

# 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**
  - 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](mailto: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 VLGS Honor Code**
  - Please help us maintain a safe study environment
  - Keep your VLGS ID/proxy card with you
  - Granting access to anyone without a valid VLGS 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](mailto: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 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.
  - Library material kept in carrels must be checked out.
- **Phone & Video Chat Policy**
  - 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.
  - Please, no conversations in the stacks or 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 & Drink Policy**
  - Thanks for cleaning up after enjoying your food!
  - No alcoholic beverages permitted.
- **Animal Policy**
  - 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**
  - Reserve a study room for a two-hour period using the link on our website.
  - Markers and erasers for white boards are available at the Information Desk.
  - During exams, the Registrar's Office has priority over study rooms.
- **Study Carrels**
  - 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.
  - Non-reserved carrels are available to any patron on a first-come, first-served basis.
  - Materials left in any unreserved carrel overnight will be removed.
- **Lost & Found**
  - 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**
  - 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.
  - Please return checked-out books to the Information Desk or the Book Drops.
- **Interlibrary Loan (ILL)**
  - Research materials not found in the VLGS library collection may be requested from other libraries via our interlibrary loan service.
  - Interlibrary loan is available for all academic and research purposes.
  - For more information and to register for an account, see **Interlibrary Loan Borrowing Policy for VLGS Library Users**. Copies are at the Information Desk and at <https://www.vermontlaw.edu/academics/library/ill>
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