the Systems Librarian for assistance. You will then be directed to the Lexis/ Westlaw Academic Representative(s) for confirmation that you should receive a password.

I am having trouble with my Lexis and/ or Westlaw password.

Call 1-800-45LEXIS or 1-800-WESTLAW for password assistance.

How do I access CALI?

Contact the Circulation Desk for assistance. Cards containing the Student Authorization Code for our law school are kept there. You will need this code to register for CALI.



FREQUENTLY ASKED QUESTIONS

RESEARCH

Will someone help me get started with my legal research? / How Do I Reach a Librarian for Assistance with TSU-TMSL Library Information Resources?

Reference Services are available to assist with questions about the collection, to help find specific legal materials, or to set up a research strategy. Patrons who require reference assistance should inquire at the Circulation Desk to speak with a Reference Librarian on duty or contact a librarian by email at lawlibraryhelp@tmslaw.tsu.edu.

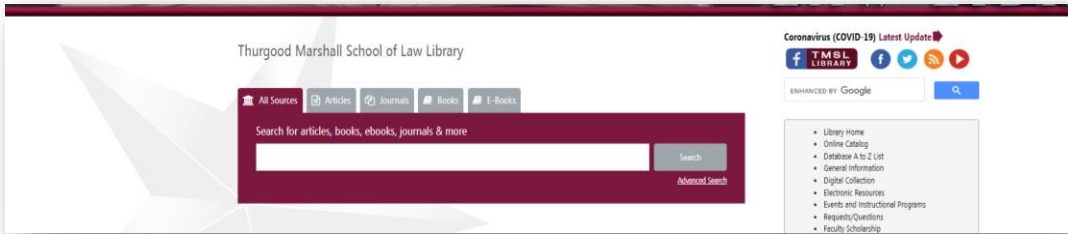
Reference Hours

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Saturday: 9:00 a.m. – 2:00 p.m.
Sunday: 12:00 p.m. – 4:00 p.m.

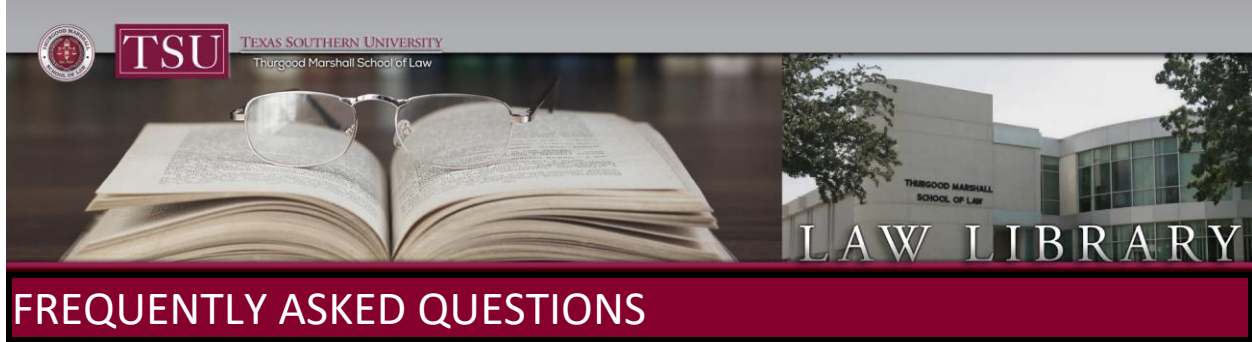
What Are the Best Research Resources for my Topic?

The library has several tools to help you find the best research resources for your topic.

- TSU-Thurgood Marshall School of Law (TMSL) [Library Homepage](#)/ [Online Catalog](#)



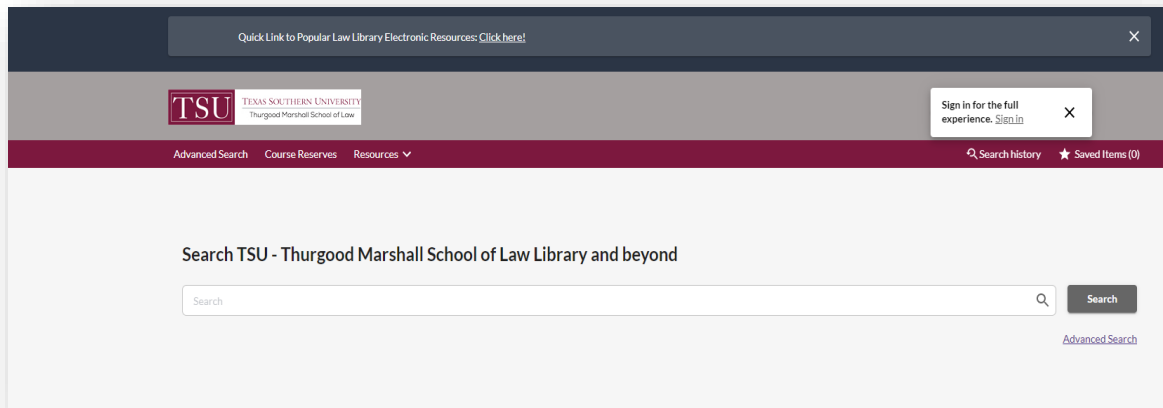
There is a keyword search bar on our Homepage so you don't need to pick a library resource first-- just enter keywords related to your topic and the library search engines will do a comprehensive search, including all our books, and articles in every subject area.



RESEARCH

What Are the Best Research Resources for my Topic? (Continued)

You can also click on the [Online Catalog](#) link to view our library's resources



Steps:

Enter your keywords in the search box

Select the facets you want, for example, Format: Book, Article, etc.

Click View eBook or Full Text to access digital copies, or on the item's title for information on how to access it.

- Databases/ Electronic Resources

- [Database A-Z List](#)

This page, linked above, lists the most important databases in every subject at the Texas Southern University and Thurgood Marshall School of Law Library.

- [Electronic Resources](#) Page

This page, linked above, lists the most important databases/digital resources at the Thurgood Marshall School of Law Library.

- Research Assistance

Patrons who require research assistance should inquire at the Circulation Desk to speak with a Reference Librarian on duty or contact a librarian by email at lawlibraryhelp@tmslaw.tsu.edu.