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 VLGS 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
  o 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

  o 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 VLGS Honor Code
  o Please help us maintain a safe study environment
  o Keep your VLGS ID/proxy card with you
  o Granting access to anyone without a valid VLGS ID is prohibited
  o Propping the door open is prohibited

• Reference Questions
  o 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
  o 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

  o Pick-up a copy of our Circulation Policy for VLGS Students containing information on loan periods and fine policy at the Information Desk or at the link on our “About” page on the library website.
  o Library material kept in carrels must be checked out.

• Phone & Video Chat Policy
  o Cell phone and video chat use is available in the library’s Video Call 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.
  o 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 & Drink Policy**
  o Thanks for cleaning up after enjoying your food!
  o No alcoholic beverages permitted.

• **Animal Policy**
  o Per Vermont Law and Graduate School (VLGS) policy, animals are generally prohibited in VLGS buildings including the library. Refer to the 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 a desk in the library 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 Materials left in any unreserved carrel overnight will be removed.

• **Lost & Found**
  o The library is the primary VLGS 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 “not-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 Drops.

• **Interlibrary Loan (ILL)**
  o Research materials not found in the VLGS library collection may be requested from other libraries via our interlibrary loan service.
  o Interlibrary loan is available for all academic and research purposes.
  o For more information and to register for an account, see [Interlibrary Loan Borrowing Policy for VLGS Library Users](https://www.vermontlaw.edu/academics/library/ill).

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

• **Follow Us:**
  @vtlawlibrary on Instagram | Julien and Virginia Cornell Library on FB

*Updated 5/17/2022 (RM / STS)*