## Borrowing Policies

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<tr>
<th></th>
<th>Access during Restricted Hours?*</th>
<th>Allowed to check out materials?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Faculty or Staff</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Law Students</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Adjunct Law Faculty</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Law School Alumni</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Non-Law Faculty or Staff</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Non-Law Students</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Members of LALINC &amp;</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Loyola Law Students or Faculty</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Others</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

*Patrons may access the Depository Materials.*
<table>
<thead>
<tr>
<th>Maximum books at one time</th>
<th>May place holds?</th>
<th>Interlibrary loan privileges?</th>
<th>Circulation period**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited</td>
<td>✅</td>
<td>✅</td>
<td>One Year</td>
</tr>
<tr>
<td>25</td>
<td>✅</td>
<td>✅</td>
<td>Four Weeks</td>
</tr>
<tr>
<td>4</td>
<td>✅</td>
<td></td>
<td>Sixty Days</td>
</tr>
<tr>
<td>4</td>
<td>✅</td>
<td>✗</td>
<td>Two Weeks</td>
</tr>
<tr>
<td>4</td>
<td>✗</td>
<td>✗</td>
<td>Four Weeks</td>
</tr>
<tr>
<td>4</td>
<td>✗</td>
<td>✗</td>
<td>Four Weeks</td>
</tr>
<tr>
<td>4</td>
<td>✗</td>
<td>✗</td>
<td>Two Weeks</td>
</tr>
</tbody>
</table>

**Circulation periods may change due to material type.
Library Collections

The Tulane University Law Library has a collection of approximately 684,216 volumes and volume equivalents, including standard sources of United States federal and state law, foreign law, international and comparative law, civil law, and maritime law. The collection is organized primarily by the Library of Congress call number system. The majority of the collection has a catalog location designation of “5th Floor” or “6th Floor.”

Comparative Law Collection
The library has one of the only dedicated comparative law collections in the country. This important, endowed collection is located on the 3rd floor. Books in this collection have a catalog location designation of "Comparative Law Collection."

Course Reserve
Course Reserve materials are those items law professors have asked the library to make available to classes. A link in the library’s catalog allows law students to see what materials are listed on Course Reserve by their professor or course name. These materials are kept behind the Circulation Desk and may circulate to law students for three hours.
Exam Archives
An archive of law school exams and answers is available at the discretion of the faculty member who gave the exam. Exams and answers from 1981 to present can be found on the law school intranet. Please ask for assistance at the Reference Desk if you have difficulty locating old exams and answers.

Federal and State Materials
The library’s collection of print federal and state case reporters, statutes and codes, and digests is on the 3rd floor of the library. These materials have a catalog location designation of “Federal.”

Government Documents
The Government Documents Department, located on the 5th floor, contains items published by various federal government agencies, including Congress. Many government documents are included in the library’s catalog and have a catalog location designation of “Government Documents” or “Govt. Docs./Microforms,” depending on the type of material.

Federal government documents are organized according to the Superintendent of Documents (SuDocs) call number system. The SuDoc numbers correspond to the issuing agency. The library se-
lects materials from all major executive, judicial, and legislative agencies and bodies, with emphasis on topics that support the law school curriculum, faculty and student research, and the needs of our general users. The subject areas represented in the collection include: banking, business, civil rights, communications, crime, energy, the environment, foreign affairs, health, homeland security, immigration, intellectual property, international trade, the judiciary, labor, securities, sports law, taxation, technology, terrorism, and maritime law.

The Government Documents Department also provides access to the many government documents published online through various websites and in microform. However, a comprehensive search must use other bibliographic resources. The following paper indexes to these materials are located in the Government Documents Department and can be used to access documents: Monthly Catalog of U.S. Government Publications, used to identify SuDoc call numbers; Congressional Index Service (CIS), used to locate Congressional hearings, bills, and prints; and CCH Congressional Index, a loose-leaf index used to find up-to-date Congressional action on current legislation.

There are also numerous electronic resources available through our website that provide access to government publications and information. MARCIVE, an online version of the Monthly Catalog, allows document searches by subject, author, title, keyword, issuing agency, and SuDoc number. ProQuest Congressional provides bibliographic access to House and Senate reports, documents, hearings, and the full text of the historical Serial Set volumes containing House and Senate reports and documents. Contact the Government Documents Librarian or the Reference Desk for assistance.
Journals
The Journals section on the 3rd floor contains a large collection of non-maritime print U.S. law school and Canadian law reviews and journals. These materials have a catalog location designation of “Journals.” Unlike the rest of the collection, journals in this section are organized in alphabetical order based on the first word in the title. Most print journals in other parts of the library will have a Library of Congress call number and the catalog will indicate their location.

Louisiana Collection
Louisiana materials are shelved on the 6th floor near the Wisdom Room. This collection has a catalog location designation of “Louisiana Collection.” The Louisiana government documents are organized by LaDoc call number, which is a system similar to the federal government SuDoc call number. Other Louisiana related materials, including the Louisiana Statutes Annotated, are shelved in this area using Library of Congress call numbers. Specific inquiries concerning all Louisiana materials should be directed to the Government Document Librarian or the Reference Desk.

Maritime Collection
The library has one of the leading collections in the world on maritime and admiralty law. A special section of treatises, journals, case reporters, and loose-leaf services on maritime, admiralty law, and shipping is located on the 3rd floor. Items in this collection with a library location designation of “Maritime” are in the main area of the 3rd floor. Those identified as “Maritime Reserve” are located in the front of the Reserve Room.

Media Collection
A collection of DVDs, VHS tapes, and other media is located on the 3rd floor in the Reserve Room. These items have a catalog location designation of “Media.” In most cases, these materials will circulate to patrons for three hours.
Microforms
The Microforms Department, located on the 4th floor, has an extensive collection of legal resources in microfiche and microfilm. All microform titles have a catalog location designation of “Microforms” and include the cabinet or series number, which serves as a call number. These materials cannot be checked out. However, there is a reader and printer available in the department.

The microform holdings include: copies of some older major law reviews, retrospective and current issues of several legal newspapers, U.S. Supreme Court records and briefs, U.S. treaties, and many historical legal treatises.

New Books
Books recently purchased by the library can be found in the New Books Section located by the staircase on the 3rd floor. These books have a catalog designation of “New Books Section.” New books can be checked out according to the library’s normal circulation policy.

Online Databases
The law library subscribes to many online resources. A complete list, with links, can be found on the library’s website by clicking on Law Library Electronic Resources. Highlights include:
-Over 110 subject-specific BNA databases covering topics as diverse as criminal law, environmental law, and international trade
-CCH Business and Finance Libraries
-Environmental and Energy Daily
-Hein Online
-Kluwer International Arbitration Library via CCH IntelliConnect
-Max Planck Encyclopedia of Public International Law
-Making of Modern Law: Legal Treatises 1800-1926
-Over 15 Oxford journals, including the European Journal of International Law and Human Rights Law Review
-RIA Checkpoint
Law students also have access to Tulane’s main campus library, Howard Tilton Memorial Library (HTML), through its website. Along with a large print collection, HTML offers an extensive collection of hundreds of electronic databases and electronic journals, covering a wide variety of subject areas. Most of the law library’s and HTML’s online databases may be accessed on-campus and off-campus through the proxy server.

**Reference Collection**
The Reference Collection, housed behind the Circulation Desk, includes many types of directories, dictionaries, and guides to law materials. Books in this collection have a catalog location designation of “Reference.” Generally, patrons may check out these materials for a period of three hours for use within the library.

**Reserve Collection**
The Reserve Collection is located in the open-access Reserve Room. Its contents include hornbooks, nutshells, restatements and current issues of legal newspapers. Books in this collection have a catalog location designation of “Reserve.” Reserve books must be used in the Reserve or Reading Room. Generally, these books cannot be checked out for use in other parts of the library.

**Sherman Law and Literature Collection**
Made possible by a gift from Dean Edward and Alice Sherman, the Sherman Law and Literature Collection is located on the 3rd floor of the library. This collection of 508 volumes contains books, periodicals and media pertaining to law and literature. Generally, these materials can be checked out according to the library’s normal circulation policy.
Special and Rare Collections
The library has a collection of rare and historic books housed on the 4th floor. Books in this collection have a catalog location designation of “Special” or “Spec/Rare.” Highlights include the Napoleonic Code of 1804, early works on Louisiana legal history, and Roman law and canon law treatises dating from the 16th, 17th, and 18th centuries. To use these materials, inquire at the Circulation Desk. These books do not circulate outside the library. They also may not be photocopied, but digital cameras without a flash may be used to record an image of the information. There are book scanners on the 3rd floor (see page 21) where these materials may be reproduced.

Westlaw, Lexis and Bloomberg Law
Each law student and faculty member is provided with an individual password for Westlaw, Lexis and Bloomberg Law. These passwords allow online access both on and off campus. Use of these services is for educational purposes only. Any non-educational use is a violation of Tulane’s licensing agreements and a Tulane Honor Code violation.

Documents from these services may be downloaded, emailed or printed. Lexis offers free printing from dedicated printers in the 4th floor computer lab. Law students are strongly encouraged to send their print jobs to these free, dedicated printers. Print jobs sent to network printers will charge your account for each page printed. Westlaw and Bloomberg Law do not offer free printing.

A Westlaw Patron Access computer is available to the general public on a designated computer in the library lobby. There is a time limit of thirty minutes on this computer. For information on printing, please contact the Circulation Desk.
Wisdom Collection

The Judge John Minor Wisdom Collection is on the 6th floor of the library. The collection contains Judge Wisdom’s judicial papers, his personal library, and a special room with many of the honors and awards he received during his forty years on the U.S. 5th Circuit Court of Appeals. The library is currently completing an online index of these materials that can be found on the library webpage under Library Collections. Please contact the Circulation Desk to inquire about this collection.
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Library Amenities

Carrels
The library has 293 study carrels. They are all wired for electricity and network access. There are three categories of carrels:

Faculty and Visiting Scholar Carrels
Carrels may be reserved for faculty use or for the use of visiting scholars. All reserved carrels will be clearly marked; materials may be left on these carrels by the faculty member or scholar.

Research Carrels
The library has 39 carrels on the 3rd floor that are designated as Research Carrels for certain groups of law students. See the Circulation Desk for the current policy. Research Carrels are assigned on a first come first served basis and may be checked out for 28 days. Please visit the Circulation Desk Monday through Friday from 7:30 am to 5:00 pm to check out a research carrel. Once properly checked out, students may check out materials to their carrel and they may leave their research materials (paper, pens, etc.) on that carrel. Checked out materials must have a tabling slip (placed in the material at time of check out) or they will be re-shelved. Research carrel renewal cannot be guaranteed.

Open Seating Carrels
Use of all carrels other than those designated as research or
faculty/visiting scholar carrels are on an open seating basis. Books, papers, or personal items (of any kind) may not remain on the carrels when not in use.

Computers

Computer Lab
Use of the computer lab is limited to currently enrolled Tulane law students. The law school’s Computer Services Department maintains the 4th floor computer lab. It is staffed with student assistants during most library hours. The lab closes 15 minutes earlier than the library. The lab features Microsoft Windows computers, and may be used for legal research as well as general internet access.

Library Computers
All library patrons may use the six public computers located in the library. There are four computers for general internet use. Two are located in the 3rd floor lobby, one on the 5th floor near the elevator bank and one on the 6th floor near the elevator bank. There is no printing from these computers. There is one Westlaw Patron Access computer located in the 3rd floor lobby. For information on printing from Westlaw computers, please contact the Circulation Desk. There is one catalog access computer located in the 3rd floor lobby. Catalog records can be printed to the attached printer. Please ask for assistance at the Circulation Desk.
Charging
For patrons with check out privileges, computer chargers are available at the Circulation Desk for three hour check out. The library cannot guarantee the chargers will work with any particular computer and are not liable for any damage caused by use.

Earplugs
The library has a supply of disposable earplugs for law student use at the Circulation Desk. Distribution is based on availability.

First Aid Supplies
Basic first aid supplies are available for student use at the Circulation Desk.

Headphones
For patrons with check out privileges, headphones are available at the Circulation Desk for three hour check out. Headphones cannot leave the library.

Lost and Found
Personal items and books found in the library will be taken to the Lost and Found located behind the Circulation Desk (504.865.5952). The library takes no responsibility for the return and safekeeping of items left in the library.

Network Cables
For patrons with check out privileges, network cables are available at the Circulation Desk for three hour check out. Cables cannot leave the library.

Photocopies
Photocopiers are located on the 3rd, 5th, and 6th floors of the library. Black and white copies are ten cents per page. Please report any problems to the Circulation Desk. Paying for copies can be accomplished in two ways:
Splash Card
Copies may be made using a Splash Card. Funds can be added at the Card Services machine located in the 3rd floor Copy Room.

Copy Card
Non-Tulane patrons may purchase a copy card from the Card Services machine in the 3rd floor Copy Room for one dollar. The card is reusable and funds can be added using the Card Services machine. This card will only operate on law library photocopiers.

Printing
Catalog Printing
Records from the library catalog can be printed from a computer in the library lobby. Please ask for assistance at the Circulation Desk.

Other Printing
Other printers located in the library are for law student use only and are maintained by the law school’s Computer Services Department. On the 1st, 2nd and 3rd floor, on-demand printers are available for general use. These printers accept splash cards as well as debit or credit cards. Color or black and white printing is available. For more information, see the Circulation Desk.

Portable DVD Players
For patrons with check out privileges, portable DVD players are available at the Circulation Desk for three hour check out. DVD Players cannot leave the library.

Reading Room
Located on the 3rd floor, the Reading Room contains 24 tables with four chairs each. This room serves as a quiet study space. All efforts should be made to keep this room as quiet as possible.
Restrooms
Within the library, restrooms are located on the 3rd, 5th and 6th floors. Please report any problems to the Circulation Desk.

Sanitizing Stations
Hand sanitizer stations are available in the library on the 3rd, 4th, 5th and 6th floors.

Scanning
The library has two book scanners on the 3rd floor, one in the copy room and one in the reserve room. The scanners will process up to 17x24 inches at 600dpi. There is no charge for use of the scanner. Although email output is offered, use of a USB drive is highly recommended. There is no printing from the scanner. Please ask for assistance at the Circulation Desk.

Study Rooms
The library has four rooms available for group study. Only currently enrolled Tulane law students in groups of two or more may check out the key to one of the Study Rooms for a period of three hours. Two Tulane law students must leave their Splash Cards at the Circulation Desk. Both Splash Cards are retained at the Circulation Desk until the key is returned.

Due to limited availability, Study Room keys may not be reserved in advance. Keys are available on a first come first served basis. At times, the Study Rooms may not be available if designated for use by law classes or events.

The keys may not be renewed immediately. Returned keys must be available for check out by other students for a period of fifteen minutes. After this time, if other students do not check out the Study Room, the Study Room may be checked out again.
Keys must be returned to the Circulation Desk at the assigned time. If a key is kept past the assigned time, each student who presented their Splash Card for the Study Room will be fined the current rate for late fees. The current fine rate for each student is $6.00 for the first hour, and $3.00 each subsequent hour. Keys may not be kept over-night.

**Study Zones**

The library has designated the following study zones:

- **Silent Zone (absolutely no talking):** 3rd Floor Reading Room
- **Quiet Zones (occasional talking permitted, low speaking voices only):** 5th Floor, 3rd Floor Study Carrels
- **Collaborative Zones (conversation permitted, no raised voices):** 6th Floor, 4th Floor Computer Lab, Group Study Rooms

**Supplies**

Staplers, hole-punches, and an electric pencil sharpener are available for use at the Circulation Desk. A large paper cutter is available in the 3rd floor Copy Room along with staplers. Please report any problems to the Circulation Desk.

**Telephones**

Campus telephones, which can be used to summon the University Police, are located at the building’s back entrance, Freret Street entrance, library entrance (3rd floor), and near the elevators on the 5th and 6th floors. All other phones are for staff use only.

**Wireless Internet**

Wireless internet access is available to Tulane faculty, students, staff and alumni only and is maintained by Tulane Technology Services.
Compact Shelves

Most of the library’s collection is housed in electric compact shelving. Please do not research or read while standing or sitting in the shelf aisles. This locks all of the neighboring shelves, disallowing access to the collection. If you experience any problems, please contact the Circulation Desk.

Moving an Aisle
To move an aisle, push the arrow shaped button nearest the aisle you wish to open, and hold until movement begins. Release the button and the selected aisle will open automatically. Movement will cease when the selected aisle is fully open.

Stop
Pressing the “Stop” button will abruptly stop all movement.

Reset
The reset button should be pushed if the arrows are red. The aisle must be clear of any obstructions before the reset button will function.
Library Rules and Security

The library seeks to provide a safe and secure environment suitable for the serious study of law and legal research. Please help us maintain this atmosphere by complying with the following rules:

Use of Materials
All materials must be checked out at the Circulation Desk before being removed from the library or stored on a research carrel.

Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited. This conduct is a violation of the Tulane Law School Honor Code and will be dealt with accordingly.

Theft of library materials is a crime that will be prosecuted by the University. Any mutilation of materials, including marking, tearing, underlining, and highlighting are also criminal offenses that will be prosecuted. This conduct is also a violation of the Tulane Law School Honor Code and will be dealt with accordingly.

Use of the Library
No entry to the library is permitted when the library is closed. Library patrons are required to leave the library promptly at the close of business, during fire alarms and other emergency procedures, or when otherwise requested by library staff. University Police will be sum-
moned if a patron fails to comply. You may be asked to present identification during restricted hours.

Emergency exits should not be used except in the event of an emergency. Alarms on these doors automatically activate upon opening and summon University Police.

Security gates are located at the entrance of the library and in the Reserve/Reading Room. Patrons must respond to security gate alarms and return to the Circulation Desk when an alarm sounds. The library staff reserves the right to inspect the patron's belongings for items that have not been properly checked out.

**Personal Conduct**
Food is not permitted in the library. Tobacco products are not permitted. Drinks are only permitted in closed, re-usable containers. Drinks are not permitted in the computer lab.

Library users may not use or possess weapons of any kind in the library, exhibit any threatening or intimidating behavior toward others (e.g. abusive language, threats of violence, or harassment), or use or distribute any controlled substance, alcoholic beverage, or illegal drug while in the library.
As a courtesy to all library patrons, cellphone use is prohibited in the library, including stairwells and restrooms. Cellphones may remain on if they are set to silent.

The law library can neither accept phone messages for patrons, nor page library patrons.

Security
The University Police can be reached at 504.865.5200.

Patrons are advised to keep their personal belongings with them at all times while in the library. This includes valuables such as purses, portable computers, cellular phones, book bags, briefcases and important research documents. The library assumes no responsibility for lost or stolen items.

The library has installed several surveillance video cameras throughout the library. Any unusual or suspicious activity should be reported immediately to the Circulation Desk or to the University Police.

Upon request, the University Police will escort individuals to destinations throughout the campus. For more information, please contact 504.865.5381.
5th Floor

KD 135 - KF 3650
AC 5 - KD 135
A 1.1 - Y 1.1/2
Y 1.1/2 - End
6th Floor

BOOKS
- Stacks
- Government Documents
- Louisiana Collection (KFL)
- Microform/Microfilm
- Special Collections

Get Help
- Seating
- Computer
- Copier
- Study Room
Staff Directory

James E. Duggan, BA, JD, MLIS
Law Library Director and Associate Professor of Law
duggan@tulane.edu 504.865.5950 Room 320C

Amanda Watson, BA, JD, MIS
Associate Director
awatson3@tulane.edu 504.865.5955 Room 320A

Cynthia S. Barrilleaux, BA, MLIS
Catalog Librarian
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Brooke Brown, BA
Stacks Manager
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Luis Castrillo
Library Associate
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Holly M. Furlow, BA, MA
Access Services Coordinator
hfurlow@tulane.edu 504.862.3519 Room 314

Megan Garton, BA, JD, MLIS
Reference Librarian, Instruction Coordinator
mgarton@tulane.edu 504.865.5941 Room 320B

Emma Gibbons, BA, MLIS
Government Documents, Microforms Assistant
egibbon1@tulane.edu 504.862.8873 Room 320F
Kimberly Glorioso, BS, JD
Senior Reference Librarian
kglorioso@tulane.edu 504.865.5902 Room 334

Tim Hefflinger, BA
Circulation Supervisor
thefflin@tulane.edu 504.862.8816 Room 320

James Lien, BA
Circulation Supervisor
jlien1@tulane.edu 504.862.8898 Room 320

Carla D. Pritchett, BA, JD, MLS
Reference and Government Documents, Microforms Librarian
cpritch@tulane.edu 504.865.5994 Room 320E

Claire Ruswick, BA, MLS
Acquisitions Librarian
cruswick@tulane.edu 504.862.8866 Room 320H

Perla Saludes
Library Associate
psaludes@tulane.edu 504.865.5951 Room 320D

Roy L. Sturgeon, BA, JD, MLS, LLM
Foreign, Comparative, and International Law, Reference Librarian
rsturgeo@tulane.edu 504.865.5953 Room 332
Use of Other Libraries

Law school faculty, students, and staff may use all the library collections administered by Tulane University. These libraries include the Howard Tilton Memorial Library, the Rudolph Matas Medical Library, the Turchin Library (Business School), the Amistad Research Center, and the Library for the Center for Research on Women. Law school faculty, students, and staff must abide by the policies set by each individual library. The online catalog for these collections is available at: http://library.tulane.edu.

The Tulane Law Library is also a member of LALINC (Louisiana Academic Library Information Network Consortium). This program enables current law school faculty and students to check out material from other Louisiana libraries. Law students and faculty may apply for this privilege at the Circulation Desk. They must agree to abide by the policies set by each individual library, including length of loan period and fines for overdue or lost material. See the LALINC website for a complete list of participating libraries.

The Tulane Law Library and the Loyola Law Library of New Orleans have a cooperative lending agreement. Law students and faculty enjoy reciprocal privileges. See the Circulation Desk for more information.
### Tulane Libraries

Howard Tilton Memorial Library
- Circulation  504.865.5689
- Research  504.865.5606

Amistad Research Center  504.862.3222
Architecture Library  504.865.5391
Turchin Library (Business)  504.865.5376
Ransom Jazz Archives  504.865.5688
Latin American Library  504.865.5681
Louisiana Research Collection  504.865.5671
Math Library  504.862.3455
Matas Library (Medical)  504.988.5515
Music and Media Center  504.865.5642
Tulane Rare Books  504.865.5605
Tulane Special Collections  504.865.5605
Tulane Archives  504.865.5685
Nadine Vorhoff/Newcomb  504.865.5762

### Other Louisiana Law Libraries

Loyola Law Library
- Circulation  504.861.5545
- Reference  504.861.5792

Law Library of Louisiana  504.310.2400
U.S. 5th Circuit Law Library  504.310.7797
LSU Law Library  225.578.8814
Southern University Law Library  225.771.2139
Tulane Law Library
John Giffen Weinmann Hall
6329 Freret Street
New Orleans, Louisiana 70118-6231
The library entrance is on the 3rd floor of the law school.

Contact
Circulation Desk  504.865.5952
Reference Desk    504.862.8872
Government Documents  504.865.5994
Acquisitions       504.862.8866
Hours

Monday - Friday 7:30 am until Midnight*
Saturday - Sunday 9:00 am until Midnight*

*Restricted Hours
After 7:00 pm on weekdays, and all day on Saturdays, Sundays, and holidays, admittance to the law school building and the library is restricted. You must use your Splash Card to enter both the building and the library during restricted hours. Generally, only Tulane Law School students, law faculty, and law staff are admitted during restricted hours. Tulane Law School alumni may apply for an access card at the Circulation Desk.

Holidays
Library hours are subject to change during holidays and semester breaks. Summer hours and holiday hours are posted in the library and on our website (www.library.law.tulane.edu).

Federal and Louisiana Depository Access
The Tulane Law Library is a Federal and Louisiana Depository Location. Patrons who need to use Depository Materials during restricted hours, but do not have access during those hours, may call 504.865.5952 for entry. These patrons must show identification and sign a registry. Further, these patrons may only use the Depository Materials.
Circulation Services

Patrons may borrow materials from the library in accordance with their patron type (see page 7.) All materials should be brought to the Circulation Desk for check out. Patrons should be prepared to produce identification; services may be denied without proper identification. The library may charge fines for overdue materials.

Whether an item circulates as well as the time period for circulation is determined by the type of material and the patron type. Some non-circulating items include: loose-leaf services, multi-volume works, reporters, codes or statutes, digests and microforms. Any questions should be referred to the Circulation Desk.

Catalog
The library’s catalog is available at http://www.library.law.tulane.edu/. The catalog can be searched by author, title, call number, key word or Library of Congress subject heading. Along with information about the material, the catalog shows location and availability. For assistance contact the Circulation Desk.

Holds
If an item is currently checked out, patrons may be able to place a hold. A hold reserves the item for the patron after its return. Holds
should be requested at the Circulation Desk.

**Missing Materials**
If an item is not on the shelf, and the catalog does not indicate that the item is checked out, please inquire at the Circulation Desk for further assistance.

**Renewals**
Unless a hold has been placed on an item, renewals may be requested in person at the Circulation Desk or by telephone (504.865.5952).

**Interlibrary Loan**
Interlibrary loan (ILL) is available to currently enrolled law students, full-time law faculty, and law staff. Books, periodicals and other materials the law library, other uptown Tulane libraries (Howard-Tilton, Amistad, Newcomb Women’s Center, and the Business Library) or Loyola libraries do not own can often be borrowed through ILL.

Tulane Law Library uses an online system, ILLiad, to process ILL requests. The library homepage (www.library.law.tulane.edu) has a link to ILLiad. An ILLiad request form must be submitted for each item requested. Online registration is required prior to using ILLiad the first time.
Information given for an ILL must be complete and accurate. If unsure about any aspects of a citation, patrons should consult with a reference librarian before submitting the request. All requests containing incomplete and/or inaccurate citation information may be denied. Requests for materials available at the previously mentioned libraries will be denied. Allow at least two weeks for receipt of an ILL. Patrons will be notified by email when the material is available. ILL items may be picked up at the Circulation Desk.

Renewal requests must be made through ILLiad no later than three days before the item’s due date. A renewal request is not a guarantee that the lending institution will grant a renewal. Extension of the loan period is dependent on an affirmative response from the lending library. If the lending library is not willing to extend the loan period, the patron will be notified, and the original due date will remain in effect. For more information, contact the ILL department at lawill@tulane.edu.

Reference Services

Reference librarians offer research guidance primarily to Tulane law students and faculty. Our reference staff is equipped to assist in all federal and state matters, and includes specialists in government documents and foreign, international and comparative law. Reference librarians can be found at the Reference Desk located in the library lobby, or by appointment in their offices. In addition to reference assistance, reference librarians are also available to conduct instructional sessions on legal research for law school classes, journal members, faculty research assistants, clinic students, and other groups. Other services provided by the reference librarians include library orientation (tours) and instruction in the use of the library catalog, internet, and online legal resources. For further information or to arrange instructional sessions, please contact the Instructional Coordinator at 504.865.5941.
Reference Desk Hours
During Tulane Law School fall and winter semesters, reference librarians are available in the library lobby:

Monday - Thursday  8:30 am to 7:00 pm
Friday             8:30 am to 5:00 pm
Saturday-Sunday    1:00 pm to 5:00 pm

Summer reference hours are from 8:30 am to 5:00 pm. Please request assistance at the Circulation Desk.

Hours are subject to change during holidays and semester breaks. Schedules are posted in the library and on our website.