

# Julien and Virginia Cornell Library

## VLS Student Quick Facts



The library staff is dedicated to providing the VLS community with exceptional service and first rate legal research guidance. Take a moment to familiarize yourself with the library policies and guidelines outlined below, and please let us know if you have questions. We look forward to assisting you.

- **Library Information Desk**
  - Unable to find what you're looking for? Need help finding a classroom? Not sure who to ask or where to go? The staff at the Information Desk will be happy to help. Stop by or give us a call at 802.831.1441.
  - General Information Desk hours:  
Monday-Friday, 8 a.m. – 9 p.m. ; Saturday and Sunday, 9 a.m. – 9 p.m.
- **24/7 Access – Covered by VLS Honor Code**
  - Please help us maintain a safe study environment
  - Keep your VLS ID/proxy card with you
  - Granting access to anyone without a valid VLS ID is prohibited
  - Propping the door open is prohibited
- **Reference Questions**
  - A reference librarian will be happy to assist you with your research and related questions. You are welcome to:
    - ✓ Stop at the Information Desk and ask staff.
    - ✓ Check the “who is on reference sign” located on Information Desk counter.
    - ✓ Send a message to [reference@vermontlaw.edu](mailto:reference@vermontlaw.edu).
- **Checking Out Library Materials**
  - The library's collection includes general and environmental topics in a variety of formats as well as miscellaneous items such as Happy Lights, fans, umbrellas, etc.
    - ✓ Search the library's wealth of materials via JULIEN, the online catalog:  
<http://julien.vermontlaw.edu>.
    - ✓ See our new book displays in library lobby
    - ✓ Browse new titles at <http://julien.vermontlaw.edu/ftlist>.
  - Pick-up a copy of our **Circulation Policy for VLS Students** containing information on loan periods and fine policy. Copies can be found at the Information Desk.
- **Phone and Skype Policy**
  - Cell phone and Skype use is available in the Library's “**The Room**” located across from the Information Desk. Cell phones and Skype may also be used outside or in the hallway outside the Library.
  - Please, no conversations in the stacks and stairwells.
- **Scanning/Printing**

- Need to scan pages or a document? Enjoy our fast scanners or use one of the lab printers in the Library. We will be happy to show you how to use the equipment.
- USB thumb drives are available for checkout.
- The user is responsible for complying with Copyright Law (Title 17 U.S. Code).
- **Food and Drink policy**
  - Thanks for cleaning up after enjoying your food!
  - No alcoholic beverages permitted.
- **Animal Policy**
  - Per Vermont Law School (VLS) policy, animals are generally prohibited in VLS buildings including the library. See Student Handbook for more information.
- **Study Rooms**
  - Stop by the Information Desk to reserve a study room for a two hour period.
  - Markers and erasers for white boards are available for check out.
  - During exams, the Registrar's Office has priority over study rooms.
- **Study Carrels**
  - The Study Carrel program is generally designed for students performing research and writing projects. To review eligibility guidelines and to reserve a study carrel, see our online application at <http://forms.vermontlaw.edu/carrel>.
  - Non-reserved carrels are available to any patron on a first-come, first-served basis.
  - Help! Personal materials left in an unreserved carrel overnight will be removed and placed in *Lost and Found* at Reserve. Library materials will be re-shelved.
- **Lost and Found**
  - Found or looking for a lost item? The Library is the primary VLS location for *Lost and Found*. Stop by the Information Desk to drop off and/or pick up.
- **Re-shelving Books**
  - Please place "non-checked out" library books or other reading material on any of the book trucks found near the entrance to each floor. Library staff will re-shelve.
- **Interlibrary Loan (ILL) - ILLiad**
  - Materials not available at the Library may be requested from other libraries through ILLiad our web-based interlibrary loan software.
  - You will need to complete a quick, one time registration. Go to <https://www.vermontlaw.edu/academics/library> and click Interlibrary Loan under Library Resources. Select *New User Registration*.
  - For more information see ***Interlibrary Loan Borrowing Policy for VLS Library Users***. Copies are at the Information Desk.
- **Contact Us**  
[www.vermontlaw.edu/library](http://www.vermontlaw.edu/library) | 802.831.1441 | [reference@vermontlaw.edu](mailto:reference@vermontlaw.edu)
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