

TEXAS SOUTHERN UNIVERSITY THURGOOD MARSHALL SCHOOL OF LAW

3100 CLEBURNE
HOUSTON, TEXAS 77004
713-313-7125



LIBRARY USERS' GUIDE

2022-2023



Protect It... Improve It... Pass It On...



FACILITIES & OPERATING SCHEDULE

Disclaimer: Library operating hours are subject to change in response to COVID-19

LAW LIBRARY HOURS (School Year)

Day	Regular Hours	Reference Hours
Monday – Friday	7:30 a.m. - 10 p.m.	8 a.m. - 5 p.m.
Saturday	9 a.m. - 9 p.m.	9 a.m. - 2 p.m.
Sunday	12 p.m. - 9 p.m.	12 p.m. - 4 p.m.

LAW LIBRARY HOURS (Summer TBA)

Day	Regular Hours	Reference Hours
Monday – Thursday	9 a.m. - 9 p.m.	9 a.m. - 5 p.m.
Friday	9 a.m. - 9 p.m.	
Saturday	9 a.m. - 9 p.m.	
Sunday	9 a.m. - 9 p.m.	

2022-23 HOLIDAYS AND CLOSINGS

The library will be closed, or the schedule altered on the following dates:

2022

Labor Day	September 5	Closed
Thanksgiving Eve	November 23	8 a.m. – 5 p.m.
Thanksgiving Day	November 24	Closed
Thanksgiving Friday	November 25	Closed
Semester Break Weekend	December 10-11	Closed
Semester Break Weekdays	December 12-16	8 a.m. – 5 p.m.
Semester Break Weekend	December 17-18	Closed
Semester Break Weekdays	December 19-23	8 a.m. – 5 p.m.
Winter Recess	December 24–31	Closed

2023 *Spring 2023 Academic Calendar TBA

New Year's Day	January 1	Closed
Semester Break Weekdays	January 2-6	8 a.m. – 5 p.m.
Semester Break Weekend	January 7-8	Closed
Martin Luther King Day	January 16	Closed
Spring Break Weekends	March 11-12, 18-19	Closed
Spring Break	March 13-16	8 a.m. – 5 p.m.
Spring Break Holiday	March 17	Closed
Good Friday	April 7	Closed
Easter Saturday	April 8	9 a.m. – 5 p.m.
Easter Sunday	April 9	Closed
Memorial Day	May 29	Closed
Independence Day	July 4	Closed

Library hours are subject to change during examination periods, semester breaks, holidays, and inclement weather. The Library may extend its hours during final exams to allow law students more time to study. Changes to library hours are posted on the marquee in the library's front entrance, on our website and on our Facebook page. To verify the library hours, contact the Circulation Desk at 713-313-7125 or consult our Facebook page.



LIBRARY USER POLICIES

FOOD AND DRINKS IN THE LIBRARY

A. **BEVERAGES** are permitted in non-spill containers as pictured below. Unacceptable containers include fast-food type paper or Styrofoam cups, aluminum cans and any container without a lid.



ACCEPTABLE



UNACCEPTABLE

B. **FOOD** is permitted in individual “snack size” containers of dry foods like chips, cookies, candy, granola bars and other relatively non-messy, individual snack foods. Please Note:

1. If you can buy it in a vending machine,
2. If it’s not a liquid, frozen, wet or noisy,
3. If it’s not meant to be eaten with a fork or spoon,

Then it should be acceptable.



ACCEPTABLE



UNACCEPTABLE

C. Food and drinks are **NOT** allowed in the computer lab and scanner area.

D. **TRASH.** Please dispose of all trash properly by discarding it in the trash cans distributed throughout the library.

E. **Non-Compliance.** The food policy is strictly enforced. Any patron not complying with these policies will be asked to discard the unacceptable food/beverage or remove the items from the library. Repeated violations of the food policy will result in a suspension of library privileges. All library staff members are authorized to enforce this policy.

USING THE LIBRARY – POLICIES

- A. **CELLULAR TELEPHONES.** Cellular phone use is prohibited in the library and computer labs. Cell phones must be turned off or switched to the silent mode.
- B. **HOURS.** Library hours are posted in the building, on the website and on Facebook. Please complete all circulation activity, scanning, and/or printing at least fifteen (15) minutes prior to closing. The computer lab closes fifteen minutes prior to the library closing.
- C. **ID CARD.** A photo ID is needed to borrow materials from the Reserve Collection for use in the library by patrons that do not have a library account. Current TMSL faculty, staff, and students may borrow circulating materials using their pre-assigned library account.
- D. **LIBRARY ACCESS.** The main entrance is the only point of access to the library. Access to the library after hours is strictly prohibited.
- E. **LIBRARY PROPERTY.** Destroying or vandalizing library property is prohibited. Please report any incidents to the library staff. Removing materials from the law library without properly checking them out, hiding, mutilating materials, or otherwise depriving others of their use is grounds for disciplinary action and/or criminal prosecution.
- F. **LOST AND FOUND.** Personal property found in the library should be turned into the Circulation Desk where lost and found is located. Our Lost and Found Policy is posted online.
- G. **MESSAGES AND PAGING.** The library cannot page patrons and does not take messages for patrons except in an emergency.
- H. **NOISE.** The library is a place for research and study. Loud talking or lengthy conversations are NOT permitted. In an effort to better control the volume of noise in the library, the library has revised its Noise Policy. There will be two different noise zones in the library, the “Quiet Zone” and the “No Talking Zone.” In the “Quiet Zone” short, whispered conversations will be allowed, while in the “No Talking Zone” talking will be totally prohibited. We are reserving this location for serious studying. Absolutely no talking will be allowed in this area. No exceptions!
 - i. Most of the first floor and all study rooms will be a “**Quiet Zone**” with whispered conversations being allowed.
 - ii. Exceptions on the first floor are the areas where study carrels are in the General Collection, around Aisles 120 – 136 will be a “**No Talking Zone.**”
 - iii. The Law Library Basement is mostly a “**No Talking Zone.**”
 - iv. The section of the basement separated before the study rooms will be a “**Quiet Zone**”.

- I. RESHELVING.** Patrons are asked to place the materials that they use on designated re-shelve book carts in the building. Library staff will re-shelve materials.
- J. SAFETY.** Please report suspicious activity or individual(s) to the Circulation Desk. When the fire alarm sounds, library users must *immediately* evacuate the building.
- K. SECURITY SYSTEM.** The law library uses an electronic security system to prevent unauthorized removal of library materials. If the alarm sounds as you exist, all materials must be presented to the Circulation Desk for inspection. Any item that you do not wish to be inspected should not be brought into the library.
- L. SMOKING.** The use of tobacco products in the library is prohibited.
- M. CHILDREN.** Persons under the age of 18 may only enter the law library if accompanied by an adult.

We are on the Web:

<http://www.tsulaw.edu/library>



CIRCULATION SERVICES

A. CIRCULATION AND REFERENCE

The Circulation Desk is staffed during all hours of library operation. Library staff members are available to answer questions and circulate library materials. Contact the Circulation Desk at: 713-313-7125.

The Reference Desk is staffed by a professional librarian during reference hours to assist with all your research needs. Contact the Reference Desk at: 713-313-1108.

B. BORROWING PRIVILEGES

The law library's collection is available to the public for in-library research. TSU faculty, staff, and students may borrow selected materials using their library account. Their library account will be created automatically based on their registration to the university. Public patrons must have a current TexShare card and picture ID to borrow circulating

materials. Circulating library materials can be loaned for a four-week period. All law library materials are due at the end of each semester, even if the normal four-week loan period has not expired. In addition to fines accrued, any student with overdue items at the end of the semester will have a hold placed on their academic record. All loans should be initiated at least 15 minutes before posted closing times.

Patrons with overdue items are not permitted to borrow additional items from the Library until overdue items are returned. A hold will be placed on the records of patrons who fail to return materials after an overdue notice has been sent. Patrons who lose materials will be held financially responsible.

C. RENEWALS

Unless an item is overdue or a hold has been placed on it, TMSL students, faculty and staff may renew items in person at the Circulation Desk, by telephone or online through their library account login on the catalog. Patrons are allowed up to 2 renewals per item a semester.

D. FINES

Reserve materials	\$.50 per hour
General collection materials	\$1.00 per day
Digital Media	\$2.00 per day
Overdue recall surcharge	\$3.00 per day

If an item with a checkout time of 28 days is not returned by four weeks past the due date, the library will declare the materials lost and charge the user for the cost of the item, a processing fee, and the accrued overdue fine. For items with an hourly checkout time, such as reserve items, if the item is not returned by four days past the due date, the library will declare the materials lost and charge the user for the cost of the item, a processing fee, and the accrued overdue fine. *In addition to fines accrued, any student with overdue items at the end of the semester will have a hold placed on their academic record.*

E. RETURNS

Library materials may be returned during regular business hours at the Circulation desk or in the after-hours drop box located in the front of the law school.

F. MISSING BOOKS

If a library item cannot be found on the shelf, the missing item should be reported to the Circulation Desk. Library staff will check the online catalog to determine if the item is checked out. If there is no record that the material is in use, then the item's status will be changed to Missing in the catalog.

G. TEXSHARE

Our library participates in the TexShare Card program. TexShare is a consortium of Texas libraries joining together to share physical and electronic materials. Patrons can access their databases by clicking on the TexShare Databases link on our Electronic Resources page. The TexShare Card is a statewide library card that lets you borrow books and other physical materials from more than 500 libraries across the state. TMSL faculty, staff, and students can get a TexShare card by requesting one from our Circulation Desk to use at other participating libraries.

COLLECTIONS & RESOURCES

A. REFERENCE COLLECTION

The current edition of general legal and non-legal directories, indexes, bibliographies, dictionaries, statistical source books, and other basic reference materials are kept in the Reference Collection.

B. RESERVE COLLECTION

This is a collection of popular items on reserve located behind the Circulation Desk. These items include high-demand materials such as commercial study aids, citation manuals- the Bluebook, practitioner manuals, form books and items placed on reserve by the faculty (Course Reserves). Reserve materials may be checked out for two hours and must be used within the Library.

The following materials are placed on reserve to ensure all library patrons have access:

- | | |
|-------------------------|--|
| ❖ Law Dictionaries | ❖ Form Books |
| ❖ Citation Manuals | ❖ Selected Texas primary & secondary materials |
| ❖ Commercial Outlines | ❖ Treatises |
| ❖ Government Documents | ❖ Unbound Periodicals |
| ❖ Hornbooks & Nutshells | |

C. COURSE RESERVES

Course Reserves are materials put on reserve by the professor for a class and may include:

- ❖ Books or any media supplied by the professor
 - ❖ Library material that must be shared by all members of a class
- Course Reserves can be viewed on our online catalog to determine their availability.

D. EXAM FILE

The library maintains a small collection of past law school exams for students to review. Faculty members determine if they will release their exams for placement in the exam file. The library staff will pull available exams upon request. Exams circulate for two hours.

E. GOVERNMENT DOCUMENTS/MICROFORMS DEPARTMENT

The TMSL Library has been a federal depository since October 5, 1982, and currently receives 14% of the publications available via the Federal Library Depository Program (FDLP). As a depository, we commit to provide access to federal governments to support the academic programs of the university and to ensure the constituents of the 18th Congressional District are informed.

F. SPECIAL COLLECTIONS

The Special Collections is a repository of scholarly material that addresses the legal, political, and social history of people of African descent in the United States. Additionally, the Special Collections focuses on Civil Rights, genealogical research, and African and Latin American studies. Special Collections materials are generally non-circulating and must be viewed in the law library. The Special Collections Reading Room is located on the first floor of the law library. If you need to access an item within the Special Collections, consult a librarian.

LIBRARY SERVICES & FACILITIES

A. INTERLIBRARY LOAN (ILL)

If material is not available in the library's collection, the library can borrow it from another institution through the Interlibrary Loan (ILL) Service. ILL is provided for TMSL faculty, students, and staff. Books, theses, dissertations and journal or newspaper articles not owned by TMSL or TexShare can be ordered through ILL. ILL request forms are available at the Circulation Desk. Completed ILL forms should be given to the library staff. An interlibrary loan usually requires ten days to two weeks for processing. For more information, please contact Patrina Epperson-Emmanuel, Circulation Librarian at 713-313-1011.

B. REFERENCE ASSISTANCE

Reference Librarians are available at the Reference Desk or on call to assist patrons with their research/ information needs. Students are encouraged to meet with a reference librarian before starting a research project to obtain advice on how to begin their research and learn what library services are available. While the needs of the law students and

faculty receive priority, reference librarians also assist all library patrons. Reference librarians **DO NOT** provide legal advice or interpret legal materials.

- Phone Reference Desk: 713-313-1108
- Email: lawlibraryhelp@tmslaw.tsu.edu
- Zoom request by setting up an appointment; call (713) 313-7125
- Chat in Microsoft Teams – [Law Library Reference Assistance](#)

Librarians that are Legal Research professors will provide reference assistance specifically for the Legal Research course.

C. TOURS

Librarians conduct orientation tours for all first-year students. Tours are also available upon request to any patron.

Tours of the library, tailored to specific research needs, can be arranged by instructors for student groups from both inside and outside of the law school. Contact the library by email: lawlibraryhelp@tmslaw.tsu.edu or call the circulation desk at 713-313-7125.

D. INSTRUCTIONAL PROGRAMS

The Law Librarians deliver lectures on introductory and advanced legal research topics and instruct patrons in the use of all types of electronic information. For additional assistance or to request a class, contact reference librarians by email: lawlibraryhelp@tmslaw.tsu.edu or call the library circulation desk at 713-313-7125 to be transferred to the appropriate librarian.

LOCATING MATERIALS IN THE LIBRARY

A. THE ONLINE CATALOG

Our online catalog, *WorldCat Discovery* is a fully integrated catalog that helps our users easily find resources in all formats (print or digital) available at our library and in libraries worldwide through a single search. It makes it easier to browse, search across collections and gives access to millions of electronic resources. *WorldCat Discovery* can be found at the Online Catalog link from the menu under the Library tab on the Law School's website, on the Law Library Homepage or at <https://tmslaw.on.worldcat.org/discovery>. It is recommended that you sign-in for the full *WorldCat Discovery* experience to view items you borrow, request renewals, save searches, and place holds. However, you can still search without signing into the online catalog.

The TMSL online catalog now includes:

- TSU Library Learning Center Holdings (<http://www.tsu.edu/academics/library/index.html>)
- Full Text Access to Journals, Articles & E-Books
- Holdings by Libraries Worldwide
- Database Collections

B. LOCATING BOOKS

Most books in the collection may be found by searching the online catalog. Some older and un-cataloged items such as reporters, digest, and statutes/ codes are not included. If you have trouble locating an item, consult a librarian.

C. LOCATING ARTICLES

Articles can be found by searching the online catalog or our electronic resources page. Unbound legal periodicals for select titles within the last two years are behind the Circulation Desk. If you need assistance with locating an article, consult a librarian.

D. LAW LIBRARY WEB SITE

The library's web address is: <http://www.tsulaw.edu/library>. The library web site provides access to library information and services, the Online Catalog, links to available databases and internet resources, the Newsletter, and videos of instructional programs/ events.

E. RESEARCH GUIDES AND INSTRUCTIONAL VIDEOS

The library publishes several research guides, recordings of events and instructional programs, and "How To" videos. Research guides (formerly listed as "Pathfinders") provide in-depth information on an area of law or a particular resource.

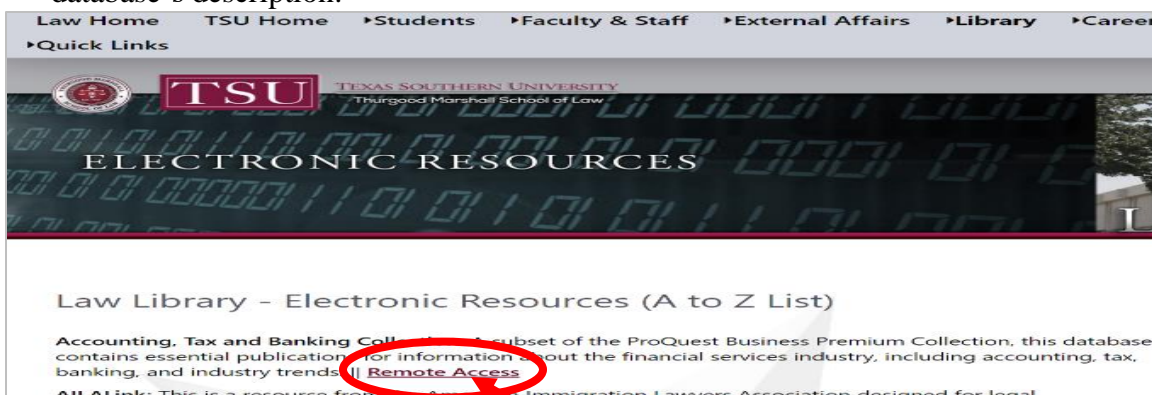
These materials can be distributed in classes and library seminars and are located online. These guides will save you valuable time and quickly expand your knowledge of how to use a particular research tool and/ or access our resources. Research Guides are available online at <http://www.tsulaw.edu/library/pathfinder/index.html>. Instructional Program videos can be found online at http://www.tsulaw.edu/library/events_programs.html.

ELECTRONIC RESOURCES

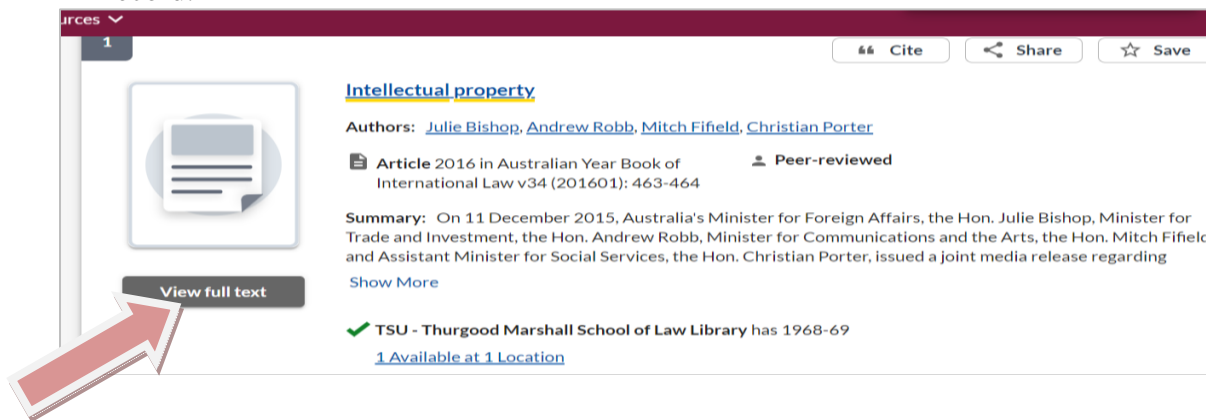
The law library subscribes to various legal and informational databases, web-based indexes, and other subscription resources that are available through the law library's *Electronic Resources* http://www.tsulaw.edu/library/e_resources.html and *Database A-Z List* <https://tmslaw.on.worldcat.org/atoztitles/browse/collections> web pages. There are links to these pages from the online catalog as well. The *Database A-Z List* page is a complete list of all our electronic resources organized by collections in alphabetical order. The *Electronic Resources* page provides the links of our most popular databases in alphabetical order, a coverage description, and the means of access. To access any database, click on the database name. If you are accessing the databases outside of the law school, click on the Remote Access link. To access the databases remotely, you must be a current TSU student, faculty, or staff member. Here is the procedure to access the databases remotely:

Here is the procedure to access our electronic resources:

1. *Electronic Resources* page - Click on the Remote Access link at the end of the database's description.



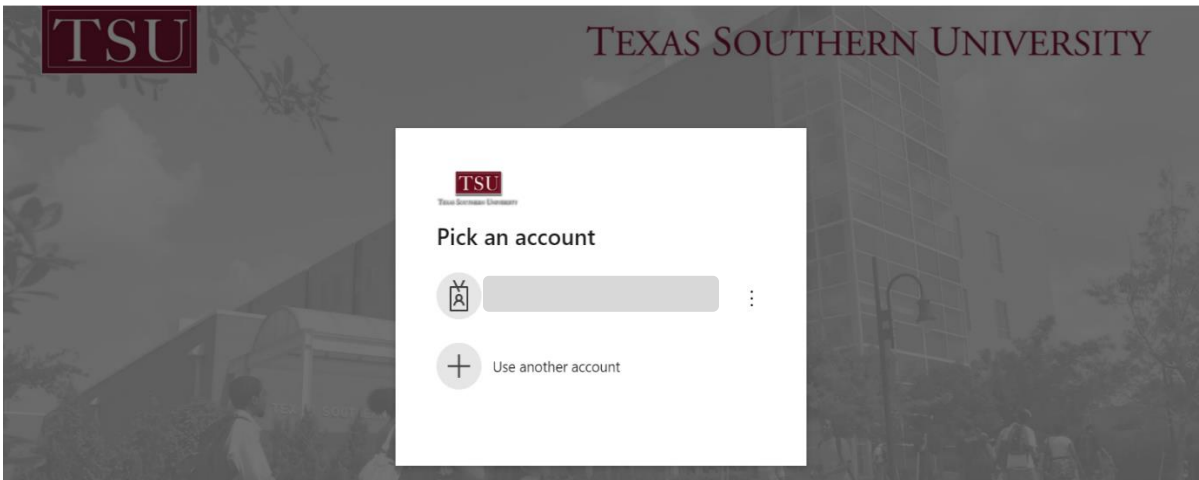
Online Catalog - Click on the View Full Text or View eBook button from the item's record.



2. Login as TSU Student/Faculty/Staff. You will be redirected to a single sign-on authentication page through Microsoft Online.



3. Enter your TSU email account information and password or patron barcode and user created password.



GENERAL INFORMATION/ TECHNOLOGY

A. COMPUTER LAB

Law School students can use the computers for word processing, to review curriculum-supporting software, printing, and to access Internet sources including e-mail, HeinOnline, Lexis, and Westlaw. Students can login to the computers using their TSU email account information and password.

The computer lab for general use is in Room 122 of the Library. Access to computers is on a first-come, first-serve basis and restricted to TSU students, staff, and faculty. Food and Drinks are prohibited in the computer lab. Access may be restricted when the labs are in use for instructional purposes. The library reserves the right to establish special reservation policies during peak usage times.

Computer equipment and programs are furnished by the law school and should not be altered or modified in any way. The computers in the library are protected by virus detection software. Students are required to work and store their data on their own storage devices.

With your wireless enabled laptop or any other mobile device, you can access the Internet in the library.

Printing in Computer Lab

There are 2 printers for general use in room 122. Printing from Lexis is available for free through dedicated system printers located in the computer labs. Westlaw does not provide free printing. All of these computers are attached to these printers and there is no wireless printing. Contact the campus's OIT Department at 713-313-4357 or <http://itservicecenter.tsu.edu> regarding our printing policies and IT assistance.

B. KIC SCANNER & COPYRIGHT

Self-service scanning is available free of charge outside of the Common Area near the library administrative offices. Scanned documents may be saved to a USB flash drive or sent to an email account. The scanner is not attached to a printer at this time. Use of the scanner is limited to 15 minutes per patron. Digital copies are covered by copyright provisions. It is recommended that patrons use hand sanitizer after using the touch screen scanner. A hand sanitizer station is near the Circulation Desk.

Copying library materials is regulated by the Copyright Act in 42 U.S.C. § 201 et seq. (1988). Persons making copies of copyrighted material are responsible for adhering to the provisions of the Act. Unauthorized copying of copyrighted materials not in the public domain or not for educational purposes is prohibited by the Act.

C. STUDY ROOMS

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. Only acceptable food and beverages in approved containers are allowed. Personal items left in the study rooms will be removed. Nothing should be placed on the study room windows or walls, posted items will be removed. Library furniture should not be moved. Rooms may be reserved by currently enrolled TMSL. Rooms can be reserved for 2 hours at a time, with a maximum of 4 hours per day if available.



Individual Study Room



Group Study Room

LIBRARY STAFF

LIBRARIANS

Tara Long	Appointed Law Library Director & Faculty Research Librarian	713-313-4470 Tara.Long@tmslaw.tsu.edu
Nanette Collins	Reference Librarian	713-313-1106 Nanette.Collins@tmslaw.tsu.edu
Patrina Epperson- Emmanuel	Circulation Librarian	713-313-1011 Patrina.Epperson@tmslaw.tsu.edu
Daniel Samford	Systems Librarian	713-313-4481 Daniel.Samford@tsu.edu

SUPPORT STAFF

Denise Cebrun	Cataloging Assistant	713-313- 1148 Denise.Cebrun@tmslaw.tsu.edu
Leslie Coleman	Administrative Assistant	713-313-1007 Leslie.Coleman@tmslaw.tsu.edu
Maia Ford	Loose-leaf Services Supervisor	713-313-4472 Maia.Ford@tmslaw.tsu.edu
James Muldrew	Mail Serials Clerk	713-313-1012 James.Muldrew@tmslaw.tsu.edu