



# The Southern Reporter

## Library Hours and Policies

### HOURS

**Monday—Thursday:** 7 AM—midnight

**Friday:** 7 AM—5 PM

**Saturday:** 9 AM—5 PM

**Sunday:** 2 PM—10 PM

Prior to and during the final exam period, the library is open longer. Always check the schedule for changes during the semester breaks and holidays. Exam hours will be posted later in the semester. You can also call the library's information line at 225-771-2315.

### FOOD AND DRINK

Food and drinks are prohibited in the library. Soda machines, snack machines, and The Java House are located in the atrium and student lounge for the convenience of students studying in the library.

### CARRELS AND GROUP STUDY ROOMS

Carrels are available on each level of the library stacks on a first-come, first-serve basis. Due to construction, these areas may not be available. We will keep you posted. Additional carrels are located in the Reserve and Federal Reading Rooms. Two larger study rooms are available in the Federal Reading Room area also. These rooms can be used to view videotapes from the media collection. The Civil Rights Reading Room can also be utilized unless it has been reserved for classes.

### CIRCULATION AND RESERVE

SULC students, professors, staff, undergraduate professors and students must present a valid ID card at the circulation desk to



***Eating is prohibited in the law library.***

borrow materials from the regular and reserve collections.

- Books and materials from the regular collection can be checked out at any time during regularly scheduled library hours.
- Law Reviews, reporters, multi-volume sets, loose-leaf, reference materials, final exams, bar review

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### Where Can I Find...

- Regional Reporters can be found in the West Stacks on the first floor.
- State Statutes can be found in the West Stacks on the second floor.
- Materials for classes (text books, nutshells, horn-books) can be found in the East Stacks on the first and second floors, the Reserve Room and at the Circulation Desk.
- Law Reviews can be found in the East Stacks on the third (A-M) and fourth (N-Z) floors.

## Library Staff

The Southern University Law Center Library staff can help you find materials in the library. They can also assist you with the computers and copiers. They are:

- Ruth J. Hill, Director of Library Services and Associate Professor
- Jean Allen, Acquisitions Librarian
- Albert Anderson, Guard
- Sylvia Betts, Computer Lab

- Angela Gaines, Technical Support Specialist
- Rose Herbert, Government Documents
- Harold W. Isadore, Senior Reference Librarian
- Valanda Ledoux, Cataloging
- Wanda Lee, Loose-leaf Services
- Ollie Lewis, Circulation and Reserve
- William Lockhart, Circulation

and Reserve

- Marie Louis, Chief Cataloger
- Kimala Pooler, Circulation and Reserve
- Adrienne Shields, Reference Librarian
- Claudette Smith-Brown, Administrative Assistant III, Director's Office
- Mattie Weston, Guard
- Janice Williams, Acquisitions



Use the law library's TWEN page to get copies of exams and library announcements.

## Law Library Launches TWEN Page

The Oliver B. Spellman Law Library at Southern University now has its own TWEN page.

Students can use the TWEN page to make copies of professors exams, bar exams, and get announcements from the law library.

Click on "Course Materials." The courses are listed in alphabetical order. When you click on a course, it opens a folder. In the folder will be exams from different professors, if available. You can select the professor whose exams you need.

As additional exams and other materials become available, they will be added to the page.

If you have any questions or comments about the law library's TWEN page, please see Adrienne Shields, Reference Librarian.

## Law Center Construction May Affect Law Library

As you have probably noticed, the law center is undergoing construction of a \$4.1 million addition to the law center. This expansion will add 16,646 square feet to the law center and will house additional classrooms, seminar rooms, restrooms and

library space. Once completed, the law center will be a total of 101,646 square feet.

While construction is ongoing, there may be changes to the hours of operation of the law library. If there are changes, you

will be notified in advance through flyers and e-mail. We apologize in advance for any inconvenience this may cause this semester.

The construction is projected to be completed by March 2009.

*The law library's hours of operation may be affected by the ongoing construction.*

## Study Aids

The law library has several sources which can assist you in your studies.

A nutshell, as the name implies, gives a very basic, layman's explanation of a topic. There are nutshells available for many legal subjects, such as:

- Contracts
- Agency and Partnership

- Constitutional Law
- Legal Research
- Civil Procedure

Another helpful study aid is a hornbook. Hornbooks are also available for various subjects, but are more detailed than nutshells. Some of the hornbooks available in the law library are:

- McCormick on Evidence, KF

8935.M292 (Reserve Reading Room)

- Principles of Civil Procedure, KF8840.C58
- Principles of Contract Law, KF 801.H525
- Criminal Law, KF 9219.L38

See a Reference Librarian if you have any questions.

## LexisNexis and Westlaw News

LexisNexis and Westlaw services are available to all law students, although 1Ls have limited access to these sites during the first semester. Students can check these sites for class materials that professors may place on these sites.

Trainings will also be held throughout the year for students to become more proficient in using these sites. You can contact the

company and student representatives for more information on the trainings or visit the respective websites.

If you have questions about LexisNexis contact Susan Cedotal, LexisNexis company representative. She can be reached by using the contact information on the LexisNexis website. The Student

Representative for LexisNexis will be announced later.

Contact Anna Guerra, Academic Account Manager, if you have questions about Westlaw, using the contact information on the Westlaw website. The Westlaw Student Representatives are Kendall Anderson, Danielle Davenport, and Laketha Walker.



A nutshell can be a helpful tool as you prepare for classes.

*The phones in the LexisNexis/Westlaw Lab, located in Room 136, are for research assistance.*

## Staff News

- Ruth J. Hill, Director of Library Services and Associate Professor, Harold Isadore, Senior Reference Librarian, and Marie Louis, Cataloging Librarian attended the 101st Annual Meeting of the American Association of Law Libraries

(AALL), Friday, July 11-Tuesday July, 15, in Portland, Oregon.

- Pictures of Harold Isadore at work in the law library were submitted in AALL's Spectrum annual "Day in the Life of the Law Library Community" contest. Although the

pictures did not place in this year's contest, they have been published in subsequent issues of AALL Spectrum. Claudette Smith-Brown, Administrative Assistant, took the photos and was credited in the publication.



**"These Have to Go!!!"** This picture of Harold Isadore taken by Claudette Smith-Brown was published in the July 2008 AALL Spectrum.

## Library Hours and Policies, *continued from p. 1*

books, and old bar exams are restricted to in-house use only.

### FINES

**In-House Reserve:** All reserve materials may be checked out for a two-hour loan period and will be fined at the rate of \$1 per hour, with a maximum fine not to exceed the cost of the materials plus a replacement fee of \$15.

**Circulation:** All materials checked out for a 14-day loan period will be fined at a rate of \$0.35 per day, with a maximum fine not to exceed the cost of the materials plus a replacement fee of \$15.

### COPIES

The library has three copiers available to the SULC students and the public. If you are using a copier and it needs paper or jams, ask for help at the circulation desk or from one of the reference librarians in the Federal Reading Room.

Copies are six cents per page. Use your identification card for copying. You can add money to your card by using the Value-added machine located in the hall in between the office of the Director of Library Services and the Civil Rights Room. If you have problems with your card, report

them to the Director's office or the Reserve and Circulation Desk.

### COMPUTER LABS

There are two computer labs in the library which are open during library hours. They may be used only by registered law students, faculty and staff with a valid log in. Computer log-in IDs are issued during registration at the beginning of each semester. Food and drink are not allowed in the labs.

Angela Gaines, Technical Support Specialist, can assist you in the large computer lab. Sylvia Betts, Computer Services, is available in the LexisNexis/Westlaw Lab.

Student assistants are available during the evening and weekend hours to assist with both labs. The labs close 15 minutes earlier than the library. All printing should be done before the labs close.

### PRINTING

Each computer is attached to networked laser printers. Accounts come with a printing capacity of 250 copies per semester. Additional printing can be purchased with a valid ID in the computer lab located in Room 168. If you print Lexis-Nexis or Westlaw materials on the attached printers, you will be charged for those copies. Print jobs for these services should be sent to the stand-alone

printers in the Lexis-Nexis/Westlaw lab, Room 136.

### REFERENCE

Reference Librarians are available to assist you with conducting legal research. Reference hours are Monday—Thursday 7:30 AM—10 PM, Friday 7:30 AM—4:30 PM, and Sunday 2 PM—10 PM. You can also call 771-2669 or 771-2316 for assistance.

### ONLINE CATALOG

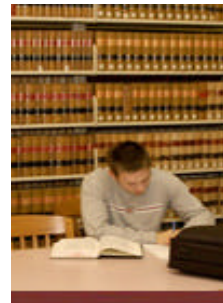
You can use the online catalog to see if the library has a book that you need. The address for the site is <http://sulaw.louislibraries.org>.

### ATMOSPHERE

The law library is a place for quiet individual or group studying. Socializing should be limited or done in the atrium or student lounge. Anyone causing a disturbance will be asked to be quiet, or, if the disturbance persists, asked to leave the library.

### DIRECTORIES AND MAPS

Directories outlining the sources available in the library and their locations can be found at the circulation desk. Maps of the library can also be found at the circulation desk. Patrons may request tours of the library.



The law library is a place for quiet individual or group studying.



Cell phones should be turned off or set to vibrate. Calls should be answered outside of the library.



A PUBLICATION OF THE OLIVER  
B. SPELLMAN LAW LIBRARY

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Phone: 225-771-2315  
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Library Newsletter  
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*Visit us on the web at  
[www.sulc.edu](http://www.sulc.edu)!*

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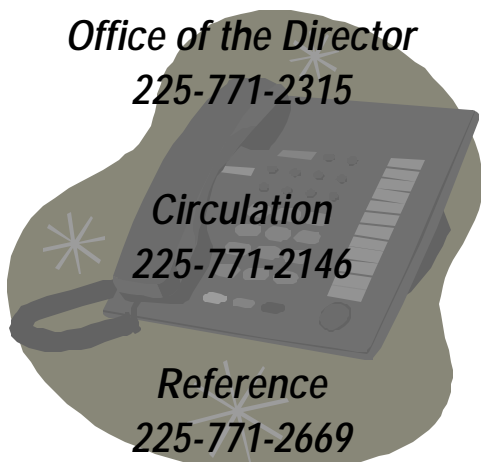
## *Welcome Back Students!*

### **Important Library Phone Numbers**

*Office of the Director*  
**225-771-2315**

*Circulation*  
**225-771-2146**

*Reference*  
**225-771-2669**  
**225-771-2316**



### *Labor Day Holiday*

*The Library will be closed on Monday, September 1, 2008, for the Labor Day Holiday. We will reopen on Tuesday, September 2, 2008, at 7 AM.*

*Have a safe and happy holiday.*

