LIBRARY USERS’ GUIDE

2014-2015

Protect It… Improve It… Pass It On…
WELCOME

On behalf of the librarians and staff, I welcome you to the Thurgood Marshall School of Law Library. The Users’ Guide is designed to make visiting our library more convenient by providing basic library use policies to our patrons. This Guide introduces you to our library’s policies and procedures, services, collection, and staff.

It is NOT a guide to legal research and does NOT contain a detailed description of all that the library has to offer. (For that information, please see our pathfinders available at the Circulation Desk and/or our website). However, this guide can assist you in using the library's facilities and services more efficiently and effectively.

It is your responsibility to become familiar with and abide by the library policies. All library employees have the authority to enforce library policies.

Thank you in advance for helping us to maintain an excellent library environment.

Professor DeCarlous Spearman, Law Library Director

**LAW LIBRARY HOURS**

<table>
<thead>
<tr>
<th>Day</th>
<th>Regular Hours</th>
<th>Reference Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7 a.m. – 12 a.m.</td>
<td>8 a.m. – 8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7 a.m. - 10 p.m.</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 a.m. - 10 p.m.</td>
<td>9 a.m.- 5 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>12 p.m. - 12 a.m.</td>
<td>12 p.m.- 8 p.m.</td>
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**2014-15 HOLIDAYS AND CLOSINGS**

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

- Labor Day: September 1
- Veterans Day: November 11
- Thanksgiving Day: November 27
- Thanksgiving Friday: November 28
- Semester Break Weekends: December 13-14, 20-21
- Semester Break Weekdays: December 15-19, 22

Closed

8 a.m. – 5 p.m.
Winter Recess  Dec. 23– Jan. 1  Closed
Semester Break Weekdays  January 2, 5-9  8 a.m. – 5 p.m.
Semester Break Weekend  January 10-11  Closed
Martin Luther King Day  January 19  Closed
President’s Day  February 16  Closed
Spring Break Weekends  March 14-15, 21-22  Closed
Spring Break  March 16-20  8 a.m. – 5 p.m.
Good Friday  April 3  Closed
Easter Sunday  April 5  Closed
Hooding  May 15  8 a.m. – 5 p.m.
Semester Break Weekend  May 16-17  Closed
Memorial Day  May 25  Closed
Independence Day  July 4  Closed

Library hours are subject to change during examination periods, semester breaks, holidays and inclement weather. The library extends hours during final exams and immediately preceding the Texas Bar Examination. Changes to library hours are posted on the marquee in the library's front entrance. To verify the library hours, contact the Circulation Desk at 713-313-7125 or consult our Facebook page.

LIBRARY RULES AND REGULATIONS

A. **BEVERAGES** are permitted in an approved, non-spill containers. Drinks are **NOT** allowed in areas where computers and photocopiers are located. Patrons with drinks in unapproved containers will be asked to discard or remove such items from the Library.

![ACCEPTABLE](image1.png) ![UNACCEPTABLE](image2.png)

B. **FOOD** will be permitted in the form of individual “snack size” containers of dry foods like chips, cookies, candy, granola bars and other relatively non-messy, individual snack foods. Please discard all food containers in the trash cans near the study rooms, basement elevator lobby and the main library exit. All library staff members are authorized to enforce this policy.
Please Note:

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

Drinks and Food are NOT allowed in the computer lab and photocopy area.

C. 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.

D. HOURS. Library hours are posted. 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.

E. ID CARD. A picture ID is needed to borrow materials from the Reserve Collection for use in the library. Current TMSL faculty, staff, and students may borrow circulating materials using a valid Tiger One ID card.

F. LIBRARY ACCESS. The main entrance is the only point of access to the library. Access to the library after hours is strictly prohibited.

G. 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.

H. LOST AND FOUND. Personal property found in the library should be turned into the Circulation Desk. Check there for lost items.

I. MESSAGES AND PAGING. The library cannot page patrons and does not take messages for patrons except in an emergency.

J. 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!

a. Most of the first floor will be a “Quiet Zone” with short, whispered conversations being allowed.

b. Exception, one area of the first floor, the tables and carrels in the Classified Sections around Aisles 120 – 136 will also be a “No Talking Zone.”

c. The entire Law Library Basement is now a “No Talking Zone.

K. 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.

L. SAFETY. Please report suspicious activity or individual(s) to the Circulation Desk. When the fire alarm sounds, library users must immediately evacuate the building.

M. SECURITY SYSTEM. The law library uses an electronic security system to prevent unauthorized removal of library materials. If the alarm sounds as you exit, 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.

N. SMOKING. The use of tobacco products in the library is prohibited.

O. 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. REFERENCE AND CIRCULATION

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 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 general public for in-library research. Qualified borrowers must have a current bar-coded TSU Tiger One card or a current TexShare card and picture ID card. TMSL students may borrow circulating library materials for a four (4) week period. The loan period for TexShare cards patrons is also four (4) weeks. All law library materials are due at the end of each semester, even if the normal four-week loan period has not expired. All loans should be initiated at least 15 minutes before posted closing times.

C. MISSING BOOK SEARCH REQUESTS

If a library item cannot be found, check the online catalog to determine if the item is checked out. If there is no record that the material is in use, a search request should be given to the Circulation Desk.

D. RENEWALS AND RECALLS

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 or online through their library account login on the catalog.

Qualified TMSL borrowers may recall or place a hold on an item that has been checked out. Recalls or holds may be made by choosing the "Request Item" option while viewing the item’s record on the catalog or in person at the Circulation Desk. Each patron is guaranteed a two-week period of possession for an item checked out from the general collection. After that initial two-week period, due dates may be shortened if the item is requested by another patron. A notice is sent to the patron stating the revised due date. If an item recalled is not returned by the revised due date, a fine of $3.00 per day will be charged.

E. FINES

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Reserve materials</td>
<td>$.50 per hour</td>
</tr>
<tr>
<td>General collection materials</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Digital Media</td>
<td>$2.00 per day</td>
</tr>
<tr>
<td>IPads/Kindle Fires</td>
<td>$5.00 per day</td>
</tr>
<tr>
<td>Overdue recall surcharge</td>
<td>$3.00 per day</td>
</tr>
</tbody>
</table>

If an item with a checkout time of 30 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.
G. RETURNS

Library materials may be returned during regular business hours at the Circulation desk or in the after-hours drop box. Audiovisual materials, IPads and Kindles cannot be returned in the drop box.

SPECIAL 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

The Reserve Collection is located behind the Circulation Desk. The following materials are placed on reserve to ensure all library patrons have access:

- Digital Media
- Law Dictionaries
- Citation Manuals
- Commercial outlines
- Government documents
- Hornbooks & Nutshells
- Loose-leaf formbooks
- Selected newspapers
- Selected Texas primary & secondary materials
- Treatises
- Unbound periodicals

Reserve materials may be checked out for two hours and renewed if a hold has not been placed on the item. Any photo ID card may be used to check out Reserve materials. If the patron is not a qualified borrower, then the picture ID card is held at the Circulation Desk until the item is returned.

C. COURSE RESERVE

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

- Photocopies of cases, articles or statutes
- Sample memorandums, briefs, petitions, motions
- Books or any media supplied by the professor
- Library material that must be shared by all members of a class

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/MICORFORMS 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.

LIBRARY SERVICES & FACILITIES

A. INTERLIBRARY LOAN

If material is not available in the library's collection, the library can borrow it from another institution through the Interlibrary Loan Service (ILL). 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 at 713-313-1011.

B. REFERENCE ASSISTANCE

Reference librarians are available at the Reference Desk to assist patrons with their information needs. 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. Contact the Reference Desk at: 713-313-1108.

C. TOURS

Students are encouraged to meet with a reference librarian before starting a research project to obtain advice on how to begin their research and to learn what library services are available. Librarians conduct orientation tours for all first-year students and all incoming students are given a copy of this Guide.

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 by calling Nanette Collins, Reference Librarian, at 713-313-1106.

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. Students may sign up for classes at the Circulation Desk. For additional assistance or to request a class, contact Itunu Sofidiya, Learning Resources Librarian at 713-313-1199.

LOCATING MATERIALS IN THE LIBRARY

A. THE ONLINE PUBLIC ACCESS CATALOG (OPAC)

ENCORE, which provides a simple keyword search, can be found at the Online Catalog link on the Law Library Homepage or at http://texsl-mt.iii.com/iii/encore/home. ENCORE provides access to most materials housed in the Library. ENCORE includes books, journals, newspapers, conference proceedings, government documents, microforms, video and audio recordings in the Collection as well as selected databases in the collection. On the advanced search feature, ENCORE can be searched by author, title, subject, and keyword with the ability to filter your results by type of material such as articles.

ALEX, the classic online catalog, can be found at: http://library.tsulaw.edu or from a link on the ENCORE search page.

The TMSL online catalog does not include:

- Robert J. Terry University Library Holdings (http://www.tsu.edu/academics/robert_j_terry_library/)
- Some individual titles in large microform sets

B. LOCATING BOOKS

Most books in the collection may be found by searching ENCORE. Some older items are not yet included in ENCORE. If you have trouble locating an item, consult a librarian.

C. LOCATING ARTICLES

Citations to articles are accessible through LegalTrac, Infotrac, or TexShare databases. Print indexes to legal periodicals are also available. Bound legal periodicals are located in the basement and unbound legal periodicals are behind the Circulation Desk.

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, the Newsletter, New Titles List, links to available Databases, and the Online Catalog.
E. PATHFINDERS, RESEARCH GUIDES AND BIBLIOGRAPHIES

The library publishes several pathfinders, research guides, and bibliographies. Pathfinders and research guides provide in-depth information on an area of law or a particular resource. Bibliographies compile lists of materials available by subject.

These materials are distributed in classes and library seminars and are located in the library. Peruse the information kiosk to acquire a copy of available materials. These guides will save you valuable time and quickly expand your knowledge of how to use a particular research tool. Pathfinders are available online at http://www.tsulaw.edu/library/pathfinder/index.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 page located at http://www.tsulaw.edu/library/Eresources.html. A complete list of the databases, a coverage description and the means of access are provided in a separate Electronic Databases Guide.

GENERAL INFORMATION

A. AUDIO/VIDEO EQUIPMENT

The law library has equipment that may be checked out by law students and faculty for classroom presentations, meetings, etc. A completed equipment reservation form should be given to Elsie Kelley, the Law Library’s Administrative Assistant. Requests should be submitted to the library a minimum of 48 hours before required. Equipment is loaned on a first-come, first-serve basis.

A/V equipment available: overhead projectors, video projector, computer projector (LCD), and television.

B. COMPUTER LAB

There are 47 computers available in the law library. Law School students can use the computers for word processing, to review curriculum-supporting software, and to access Internet sources including: e-mail, HeinOnline, Lexis and Westlaw.

Access to the computers is generally on a first-come, first-served basis. 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 use 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 other device, you can access the Internet in the library. For your convenience, Ethernet cable access to the Internet is also available throughout the library.

**Printing in Computer Lab**

Printing is controlled using Print Manager software. Students are provided 500 free prints per year. Thereafter, printing is $.10 per page using a debit card. Printing from Lexis is available free through dedicated system printers located in the computer labs. Westlaw does not provide free printing for students. Contact the IT department regarding print services at 713-313-1120.

**C. 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.

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.

**D. STUDY ROOMS**

There are 9 Study Rooms located in the basement floor level. These are available on a first-come, first served basis each day for law students ONLY. The library has 1 Group Study Room on the First Floor. They are reserved for 2 or more students.

Food is allowed pursuant to the food policy mentioned above; beverages are allowed in approved containers. 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. Rooms may be reserved by currently enrolled TMSL students or alumni studying for the Bar Examination. Rooms may be reserved for 2 hours.

**E. STUDY CARRELS**

Carrels may only contain books or supplies needed for study. Food is allowed pursuant to the food policy mentioned above; beverages are allowed in approved containers. Library furniture should not be moved. Report any theft, vandalism, or maintenance problems to the Circulation Desk.
LIBRARY STAFF

LIBRARIANS

DeCarlous Spearman  Law Library Director  713-313-7328
dsppearman@tmslaw.tsu.edu
TBA  Associate Director  713-313-1009
TBA  Acquisitions Librarian  713-313-1157
Patrina Epperson  Circulation Librarian  713-313-1011
pepperson@tmslaw.tsu.edu
Daniel Brackmann  Electronic Services Librarian  713-313-1107
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Danyahel Norris  Faculty Research Librarian  713-313-1182
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Richard Clark  Government Documents Librarian  713-313-1109
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Itunu Sofidiya  Learning Resources Librarian  713-313-1199
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Nanette Collins  Reference Librarian  713-313-1106
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Karim Aldridge Rand  Technical Services Director  713-313-1005
kaldridgerand@tmslaw.tsu.edu

SUPPORT STAFF

Elsie Kelley  Administrative Assistant  713-313-1007
ekelley@tmslaw.tsu.edu
Denise Cebrun  Cataloging Assistant  713-313-1148
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Mosetta Moy  Circulation Clerk  713-313-4481
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Maia Ford  Loose-leaf Services Supervisor  713-313-4472
mford@tmslaw.tsu.edu
James Muldrew  Mail Serials Clerk  713-313-1012
jemuldrew@tmslaw.tsu.edu