**Robert S. Marx Law Library Quick Guide for Law Students**

| Circulation Desk: 513-556-3016 | Reference Desk: 513-556-8078 |
| Library Hours: 513-556-0163 | Computer Assistance: 513-556-0153 |
| Follow the Library on Twitter: [http://twitter.com/#!/UCLawLib](http://twitter.com/#!/UCLawLib) | Check into the Library via FourSquare: [https:// foursquare.com/venue/2071680](https://foursquare.com/venue/2071680) |

**Library & Reference Hours:**
- **Library Hours:**
  - Mon. – Thurs. 8am – 10pm
  - Fri. 8am – 5pm
  - Sat. 9am – 5pm, and
  - Sun. 10am – 5pm.
- **Reference Desk Hours:**
  - Mon. – Thurs. 9am – 7pm
  - Fri. 9am – 5pm
  - A reference librarian is generally available from 8am – 9am
- Hours vary over the summer and during holidays. Law students and faculty have 24/7 swipe card access to the Library.

**Building Access:**
- Law students and faculty have 24/7 swipe card access to the building and the Library. Access the Library through the door across from room 302. Exit the Library through that same door.
- Visitors to the Law School during the business day should enter through the Clifton Avenue doors which are open from 8am to 5pm.
- Visitors with ADA issues and all after-hours and weekend visitors should use the sliding glass doors where a call button has been installed and the door can be remotely unlocked during hours the Library is open.

**Copiers & Printing:**
- Printing on the Lexis printer is free.
- Law students may use the general printers in the computer labs.
  - Please contact IT for more information – email: uclawit@uc.edu
- A printer reserved just for resume printing is available in the upstairs computer lab. Printing on this is free.
- A scanner with a document feeder is also available in the upstairs computer lab.
- Microform readers and reader printers are available for patrons to use at no charge.
- The Law Library provides two photocopiers.
  - Copies are $.10 without a copy card. The machines accept coins and one dollar and five dollar bills.
  - Copy cards that are available for $1.00 through vending machines near the copiers. These cards reduce the per-copy cost to $.07. The cards are issued with a $.50 balance, and value may be added at any copier. Our cards do not work in any other UC library, and cards from other UC libraries will not work in our copiers.

**Food, Drink & Cell Phones:**
Beverages in containers with lids are permitted in the Library. No food is permitted in the Computer Labs or Rare Book Room. Packaged snack foods such as candy, chips, pretzels, crackers, and cookies; as well as other non-odiferous, non-messy foods are allowed in the Library’s open areas. Please dispose of wrappers and containers promptly. This food policy aims to strike a reasonable balance in providing an inviting and flexible study environment but also in allowing for your classmates’ enjoyment of a clean, well-kept facility without
strong or lingering food smells. It also prevents damage to library resources. All unattended food items in the law library are subject to removal and disposal by the staff. Failure of students to handle or dispose of beverage or food properly may cause the policy to be revised.

The Law Library is a quiet study environment. Step outside into the atrium for cell phone conversations. Turn off the ring feature on your cell phone or pager while in the Library so the noise doesn’t disturb other patrons.

Carrels & Study Rooms:
Students can use any carrel or table in the library as long as it is unoccupied. Carrel reservations for 2017-2018 will open Friday, Aug. 18. The Library also has two study rooms available that can be reserved. Reserve them at http://guides.libraries.uc.edu/studyrooms.

Computers & Computer Lab:
The Law School has a computer lab on the third floor of the law library for law student use. To use the computers, you will have to login with a username and password. The computer labs are only for law students. Please see http://guides.libraries.uc.edu/lawcomputing for more information.

Circulation & Reserve Services:
Circulation and Reserves services are available at the Circulation Desk which is immediately on right as you enter the Library. Most of our study aids are available online or are in the Reference 2 area (near the round window). See http://guides.libraries.uc.edu/LLM for more information on study aids. Reserves are located in a room behind the Circulation Desk, and may be checked out by students for a two-hour period. Law circulating materials may be checked out until the end of the semester. **We do not normally carry text books.**

UCLID, OhioLINK & Interlibrary Loan - Getting a Book or Article from Another Library:
Students may easily request books online from other UC libraries through UCLID (the online catalog). When you find a non Law Library title through UCLID, click on the Request button. Enter your username and password, select Law Library as your pick-up library and click on the Submit button. The book will be delivered to the Law Library and you will be notified when it comes. Please remember that all Library communications are sent to your UC email account so be sure and check it regularly!

If a book you want is not available at UC, you may be able to find and borrow it through the OhioLINK system or ILL (interlibrary loan). OhioLINK enables you to request books (not periodicals) from other Ohio academic libraries with delivery to our circulation desk normally within three or four business days. Books from OhioLINK may be borrowed for three weeks, with renewals allowed. For materials not available through UCLID or OhioLINK, you will need to fill out an ILL form. Please see a reference librarian for assistance.

The Law Library cannot waive fines from other libraries so it is important that you keep track of any materials checked out. You can check your patron record at http://uclid.uc.edu/patroninfo.

Off-Campus Access to Electronic Databases:
Many of the Library’s databases may be accessed remotely by logging in through a VPN (Virtual Private Network). This allows your computer to be recognized as if you were on campus. Additional information on off-campus access to library databases can be found at http://www.libraries.uc.edu/off-campus-access.html.