Gould Law Library Information Guide

Academic Year 2011-2012

Library Resources and Policies including
• Contact Information and Hours of Operation
• Circulation and Reference Services
• Study Room Reservations
• Computer Labs, Copying, Printing, Scanning
• Library Courtesy Policies: Noise, Food & Drink, Cell Phones
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 100,000 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 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 22 includes five reference librarians and two reference assistants. Seven staff members possess a law degree and 13 possess a master’s degree in library and information 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.
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Contacts and Hours of Operation

Contact us by phone:

Circulation Desk
631.761.7150

Reference Office
631.761.7160

Contact us by email:
Reference Office
LibraryReference@tourolaw.edu

Library staff are here to serve you.
We look forward to seeing you.

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Law Center Students</th>
<th>Visitors³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>9:00 a.m.—2:00 a.m.¹</td>
<td>9:00 a.m.—11:45 p.m.</td>
</tr>
<tr>
<td>Monday—Thursday</td>
<td>7:00 a.m.—2:00 a.m.²</td>
<td>8:00 a.m.—11:45 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m.—2:45 p. m.</td>
<td>8:00 a.m.—2:45 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

¹ & ². The library is open from 7:00 a.m.—8:00 a.m. Monday through Friday and 11:45 p.m.—2:00 a.m. Sunday through Thursday for Law Center student study. Circulation and reference services are not available during that time.

³. The library is not open to the public for general use. We are, however, a partial federal government documents depository.
Reference Office

Need Research Assistance? Just Ask!
Reference Librarians are here to teach you how to use the resources that will help you be successful in your studies here at Touro and later throughout your career. We all have JD’s and we are experts at legal research.

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.
Regular Reference hours:

- 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
Circulation Services and Reserve

Circulating library materials may be checked out at the Circulation Desk with a current Touro Law Center ID. Most circulating materials have a 2 week loan period.

Professors may place specific resources for a course on reserve at the Circulation Desk. Most reserve materials circulate for 2 hours and must remain in the library. All reserve materials must be returned when the Circulation Desk closes.
Study Room Reservations
The library has 14 study rooms. All study rooms available for individual or group study.
- Make reservations at the circulation desk.
- Reserve a room up to 24 hours in advance.
- One reservation per day.
- Reservations for maximum of 2 hours.
- Study rooms are “Quiet Conversation” areas.
- Rooms will be held for 15 minutes.

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. Copies are $.10 each.

Scanning
A BookScan Station is located on the third floor in the printer room next to the computer labs. With the BookScan Station you can scan, save, and share your work on the internet. No fee.

Interlibrary Loans
Reference librarians can arrange interlibrary loans of materials from around the country. Please fill out the Interlibrary Loan Request Form available online or from the Reference Office. A library staff member will contact you when your requested item arrives. Pick up ILL items at the Circulation Desk.

Lost Library Materials
Lost materials should be reported at the library’s circulation desk. The charge for a lost item includes the cost of the item and a $12.00 processing fee. If an item is out of print or if the cost cannot be determined, a flat fee of $65.00 is charged.
Library courtesy policies are there to ensure the library is a friendly and welcoming place where students can meet for quiet conversation or study in a silent study area.

If you have a question about a library policy, just ask!
Noise, Food & Drink, and Cell Phones

Gould Law Library Noise Policy
One of the library’s many services is to provide a comfortable, quiet gathering place for study. To do so, some areas are designated Quiet Conversation areas while others are designated, Silent Study areas.

Quiet Conversation Areas
Areas designated as Quiet Conversation are comprised of the seating around the circulation and reference desks on the first floors and the seating area in the library atrium on the third floor. All study rooms, computer labs and library offices are also Quiet Conversation areas. In the Quiet Conversation areas, conversations should be kept at a low volume to accommodate students studying on all floors.

Silent Study Areas
All other locations in the library are Silent Study areas. During finals, the entire library becomes a Silent Study area.

Cell Phones
No cell phone conversations are allowed in the library. Please set your phone to vibrate and if you do get a call, exit the library to have your conversation.

Food and Drink
Light snacks only and non-alcoholic beverages in containers with lids are allowed. We cannot allow entire meals as they tend to be overly messy with risk of damaging library materials. Also, the smells and noises that go along with whole meals may be very distracting for other patrons.

Policy Issues To Keep In Mind
• Study rooms are not sound proof.
• Sound carries up and down the staircase.
• During finals, the entire library is a Silent Study area.
• The quietest areas tend to be the Judaica and Special Collection rooms on the third floor, as they have doors that remain closed, keeping out the sounds of students in the Quiet Conversation areas.
• Ear plugs are available at the Circulation Desk.
- 14 study rooms are available for group or individual study.
- Use your student ID to reserve a room at the Circulation Desk.
- Reservations taken up to 24 hours in advance.
- Limit of one reservation per student per day.
- Reservations are for a maximum of 2 hours.
- All rooms are “Quiet Conversation” areas.
- Reservations will be held for 15 minutes.
Study Rooms—Reservations & Policies

Rooms
The Gould Law Library at Touro Law Center has 14 study rooms that vary in size, capacity, and equipment. Study rooms are available with whiteboards, lecterns, and video or DVD players. The Circulation Staff can help you reserve the appropriate room with the equipment you need.

Reservations
You will need your student ID to reserve study rooms. Reserved rooms will be held for 15 minutes. After 15 minutes, if the individual with the reservation has not arrived, another individual may request a reservation and be given that room. While students may use a study room without a reservation, they will be asked to relinquish the room to an individual or group with a reservation. An individual or group may continue to use the room after the reserved time expires but will be asked to relinquish the room to the next individual or group with a reservation.

Noise, Food & Drink, and Cell Phones
Study rooms are not sound proof! Library noise policy identifies study rooms as Quiet Conversation areas. Groups must self-assess their noise level. If students studying complain about the noise level, the group will be given one chance to lower the noise back down to quiet conversation levels. If students complain a second time, the group may be asked to leave the study room. Library food, drink, and cell phone policies also apply in the study rooms.

Unattended Items
Do not leave personal items in the study rooms unattended. Items left unattended may be collected by security guards and kept at the security desk. The library is not responsible for loss or damage to personal items.
Computer Use

Computer Labs

There are two computer labs on the third floor of the library. The computer labs are open for use by current students and faculty. Alternating computer labs sometimes will be closed when reserved for classroom instruction.

Wireless Access

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. Laptops can be formatted to print to the library printers. Student printers are located on every floor of the library.
LexisNexis, Westlaw, CALI

Computer Assisted Legal Research
LexisNexis and Westlaw are computer assisted legal research databases. CALI, which stands for Computer Assisted Legal Instruction, provides interactive online exercises, distance learning, and podcasting on legal topics.

Passwords
Westlaw, LexisNexis and CALI passwords are distributed to new students during orientation. These accounts and printing on Westlaw and LexisNexis printers are provided to currently matriculated students, faculty and staff. Westlaw and LexisNexis printers are located on the third floor of the library in the printer room adjacent to the two computer labs.

Training
Training on Westlaw and LexisNexis is provided by the Westlaw and LexisNexis representatives and by the reference librarians.

Problems
Westlaw and LexisNexis representatives can help you with password or other access issues regarding their respective databases. Reference Librarians can also help you with any problems you may encounter while using Westlaw, LexisNexis and CALI.

Subscription Databases

More online databases
The library subscribes to a variety of online legal research databases. Resources found in these databases include legal journals, legislative materials, foreign legal materials and much more. The library also subscribes to a variety of online databases with reference sources across disciplines.

Access
Most subscription databases may be accessed from the library website. If you are accessing the database from on campus you don't need to login. If you are accessing the database from home you will use your Touro username and password to login. If you have any trouble accessing a database contact the Reference Office.

Instruction
Reference librarians can meet with you and teach you how to search effectively in these databases. Contact the Reference Office for more information.
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Administration

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