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 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.
     ✓ 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](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](https://twitter.com/VLSLibrary) | [vtlawlibrary on Instagram](https://www.instagram.com/vtlawlibrary/) | @VLSEnvLibrarian on Twitter | Julien and Virginia Cornell Lib on FB

*Updated 8/7/2020 (ml)*