



# New Users' Guide

BOSTON COLLEGE LAW LIBRARY

Welcome to the Boston College Law Library. As a new member of the law school community, you may have questions about the library. If you still have questions after reading the guide, please ask at the Information Desk on Level 2.

## When is the library open?

During the academic year, the law library is generally open as follows:

Monday-Thursday	7:45 a.m. – 11:45 p.m.
Friday	7:45 a.m. – 10 p.m.
Saturday	9 a.m. – 10 p.m.
Sunday	10 a.m. – 11:45 p.m.

Hours vary during holidays and vacations, and the library is open longer hours during reading and examination periods. If you are using the law library at night, you will be required to show your BC ID to the guard at the library entrance.

## May I bring food and drinks into the library?

Finger or snack foods that are not damaging to the collections (i.e. not messy, sticky, etc.) or distracting to others (i.e. not noisy, smelly, etc.) may be consumed in the library. All drink containers must have lids. "Pop-top" aluminum cans are also acceptable. In addition, food and drinks are not allowed in the following areas:

- Microform Collection (Room 100)
- Audiovisual Resources (Room 331)
- Computer-Assisted Learning Centers (Rooms 153 and 155)
- Fleet Legal Research Lab (Room 253)
- Daniel R. Coquillette Rare Book Room (Room 275)
- Brian P. Lutch Computer Center (Room 300)

## How do I find materials in the library?

Quest, the Boston College Libraries' online information system and online catalog, offers access to most of the holdings of the law library, and other BC libraries, and serves as a gateway to many full-text electronic journals and databases. Since the online catalog contains the holdings of the entire BC library system, look for the word "Law" as part of the library designation. This indicates that an item is in the law library's collections. Materials from other BC libraries may be requested through the "My Quest Account" menu option (choose "Deliver Book/Article from O'Neil Library" option).

Quest terminals are located on every level of the library; you can also access Quest through the web from the law library's web page. Maps of the law library, posted on every floor next to the stair wells, will assist you in locating resources within the library. Paper maps are available at the library entrance and on the library's web page.

## Where do I find course reserve materials?

To find a listing of materials by instructor's name or course name, check the "Course/Online Reserves" tab in Quest. Reserve materials, which must be used in the library, are available at the Information Desk and may be borrowed for two hours. You will need your BC ID to check out reserve materials. Some course reserve materials may be available through the WebCT/Vista course management system.

## May I check out library materials?

Faculty, staff and students of Boston College may borrow from the portion of the collection that circulates. However, some of the library's resources may be used only within the library. If you wish to check out a book or DVD, bring the book or DVD case and your BC ID to the Information Desk on Level 2. Books must be returned or renewed within 28 days. The DVD loan period is four days.

## Where are the photocopy machines?

Photocopy machines are located on Levels 1, 3, and 4 of the library. If you are copying large amounts of material, you will want to purchase a copy card. There are copy card vending machines in the photocopy alcoves on Levels 1 and 3.

## May I use my laptop everywhere in the library?

Laptops may be used on any level of the library, except in the designated "Quiet Area" on Level 4. Laptops can connect to the BC Network through wireless technology or through data jacks located at each carrel and table seat. Visit the Information Desk on Level 2 to get instructions for connecting to the BC Network for your operating system. Power sockets and a D-ring to secure your laptop with a cable are also available. Students are encouraged to use security cables which are available for purchase at the law school bookstore. The law library is not responsible for lost or stolen laptops.

If I don't have a computer or laptop, where can I get access to the Internet and word processing?

Boston College law students, faculty and staff may use the Brian P. Lutch Computer Center on Level 3 of the library. The Computer Center is equipped with 26 Windows and 2 Macintosh workstations. The Computer-Assisted Learning Center, room 155, is also available for use when not reserved for legal research or technology training classes. Each week a schedule of planned classes will be posted on the door of each facility.

Visit <http://www.bc.edu/bclawtechnology> to learn more about network access and the law library's computing facilities.

Public Internet access is available on the stand-up workstations in the Reference Area; however, priority use of these workstations is for individuals needing reference assistance.

How do I send a fax in the library?

The law library does not have a fax machine available for general use, but there are scanners in every lab which you can use to create documents to add as an attachment to e-mails. The career services office has fax capabilities.

How do I print from my laptop in the library?

Printing at BC Law Library is regulated by a University print management system tied to your BC EagleOne ID. The Law Library has three laser printers and three print release stations located in the Lutch Computer Center, and one laser printer and release station located in Rooms 153, 155 and 253. Print jobs can be sent from any lab computer or personal laptop and can be accessed at any of these print release stations. Instructions for setting up personal laptops to work with the University's print management system are available at the Information Desk on Level 2. The University provides a quota of 500 pages of free printing each term – fall and spring (there is no summer print quota). Printing requests made once the University quota is exhausted are charged at 3 cents per page.

Where can I pick up my LexisNexis or Westlaw printouts?

The LexisNexis and Westlaw stand-alone printers are located in the Level 1 photocopy alcove. Printouts from these printers do not count towards your University quota.

May I use my cell phone in the library?

Noise travels in the library spaces, especially in the stairwells, so please take your phone calls outside the library.

How can I use one of the group study rooms?

There are nine group study rooms. These rooms are designated for Boston College law students engaged in group projects and study. If you are studying or working with a group of two or more students, visit the Information Desk to reserve a room for up to two hours.

Where can I view a videotape or DVD?

The library has an audiovisual resource room on Level 3. If you wish to view a videotape, use one of the stations located in that room. If your group wishes to view a videotape, sign up for one of the library's group study rooms, all of which are furnished with audiovisual equipment and cable television. To listen to a DVD from your laptop or one of the lab machines, check out headphones from the Information Desk on Level 2.

May I reserve a carrel for the school year?

To be eligible for a reserved carrel you must be conducting research that requires extended in-library use of non-circulating library materials. First year students do not have projects that meet these qualifications.

May I study in the Rare Book Room?

The Daniel R. Coquillette Rare Book Room is open from 9 a.m. to 4 p.m. Monday through Friday during the school year; the room closes at 1 p.m. on summer Fridays. Unless the room has been reserved for a special function, students are invited to use it as a quiet study space. Food and beverages are not permitted in the Rare Book Room.

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