SERVICES AND COLLECTIONS

Catalog
W&L's on-line catalog provides access to over 1,019,898 items in both the Law Library and University Libraries. All forms of materials held by the libraries are included.

Internet
The W&L network provides access to a vast array of internet information services. PCs throughout the Law School are able to connect to the internet. Wireless access is available throughout the building. Visitors may have access restrictions on some services.

Interlibrary Loan
Books and copies of articles not available in the Law Library may be obtained through interlibrary loan. Questions about interlibrary loans should be directed to Linda Newell (newell@wlu.edu).

Government Publications
A U.S. government publications depository since 1978, the Law Library holds administrative decisions, agency reports, congressional publications, U.S. Supreme Court records and briefs, state statutes in chronological order, congressional and regulatory sources, and U.N. documents. The bulk of the paper collection of federal documents is in the lower stacks. Microform, and some important paper collections such as current U.S. Code, Federal Register and Congressional Record, are found in the Reading Room. Paper documents will usually circulate, and Media Services can copy microfiche. Microform readers and printers are available.

Powell Archives
The papers of the late U.S. Supreme Court Justice Lewis F. Powell, Jr. form the centerpiece of this unit. Use of the papers requires advance permission of the Powell Archivist. Among its holdings of other personal papers are those of long-time faculty members Charles Y. Laughlin and Wilfred Ritz. The papers of voting rights activist Frank R. Parker, former U.S. Sixth District Representative M. Caldwell Butler, and the late Federal Judge for the Eastern District of Virginia, Walter E. Hoffman, are here as well. Butler’s papers include extensive documentation of the Bankruptcy Reform Act of 1978 and his service on the Judiciary Committee during the Nixon impeachment proceedings. All of these materials are open for research use. The archives also hold the record copies of all extant law school publications. Retired records of the School of Law are also housed here. The rare book collection includes the law library of Judge Charles E. Burks of Lynchburg, VA. Noted alumnus John W. Davis also gave volumes that are now part of this collection.

Website:
http://law.wlu.edu/library/

WASHINGTON AND LEE UNIVERSITY
SCHOOL OF LAW

Phone: 540-458-8552
Fax: 540-458-8967
E-mail: lawlibrary@wlu.edu

The Wilbur C. Hall Law Library of the Washington and Lee University School of Law is open 24 hours a day every day of the year. The library, which comprises approximately 58,155 square feet, is an integral part of the law school building, connecting directly to the student carrels, student offices, Powell Archives wing, and classrooms.
CIRCULATION REGULATIONS

Stacking and Circulation of Materials

"Stacking" refers to the practice of leaving library and other study materials in common library spaces for ongoing use by a patron. Stacking is permitted in all areas of the library except on level three. The Law Library reserves the right to revoke the stacking privilege. Personal items are to be stored in your carrel or assigned study space. Items such as computers, printers, clothing, bedding, food, and beverages are not protected by a stacking permit and should not be left in common library spaces. Patrons who wish to stack materials should place their stacking permit - initialed with the current date - on top of the materials in use. The Law Library will honor stacking permits for a period of two days. Stacking permits with a date older than two days are subject to removal by the Law Library. Please be respectful of your fellow students. Library space is limited and demand is high. The stacking privilege is not permission to "homestead" or monopolize space in the Law Library. Stacking permits are not required for materials in a student's carrel.

Circulation of Materials

Certain materials in the Law Library may not be removed from the building. Items in this category include: loose-leaf services, session laws, codes, digests, and volumes in the reference collection. Faculty, staff, and students should use their University Card to check out materials. Circulation periods for W&L students are, in general:

Circulating stacks books: 3 weeks
Unbound periodicals: 3 weeks
Open reserve books: 48 hours
Reserve books and photocopies: 4 hours
Past examinations: 4 hours
Audio/Video tapes & DVDs: 48 hours
Main Reading Room - 7 days

Items must be returned when recalled and must be returned or renewed by the expiration of the loan period. Generally, items may be renewed twice. Once the maximum number of renewals is exceeded, the item must be returned before it can be checked out again.

All items checked out for longer than 4 hours through The Catalog are subject to recall by the Library staff. The Catalog determines the due date based on the item and the category, as well as the classification of user who is checking out the item. Adjustments to some circulation periods will occur at exam times.

If a law student has overdue items checked out through The Catalog, then no library materials may be circulated out of the building, or out of the reserve collections, to that user.

The Law Library respects each library user's rights to privacy and confidentiality regarding information sought or received and resources consulted, borrowed, acquired or transmitted, or services provided.

Fees for lost and excessively overdue materials

Circulating Books in the General Collection and Escape Hatch

First – Third Notices - Fines are waived if material is returned within 21 days of the original due date ("the Grace Period").

Upon the expiration of the Grace Period, accrued fines (50 cents per day) retroactive to the original due date will be owed.

A Final Notice will be issued after the expiration of the Grace Period plus 7 days at which point accrued fines plus the actual replacement cost of the material will be due.

Open Reserve, Closed Reserve, and Audio/Video Tapes & DVDs (except Escape Hatch Videos/DVDs)

Fines are waived if material is returned within 24 hours of the original due date ("the Grace Period").

Upon the expiration of the Grace Period, accrued fines ($1.00 per hour) retroactive to the original due date will be owed.

A Final Notice will be issued after the expiration of the Grace Period plus 24 hours at which point accrued fines plus the actual replacement cost of the material will be due.

A FEW REMINDERS

The Law Library is primarily for the use of the Law School students and faculty. Other members of the University community, the legal profession, and the general public are also permitted access to the collection. Access to electronic databases is governed by the associated license agreement. Contractual provisions may restrict access to law students and law faculty. Entry doors to the building require card access from the late evening through early morning hours.

No smoking is permitted in the building.

No alcohol is permitted in the building unless permission has been obtained from the Dean or an Associate Dean.

Computing resources are supplied for the use of University students, faculty, and staff. Others must yield the equipment when it is needed by such users. Scanners may be used subject to the same copyright warnings posted at the copy machines.

Copy machines, which accept University cards as well as coins and bills, are located on Levels 2 and 3 of the library.