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I. GETTING MATERIALS

Circulation of Materials: Current Rutgers faculty, students and staff with valid University identification may borrow materials from the library. Please note, however, that many materials, such as law reports, journals, multi-volume treatises, loose-leaf services, indexed and reserve materials do not circulate outside of the library. When in doubt, check the inside front or back cover of the book to see if it is stamped as non-circulating, or bring it to the Circulation Desk.

Borrowing Period: For all students, circulating materials may be checked out for one month. All materials may be renewed unless recalled by another patron.

RECALLS, OVERDUE BOOKS AND FINES:

Recalls: All materials are subject to recall for use by another researcher. If you need a book that is checked out, you may have it recalled. Ask at the Circulation Desk.

If a book is needed by another patron, a recall notice will be delivered to the current borrower via either e-mail, or a notice placed in his or her mail folder. Failure to return the needed item by the date stated on the notice will result in a fine of five dollars ($5.00) per day, with a maximum fine of fifty dollars ($50.00) along with suspension of borrowing privileges until both the book is returned and the fine paid. In addition, holds may be placed on the borrower’s academic records and diploma.

Overdue Books and Fines: Students are responsible for the full cost of lost and damaged books, including a processing fee of $25.00. Fines are not charged for overdue books, but students are responsible for returning the books by the due date. A hold will be placed on the borrowing privileges and academic records of any student with overdue materials.
Please note that it is the responsibility of every student to retain a valid e-mail address with the registrar and to check their email and mail folder regularly. Failure to do so will not be considered sufficient reason to waive fines or other consequences.

If a borrowed item is lost or destroyed, it is the responsibility of the borrower to contact the circulation department before the due date, or if recalled, the date on the recall notice, and pay for the item.

*Please be aware that in the legal field, it is common for potential employers to require a recent academic transcript.*

*In addition, a hold on your academic record will interfere with providing proof of graduation when applying to the Bar. It is therefore important that all borrowed materials be returned, and that lost materials be paid for.*

**INTERLIBRARY LOAN**

A book or article that is not in the Law Library’s collection can be obtained through an Interlibrary Loan or through the Rutgers Delivery Service.

**Rutgers Delivery Service (RDS):** If you cannot find an item in the Law School library catalog, try looking in the general Rutgers University Library catalog, IRIS. You can access it quickly from the Law Library homepage at http://camlaw.rutgers.edu/library. Click on the link: “IRIS: RU Main Library Catalogs.” IRIS is the Rutgers University Libraries online catalog, and allows registered law students to locate and order books and articles within the RU Library System.

After locating the book you need in IRIS, click on “Item Special Request.” Follow the online instructions, being sure to select “Law Library – Camden *LAW SCHOOL PATRONS ONLY” as your delivery location. Requests submitted through IRIS are usually delivered within three business days. A notice will be placed in your student mail folder or to your Rutgers email when your book arrives. Note: If the book is owned by the Robeson Library (Camden Campus Rutgers Library), you are not allowed to place an order for the book’s delivery. Robeson books must be personally checked out.

After locating the journal containing your article in IRIS, look to see if the journal issue you need is available electronically through a Rutgers subscribed database (listed in the IRIS record). If Rutgers only owns the journal issue in paper, then you can order a PDF copy/scan of the article by clicking on the IRIS record link: “Article Delivery.” Fill out the form with all of the information you can provide. When the article is ready you will be sent
an e-mail telling you to sign onto your Rutgers Libraries Account page (using your Rutgers e-mail ID and password). The article will be waiting for you to download or print.

To use these services, you must register and obtain a barcode from the Paul Robeson Library, or another RU library (except the School of Law—Newark). Please contact a reference librarian if you have any questions about Rutgers Delivery Service (RDS).

**Interlibrary Loan—Outside Rutgers:** For materials that are not available at the Law Library, or any Rutgers Library, you can request a book or article by clicking on “Request an Interlibrary Loan” link from the Law Library homepage. The first time you use the Interlibrary Loan System you need to register with the system. Once you have registered, you may fill out the online form with as much information about the book or article you need, and we will find it for you.

Although most requests can be filled in one to two weeks, certain hard to obtain materials may take longer. Students are advised to make requests as soon as they discover they need a book or article. Also, you should be aware that some institutions impose charges for certain materials. The Library’s policy is to favor non-charging institutions. If charges cannot be avoided, you will be informed beforehand.

**II. RESOURCES AND SERVICES**

Our **Online Catalog** locates books, journals and other materials held by the Law Library. It is available from our homepage at http://camlaw.rutgers.edu/library. Terminals for the online catalog are located on each floor of the Law Library. A short guide to searching the catalog is available near the Reference Desk on the third floor.

**Reference Librarians:** The reference staff of the Law Library consists of experienced legal researchers who are knowledgeable in all aspects of legal research. They can assist you in your use of the Library’s resources, including electronic databases, interlibrary loan, and special services.

Reference librarians are available during scheduled hours at the reference desk, located on the 3rd floor near the circulation desk, or by appointment. Students preparing to write seminar papers or wishing to review research skills before starting a part-time job or clerkship are particularly encouraged to make an appointment to meet with a reference librarian.
**Reference Staff:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Batista</td>
<td>311</td>
<td><a href="mailto:batista@camden.rutgers.edu">batista@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>A. Hays Butler</td>
<td>303</td>
<td><a href="mailto:ahbutler@camden.rutgers.edu">ahbutler@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Charlotte Schneider</td>
<td>307</td>
<td><a href="mailto:cds153@camden.rutgers.edu">cds153@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Nancy Talley</td>
<td>305</td>
<td><a href="mailto:nancy.talley@camden.rutgers.edu">nancy.talley@camden.rutgers.edu</a></td>
</tr>
<tr>
<td>Genevieve Tung</td>
<td>309</td>
<td><a href="mailto:genevieve.tung@rutgers.edu">genevieve.tung@rutgers.edu</a></td>
</tr>
</tbody>
</table>

**Photocopiers, Copy Cards and Change:** Photocopiers are located on each floor of the Law Library. Photocopiers charge $0.10 per copy when paying cash, and $0.08 per copy when using a copy card loaded with $10.00 or more. Copy cards can be purchased at the Circulation Desk. There is an initial charge of $.50 for the card. Once purchased, money can be added to the cards at any of the copy machines in the Library. A dollar bill change machine can also be found on the 4th floor near the elevators.

**Research Guides:** The Law Library has a collection of research guides prepared by reference librarians. Topics include legal ethics and administrative law, as well as guides to different kinds of legal literature: law reviews, statutes, form books, treatises, etc.

**III. FINDING MATERIALS**

Maps of the Law Library are available at the Circulation Desk.

**Online Catalog:** The following abbreviations are used in the online catalog to show the locations of materials:

- 3rd (third floor)
- 4th (fourth floor)
- 5th (fifth floor)
- PER (periodicals shelved in alphabetical order—4th/5th floors)
- GOVT (U.S. Gov’t Documents Collection— SE corner of 4th Floor)
- TAX ALCOVE (Tax Periodicals—4th floor)
- REFERENCE DESK (shelved in the Reserve Room)
- RESERVE (behind the Circulation Desk; ask for assistance)
Call Number Guide:

A - KF 3rd floor  
KFA - Z 4th floor  
USGD 4th floor (gov.docs. Section, SE corner)  
PER 4th and 5th floor periodicals (North end, behind the elevators)  
JX, KD 5th floor (Foreign and international materials)

MATERIALS GUIDE:

Dictionaries Reference Desk & #3rd floor  
Exams Online (See Student’s webpage)  
Form Books 3rd and 4th Floors  
Periodicals Indexes 4th floor periodicals  
Law Reviews and Journals 4th and 5th floor periodicals  
Legal Encyclopedias 3rd floor  
New Jersey Materials 4th floor state materials  
Restatements Reserve & 3rd floor  
State Materials 4th floor  
U.S. Federal Materials 3rd floor  
International/Foreign 5th floor

IV. HOURS

Fall and Spring Semester:

Monday - Thursday 8 AM to 11:45 PM  
Friday 8 AM to 10 PM  
Saturday 9 AM to 8 PM  
Sunday 10 AM to 11:45 PM
**Summer Session:**

- Monday - Thursday: 8 AM to 9 PM
- Friday: 8 AM to 4 PM
- Saturday: 9 AM to 5 PM
- Sunday: CLOSED

All Library hours are subject to change. Library hours during holidays and semester breaks are posted in advance.

Current Law Library hours are available by calling (856) 225-6171.

**V. FALL & SPRING SEMESTER REFERENCE HOURS**

- Monday - Thursday: 9 AM to 9 PM
- Friday: 9 AM to 5 PM
- Saturday: Hours TBA
- Sunday: Hours TBA

**VI. IMPORTANT TELEPHONE NUMBERS (AREA CODE 856)**

- Library Hours: 225-6171
- Circulation: 225-6172
- Reference: 225-6173