



## INTRODUCTION AND LIBRARY HOURS

Welcome to the Northeastern University School of Law Library. The library's new first floor entrance provides a gateway to the recent renovations which showcase the natural light-filled study and research areas. The redesigned third floor houses the Research Desk, Research & Instruction Commons, and Printer Room. A wireless network is available for research and study in addition to three computer labs, two of classroom size. The labs also include high-speed printers, a scanner and an infrared port to facilitate printing from laptops.

The library houses more than 322,000 volumes and over 3,000 serial titles and is continually adding to its collection in all areas. Of particular note, are the library's collections in public interest law, international human rights, law and public health, death penalty issues, and progressive lawyering.

Four of the library's eight professional librarians hold both the J.D. and master's degrees in library science. The library staff is eager to assist you in your research and curricular needs. Please feel free to ask any library staff member if you have questions or need help. We look forward to working with you!

### Library Hours

|                   |                        |
|-------------------|------------------------|
| Monday - Thursday | 7:30 a.m. - 10:00 p.m. |
| Friday            | 7:30 a.m. - 9:00 p.m.  |
| Saturday          | 9:00 a.m. - 5:00 p.m.  |
| Sunday            | 2:00 p.m. - 10:00 p.m. |

Visit <http://www.slaw.neu.edu/library> for a detailed list of library and building hours.

### Research & Instruction Librarians

The Research & Instruction Librarians are available to support your research assignments through individual or group mentoring and demonstration of legal research techniques. These coaching and teaching sessions are available by appointment and during scheduled walk-in service hours. Please see the Law Library website or the WEBoard for current hours. Please email [lawresearchhelp@neu.edu](mailto:lawresearchhelp@neu.edu) to make an appointment, or stop by the Research & Instruction Commons on the 3<sup>rd</sup> floor.



## LIBRARY SERVICES

### NUCat

The University Libraries' online catalog, **NUCat**, is found at <http://nucatl.lib.neu.edu/search>.

### Inter-library Loan

Materials not available at any of the Northeastern University libraries may be borrowed from other libraries through inter-library loan. Users may establish an account and request materials not owned by the University online at <http://ill.lib.neu.edu/illiad/SLAW/>. In addition, users may request books electronically from selected academic libraries through NExpress at <http://nexpress.iii.com>

### Access to Other Libraries

Members of the School of Law community may access all of the resources available at Snell Library and may also borrow material from the University's John D. O'Bryant African-American Institute Library.

### Lexis/Westlaw

All School of Law students, staff and faculty have access to WESTLAW and LEXIS for educational use only. Only current law school students, staff and faculty may use the on-line systems. Training courses are offered on a continuous basis throughout the academic year. See a Research & Instruction Librarian for more details.

### Adaptive Technology - Room 212

A computer running Jaws, software that reads text on the computer screen aloud, is available for use by visually impaired patrons in a private study room on the second floor of the library. The Reading Edge, a machine that scans and reads printed materials in English and allows for tape recording, is also available.

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## Electronic Resources

As part of a large research university, you have access to a wide variety of electronic research databases. Snell Library (located near the Curry Student Center) has hundreds of electronic databases with a focus on the arts, humanities and culture; biomedical and health; business and economics; general interdisciplinary; government; science and engineering; and social sciences that are accessible through the library web page. Similarly, you can access additional law-related databases on the law library webpage including Massachusetts and federal legislative history, Massachusetts trial court and administrative databases, BNA practice guides, law reviews, indexes to legal periodicals, and treaties and international law guides. Contact a Research and Instruction Librarian for an electronic tour of these information resources or browse the "Research Databases" link on the web page.

Networked computers and high speed printers are available for student use in the library's computer labs. Use of these computers is restricted to Northeastern University School of Law students, alumni/ae, faculty and staff only. Questions regarding the computer equipment should be directed to the proctor on duty in the lab or to Computer Services staff at 617-373-8919.

### Audio and Visual Resources

Audio and visual equipment used to record events and display presentations are maintained for use by the School of Law Community. Instructions for using the equipment are provided by Computer Services staff. To reserve equipment please contact Computer Services at 617-373-8919.

The library's reserve collection includes movies in DVD and VHS format. Room 404 has equipment for viewing these types of media. This room can accommodate several people and is able to be reserved at the Circulation Desk.

### Microforms - Room 322

The library subscribes to a number of materials in microform format. Microform materials include congressional documents and hearings, records and briefs from the United States Supreme Court, treaties, ALI publications, and state and federal administrative materials.

### Group Study Rooms

Private rooms are available for study groups of two or more people. Rooms may be reserved for a two hour period with renewals if no other group is waiting. Sign-up sheets are located at the Circulation Desk. Study rooms are available on a first-come, first-served basis.



## GENERAL INFORMATION – ACCESS AND BORROWING

### Main Telephone Numbers (617) area code

|                       |          |
|-----------------------|----------|
| Administrative Office | 373-3552 |
| Fax                   | 373-8705 |
| Reference Desk        | 373-3594 |
| Circulation Desk      | 373-3332 |
| Inter-library Loan    | 373-3332 |
| Library TTY Phone     | 373-5476 |
| Technical Services    | 373-3308 |
| Computer Services     | 373-8919 |

### Law library Web Site

<http://www.slaw.neu.edu/library/>

### Access

All students, faculty, staff, alumni, visitors and public patrons must present valid photo identification to access the law library. The law library is open to members of the public from 7:30 a.m. - 6:00 p.m. during weekdays. However, the law library is restricted to all Northeastern University students, faculty, staff, and alumni/ae after 6:00 p.m. weeknights, some holidays and every weekend.

Students from area law schools and universities whose institutions are members of the New England Law Library Consortium or the Boston Library Consortium may use the library with a valid identification card from their school. Borrowing privileges are extended to all members of the Northeastern University community and to those patrons with a valid Boston Library Consortium card.

### Proper Identification

Any of the following forms of identification is sufficient to gain access to the law library:

- Northeastern University I.D.
- Northeastern law students without a University I.D. may show any picture I.D. if their name appears in the Law School Directory
- I.D. from another Boston Library Consortium university or NELLCO member law school
- Picture I.D. and inclusion in the law school's Alumni Directory
- Northeastern University Alumni I.D.
- Picture I.D. and inclusion in the law library's Special Access list



## CIRCULATION AND RESERVE – LIBRARY GUIDELINES

### Circulation Materials

Northeastern University students and alumni/ae may borrow circulating materials for a 28 day period with one renewal allowed. Faculty may borrow most materials for a full quarter. The library does not fine current students, faculty and staff of the School of Law; however it does charge current members for lost books. The library does charge late fines for alumni borrowers. All library books must be returned and lost book charges paid before students receive their diploma.

### Non-Circulating Materials

A number of items within the law library's collection may not be checked out of the library. These include all state and federal primary materials, legal periodicals, digests, loose-leaf services, encyclopedias, and reference sources.

### Reserve Materials

Frequently used materials are kept on reserve. These include course materials, selected treatises and casebooks, legal research and writing materials, computer aids, DVDs, CDs, audiotapes and videotapes.

Reserve items may be checked out for two hours with a valid student identification card. Many reserve materials may be checked out overnight within two hours of library closing. DVDs and videotapes may be borrowed for a 24 hour period. Overnight materials must be returned the following day within one hour of opening. Borrowers who repeatedly fail to return reserve materials within these time frames will have their circulation privileges revoked for the remainder of the quarter.

### Library Guidelines

The library is a place for study and critical thinking. Please have consideration for your colleagues.

- Group study is welcome on the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> floors. The 4<sup>th</sup> and ground floors are quiet floors.
- Food is allowed on the group study floors (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> floors). A kitchen is located on the 2<sup>nd</sup> floor for law students. Drinks with covers are allowed on all floors.
- Tobacco use is not permitted in the law school or the law library
- The library reserves the right to check bags upon exit
- Cell phone use is restricted to the stairwells

NORTHEASTERN UNIVERSITY

School of Law

Law Library Guide



**Berkowitz Law Library**  
400 Huntington Avenue  
Boston, MA 02115  
617.373.3332