

THE GOULD LAW LIBRARY

TOURO COLLEGE JACOB D. FUCHSBERG LAW CENTER

Welcome to the Gould Law Library!

The Gould Law Library is named for the Gould family, who have a long history of involvement and support for Touro Law Center. The 40,000 square foot library has four floors with study rooms, carrels, and tables wired for laptop use, as well as abundant soft seating to accommodate approximately 400 users.

The Gould Law Library collection is comprised of more than 462,000 volumes and microform volume equivalents (with 101,000 titles) covering domestic, foreign, and international legal topics. The library subscribes to a broad spectrum of online research databases on legal and general reference topics. The collection is designed to meet the scholarly and educational needs of the law school's faculty and students.

The library's extensive microform collection includes Congressional materials, New York state and federal legislative history, selected records and briefs of the United States Supreme Court and the Second Circuit Court of Appeals, Law Books Recommended for Libraries, archival materials, legal periodicals, and English reports.

The Gould Law Library also serves as a partial depository for United States and New York government documents, providing users with basic legislative and administrative materials.

The library's Judaica Room contains a research collection in Hebrew and English that provides valuable materials focusing on Jewish law. The Judaica Room collection supports the work of the Jewish Law Institute, courses in Jewish law, and the research needs of religious and legal scholars. The Lillie Goldstein Collection is a traveling Judaica collection that may be borrowed by law schools without similar resources wishing to offer courses in Jewish law.

Our staff of 23 includes five reference librarians and two reference assistants. Seven staff members possess a law degree, and eight possess a master's degree in library science. Our staff is here to assist you on the road to a successful legal career. Please contact us with questions about library services and legal research.

IMPORTANT LIBRARY CONTACTS

Circulation Desk	631.761.7150
Reference Office	631.761.7160
Reference Office Email	LibraryReference@tourolaw.edu
Library Homepage	http://www.tourolaw.edu/library/
Library Online Catalog	http://library.tourolaw.edu/screens/opacmenu_sl.html

LIBRARY HOURS

Regular library hours are listed below. Hours may vary during holidays, final exams, reading periods for final exams, intersession periods, summer, and inclement weather. Please call the circulation desk at 631.761.7150 to confirm library hours.

Sunday	9:00 a.m. – 11:45 p.m.
Monday – Thursday	7:00 a.m. – 11:45 p.m.
Friday	7:00 a.m. – 2:45 p.m.
Saturday	closed

Please note that the library is open as a study hall from 7:00 a.m. – 8:00 a.m. on Monday through Friday. Circulation services become available at 8:00 a.m. on those days.

REFERENCE OFFICE

The reference office is located on the first (main) floor of the library, adjacent to the circulation desk. Our staff of professional librarians will assist you with locating materials and formulating effective searches. Please feel free to contact us at 631.761.7160 or at LibraryReference@tourolaw.edu.

Regular reference hours are listed below. Hours may vary during the summer and holidays.

Sunday	11:00 a.m. – 5:00 p.m.
Monday – Thursday	9:00 a.m. – 9:00 p.m.
Friday	9:00 a.m. – 2:30 p.m.
Saturday	closed

Please contact the reference office to confirm availability.

CIRCULATION SERVICES AND RESERVE

Library materials may be checked out at the circulation desk on the main floor of the library. Please present your currently validated Touro Law Center ID card at the circulation desk to receive checkout privileges. Circulating materials usually may be checked out for two weeks. Please keep in mind, however, that many library materials are non-circulating but may be used anywhere within the library.

Occasionally, professors will place books or materials on reserve at the circulation desk. Students may borrow these materials for in-house use for two hours. The library keeps a small collection of paper copies of older exams on reserve. A larger collection of more recent exams is provided on the library's homepage. Access to these exams is password-protected.

Circulating materials may be renewed unless another person has requested them. Judaica materials may be renewed only once. Reserve items may be renewed unless another person has requested them, except when professors have given special instructions. Renewals must be made in person at the circulation desk. The library reserves the right to recall any item that has been requested by another library user.

INTERLIBRARY LOANS

Reference librarians can arrange interlibrary loans of materials from around the country. Please visit the reference office to complete a simple form. A library staff member will contact you when the item arrives.

LOST MATERIALS AND FINES

The library reserves the right to charge fines for overdue materials. Fines are imposed to ensure equal access to library resources for all library users. Failure to return materials may result in a notice being sent to the Office of the Registrar. The library's fine schedule is:

Circulating materials	\$0.10 per day
Reserve materials	\$0.25 per hour (\$6.00 per day)
Maximum fine for books	\$40.00
Maximum fine for audio-visual materials	\$30.00

Lost materials should be reported at the library's circulation desk. The charge for a lost item includes the cost of the item, a \$12.00 processing fee, and any outstanding fines through the date that the loss was reported. If an item is out of print or if the cost cannot be determined, a flat fee of \$65.00 is charged.

PHOTOCOPYING

Photocopiers are provided on each floor of the library. Machines will accept CopyMate cards, cash, or change. CopyMate cards are available from a vending machine located next to the photocopier on the first (main) floor of the library.

COMPUTER USE

Wireless access to the law school's online network is available throughout the library for current students, faculty, and staff. Study rooms and study tables are equipped with power for laptops. Two computer labs also are available on the third floor of the library, as is a network printer. The computer labs are open for use by current students, faculty, and staff, as well as by current members of the Friends of the Library and the Alumni Association. Alternating computer labs sometimes will be closed when reserved for classes.

SUBSCRIPTION DATABASES

Westlaw and Lexis passwords are distributed to new students during orientation. These accounts and printing on Westlaw and LexisNexis printers are provided to currently matriculating students, faculty, and staff. Printers are located on the third floor of the library, in the printer room adjacent to the two computer labs. Training is provided by Westlaw and Lexis representatives, as well as by the library's staff of professional librarians.

Also, the library subscribes to a variety of online databases for searching journals, legislative materials, and myriad reference sources across disciplines. All subscription databases may be accessed by students, faculty, and staff from the library's homepage at <http://www.tourolaw.edu/library>.

CALI

During orientation, students are given CD-ROMs and password activation codes for using CALI (Computer-Assisted Legal Instruction). CALI provides interactive online exercises and answers, distance learning, and podcasting on legal topics. This service provides an important supplement to traditional textbooks and learning aids for law students.

STUDY ROOM RESERVATIONS

The Gould Law Library has a selection of study rooms available, which vary in size and capacity. Three of the rooms contain televisions equipped with DVD and VHS players for use with media placed on reserve at the circulation desk by professors. Three rooms also are equipped with erasable white boards and erasable markers for use by study groups.

Reservations for study rooms are highly recommended and may be arranged in person at the library's circulation desk, up to one day in advance of the booking. A group may reserve one room for a maximum of two hours each day. Individuals may not reserve rooms, except for two small rooms intended for individual students (L309 and L310). A group may continue past a reserved time, provided no other group has made a reservation for the next time slot. The room must be relinquished, however, if another group later makes a reservation (even if the reservation was made after the non-reserved students occupied the study room). Reservations will be held for 15 minutes and two group members must be present to hold a reservation, except for the two individual study rooms. Please ask a staff member at the circulation desk for details about study room reservations and policies.

LOST AND FOUND ITEMS

Please protect your belongings while using the library. Personal items, including books and laptops, left unattended may be collected by guards and will be kept at the security desk in the atrium of the law school. The library cannot accept responsibility for loss or damage to personal items left unattended.

LIBRARY COURTESY

Please help us preserve our library facility by consuming food and tobacco products outside the library. Non-alcoholic drinks in spill-proof containers are welcome. Waste receptacles are located throughout the library and in each study room.

Most of the library is designated as a "quiet study" area, but conversation at a reasonable level is allowed for members of study groups using the study rooms. Cell phones should be turned off or placed on vibrate. To avoid disturbing others, please use cell phones outside the library.

LIBRARY ACCESS POLICY

The Gould Law Library is open to the following persons (with appropriate ID):

- Current Touro Law Center faculty, staff, and students.
- Staff of Touro Law Center's Public Advocacy Center.
- Current students of other Touro Colleges, *except during final exam periods and the reading period preceding final exams.*
- Current law students from other law schools.
- Attorneys who are current members of Touro Law Center's Alumni Association.
- Attorneys who are current members of Touro Law Center's Friends of the Library.
- Judges.
- Significant others of qualifying persons, *only if accompanied.*

The Gould Law Library is not open to members of the general public or to paralegal students. The John P. Cohalan, Jr. Courthouse at 400 Carleton Avenue in Central Islip includes a Supreme Court Law Library on the fourth floor that is open to the general public. That library is located approximately one block from Touro Law Center and may be reached at 631.853.7864.

Attorneys who wish to join the Alumni Association or the Friends of the Library should contact the Department for Development and Alumni Affairs for details at 631.761.7066. Additional information about these two membership programs is listed below at the subheading "Friends of the Library."

Please bring appropriate identification when visiting the Gould Law Library. Touro-affiliated persons should present their Touro IDs. Students from other law schools should present student IDs from their law schools. Attorneys who are members of the Alumni Association or the Friends of the Library should present the ID card for that group.

GOVERNMENT DOCUMENTS DEPOSITORY

The Gould Law Library is a partial depository for United States and New York government documents. Members of the general public who wish to view specific government documents should contact the reference office to arrange a visit at 631.761.7160. The non-depository collection is not open to the general public.

ACCESSING OTHER ACADEMIC LAW LIBRARIES

Academic law libraries in the greater New York area have variable policies regarding outside visitors. Please consult a circulation staff member or a reference librarian before planning your visit to another library. Our library staff tracks policies of area libraries and may be able to provide you with an introduction letter to ensure admittance.

SPECIAL ACCOMMODATIONS

Library users who require special accommodations are encouraged to inform Professor April Schwartz, the Library Director, so that appropriate arrangements can be made in advance. Professor Schwartz may be contacted at 631.761.7151 or at ASchwartz@tourolaw.edu.

FRIENDS OF THE LIBRARY

Attorneys who join Touro's *Friends of the Library* will be issued a photo identification card that will be presented at the security desk upon each visit. After signing the visitor log, members may proceed to the Gould Law Library.

Benefits of *Friends of the Library* membership include in-house use of the following:

- A library collection of more than 462,000 volumes and volume equivalents. *
- Two state-of-the-art computer labs. **
- The library's public access Westlaw database. ***
- Most of the library's subscription databases

Friends of the Library may print documents from the library's two computer labs by sending requests to the network printer located in the third floor printer room, adjacent to the labs. Payment is on an honor system basis at the rate of five cents per page, which may be paid at the circulation desk on the main (first) floor of the library.

Similarly, members may use photocopiers, which are available on each floor of the library and cost ten cents per page. CopyMate cards are available from a vending machine next to the photocopier on the library's first floor. Photocopiers also will accept bills and change.

Friends of the Library members also may consult the library's team of professional reference librarians for assistance with formulating effective research queries and locating materials. The reference office is located adjacent to the circulation desk on the library's first floor.

Single membership in the *Friends of the Library* costs \$150.00 annually. Members of the Suffolk or Nassau Bar Associations may join at the special rate of \$75.00 annually. A discount rate of \$25.00 annually is offered to government and public interest attorneys.

Law firm / corporate membership costs \$350 annually, with an additional charge of \$25 per person for processing more than 10 attorneys per firm. Certified paralegals also may be sponsored for membership in the *Friends of the Library* by their employers who are members.

Also, members of our *Alumni Association* receive *Friends of the Library* benefits as part of their package. *Alumni Association* membership dues are \$25.00 annually. This fee is waived for recent graduates.

For details of membership in *Friends of the Library*, please contact Kristie Sclafani, Development Associate, in the Development & Alumni Affairs Department at 631.761.7066. To inquire about *Alumni Association* membership, please contact Kristin Matthews, Director of Alumni Relations, at 631.761.7063. After becoming a member, your photo identification card may be obtained by scheduling an appointment with Carl Baurle, Building Coordinator, at 631.761.7180.

* *Circulation privileges are reserved for current students, faculty, and staff.*

** *Wireless computer access is reserved for current students, faculty, and staff.*

*** *Friends of the Library may use the computer labs and subscription databases by asking a reference librarian or circulation staff member to sign them onto the computer system as a visitor. Friends of the Library do not receive individual computer passwords.*

Gould Law Library
Touro College / Jacob D. Fuchsberg Law Center
255 Eastview Drive
Central Islip, NY 11722
P: 631.761.7150
F: 631.761.7168

<p>General Library Hours**</p> <p>Sunday 9:00 a.m. - 11:45 p.m.</p> <p>Monday - Thursday 8:00 a.m. - 11:45 p.m.</p> <p>Friday 8:00 a.m. - 2:45 p.m.</p> <p>Saturday Library Closed</p>	<p>Reference Desk Hours</p> <p>Sunday 11:00 a.m. - 5:00 p.m.</p> <p>Monday - Thursday 9:00 a.m. - 9:00 p.m.</p> <p>Friday 9:00 a.m. - 2:30 p.m.</p> <p>Saturday Library Closed</p>
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****The library is open from 7:00 a.m. - 8:00 a.m. Monday through Friday for study hours. Circulation and reference services are not available during that time.**

Library Administration

April Schwartz	Associate Professor & Library	L203	ASchwartz@tourolaw.edu	631.761.7151
Beth Mobley	Associate Director	L203	BMobley@tourolaw.edu	631.761.7152
Deborah Brown	Administrative Assistant	L203	DBrown@tourolaw.edu	631.761.7153

Public Services

James G. Durham	Head of Public Services	L102	Jdurham@toulaw.edu	631.761.7155
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Public Services / Reference Department

Reference Office	<i>To reach the Reference Librarian on duty.</i>	L101	LibraryReference@toulaw.edu	631.761.7160
Fred Kelsey	Reference Assistant	L101	FKelsey@toulaw.edu	631.761.7160
Sophia Martins	Reference Librarian	L101	SMartins@toulaw.edu	631.761.7160
Christine Morton	Reference Librarian	L302	CMorton@toulaw.edu	631.761.7154
Roy L. Sturgeon	Foreign & International Law Librarian	L306	RSturgeon@toulaw.edu	631.761.7156
Christopher Tucker	Reference Assistant	L101	CTucker@toulaw.edu	631.761.7160
Leslie Wong	Reference Librarian	L305	LWong@toulaw.edu	631.761.7157

Public Services / Circulation Department

Circulation Desk	<i>To reach circulation staff on duty.</i>	First floor	Please email individual circulation employees.	631.761.7150
Marge Hudson	Head of Circulation Services	L103	MHudson@tourolaw.edu	631.761.7158
Kim Barbato	Library Assistant	Circulation Desk	KBarbato@tourolaw.edu	631.761.7150
Kathleen Ortega	Library Assistant	Circulation Desk	KOrtega@tourolaw.edu	631.761.7150

Technical Services

Beth Chamberlain	Head of Technical Services	L203	BethC@tourolaw.edu	631.761.7161
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Technical Services / Staff

Jacqueline Cafaro	Interlibrary Loan Assistant	L201	JCafaro@tourolaw.edu	631.761.7164
Eleanor Frank	Acquisitions Librarian	L201	EFrank@tourolaw.edu	631.761.7163
Nancy Redlisky	Bookkeeper	L201	NRadlisky@tourolaw.edu	631.761.7167
Wendy Rokhsar	Library Assistant	L201	WRokhsar@tourolaw.edu	631.761.7165
Joyce Turner	Library Assistant	L201	JTurner@tourolaw.edu	631.761.7166
James Woodstock	Head of Cataloging	L201	JWoodstock@tourolaw.edu	631.761.7162

General Information:

Title	Location
A – KE	Second Floor
KF	First Floor, Second Floor
KFA – KFZ (including New York: KFN5000-KFN6199)	Second Floor
KG – KZ	Second Floor
Foreign & International Law	Second Floor
SuDocs classed Government Documents	Concourse
Judaica	Third Floor
Microforms	Concourse
Periodicals	Bound: Concourse; Unbound: Reserve
Rare Books and Archives	Third Floor
Reference	First Floor
Reserve	First Floor
Storage	Non-Public Area
Videotapes, DVDs, CDs, Audio tapes	Reserve

Selected New York Materials:

Title	Location
Bender's Forms for the Consolidated Laws	Second Floor Stacks KFN5068 .B4
Carmody-Wait	Second Floor Stacks KFN5995 .C342
Laws of the State of New York (Official session laws)	Second Floor Stacks KFN5025 .A2
McKinney's Consolidated Laws of New York Annotated	Second Floor Stacks KFN5030 1939 .A23 First Floor Reserve KFN5030 1939 .A23
McKinney's Session Laws of New York	Second Floor Stacks KFN5025 .M3
New York Appellate Division Reports (all series)	Second Floor Stacks KFN5048 .A2
New York Consolidated Laws Service	Second Floor Stacks KFN5030 1976 .A24
New York Consolidated Laws Service - Session Laws	Second Floor Stacks KFN5025 .L42
New York Digests (all series)	Second Floor Stacks KFN5057 .A2
New York Jurisprudence (2d series)	Second Floor Stacks KFN5065 .N48
New York Miscellaneous Reports (all series)	Second Floor Stacks KFN5051 .A2
New York Reports (all series)	Second Floor Stacks KFN5045 .A2
New York Supplement (all series)	Second Floor Stacks KFN5045 .A33
NYCRR (Official compilation of codes, rules & regulations)	Second Floor Stacks KFN5035 .A2
Shepard's New York Court of Appeals Citations	First Floor Reference KFN5045.2 .S54 Second Floor Stacks KFN5045.2 .S54
Shepard's New York Miscellaneous Citations	First Floor Reference KFN5051.2 .S47 Second Floor Stacks KFN5051.2 .S47
Shepard's New York Statute Citations	First Floor Reference KFN5045.2 .S54 Second Floor Stacks KFN5045.2 .S54
Shepard's New York Supplement Citations	First Floor Reference KFN5045.2 .S56 Second Floor Stacks KFN5045.2 .S56
Shepard's New York Supreme Court Citations (App. Div.)	First Floor Reference KFN5048.2 .S48 Second Floor Stacks KFN5048.2 .S48
West's McKinney's Forms	Second Floor Stacks KFN5068 .M3

Selected General and Federal Materials:

Title	Location
Atlantic Digest (all series)	First Floor Stacks KFKF135 .A7 – KF135 .A71 W4
Atlantic Reporter (all series)	First Floor Stacks KF135 .A7
American Law Reports (ALR) (all series)	First Floor Stacks KF132 .A52 – KF132.1 .A44
American Jurisprudence 2d	First Floor Reference KF154 .A42
Century Digest	First Floor Stacks KF139
Code of Federal Regulations	First Floor Stacks KF70 .A3
Congressional Record	First Floor Stacks KF35
Corpus Juris & Corpus Juris Secundum	First Floor Reference KF154 .C67
Decennial Digests	First Floor Stacks KF140 – KF141
Federal Appendix	First Floor Stacks KF110 .W4
Federal Digests (all series)	First Floor Stacks KF127 .F42
Federal Register	First Floor Stacks KF70 .A2
Federal Reporter (all series)	First Floor Stacks KF105 .W4
Federal Rules Decisions	Second Floor Stacks KF8830 .W47
Federal Rules Digest	Second Floor Stacks KF8830.1 .F43
Federal Rules Service	Second Floor Stacks KF8830 .F43
Federal Supplement (all series)	First Floor Stacks KF120 .F42
General Digest	First Floor Stacks KF141
U.S. Supreme Court Reports, Lawyers Ed. (all series)	First Floor Stacks KF101 .L28
North Eastern Digest (no longer published)	First Floor Stacks KF135 .N61 W4
North Eastern Reporter (all series)	First Floor Stacks KF135 .N6
North Western Digest 2d	First Floor Stacks KF135 .N71 W4
North Western Reporter (all series)	First Floor Stacks KF135 .N7
Pacific Digest (all series)	First Floor Stacks KF135 .P21 W4
Pacific Reporter (all series)	First Floor Stacks KF135 .P2
Supreme Court Reporter	First Floor Stacks KF101 .W4
United States Supreme Court Digest	First Floor Stacks KF101.1 .W4
Digest of U.S. Supreme Court Reports, Lawyers Ed.	First Floor Stacks KF101.1 .L38
South Eastern Digest (all series)	First Floor Stacks KF135 .S61 W4
South Eastern Reporter (all series)	First Floor Stacks KF135 .S6
South Western Reporter (all series)	First Floor Stacks KF135 .S7
Southern Digest	First Floor Stacks KF135 .S81 W4
Southern Reporter (all series)	First Floor Stacks KF135 .S8
U. S. Statutes at Large	First Floor Stacks KF50 .A15
U. S. Reports	First Floor Stacks KF101 .A2
U. S. Code	First Floor Stacks KF61 .A2
U. S. Code, Congressional & Administrative News	First Floor Stacks KF48 .U55
United States Code Annotated	First Floor Stacks KF62 .W4
United States Code Service	First Floor Stacks KF62 .L28
Words and Phrases	First Floor Reference KF156 .W672