Julien and Virginia Cornell Library Quick Facts

Find us online at https://www.vermontlaw.edu/academics/library

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.

- **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, or email infodesk@vermontlaw.edu
  - Information Desk hours:
    - 8 a.m. – 8 p.m. 7 days per week, except as noted on our website for holidays and breaks.

- **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 at the Information Desk.
    - 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 the 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 or at the link on our “About” page on the library website.

- **Phone and Video Chat Policy**
  - Cell phone and video chat use is available in the Library’s **“The Room”** located across from the Information Desk. Cell phones and video chat may also be used outside or in the Chase connector hallway outside the Library.
  - Please, no conversations in the stacks or stairwells.
• Scanning/Printing
  o 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.
  o USB thumb drives are available for checkout.
  o The user is responsible for complying with Copyright Law (Title 17 U.S. Code).

• Food and Drink policy
  o Thanks for cleaning up after enjoying your food!
  o No alcoholic beverages permitted.

• Animal Policy
  o Per Vermont Law School (VLS) policy, animals are generally prohibited in VLS buildings including the library. See Student Handbook for more information.

• Study Rooms
  o Reserve a study room for a two-hour period using the link on our website.
  o Markers and erasers for white boards are available at the Information Desk.
  o During exams, the Registrar’s Office has priority over study rooms.

• Study Carrels
  o The Study Carrel program allows students to reserve on a semester-by-semester basis as long as there are openings. To review eligibility guidelines and to reserve a study carrel, see the link on our library website.
  o Non-reserved carrels are available to any patron on a first-come, first-served basis.
  o Personal materials or library materials left in any unreserved carrel overnight will be removed.

• Lost and Found
  o The Library is the primary VLS location for the Lost and Found. Stop by the Information Desk to drop off a Found item or report a Lost item.

• Re-shelving Books
  o Please place “non-checked out” library books or other reading material on any of the book carts found near the entrance to each floor. Library staff will re-shelve.
  o Please return checked-out books to the Information Desk or the Book Drop.

• Interlibrary Loan (ILL) - ILLiad
  o Materials not available at the Library may be requested from other libraries through ILLiad, our web-based interlibrary loan software.
  o You will need to complete a quick, one-time registration at https://www.vermontlaw.edu/academics/library. Click Interlibrary Loan under Library Resources. Select New User Registration.
  o For more information see Interlibrary Loan Borrowing Policy for VLS Library Users. Copies are at the Information Desk and on the Library Website.

• Contact Us
  www.vermontlaw.edu/library | 802.831.1441 | infodesk@vermontlaw.edu

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  Updated 8/10/2021 (rm & ss)