

# 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. For more information review our [library website](#). We look forward to assisting you.

### 1. Library Information Desk

- Unable to find what you are looking for? Not sure who to ask or where to go? The staff at the Information Desk will be happy to help.
- Send us an email at [InfoDesk@vermontlaw.edu](mailto:InfoDesk@vermontlaw.edu) or call at 802.831.1441.
- General Information Desk hours are limited. **Will expand at a later date**

### 2. 24/7 Access (Covered by VLS Honor Code) - **Will resume at a later date**

- 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.

### 3. Reference Questions

- A reference librarian will be happy to assist you with your research and related questions. You are welcome to:
  - ✓ Send a message to [reference@vermontlaw.edu](mailto:reference@vermontlaw.edu).
  - ✓ Stop at the Information Desk and ask staff. **Will resume at a later date**
  - ✓ Check the “who is on reference sign” located on Information Desk counter. **Will resume at a later date**

### 4. Checking Out Library Materials – **Full services will resume at a later date**

- 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>.
  - ✓ Browse new titles at <http://julien.vermontlaw.edu/ftlist>.
  - ✓ See our new book displays in library lobby. **Will resume at a later date**
- See our [Circulation Policy for VLS Students](#) containing information on loan periods and fine policy. **Full services will resume at a later date**

### 5. Phone and Skype Policy - **Will resume at a later date**

- Cell phone and Skype use is available in the Library’s “**The Room**” located across from the Information Desk and outside or in the hallway outside the Library.
- Please, no conversations in the stacks and stairwells.

## 6. 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. **Will resume at later date**
- USB thumb drives are available for checkout. **Available through Curbside Pickup.**
- The user is responsible for complying with Copyright Law (Title 17 U.S. Code).

## 7. Food and Drink policy

- Thanks for cleaning up after enjoying your food!
- No alcoholic beverages permitted.

## 8. Animal Policy

- Per Vermont Law School (VLS) policy, animals are not allowed in VLS buildings including the library. See Student Handbook for more information.

## 9. Study Rooms - **Will resume at a later date**

- 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.

## 10. Study Carrels - **Will resume at a later date**

- 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.

## 11. Lost and Found - **Will resume at a later date**

- 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.

## 12. Returning and Re-shelving Library Material

- Return print, media and USB items to library bookdrop outside the main library doors.
- Return all other material to “special return booktruck” in library vestibule.
- 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. **Will resume at a later date**

## 13. Interlibrary Loan (ILL) and ILLiad - **Full services will resume at a later date**

- Materials not available at the Library may be requested from other libraries
- [ILLiad](#) is our web-based interlibrary loan software.
- Complete a quick, one time quick [ILLiad Registration](#) . Select *New User Registration*.
- For more information, see [Interlibrary Loan Borrowing Policy for VLS Library Users](#)

## 14. Contact Us

[InfoDesk@vermontlaw.edu](mailto:InfoDesk@vermontlaw.edu) | 802.831.1441 | [reference@vermontlaw.edu](mailto:reference@vermontlaw.edu)

## 15. Follow Us

[@VLSLibrary](#) on Twitter | [vtlawlibrary](#) on Instagram | [@VLSEnvLibrarian](#) on Twitter |  
Julien and Virginia Cornell Lib on FB

Updated 8/7/2020 (ml)