

Julien and Virginia Cornell Library FAQs

Find us online at <https://www.vermontlaw.edu/academics/library>



The library staff are dedicated to providing the Vermont Law and Graduate School (VLGS) community with exceptional service and first-rate legal research guidance. Take a moment to familiarize yourself with the library policies and guidelines outlined below, and please let us know if you have questions.

- **Library Information Desk**
 - Unable to find what you're looking for? Need help finding a classroom? Not sure who to ask or where to go? The staff at the Information Desk will be happy to help. Stop by or give us a call at **802.831.1441**, or email library@vermontlaw.edu
 - Information Desk hours:
8 a.m. – 8 p.m. 7 days per week, except as noted on our website for holidays and breaks.

- **24/7 Access – Covered by VLGS Honor Code**
 - Please help us maintain a safe study environment.
 - Keep your VLGS ID/proxy card with you.
 - Granting access to anyone without a valid VLGS ID is prohibited.
 - Propping the doors open is prohibited.

- **Reference Questions**
 - A reference librarian will be happy to assist you with your research-related questions. We are available every weekday. You are welcome to:
 - ✓ Stop at the Information Desk and ask staff.
 - ✓ Check the “who is on reference” sign located at the Information Desk.
 - ✓ Send a message to reference@vermontlaw.edu.

- **Checking Out Library Materials**
 - The library's collection includes general and environmental topics in a variety of formats as well as miscellaneous items such as Happy Lights, fans, umbrellas, etc.
 - ✓ Search the library's wealth of materials via JULIEN, the online catalog: <http://julien.vermontlaw.edu>.
 - ✓ See our new book and event-oriented book displays in the library lobby.
 - ✓ Browse new titles at <http://julien.vermontlaw.edu/ftlist>.
 - Pick-up a copy of our **Circulation Policy – Rules for Borrowing Materials** containing information on loan periods and our fine policy. Copies can be found at the Information Desk or at the link on our “About” page on the library website.

- **Phone and Video Chat Policy**
 - Cell phone and video chat use is available in the library coat/phone room, located across from the Information Desk. Cell phones and video chat may also be used outside or in the Chase connector hallway beyond the Newspaper Room.
 - Please, no phone or video calls in the lobby, stacks, or stairwells.

- **Scanning and Printing**
 - Need to scan pages or print a document? Enjoy our fast scanners or use one of the printers in the library computer lab, located on campus level. We will be happy to show you how to use the equipment.
 - USB thumb drives are available for checkout.
 - The user is responsible for complying with federal copyright law (Title 17 U.S. Code).

- **Food and Drink Policy**
 - Thanks for cleaning up after enjoying your food!
 - No alcoholic beverages permitted.

- **Animal Policy**
 - Per VLGS policy, animals are generally prohibited in campus buildings including the library. See the Student Handbook for more information.

- **Study Rooms**
 - Reserve a study room for a two-hour period using the link on our website.
 - Markers and erasers for white boards are available at the Information Desk.
 - During exams, the Registrar’s Office has priority over study rooms.

- **Study Carrels**
 - The study carrel program allows students to reserve carrels on a semester-by-semester basis, pending availability. To review eligibility guidelines and reserve a study carrel, see the link on our website.
 - Open carrels are labeled and available to patrons on a first-come, first-served basis.
 - Materials, personal or library, left in open carrels overnight will be removed.

- **Lost and Found**
 - The library is the primary VLGS location for the Lost and Found. Stop by the Information Desk to drop off a found item or report a lost item.

- **Re-shelving Books**
 - Please place “library use only” or other library materials that are not checked out on the book carts found near the entrance to each floor. Library staff will re-shelve.
 - Return checked-out books to the Information Desk or the Book Drop located outside, to the left of the main doors.

- **Interlibrary Loan (ILL)**
 - Materials not available at the library may be requested from other libraries through interlibrary loan.
 - Log in with your vermontlaw.edu credentials at <https://www.vermontlaw.edu/academics/library/ill>
 - For more information see the **VLGS Interlibrary Loan Procedures and Policies**. Copies are available at the Information Desk and on the library website.

- **Contact:** www.vermontlaw.edu/library | 802.831.1441 | library@vermontlaw.edu

- **Follow:** [@vtlawlibrary](https://www.instagram.com/vtlawlibrary) on Instagram | [facebook.com/vlslibrary](https://www.facebook.com/vlslibrary)