

Julien and Virginia Cornell Library FAQ

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



The library staff provides 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.

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 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.

Reference help is available Monday – Friday from 9:00 am – 4:30 pm. Contact us:

- ✓ 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: <https://julien.vermontlaw.edu>
- See our new book and event-oriented book displays in the library lobby.
- Browse new titles at <https://julien.vermontlaw.edu/ftlist>
- Pick up a copy of our **Circulation Policy for VLGS Students** containing information about 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 the front door or in the Chase connector hallway outside the Library.
- Please, no conversations in the stacks or stairwells; voices carry.

Scanning & Printing

- Need to scan a book or document? Use the book scanners or multifunction printers in the computer lab. We will be happy to show you how to use the equipment.
- USB thumb drives are available for checkout.
- Library patrons are responsible for complying with Copyright Law (Title 17 U.S. Code).

Food and Drink policy

- Thank you 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. See 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 use of study rooms.

- **Study Carrels**
 - The Study Carrel program allows students to reserve a study desk on a semester-by-semester basis, as available. To review eligibility guidelines and to reserve a study carrel, see the link on the library website.
 - Non-reserved carrels are available for single-day use to any patron on a first-come, first-served basis. Look for the green “Open” sign denoting these. Personal items or library materials left in any non-reserved carrel overnight will be removed.

- **Lost and 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 “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.
 - Please return checked-out books to the Information Desk or the Book Drop located to the left of the main library doors.

- **Interlibrary Loan (ILL)**
 - Materials not available at the library may be requested from other libraries through interlibrary loan.
 - Log in with your vermontlaw.edu credentials at <https://www.vermontlaw.edu/academics/library/ill>
 - For more information see **Interlibrary Loan Borrowing Policy for VLGS 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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