



Where to Begin (2009-2010)

WELCOME TO THE J. MICHAEL GOODSON LAW LIBRARY

Our beautiful library is available for your use and enjoyment! Enter the library on Level 3 of the Law School.

HOURS & BUILDING ACCESS

During the academic semesters, the library entrance is open for the following service hours:

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

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.

WEB SITE

The library web site (<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!

Circulation 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 at all library service hours, and can be reached at (919) 613-7128 or cir@law.duke.edu.

Reference librarians are also available to assist with your research. During the summer semester, the **Reference Services Desk** is staffed **9 a.m. - 9 p.m., Monday – Thursday; 9 am. – 5 p.m. on Friday; and 2 p.m. – 6 p.m. Sundays.**

You may contact a reference librarian:

By phone	(919) 613-7121
By email	ref@law.duke.edu
By instant message	dukelawreference (AIM, MSN, Yahoo Messenger)
In person	Visit the service desk, or library offices 3202-3206

USING THE ONLINE CATALOG

The online catalog (<http://catalog.library.duke.edu/>) contains records for virtually all of the materials in the Law Library and the other Duke University Libraries. The online catalog also provides links 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.

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 the title by clicking the link labeled “Request”. You will be notified by e-mail 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 e-mail when the item is available for pick-up.

LIBRARY LAYOUT

Level	Call Numbers (General Collection)	Designated Collections
1	A-KE; KG-Z (foreign law, international law, and law-related subjects)	Briefs; Documents; Microforms; Superseded Materials; Unclassified Collection
2	KF-KFZ (American law)	North Carolina Alcove; Tax Alcove
3		Christie Collection; Cox Collection; Empirical Research; Federal Alcove; 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.

Photocopiers and printers are located in the Document Production center (Level 3). Two additional printers and print control stations are located on each floor, one near the center staircase and one near the elevator.