



GEORGETOWN LAW LIBRARY

Supporting Scholarship
Leading in Technology
Excelling in Service

Welcome to the Edward Bennett Williams Library.



This handout will assist you on your self-guided tour of our facilities. If you have any questions, please ask at the Reference Desk in the Reading Room.

Begin your tour on the second floor (main entrance to Library).

As you enter the Library and walk through the atrium, find the elevators to your left and take them to the fifth floor. As you exit the elevator, you will find yourself in another atrium, where you can enjoy a television, lounge chairs, and the lovely views. Through the oculus in the center of the atrium, you can see down to the main atrium where you entered.



FIFTH FLOOR

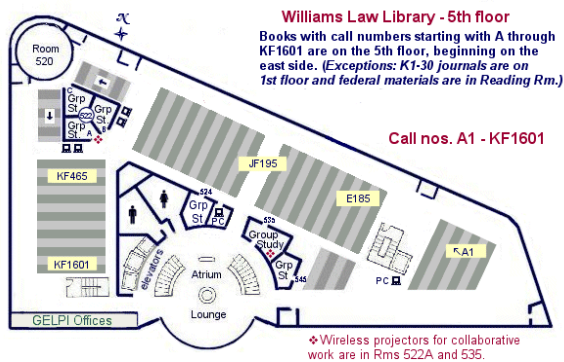
Cross the atrium to enter the stacks through the 5 East door.

If you walk down to the last window on your right, you can enjoy a view of the Capitol building. Both carrel and table seating are available here and on all other floors of the Williams Library.

Walk through the floor with the stacks on your left.

The first set of stacks contains general materials on non-legal topics such as history, philosophy and the social sciences. As you walk through the fifth floor you will pass the 5 Central entrance. Continue walking, with the stacks on your left. Federal materials begin in this area and include legislative history materials and regulations.

Turn left when you reach the last study carrel on your right hand side. You will find three of the Library's group study rooms, including one with a wireless projector (room 522A). These rooms are located throughout the building (including other study rooms with wireless projectors in room 322A, 322B, 522A, and 535); you can reserve them online from the Library's webpage.



You should also notice public computers and printers in this area. There are banks of public computers throughout the Library. They offer access to our online catalog (GULLiver), Lexis, Westlaw, and the Internet (including the Library's homepage and our many electronic databases). You may use the printers by swiping your GoCard; the cost is \$.10 per printed page.

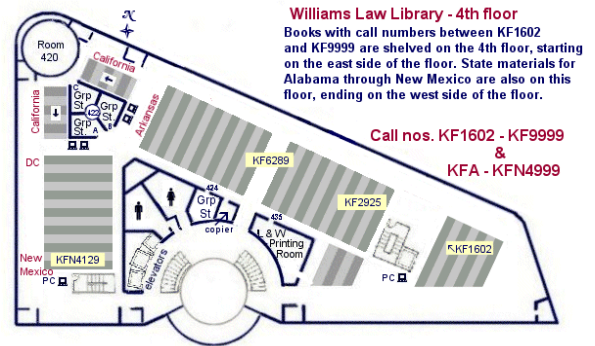
Continue by following the Exit sign and turning left. The stacks on your left contain regional case reporters, which publish cases from all over the United States. As you reach the end of the stacks, turn to your left and walk through the door marked Exit. Walk down one flight of stairs to the fourth floor.

FOURTH FLOOR

Enter by the 4 West door. Immediately turn right and walk through the floor with the stacks on your left.

These stacks contain legal materials from individual U.S. states. The collection is in call number order, with KFA (Alabama) through KFN (New Mexico) on the fourth floor.

Turn right again to keep the stacks on your left.



Near the middle of the stacks, just past room 424, you will notice copy facilities to the right of the door. There are photocopiers on every floor except the fifth floor. Photocopies cost \$.08 per page; use your GoCard to make copies. Just past the center door to the atrium is our Lexis and Westlaw printing room. We have three printers for each service and printing is free for Georgetown Law students. There are also Lexis and Westlaw printers at the Wolff Library. When you reach the corner, turn right and walk to the door. Exit the 4 East door and walk down one flight of stairs to the third floor.

THIRD FLOOR

Return to the atrium on the third floor.

The copy room on the north side of the atrium has pay phones, photocopiers, a Coke machine, and a GoCard deposit station, where you can add money to your GoCard. Every floor but the second floor has public restrooms near the elevators.



Enter the third floor stacks by the 3 West door.

The Technology Reference Desk is located on your left as you enter 3 West. The Student Computer Lab is also in this area. The Technology Reference Desk and Student Computer Lab are operated by the Law Center's Information Systems Technology department, and they staff and maintain all the machines. Go to them for all of your computer questions, especially those relating to wireless printing. The computers offer word processing, web access, and student e-mail. Students may use two digital scanners in this location (one flatbed scanner in the technology reference desk office and a self-serve scanner just outside of the office).

The Library houses the remainder of its state legal materials here, beginning with KFN (New York) and ending with KFW (Wyoming). The Library collects both primary and secondary material from all 50 states and the District of Columbia.

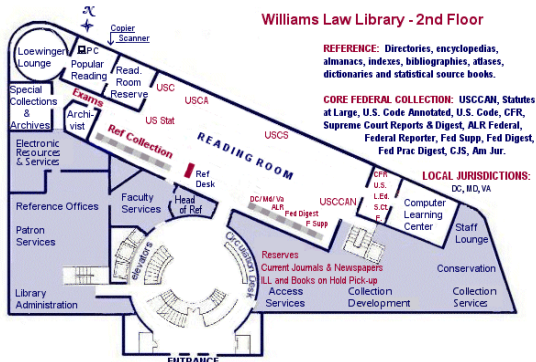
SECOND FLOOR

Exit by the 3 West door and walk down one floor to the main atrium (the second floor) where you entered the Library.

The Circulation/Reserve Desk dominates the landscape in the main atrium and is located on the right. It is staffed whenever the Library is open except during late night extended hours in the Reading Room. The Circulation Desk staff can help patrons check out circulating materials, find materials in the Library, access course reserves and exams, and answer general questions about the library.



The Public Services area to the left of the Reading Room is where the reference librarians' offices are located. The Administration suite is to the left of the elevators and houses the administration offices, including that of the Library Director.



Walk across the atrium and enter the Reading Room.

The Reading Room is like a mini-library and is open later than the rest of the building, until 2 a.m. throughout the year and 24 hours per day during exam periods. On your left as you enter the room is the Reference Desk. Staffed by librarians who specialize in legal information, this is the place students should come first for assistance, advice, and a friendly face. We provide help



with all aspects of legal and non-legal research. Reference service is available during the academic year from 9 a.m. to 8 p.m. Monday through Thursday, 9 a.m. to 5 p.m. on Friday, and from 12 noon to 6 p.m. Saturday and Sunday. You can contact the Reference Desk via email (libref@law.georgetown.edu), telephone (202-662-9140), and Web chat (click the Live Help button on the Library's home page at www.ll.georgetown.edu).



**Walk into the Reading Room and turn to the right.
Walk down to the glass doors.**

The room at the end of the main Reading Room is called the Computer Learning Center (CLC). This room is reserved primarily for training (including Lexis and Westlaw training), although students can use this as an additional computer lab when no classes are in session.

Leave the Computer Learning Center and walk down to the lounge at the other end of the Reading Room.

This room, the Loewinger Lounge, features comfortable furniture, and current newspapers to occupy your leisure time. In the Popular Reading Room just outside the lounge, light fiction and popular magazines are also available to the patron who needs a break from the law. Also in this room are a photocopier and four public computers providing access to the Library's catalog, Lexis, Westlaw, and the Internet. Students may also use a self-service digital scanner stationed next to the printers.

As you walk back towards the main Reading Room, you will notice an area of stacks called the Reading Room Reserve. Come here to find a Hornbook or other study aid to help understand your courses. This area contains copies of current textbooks and essential research materials.

Walk out of Reading Room Reserve and turn right to walk down the corridor with the stacks on your left.

On your left is our Reference collection, containing general reference materials, as well as legal finding aids. Beyond the Reference collection, on the right, are bound red volumes of past law school exams. The most current past exams are also available online through the Library's homepage.

At the end of the hall is the Rare Book Reading Room. This is the point of access for all materials in Special Collections such as the Law Center Archives, the National Equal Justice Library, rare books, and our manuscript collections.



FIRST FLOOR

Return to the atrium and take the stairs on your right down to the first floor. Turn left at the bottom of the stairs and walk through the set of glass doors on your right, then through the door on your left into Media Services.

Our microform collection contains many archival collections of periodicals, government documents, and backfiles of newspapers. A significant portion of legislative history is available here. Copies are \$.10 per page and the micro-reader-printers use GoCards for payment. The Library also has a DVD collection available for viewing here in the Library or at home; the circulation period is three days.

Exit Media Services and turn right, then left through the glass doors.

This area houses the bound law journals. (The most current issues - those not yet bound - are at the Circulation Desk in the main atrium.) These volumes are shelved by call number, not alphabetically.

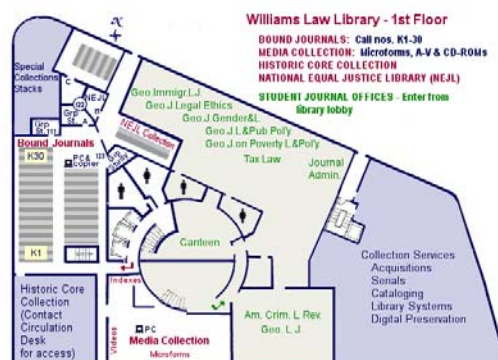
Canteen

The Library allows beverages in spill-proof containers throughout the Library, but no food is permitted. When you need a study break, there is a canteen with vending machines and a microwave on the first floor of the Library. To access the canteen from the Library, return to the second floor, exit through the security gates, and take either the stairs on your right or the elevator on your left to the first floor.

To leave the Library, return to the atrium and exit through the security system to the right of the Circulation Desk.

Remember that the Williams Library is just one of the libraries here at Georgetown Law. The John Wolff International and Comparative Law Library is located on the third and fourth floors of the Hotung International Law Center Building. Self-guided tour handouts for the Wolff Library are available at both reference desks.

If you have any questions, please ask at the Reference Desk, phone: (202) 662-9140; email: libref@law.georgetown.edu; Live Help: www.ll.georgetown.edu.



Updated, 7/27/10 (SAS & TMV)