



# SARITA KENEDY EAST LAW LIBRARY

Connecting people to information: Access, Educate, Empower

## Frequently Asked Questions for Law Students

### Library Policies & General Questions

#### What are the library's hours?

The law library's normal operating hours are as follows:

**Monday-Thursday: 7:30 am - 10:00 pm**

**Friday: 7:30 am - 6:00 pm**

**Saturday: 9:00 am - 6:00 pm**

**Sunday: 10:00 am - 9:00 pm**

Special hours apply to University holidays and interim sessions. The current hours can be located online at: <http://lawlib.stmarytx.edu/hoursdirections.html>.

#### Can I eat or drink in the library?

##### **Sarita Kenedy East Law Library Food & Drink Policy Enjoy Snacks, but Leave No Trace**

##### **Beverages**

All beverages must have secure lids to prevent spilling.

No food or drinks are allowed in the computer lab or at any library computer.

Clean up after yourself and report any spills to the circulation desk.

##### **Food**

Please be considerate of the facilities and other patrons when eating in the library, and avoid foods that are noisy, odorous, or greasy.

You may eat meals and foods of all types in the first floor law commons, the second floor student lounge, or on the patio. Foods that may damage materials and disturb patrons are prohibited in all other library spaces. Unattended food will be removed and discarded. Food may not be stored at student carrels.

The library staff reserves the right to require that a patron consume food outside the library if that patron's food consumption is disturbing the study environment for other library patrons. Thank you for your help in making the library a pleasant place to study.

**Where should I use my cell phone in the library?**

Please limit cell phone use to the lobby on the library's first floor, the student lounge, and the balcony on the second floor. The reading room and other areas of the library are designated as quiet study spaces; please respect others by placing your cell phone on silent or vibrate and only take calls in the lobby or in the student lounge.

**Where is the reserve area?**

The reserve area is located behind the circulation desk. This is where we keep many of our high-use materials, like course textbooks, study aids, and practice materials. If you need an item from the reserve section, or are unsure if an item is on reserve, please ask at the circulation desk and we will be happy to assist you.

**Does the library have a lost and found?**

Yes. If you believe you've lost an item in the library, please ask at the Circulation Desk.

**Can I use a microfilm or microfiche reader in the library?**

Yes, the library has both microfiche readers and microfilm readers available for use at the Circulation Desk. Please ask for assistance at the Circulation Desk if you have questions about set-up and use.

## Resources & Research Questions

**How do I find a book?**

The law library's online catalog, Regina, <http://lawlib.stmarytx.edu/> will let you search for materials by title, author, subject, keyword, and more. You can search both the Blume and Law Library's collections for both print and online content.

**How do I find a journal article?**

Try using the e-journal locator, which has a link on the law library's homepage. Enter the title you're looking for, and the locator will tell you where the journal can be found (in print or online), as well as coverage dates. Another great source is the Index to Legal Periodicals, which you can link to from the law library's database page: <http://lawlib.stmarytx.edu/databases.html>

HeinOnline is another great resource for law journal articles, providing PDF images of the original journal text and complete archives of most law reviews and journals. You can link to HeinOnline from the law library's database page at: <http://lawlib.stmarytx.edu/databases.html>

**What do I need to check out books and other materials?**

A valid ID card issued by St. Mary's University is required to borrow library items.

**How many items can I check out at a time?**

Law students may check out six items at a time, including items from the Blume library.

### What items can I check out?

Generally, permanently bound, single-volume treatises are available for general circulation. Additionally, DVDs, study aids, and other materials may be checked out for shorter periods of time.

### How long may I keep the books or other materials I check out?

- The circulation period is three weeks at a time with one renewal allowed as long as the same item(s) are not wanted by other patrons.
- Reserve items can be checked out for **4 hours only**.
- DVDs from the Law in Popular Culture Collection may be checked out for 3 days.

### How can I renew my books?

You can renew books once online or by visiting the library Circulation Desk.

### How much are overdue fines?

Fines vary per item:

- General Collection 25¢/day
- Reserve Collection 50¢/hour
- Audio-Visual, DVDs \$1/day

**Fines will not be waived.** If a student accumulates a fine, additional materials may not be checked out until the fine is cleared. In addition, a block will be placed by the registrar's office on any account with an outstanding fine.

### Where do I find reserve materials for my professors' courses?

Reserve materials are held behind the Circulation Desk; please ask desk staff for materials. To find out what materials a professor has on reserve, visit the law library's homepage at <http://lawlib.stmarytx.edu/>, click the drop down menu for "Law Library Quicklinks" in the top right corner, then use the drop down menu to select "Course Reserves."

### What electronic resources are available to me?

Law students are provided with access to Westlaw, LexisNexis, HeinOnline, CALI, and CCH Intelliconnect, among others. In addition to these, students also can access all databases and publications available from the Blume Library, including JSTOR and Science Direct.

**For a complete list of law library databases, visit:**

<http://lawlib.stmarytx.edu/databases.html>

**For a complete list of Blume library databases, visit:**

<http://lib.stmarytx.edu/databases>

### Can I access electronic resources from off campus?

Yes. When you click on a subscription database link from home, you will be asked for your last name and student ID number (without the leading zeros); you will then continue to the resource.

### What is Interlibrary Loan?

Interlibrary Loan is a free service provided by the library that can be used when you need a copy of an article, or when you want to borrow a book, or other material that is not available from the St. Mary's University libraries. Our staff will do its best to get a copy or borrow an item for you from another library outside the campus.

### How do I submit an Interlibrary Loan request?

The law library can help you borrow materials from other libraries if we do not have the item you need. First, please check the library catalog to make sure we do not have the item in our collection or at the Blume Library. At the circulation desk, forms are provided for interlibrary loan requests. Simply fill out the form with as much information as you have, and place it in the designated box. Our technical services librarian, Stacy Fowler, will contact you when the materials have arrived. For more information, see the Interlibrary Loan page of the library website at <http://lawlib.stmarytx.edu/ILL.html>.

### I'm a research assistant for a faculty member and I need to check books out for him/her. How can I do that?

Please call or visit the circulation desk at the law library (210) 436-3435 for assistance.

## Library Contacts & Services

### What is the library's contact information?

**Circulation Desk:** (210) 436-3435

**Email:** [lawlibrary@stmarytx.edu](mailto:lawlibrary@stmarytx.edu)

**Fax:** (210) 436-3240

**Mailing Address:** Sarita Kenedy East Law Library  
School of Law  
St. Mary's University  
One Camino Santa Maria  
San Antonio, Texas 78228

### Where do I go if I have a question?

For any assistance needed, please come to the circulation desk. The staff and librarians on duty are happy to help answer your questions.

### Can a librarian help me develop my research skills, assist me in finding resources for a paper, or with other in-depth questions?

Yes, the library welcomes law students who want hands-on assistance with their research questions to sign-up for a reference appointment. To schedule a research appointment, please visit our research appointment page at <http://lawlib.stmarytx.edu/student-services.html>.

### How do I contact a librarian?

Name	Title	Email	Phone	Office
Mike Martinez, Jr.	Law Library Director & Professor	<a href="mailto:mmartinez17@stmarytx.edu">mmartinez17@stmarytx.edu</a>	(210) 431-8070	LL 131
Casi Lewis	Scholarly Initiatives Librarian	<a href="mailto:clewis16@stmarytx.edu">clewis16@stmarytx.edu</a>	(210) 436-3546	LL 134
Stacy Fowler	Technical Services Librarian & Professor	<a href="mailto:sfowler@stmarytx.edu">sfowler@stmarytx.edu</a>	(210) 431-8073	LL 132

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