

**UNIVERSITY OF
BALTIMORE LAW
LIBRARY**

USERS' GUIDE

2011-2012

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INTRODUCTION

The Law Library collection contains 370,000 bound volume equivalents, consisting mainly of Anglo-American law. The Library's primary function is the support of the Law School curriculum and faculty research. Although intended chiefly to serve the students and the faculty of the Law School, the Library is open to all members of the University community and to the public.

The Library is located on the third and fourth floors of the Law Center, at 1415 Maryland Avenue, Baltimore, MD 21201.

The Law Library's website, providing information regarding the Library and the Law School, and providing links to legal resources, can be found at:

law.ubalt.edu/lawlib/

LIBRARY HOURS

Law Library hours during the academic year are:

Monday - Thursday 8 a.m. – 11 p.m.

Friday 8 a.m. – 8 p.m.

Saturday 9 a.m. – 8 p.m.

Sunday 9 a.m. – 11 p.m.

During final exams, the Library is open extended hours.
Changes in schedule for holidays and intersession will be posted in advance.

During inclement weather, the Law Library will follow the decision made by the University. Patrons may call 410-837-4201 for up to date information.

During the academic year, **reference** librarians are available to provide assistance:

Monday - Thursday until 10 p.m.

Friday - Saturday until 6 p.m.

Sunday until 5 p.m.



GENERAL NUMBERS

Main Law Library Number (410) 837-4584
 Circulation Desk (410) 837-4554
 Reference Desk (410) 837-4559

LIBRARY STAFF

Administration:

Director: Will Tress (410) 837-4562 WTRESS

Information Technology:

Associate Director: Harvey Morrell (410) 837-4657 HMORRELL

Faculty Liaison

for PC Support: Bob Pool (410) 837-4596 RPOOL
Electronic Resources & ILL: Bijal Shah (410) 837-4578 BSHAH
Web Manager: Lesley Oswin (410) 837-4675 LOSWIN
PC Support: Vacant (410) 837-4598

Public Services:

Associate Director: Joanne Dugan Colvin (410) 837-4373 JCOLVIN

Government Documents & Reference:

Pat Behles (410) 837-4583 PBEHLES

Faculty Liaison & Reference:

Elizabeth Rhodes (410) 837-4595 ERHODES

Reference: Jane Cupit (410) 837-4597 JCUPIT

Circulation & Reference: David Matchen (410) 837-4674 DMATCHEN

Circulation: Gina Harris (410) 837-4580 GHARRIS

Circulation: Marian Dorsey (410) 837-4576 MDORSEY

Technical Services:

Associate Director: Clement Lau (410) 837-4592 CCLAU

Acquisitions

& Cataloging: Lisa Bellamy-Smith (410) 837-4591 LBELLAMY

Serials & DB Mgt.: Mary Elizabeth Priebe (410) 837-4378 MPRIEBE

Serials & Gov. Docs.: Gina Brandon (410) 837-4582 GBRANDON

Administration: Tyler Link (410) 837-4568 TLINK

LIBRARY HONOR RULES

MATERIALS

Books should be treated with care and should be re-shelved after use as a courtesy for other users. Books "saved" overnight on tables and in carrels will be re-shelved without prior notice.

Law students please note: the following conduct constitutes a violation of the Law School Honor Code:

... Misuse of any Library materials by intentionally marking, mutilating, hiding or damaging them, or by removing them from the Library without authorization by the Library staff. (Article III - §C)

CIRCULATION POLICY& FINES

Who May Borrow Materials

The Law Library loans materials to current students, faculty and staff of the University of Baltimore and other campuses in the University System of Maryland and Affiliated Institutions (USMAI) consortium. The consortium includes the following institutions:

- o Bowie State University (BSU)
- o Coppin State University (CSU)
- o Frostburg State University (FSU)
- o Morgan State University (MSU)
- o St. Mary's College of Maryland (SMCM)
- o Salisbury University (SU)
- o Towson University (TU)
- o University of Maryland, Baltimore (UMB)
including the Health Sciences Library and the University of Maryland Law Library
- o University of Maryland, Baltimore County (UMBC)
- o University of Maryland, Center for Environmental Science (UMCES)
- o University of Maryland, College Park (UMCP)
- o University of Maryland, Eastern Shore (UMES)
- o University of Maryland, University College (UMUC)

The Law Library extends borrowing privileges to UB and UMBC alumni. (UB alumni should obtain an alumni card from the Alumni Services Office for verification purposes.)

Books borrowed from a USMAI library may also be returned at any USMAI library, and are subject to the circulation policies and fines imposed by the **lending** USMAI library, not the University of Baltimore Law Library. Fines and charges must be paid to the lending USMAI library.

To become a registered borrower, you must present a USMAI I.D., validated for the current semester. Non-UB students should register at their home campus.

You need to register only once to be able to borrow at all campuses. However, the length of time your registration is valid varies from campus to campus. If you

are a current UB Law student, your registration is valid so long as you are registered for classes at UB Law School.

Loan Periods, Renewals and Recalls

Materials loaned to UB and other USMAI students, as well as UB Law adjunct faculty, are due at the end of the current semester. These patrons may renew items twice. UB and UMBC alumni may borrow UB Law items for 21 days and renew them three times (a total of four loan periods).

All borrowers may renew items through the online catalog, by phone or in person.

Circulating materials are subject to recall if requested by another patron. Borrowers are **required** to return recalled items within 14 days of the notification date, or incur fines from the recall due date.

Fines and Charges. Each library in USMAI charges overdue fines and fees in accordance with that institution's policies. Fines should be paid directly to the **lending** institution. The University of Baltimore Law Library maintains the following schedule of fines and charges:

Regular circulating books: \$.25/day; \$10 maximum per book within the first 30 days after due date. Books overdue more than 30 days are considered lost.

Lost books: \$90 per book.

All fines must be paid to the Business Office.

LIBRARY POLICIES & SERVICES

Access for the Disabled. The Library's facilities accommodate the needs of all patrons, including signs in Braille posted throughout the Library and several study carrels and computer workstations accessible to wheelchair users. An elevator in the Library allows all patrons access to both levels of the Library. The Library will continue efforts to improve access, and it welcomes suggestions from users.

Audio and Video Collection. The Law Library has a small collection of video cassettes and DVDs on legal topics. They can be located by author, title or subject in the online catalog. Video players are located in the Microforms area next to the Circulation Desk. Audio players are available for in-library use at the Circulation Desk. In order to take an audio player/headphones away from the Circulation Desk, users must leave a photo identification card.

CALI (Computer Assisted Legal Instruction) exercise disks are available to University of Baltimore Law students on a first-come first-served basis from the Reference Desk. Passwords for online access are also available.

Carrels. Carrels around the Library are available on a first-come, first-served basis.

Computer Labs. There are two Student Computer Labs located on the fourth floor of the Law Library, in Rooms 426 and 426A (see back of guide for a map). The labs are open during Library hours (see p. 1). Only current faculty, students and staff of the University of Baltimore may use the labs. Users must obtain a network computer account from Room 002 in the Business Center.

There is currently no policy in effect for reserving time on the computers in the labs. The Law Library reserves the right to establish a reservation policy if warranted by heavy lab usage. Such a policy will favor current UB Law School students.

Students may use the computers in the lab to type papers, pursue interactive computer exercises, access the law school exam file, and perform legal research on Lexis and Westlaw. Network services include e-mail, access to the internet, and other PC-based software.

Equipment: 26 PCs, 3 laser printers, printers for Lexis and Westlaw, 1 high speed scanner.

Supported Software: Microsoft Office Suite (Word, Outlook, Excel, etc.) Lexis, Westlaw, CALI (Computer Assisted Legal Instruction), Adobe Extended and various Internet utilities.

Conference Rooms. Several conference rooms are available for use by University of Baltimore Law School students, faculty and staff. Priority is given to groups of two or more persons. Generally, use of the rooms is on a first-come, first-served basis, but reservations may be made for organizations or student moot court teams. Individuals and study groups cannot reserve conference rooms.

Copy Machines. Photocopy machines are located in the Copier Room on the third floor near the Reference Section, and on the fourth floor at the west end of the Library near the Computer Lab. Copiers accept copy cards only. Copy cards are available from vending machines in the Law Library and on the first floor of Langsdale Library. Copy cards can only be purchased using a debit or credit card. The Law Library does not give receipts for copies made. The Law Library does not give refunds or buy back unused copy cards. Users who have lost money in the copiers, or who are having problems with their copy cards, should send an e-mail to LibraryCopiers@ubalt.edu

Elevators. An elevator is located on the east side, inside the Library, near the public terminals. Use of this elevator is restricted to the upper and lower levels of the Library.

Emergency procedures. When alarms sound in the Law School all patrons should gather their valuables and exit the building, unless otherwise instructed by an announcement from Library staff. Disabled individuals should move to the "SAFE REFUGE AREA" located at the landing of the stairwell at the northwest corner of the Library. University security will advise when it is safe to return to the building.

Interlibrary Loan (ILL). Interlibrary loan is available for materials that are unavailable through the University System of MD and for photocopies of journal articles that are not in the Law Library's print collection or in one of our databases. The Law Library provides Interlibrary Loan service for current UB Law School students, faculty and staff. Request forms are available on the Law Library website and in a wall display rack near the Circulation Desk. Students and faculty may borrow materials from other University System of Maryland (USM) libraries by using the "request" button in the online catalog.

Lexis and Westlaw. Lexis and Westlaw are full-text legal research databases. Users must supply their own assigned passwords to access these databases in the computer lab or on their own computers.

Limited access to Lexis, including Shepard's is available without a password on the public terminals on the third floor.

Lost and Found. Items deemed valuable such as cell phones, wallets, and jewelry that are found in the Law Library are sent to the Security Desk in the lobby of the Academic Center. Other items are kept at a designated area at the Circulation Desk.

Message Board. A message board is available near the entrance to the Law Library on the third floor. Students and others may use the board to leave messages. Policy re posting: All postings must be Law School specific and must be for a specific event occurring no more than 2 weeks from the date of posting. No commercial postings are allowed. See policy posted for more details.

Microforms. Microforms and reading/copying equipment are located in the Microform Room next to the Circulation Desk on the third floor. These materials are cataloged in the online catalog. Copy cards are necessary to make print copies of microforms. There is also a machine that scans pages of documents in .pdf form. Files can be emailed or saved to a disk or flash drive.

See directions affixed to machines. Ask a librarian or Circulation Desk assistant for help with locating microforms and using the equipment.

Noise. The Law Library is for serious research and study. Patrons are expected to maintain a quiet atmosphere by refraining from loud conversation in all areas of the Library. Persons disturbing other patrons, whether by talking to a neighbor or on a cell phone, will be asked to take their conversations to a Library conference room, a cell phone room or booth, or the lobby outside the Library.

Paging. The staff will page patrons upon request to relay telephone messages. Library telephones may not be used to return calls.

Public Use Workstations. Workstations are located on the 3rd floor of the Library near the Information Desk and are available for public use. These are primarily for use in online legal research.

Reference Policy. Reference services are available to faculty, students and staff of the University of Baltimore, the Baltimore legal community, and the general public.

Reference librarians will provide assistance in identifying and locating sources of information, but will NOT conduct actual research or provide legal advice.

Security. Please do not leave your valuables unattended. The Library is not responsible for lost or stolen items. If you observe suspicious or inappropriate behavior, report it to Public Safety at extension 333710, or notify a Library staff member.

Suggestions. There is a suggestion box on the law library's home page, as well as a suggestion box on the counter next to the Circulation Desk. Use them to ask a question, make a suggestion, or recommend books you think the Library should buy.

Supplies. A pencil sharpener, staplers, tape, paper punch and paper cutter are available for use at the Circulation Desk. The Law Library does not supply paper, pens, pencils, envelopes, white-out or other office supplies.

Telephones. A campus phone is located on the fourth floor, near the elevator and in the computer lab. Library phones are for use by staff only.

There are two designated areas for cell phone use on the Library's 3rd floor - a room near the elevators and a booth near the restrooms.

Typewriters. A typewriter is available in the Computer Lab, room 426A.

ARRANGEMENT OF THE LIBRARY

Maps and signs are posted throughout the Library. They provide a guide to the organization of the collection and layout of the facilities.

The only entrance and exit to the Law Library is through the front door on the third floor of the Law Center. Security gates are located at this door.

Emergency exits are indicated on both the third and fourth floors. Restrooms and water fountains are also found on both levels.

ORGANIZATION OF THE COLLECTION

Books, journals and microforms are arranged and shelved in the Library according to one or more criteria: format of material (e.g. periodicals, microfiche), legal jurisdiction (e.g. federal or state), type of law (e.g. statutory or case), or subject matter (e.g. tax, labor).

The Locator (see end of this guide) offers more specific information for frequently requested material. You may also ask a reference librarian for help.

USING THE ONLINE CATALOG

Public access terminals are located on the third floor of the Library. Users with internet access can find the online catalog on the Law Library homepage:

<http://law.ubalt.edu/lawlib/>

Patrons may use the catalog to locate materials available at the UB Law Library and other libraries within the University System of Maryland (including the University of Maryland Law Library and the College Park libraries). You may choose to search each campus individually or as a group.

Patrons with a current library registration may use the “request” button to have materials from other campuses sent to the UB Law Library for pickup. If you have any questions about using the online catalog, please ask a librarian.

THE KEY TO FINDING WHAT YOU NEED IN THE LIBRARY

Items are labeled one of three different ways to gather them with like materials, and to identify where they should be kept when not in use. The three types of location markers are:

1) Call Numbers - Library of Congress classification system. Items labeled with call numbers on the spine include tax materials, texts, and treatises. The majority of items with call numbers may be checked out of the Library, e.g. KF 8900 .A3 A43

2) "SuDoc" Numbers - U.S. Government Superintendent of Documents system. Items labeled with SuDoc numbers are publications of the U.S. Government Printing Office (GPO). These items do not circulate, e.g. cc 1.12/2:

3) Location Symbols - "Unclassified"; without alphanumeric system. Items not labeled include law journals, microforms, case reporters and statutes. These items do not circulate.

RESERVE & REFERENCE COLLECTIONS

Reserve. The Reserve collection is shelved behind the Circulation Desk. This collection consists of materials placed on Reserve for courses, and other heavily-used items. In order to take any Reserve item away from the Circulation Desk users must leave a photo identification card. Other materials on Reserve include:

Audio-visual Materials. All videotapes and DVDs are kept on Reserve.

Computer Disks. All computer disks and CD-ROMs issued with bound volumes (usually forms) are kept on Reserve.

Periodicals. The current issue(s) of print law journals is kept on Reserve.

Reference and Government Documents. Professional librarians are usually available to provide reference assistance (see p. 1). Please do not hesitate to ask for help with finding material or deciphering citations, or solving any other legal reference problems.

The reference area contains general and legal dictionaries, encyclopedias, directories, form books and other sources. This area is located opposite the Information Desk on the third floor.

The Law Library is a **federal depository for government documents**. Our collection is selective, but growing. Suggestions for additions to the collection are welcome.

The Law Library is also a **Patent and Trademark Resource Center**. The PTRC terminal is located behind the Information Desk.

Locator of Materials

⌘: Not currently updated

ITEM	COMMON ABBREVIATION	LOCATION
ALWD Citation Manual, 4 th edition		RES KF 245 .A49 2010
American Jurisprudence 2d	Am Jur 2d	REF. 8A
American Jurisprudence Legal Forms 2d		REF. 8B-9A
American Jurisprudence Pleading and Practice Forms Annotated	Am Jur Pleading and Practice	REF. 9A
American Jurisprudence Proof of Facts 1 st , 2d,3d	Am Jur POF	REF. 9A...1 st ; 2d, 3d REF 9B
American Jurisprudence Trials	Am Jur Trials	REF 10A
American Law Reports American Law Reports Digest American Law Reports Federal American Law Reports Index	A.L.R. A.L.R. Digest A.L.R. Fed.	3A-1 - 6 3A-1 3A-9 3A-1
Atlantic Reporter ⌘ and Digest	A., A. 2d	3B-39-42

	Ⓜ: Not currently	updated
Baltimore City Code		RESERVE Most up-to-date version online
Bender's Forms of Discovery		REF. 5B KF8900.A3 B45
Black's Law Dictionary		REF. 1 (dictionary stand) & RESERVE KF156.B53 2009
Blue Book, 19 th edition		RESERVE KF 245.U751 2010
California Reporter Ⓜ and DigestⓂ		3B-38
Code of Federal Regulations	C.F.R.	3A-17 & Hein Online
Code of Maryland Regulations	COMAR	REF. 7A
Corpus Juris Secundum Ⓜ	C.J.S.	REF. 7B-8A
Current Law IndexⓂ		Index table, 3rd floor
Decennial, Century DigestsⓂ		3B-14-3A-15
Examples & Explanations series See catalog for call number for specific titles		RESERVE (non-current in 4D)
Federal Appendix Ⓜ	Fed. Appx.	3A-30
Federal Cases	F. Cas.	3A-36

	?: Not currently	updated
Federal Digest		3A-24
Federal Practice and Procedure (Wright & Miller)		REF. 6A
Federal Practice Digest		3A-23-24
Federal Procedural Forms		REF. 4B--5A
Federal Register		
Current few years	Fed. Reg., FR	3A-18 & Hein Online
Vol. 1 forward	Fed. Reg., FR	MICROFORMS & Hein Online
Federal Reporter	F., F.2d, F. 3d	3A-31-36
Federal Rules of Civil Procedure		RESERVE KF 8820.A2 W52
Federal Rules Decisions%	FRD	3A-25
Federal Supplement	F. Supp., F. Supp. 2d	3A-26—3A-29
Form books (general)		REFERENCE
American Jurisprudence Legal Forms 2d		REF. 8B
Nichol's Cyclopeda 3d		REF. 5A KF8840.C93
Rabkin & Johnson Current Legal Forms%		Ref. 3A
West's Legal Forms%		REF. 2B
Hornbooks (current edition): See catalog for call number for specific titles		RESERVE Non-current in 4D

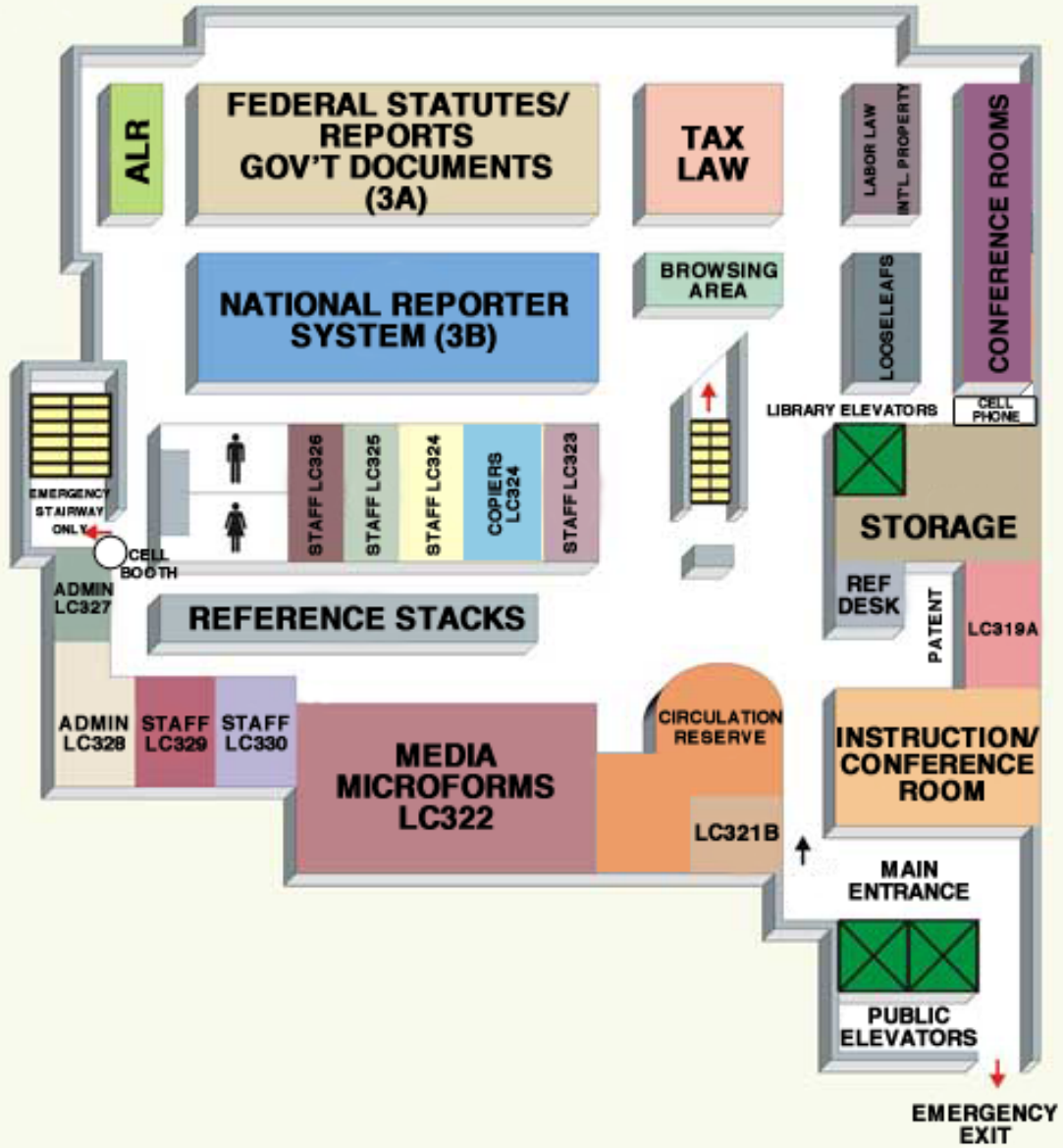
	:%: Not currently	updated
Lexis/Nexis; Public access Lexis		NT lab; 3 rd floor public terminals
Maryland materials:		
Advance Reports		RESERVE
Baltimore City Code		RESERVE Most current online
Maryland Digest		3A-42, 4B-48
Maryland Law Encyclopedia	M.L.E.	3A-42;4B-48
Annotated Code of Maryland		4B-48; 3A-42, RESERVE
Code of Maryland Regulations	COMAR	REF. 7A; online
Maryland Register		
current issues	Md. Reg.	RESERVE
bound volumes	Md. Reg.	4B-36
Reporters	Md., Md.App.	3A-41—3A-42; 4B-44-47
Court Rules	Md Rules	3A-42; 4B-48; RESERVE
Laws of Maryland		4B-42--4B-41
Modern Federal Practice Digest		3A-23-24
National Reporter Blue Book		REF. 2B;KF150 .N37
New York Digest%		3B-35-36
New York Supplement%	N.Y.S., N.Y.S. 2d	3B-36-37
North Eastern Reporter %	N.E., NE 2d	3B-33-35
North Western Reporter% and Digest%	N.W., NW 2d	3B-31-32

	%; Not currently	updated
Nutshells (current edition)): See catalog for call number for specific titles		RESERVE
Pacific Reporter % and Digest%	P., P. 2d	3B 26--3B-30
Periodicals (current year)		RESERVE
Periodicals (completed volumes)		4A; 4B-58; HeinOnline
Regional reporters %		3B
Regional digests %		with regional reporters
Reporters:		
Federal Appendix%	Fed. Appx.	3A-30
Federal Reporter	F., F. 2d, F. 3d.%	3A-31--3A-36
Federal Supplement	F. Supp. F. Supp. 2d%	3A26--3A-29
Regional %		3B
state (pre-dating regional reporters)		4C
United States Supreme Court%		3A-37--3A-39
Reserve materials		ask at circulation desk
Restatements		
Agency 2d REF KF1345		REF 4A
Conflict of Laws 2d REF KF411		REF 3B
Contracts 2d REF KF801		REF 3B
Judgments 2d REF KF8990		REF 6A
Property 2d & 3d REF KF 590		REF 3B
Torts 2d & 3d REF KF1249		REF 3B
Trusts 2d & 3d..... REF 730		REF 3B

	Ⓜ: Not currently	updated
Shepard's Citations Maryland		Online via Lexis 3B-42;4B-48
South Eastern Reporter Ⓜ and Digest	S.E., SE 2d	3B-23-25
South Western Reporter Ⓜ		3B-16-19
Southern Reporter	S., S. 2d	3B-20-23
State materials:		
Maryland		3A-42; 4B; some on reserve
COMAR		REF. 7A
other states		4C
Supreme Court Digest, Lawyer's Edition Ⓜ		3A-40
Supreme Court Digest		3A-39
Supreme Court Reporter	S.Ct.	3A-39-40
Supreme Court Reports, Lawyers' Ed. Ⓜ	L.Ed., L.Ed. 2d	3A-40
Understanding... (series) See catalog for call numbers for specific titles		RESERVE
United States Code	U.S.C.	3A-21-22 Online; HeinOnline
United States Code Annotated	U.S.C.A.	3A-21
United States Code Congressional and Administrative News No supplements; bound volumes only	U.S.C.C.A.N.	3A-19-20

	U.S.C.S.	U.S.L.W.	U.S.	Stat.	U.S.T.	4E/ Int. Law	Ref KF8840 .V6 2002	3A-24	REF. 10B
	U.S.C.S.								
	U.S.L.W.								
	U.S.								
	Stat.								
	U.S.T.								
	4E/ Int. Law								
	Ref KF8840 .V6 2002								
	3A-24								
	REF. 10B								

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