

12. Vehicles must be moved from the lots as advised for snow removal.



PIERCE LAW LIBRARY

The library welcomes students from around the country and the world. The library staff and students who work at the circulation desk are a kind and helpful group. Please ask any of them for help.

What is on Reserve: Course Text Books

Copies of texts are kept on reserve for the semester they are being used. These titles may be checked out for use in the library or in class. Please check out the item near the beginning of class time and return it when class ends. The three hour limit will be observed. If your class runs longer, please see Kathy Fletcher to cancel any fine. Course packs are not purchased by the library.

Faculty Assigned Reading Materials

Files containing current photocopied materials from faculty are kept at the circulation desk. This material is made available as soon as possible after it is received from the instructor. Each item is filed under the name of the instructor.

Fines for Reserve Items

Overdue reserves are charged at the rate of \$.50 per hour to ensure items are returned in a timely fashion.

Study Rooms

- There are 6 private rooms in the library for study. There is a four hour time limit per day per person or group.
- All room reservations are recorded and keys checked out at the circulation desk. There is a charge of \$.50 per hour for keys kept past the time due.
- Groups of two or more may reserve a room for up to one week ahead. An individual may use rooms that are available at the time of use. Reservations for individuals will not be accepted.
- Reservations are honored for 10 minutes. The key is then made available to others.
- The student who checks out the key is responsible for the condition of the room and all equipment in that room. Do not leave the room unlocked.

Library Security Alarm

To maintain the integrity of the collection, the library has a secured entrance that will sound an alarm when sensitized materials pass through the gates.

If the alarm sounds when a patron leaves the library he is required to report to the circulation desk so items in bags or briefcases can be removed for checking. Frequently, tapes or books from other libraries or bookstores, and electronic items, trigger the alarm. A few minutes of checking can prevent unnecessary alarm activation in the future.

A patron may pass through the gate only after the reason for the activation of the alarm is determined.

Failure to stop when the alarm sounds upon exiting is a violation of library policy and a possible violation of the honor code.

Food and Beverage Policy All Library Areas

- **Food is not permitted in any of the Library Areas including the first floor "cafe area" and all study rooms.**
- Beverages in rigid containers with snap or screw on lids **are** permitted.

Borrowing Library Materials

Most items that check out may be borrowed for two weeks. Reserve items are checked out for only a few hours. Please be sure to know when your items are due. Fines are \$.50 a day for general borrowing and \$.50 an hour for hourly borrowing. Library records are to be cleared by the last day of the semester. Names of students who have overdue items or outstanding library fines will be sent to the registrar. Students with unclear records will have a block on all library borrowing until record is cleared.

Silent Areas

Quiet conversation is allowed on the second floor and in study rooms. Conversation in these areas should be kept at a low level. All other sections of the library are "silent zones". Offenses should be brought to the attention of library staff.

Photocopying/Printing System

You may print at any one of three stations: (1)ACR computers (2) library computers on the first floor. (3)the printer on the second floor of the Library.

All new incoming students will be given a photo ID card which also serves as their library printing/photocopying card. The "Card Dispenser" machine, located in the Library,

allows students to add money to their printing balances. If a student's photo ID card is lost or stolen, a new card may be obtained from the Computer Services Department. First replacement card is free. Subsequent replacement cards are \$5 each. Knowingly using a card issued to another without authorization is theft and may be considered a violation of Pierce Law's conduct code.

Photocopying

Card, coins, or bills may be used to copy on the second floor of the library near the circulation desk. Only cards can be used with the copier on the first floor.

Printing

Only cards or IDs (not cash or coins) can be used for printing. When you print from a computer you will be asked to choose an ID and job name. Both are for a one time use. Proceed to any one of three print stations depending on where you are printing from: Library second or first floor copiers, or in the ACR. Swipe your ID through the box at the Pharos Print Release station. Find your job on the list and click "print." Your card will have the price of the copies deducted automatically. If you do not have enough money to copy the document you will get a message and will have to add money to your card to proceed. Printing will not proceed until a card with sufficient amount to process the job is inserted. You will have 24 hours after setting up a print job from your computer to retrieve it at a print station. After 24 hours the job will cease to exist. There are no changes to Westlaw and Lexis printing.

Change

The library does not keep money for change. A change machine is located with the vending machines on the first floor of the law school, outside the library, near the Washington Street entrance.

Smart Notes and Research Guides

These give information on using the library, and useful research guidance on various subjects. They are kept in the wood holder near the reference/help desk, and online from the library's homepage.



LIBRARY HOURS

Regular Hours / Fall and Spring Terms

Monday – Thursday: 8 AM-12 Midnight.

Friday: 8 AM-10 PM.

Saturday: 10 AM-10 p.m.

Sunday: 10 AM-12 Midnight

Summer Hours *

Monday-Friday: 8 AM - 9PM

Saturday: 10 a.m.-5:30 PM

Sunday Closed

* Hours are extended during the six week summer Intellectual Property Summer Institute (IPSI), and during the fall and spring exam periods.

The library is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

The library has abbreviated hours a few days before Christmas Day through New Year's Day, the day before and after Thanksgiving, spring break, and the week before graduation in May. The library is closed some weekends during these periods. Please check at the circulation desk or check www.library.piercelaw.edu/ or call, (603) 228-1541 x 1130, to confirm the current schedule.

The library maintains a web page at <http://www.library.piercelaw.edu/> that gives current information on hours. Please go to the library's home page for information, legal resources, publications, research guides, more.

