

# HOURS OF OPERATION

## LIBRARY HOURS

### Circulation, Stacks & Facilities

Weekdays	8:00 am to Midnight
Saturday	9:00 am to 10:00 pm
Sunday	10:00 am to Midnight

### Reference & Online Help

Monday–Thursday	9:00 am to 8:00 pm
Friday	9:00 am to 5:00 pm
Weekends	12:00 pm to 6:00 pm

### Williams Reading Room

Weekdays	7:00 am to 2:00 am
Saturday	9:00 am to 2:00 am
Sunday	10:00 am to 2:00 am
Exam periods	24 hours/day

During the times above, the specified services and areas of the Library are open to students with a valid GOCard.

For detailed hours of services at the Williams and Wolff locations, plus updates to Library hours for holidays, exam periods, breaks, Summer Session, emergencies, and inclement weather, visit

[www.ll.georgetown.edu/services/calendar](http://www.ll.georgetown.edu/services/calendar).


## INFORMATION ONLINE

Law Library Catalog	<a href="https://gull.georgetown.edu">https://gull.georgetown.edu</a>
Services & Policies	<a href="http://www.ll.georgetown.edu/services">www.ll.georgetown.edu/services</a>
Library Maps	<a href="http://www.ll.georgetown.edu/maps">www.ll.georgetown.edu/maps</a>
Law Library Blog	<a href="http://www.ll.georgetown.edu/blog">www.ll.georgetown.edu/blog</a>
Tools for Students	<a href="http://www.ll.georgetown.edu/students">www.ll.georgetown.edu/students</a>



GEORGETOWN LAW LIBRARY


*Supporting Scholarship • Leading in Technology  
Excelling in Service*



GEORGETOWN LAW LIBRARY

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## LIBRARY GUIDE FOR LAW STUDENTS



2011 – 2012

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111 G Street NW  
Washington, DC 20001  
[www.ll.georgetown.edu](http://www.ll.georgetown.edu)  
202-662-9131

# LIBRARY BASICS

## ONE LIBRARY, TWO LOCATIONS

The Georgetown Law Library consists of the Edward Bennett Williams Law Library and the John Wolff International and Comparative Law Library.

### Edward Bennett Williams Law Library

- 1st Floor
  - ♦ Journals/Law Reviews
  - ♦ Microforms/Videos
  - ♦ National Equal Justice Library
- 2nd Floor
  - ♦ Circulation Desk
  - ♦ Computer Learning Center
  - ♦ Course Materials  
*(required and recommended)*
  - ♦ Federal Materials
  - ♦ Law Center Archives
  - ♦ Popular Reading/DVDs
  - ♦ Rare Books
  - ♦ Reserves
  - ♦ Reading Room
  - ♦ Reference Desk
  - ♦ Special Collections
- 3rd Floor
  - ♦ Student Computer Lab
  - ♦ Technology Help Desk (IST)
- 4th Floor
  - ♦ Westlaw & Lexis Printers
- 3rd–5th Floors
  - ♦ Stacks



### John Wolff International & Comparative Law Library

- 3rd Floor
  - ♦ Circulation Desk
  - ♦ Int'l Current Journal Issues
  - ♦ Int'l General Collection
  - ♦ Int'l Reserves
  - ♦ Reference Desk
- 4th Floor
  - ♦ Int'l Computer Learning Center
  - ♦ Foreign Law Collection
  - ♦ Int'l Bound Journals
  - ♦ Int'l Media Room
  - ♦ Westlaw & Lexis Printers



To determine the exact location of materials, please check the Library's catalog at <https://gull.georgetown.edu>.

## CIRCULATION POLICIES

Circulation policies can be found on the Library's website at [www.ll.georgetown.edu/policies/circulation.cfm](http://www.ll.georgetown.edu/policies/circulation.cfm).

## IN-DEPTH RESEARCH

Guides and tutorials on research topics can be found on the Library's website at [www.ll.georgetown.edu/research](http://www.ll.georgetown.edu/research).

## LIBRARY GUIDE FOR LAW STUDENTS

### HOW TO GET HELP

#### In Person

Circulation and Reference staff are available to provide assistance in both the Williams and Wolff locations.

#### Live Help

Live Help is an online chat service available during regular reference hours. Look for the Live Help button on the Library's homepage at [www.ll.georgetown.edu](http://www.ll.georgetown.edu).

Live Help  
Open

#### Research Consultation

Students are invited to meet one-on-one with librarians to discuss research projects and strategies. For more information, go to [www.ll.georgetown.edu/services/ref\\_appoint.cfm](http://www.ll.georgetown.edu/services/ref_appoint.cfm).

#### Email

Questions can be sent by email to: [libref@law.georgetown.edu](mailto:libref@law.georgetown.edu) (general reference questions) or [intlref@law.georgetown.edu](mailto:intlref@law.georgetown.edu) (international and foreign reference questions).

#### Telephone

##### Circulation Desk

Williams Law Library 202-662-9131  
Wolff Law Library 202-662-4194

##### Reference Desk

Williams Law Library 202-662-9140  
Wolff Law Library 202-662-4195

### PHOTOCOPIERS

Photocopiers are available on the second through fourth floors of the Williams Law Library, and on the third floor of the Wolff Law Library. Copiers accept payment by GOCard at \$.08 per page copied.

### SCANNERS

Scanners are available in both libraries. There is no charge for using the scanners. In the Williams Law Library, scanners are in the third floor Student Computer Lab and in the Reading Room near Reading Room Reserve. In the Wolff Law Library, the scanner is at the Circulation Desk.

### COMPUTERS & PRINTERS

Computers and printers for student use are located in the third floor Student Computer Lab (PC and Mac), in the Computer Learning Centers, and elsewhere throughout the Williams and Wolff locations. Printers accept payment by GOCard at \$.10 per page printed.

### LEXIS & WESTLAW PRINTING

Lexis and Westlaw maintain free printers for student use in Room 435 of the Williams Law Library and Room 4011 (International Media Room) of the Wolff Law Library.

### GROUP STUDY ROOMS

Group Study Rooms are available for groups of three or more students. Four rooms have wireless projectors. Reserve a study room online at [www.ll.georgetown.edu/services/study\\_rooms.cfm](http://www.ll.georgetown.edu/services/study_rooms.cfm).

### LIBRARY RULES

1. Snacks and drinks in covered containers are permitted in most areas of the Library. Please note that eating is not allowed in the Williams Reading Room or Computer Learning Centers. Details of the food policy are available at [www.ll.georgetown.edu/policies/food\\_drink.cfm](http://www.ll.georgetown.edu/policies/food_drink.cfm).
2. Cell phone conversations are prohibited in both libraries, with the exception of the atrium areas on each floor of the Williams Law Library.
3. Smoking and the use of tobacco products are prohibited.

### FOOD IN THE WILLIAMS CANTEEN

All Georgetown Law students are welcome to eat in the Canteen, Room 171 on the first floor of the Williams Law Library. Reached from the building foyer, the Canteen is accessible with a GOCard and includes vending machines. A full-service cafeteria, Market Café, is located on the first floor of McDonough Hall.

### LOAN PERIODS FOR STUDENTS

Books	Six Weeks
Periodicals/Reserves	Three Hours
Course Reserves	Three Hours
Audio/Video	Three Days

### OVERDUE FINES FOR STUDENTS


Books	\$1.00/day
Periodicals/Reserves	\$.50/hour
Audio/Video	\$1.00/day
Recalled Material	\$3.00/day

### INTERLIBRARY LOAN

Students may borrow materials not found in the Law Library's collections at no charge through the Interlibrary Loan (ILL) program. To set up an ILL account and view more information, visit [www.ll.georgetown.edu/services/ill](http://www.ll.georgetown.edu/services/ill).

### COURSE MATERIALS & RESERVES

All required and recommended texts for courses are on reserve at the Williams Circulation Desk. To find reserve materials for a course:

1. Log in to your Library Account at <https://gull.georgetown.edu/patroninfo>.
2. Click on the "Exams & Reserves" button. 
3. Search by professor name or course title.

Williams Reading Room Reserve and Wolff Reserve collections also include hornbooks, nutshells, study aids, and periodicals. See [www.ll.georgetown.edu/services/reserves.cfm](http://www.ll.georgetown.edu/services/reserves.cfm).

### PAST EXAMS

The Library maintains electronic and print collections of past Law Center exams. Access to all exams from 1998 to present is provided through the Library's website at [www.law.georgetown.edu/students/exams](http://www.law.georgetown.edu/students/exams).

Past exams online are in PDF format and can be viewed and printed from any computer with Web access (valid NetID required). Exams from 1977 to present are available in print in the Williams Reading Room.