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.

- **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](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](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 | 802.831.1441 | reference@vermontlaw.edu

- **Follow Us**
  @VLSLibrary on Twitter | vtlawlibrary on Instagram | @VLSEnvLibrarian on Twitter | Julien and Virginia Cornell Lib on FB

*Updated 8/1/2019 (ml & jw)*