

Circulation Policy for VLS Students

All current Vermont Law School (VLS) students, faculty and staff are eligible to borrow material from the Library. The guidelines below focus on VLS students.

Checking Out Library Materials

- Search the library's wealth of materials via JULIEN: <http://julien.vermontlaw.edu>.
- Regular library materials circulate for 28 days. Up to three (3) renewals are permitted as long as no one needs the item.
- Reserve and course reserve material are requested at the Information Desk and generally circulate for two (2) hours. Renewals are permitted as long as no one needs the item. A *Waiting List* is used to manage hourly hold requests.
- Overnight checkout for reserve and course reserve material is available two hours before closing in fall/spring semesters and one hour before closing during the summer session. All material must be returned by 9 a.m. the next day or during summer weekdays at 8 a.m.
- Non-circulating material such as multi-volume sets, reference materials, and journals general do not circulate.
- Need special assistance or longer borrowing time? Please ask. We are always happy to review your request.

Library Charges:

- Help us keep a "no fine" policy. Return material by stated or recall due date. It is a VLS Honor Code Violation to keep material especially hourly items beyond the due date.
- Borrower is responsible for lost, damaged or non-returned library material. Students will be billed through VLS Business Office and registering for classes or access to transcripts could be affected.

Borrowing Privileges for VLS Off-Campus Students:

- Every effort is made to extend borrowing privileges to current VLS off campus users.
- There are several delivery methods depending on material and availability. The methods include *Document Scan and Deliver*, mail delivery, or suggest using their local interlibrary loan service.

Other Related Topics:

- Any current borrower or desk staff member can place a *HOLD* on a print title that is checked out.
- Unable to locate what you are looking for? An item is missing from the shelf? Ask the desk staff for assistance. We will perform a missing item search.
- If the item is not available, we will suggest other alternatives such as interlibrary loan, request library purchase a second copy or refer the borrower to reference staff.
- Need help accessing e-titles? See <http://julien.vermontlaw.edu/help> or ask library staff.

For more information about circulation, contact Michele LaRose, Access Services and Interlibrary Loan Librarian, at mlarose@vermontlaw.edu or stop by the Information Desk.