



# Where to Begin (Summer Starters)

## WELCOME TO THE J. MICHAEL GOODSON LAW LIBRARY

Welcome to our newest summer starters. Our beautiful library is available for your use and enjoyment! Enter the library on Level 3 of the Law School.

## HOURS & BUILDING ACCESS

Over the summer, the library entrance is open for the following service hours:

<b>Monday-Friday</b>	8:00 a.m. – 5:00 p.m.
<b>Saturday - Sunday</b>	Closed

**Evening and weekend library services** will resume at the beginning of the fall semester. Duke Law students, faculty and staff enjoy **24-hour access** to the Law School building (and library entrance) at all times with a current DukeCard.

## ON THE WEB

The library website (<http://www.law.duke.edu/lib/>) provides the best starting point for accessing library materials and beginning your legal research. Visit the **Research Help** page (<http://www.law.duke.edu/lib/researchhelp>) for a list of Frequently Asked Questions.

## ASK US

Staff members at the service desk on Level 3 are happy to help you locate and make effective use of library resources. Please do not hesitate to ask for assistance!

Collection Services staff handle the borrowing, return, and renewal of Law Library materials, as well as the reservation of study rooms. The **Circulation/Reserve Desk** is staffed during all library service hours, and can be reached at (919) 613-7128 or [cir@law.duke.edu](mailto:cir@law.duke.edu).

Reference librarians are also available to assist with your research needs. During the summer, the **Reference Services Desk** is staffed during most library hours, with walk-in service also available during business hours from the librarian offices.

You may contact a reference librarian for assistance:

<b>By phone</b>	(919) 613-7121
<b>By email</b>	<a href="mailto:ref@law.duke.edu">ref@law.duke.edu</a>
<b>By instant message</b>	dukelawreference (AIM, MSN, Yahoo Messenger)
<b>In person</b>	Visit the <b>service desk</b> , or <b>library offices 3202-3206</b>

## USING THE ONLINE CATALOG

The online catalog (<http://search.library.duke.edu/>) contains records for virtually all of the materials in the Law Library and the other Duke University Libraries. You can search the online catalog by **author, title, subject** or **keyword**. To determine if a particular title is available for borrowing, check the portion of the screen labeled **“Location”**.

- If an item owned by the **Law Library** is listed in the catalog as **“Available,”** consult the “Library Layout” chart below (or maps posted in the library) to determine where it is shelved. If you cannot locate an item, please see a staff member for assistance.
- If an item is owned by one of the Duke University Libraries but is currently **checked out** to another borrower, you may request a “recall” of the title by clicking the link labeled “Get This Title.” You will be notified by email when the item is available for pick-up.
- If you would like an item that is not owned by any of the Duke University Libraries, you may submit an **Interlibrary Loan Request Form** (<http://www.law.duke.edu/lib/ill/>) to request a copy of the item from another library. You will be notified by email when the item is available for pick-up.
- The online catalog an option to search the libraries of the Triangle Research Libraries Network (U.N.C., **North Carolina Central University**, and **North Carolina State University**), where you are also permitted to borrow materials in person with your DukeCard or request items online for delivery.

## LIBRARY LAYOUT

<b>Level</b>	<b>Call Numbers</b> (General Collection/“Stacks”)	<b>Designated Collections</b>
1	A-KE; KG-Z (foreign law, international law, and law-related subjects)	Documents; Microforms; Records & Briefs; Superseded materials; Unclassified Collection
2	KF-KFZ (American law)	North Carolina Alcove; Tax Alcove
3		Alumni Authors; Christie Collection; Cox Collection; Empirical Research; Federal Alcove; Legal DVDs; Leisure Reading; Practice & Procedure; Reference; Reserves; State Codes
4		Periodicals (alphabetical by title)
	<i>Please see staff for assistance with...</i>	Faculty Collection; Rare Books; Riddick Collection

Inside the library, **restrooms** are located on Levels 2 and 4.

A **photocopier and printers** are located in the Document Production center (Level 3), along with two document **scanners**. Two additional printers and print control stations are located on each floor, one near the center staircase and one near the elevator.