



Library Services for Law Journal Members

BOSTON COLLEGE LAW LIBRARY

Introduction

Congratulations on joining one of the BC Law School journals! This guide will introduce you to some of the services that the BC Law Library offers to journal members, and will make you aware of some policies regarding the use of these services. Topics include:

- Borrowing Materials for Research and Cite-Checking (page 1)
- Reserving a Carrel (page 2)
- Cite and Substance Check Tables (page 3)

If you have any questions after reading this guide, please ask your law journal's librarian liaison or another member of the library staff.

Borrowing Materials for Research and Cite-Checking

BC Law Library Circulation Policy

Members of the BC Law School law reviews are subject to the same circulation privileges regarding the law library's General Collection materials, Permanent Reserve material, and Course Reserve materials as the general student body. Publication members *may be* granted special circulation privileges for certain non-circulating, non-reserve materials such as bound volumes of periodicals which may be needed in publication efforts. *All materials must be properly checked out at the Information Desk.* Any member with a special request involving circulation of law library materials should speak to a member of the Access & Organization (A&O) staff at the Information Desk.

Circulation Policies of Other BC Libraries

Materials borrowed from the collections of other Boston College libraries (e.g. O'Neill or Social Work) are subject to the circulation policies of each individual library. If time is of the essence, law review staff members should go to the appropriate library to check out materials. If the material is not needed right away, law library staff will borrow materials for library users. To request that the law library obtain a book from another BC library, please fill out an online form in the "Your Account" function in Quest, the BC libraries' online catalog. You may request up to 5 items per day. Items generally arrive at the law library within 3 days, but may take up to a week.

Obtaining Materials from Other Libraries via Interlibrary Loan

Law review members may use the library's interlibrary loan service to borrow materials from libraries outside the Boston College libraries system. Interlibrary loans may take up to 2 weeks to arrive. In the summer, interlibrary loan requests may be delivered to the law review offices for the convenience of publication members who will be working on publications outside of the law library's summer hours of 9 a.m. - 5 p.m. Please see the handout "Interlibrary Loan at the BC Law Library: A User's Guide" for more information.

Visiting Other Local Law Libraries

Access to area law libraries and other area libraries varies. Some libraries allow walk-in access, while others require special permission and passes. Please ask at the Information Desk before attempting to visit another area library. A member of the BC Law Library staff may be able to direct you to an alternative means of obtaining the information you need, or help you to find the information in our own collection.

Reserving a Carrel

Library carrels may be reserved to enable students working on major research projects to have extended use of non-circulating library materials without inconveniencing other library patrons. As with any study space in the law library, food is prohibited in carrels and drinks are only permissible in spill-resistant mugs or squeeze bottles. *Please do not store personal materials in the carrels; the library is not responsible for lost, mislaid or stolen property.*

Eligibility

To be eligible for a reserved carrel, students must be conducting research which requires extended use of non-circulating library materials. Those who may be eligible for reserved carrels include:

- Faculty research assistants
- Faculty teaching assistants
- Inter-school moot court teams (1 carrel per team)
- Law review staff members who are writing a note
- Students writing substantive papers for an independent study project or seminar

Location of Reserved Carrels

The library has 62 carrels for reserve by students, located on Levels 1 and 3. The carrels are numbered.

Reserving a Carrel

Carrels may be reserved for the length of the project requiring use of a reserved carrel. If there is sufficient demand, students may be asked to share carrels. Carrel Reservation Forms are available at the Information Desk and on the final page of this guide. Interested students need their supervisor (editor or faculty advisor) to sign the form. Completed and signed forms should be presented to Circulation Supervisor Michele Latimer (Room 204, 617-552-8605) Monday – Friday between 9 a.m. and 4 p.m. Ms. Latimer is responsible for assigning carrels. Forms should include the following information:

- Name
- Date
- Research Topic
- Research Advisor
- Length of time the carrel is needed

Checking Out Materials to Carrels

Library books remaining in a carrel must be checked out to the carrel. Please check out books at the Information Desk. Book trucks are available for large numbers of books. The following types of high use materials *cannot* be checked out to your carrel:

- Course reserve materials (books or photocopies)
- Permanent reserve books (including unbound journals)
- Reference books
- Index volumes
- Digest volumes
- Code volumes
- Advance sheet pamphlets
- Restatements

Carrel Maintenance

Library staff members regularly monitor the carrels for books not properly checked out. Unchecked, or high-use materials (as listed above) will be removed immediately. Please do not stack books on the floor. Food is not permitted in carrels, and drinks are only allowed in spill-resistant mugs or squeeze bottles. *Please take all personal materials with you when you leave your carrel; the library is not responsible for lost, mislaid, or stolen property.*

Use of Reserved Carrels by Others

Other library clientele may use your reserved carrel when you are not using it. When you leave a carrel, please take all personal items with you and make sure the writing surface is clear.

Expiration of Carrel Reservation

When your carrel reserve period ends, please remove all materials from the carrel. You are responsible for checking in and reshelving all the materials. Book trucks are available. You are responsible for properly checking out materials and keeping your carrel authorization up-to-date.

Questions or Problems about Carrel Reservations and Use

Please contact Michele Latimer (Library Room 204, 617-552-8605) if you need an extension on your carrel reservation or if you have any problems related to carrel use.

Cite and Substance Check Tables

The law library will reserve tables for up to six cite and substance checks at any one time. Six tables on Level 1 have been designated for that purpose. To schedule a cite check, please see Michele Latimer for a reservation form. Her office is located in Library Room 204; 617-552-8605. The dates of the cite check will be determined depending on the availability of table space. Please do not wait until the last minute to schedule a cite check. Flexibility on dates, particularly as deadlines from the various journals approach, may be necessary. Cite check tables are reserved for one week, but flexibility on the time will be considered.

The checks should be conducted on the designated tables located on Level 1 of the library. The signed authorization form must be left on the table. Library staff will not honor unofficial checks left in other areas of the library; in fact, books will be removed and reshelved immediately. When an official cite check has been completed, those who conducted the check must check in and reshelve the materials. Visit the Information Desk to borrow a book cart.

Shelving for Cite and Substance Checks

Students conducting cite and substance checks (C&SC) should check books out to the shelving designated for their specific law review instead of to individual carrels. (Remember, carrels are only reserved by law review students who are writing notes.) The books will then be available to other library users, yet they will be “reserved” until the actual C&SC begins. A box will be provided to each law review for author materials, that is, materials needed for the C&SC but not owned by the library. These boxes should be kept on the shelving designated for your law review’s C&SC materials. When transferring materials to a cite check table from the staging shelves, please leave a note about the whereabouts of the materials on the shelving. After a cite check, the materials may remain on the shelves for up to one week to insure that editors have adequate time to check the C&SC work. After this time period, materials checked out for C&SC must be returned to the Information Desk for check-in and reshelved at the end of the cite check. Please consult with Michele Latimer if you have any questions about the status of your materials or if an extension of time is needed.

August 2003

Carrel Reservation Form

Library staff members regularly monitor the carrels for books not properly checked out. Unchecked, or high-use materials (as listed above) will be removed immediately. Please do not stack books on the floor. As with any study space in the law library, food is prohibited in carrels and drinks are only permissible in spill-resistant mugs or squeeze bottles. *Please do not store personal materials in the carrels; the library is not responsible for lost, mislaid, or stolen property.*

Name _____ Year _____

I will abide by the BC Law Library policies for carrel use.

Date _____ Signed _____

Course/Independent Study/Research Topic/Law Review Note

Faculty Advisor/Faculty Sponsor/Law Review Editor

Expected Project Completion Date