Southern University Law Center

POLICY TITLE
Library Usage Policy

POLICY NUMBER
1-001

Responsible Unit: Law Library	**Effective Date:** 7/18/2001
Responsible Official: Director of Library Services	**Last Reviewed Date:** 10/1/2019
Policy Classification: Academic Affairs	**Origination Date:** 7/18/2001

I.   POLICY PURPOSE:

To apprise SULC library users of their responsibilities in the appropriate use of the library's resources and facilities.

II.   POLICY SCOPE AND AUDIENCE:

This policy applies to all SULC users, guest users accessing, and utilizing law library resources.

III.   POLICY COMPLIANCE:

New and revised library policies introduced for approval after the effective date of this policy shall comply with this policy.

IV.   POLICY DEFINITIONS:

Library – The Oliver B. Spellman Law Library of the Southern University Law Center.

Patrons/ Users – SULC students, faculty, and staff.

Guest Patrons/Users - SUBR students, faculty, staff and the general public who utilize SULC library resources.

V. POLICY

Food and Beverages

Food is not allowed in the Law Library. Beverages are allowed, but only in spill-proof containers. Beverages are NOT allowed at any computer workstation or in

either of the Computer Labs. Smoking, using e-cigarettes, and use of tobacco products are all prohibited in the Law Center facility. Violators of the food, drink, or smoking policies will be asked to leave and will be reported.

Study Rooms

The library has six (6) group study rooms that are available on a first come, first served basis.

Small Group Study

Two of the study rooms are smaller in size and are designed to be used by groups of two (2) - four (4) students. The rooms should be used by a minimum of two students at a time. These two rooms are located next to the Reserve Reading Room, down the hall from the Circulation Desk and are labeled **Study Room #1** and **Study Room #2.**

Medium to Large Group Study

The other four study rooms are larger in size; groups in excess of four should use one of these larger rooms. The larger study rooms are in the following locations:

Room #136 – around the hall from the smaller group study rooms (formerly computer lab #1). This room has a maximum occupancy of 12.

Room #161 & Room #162 – in the Federal Reading Room to the right of the entry point. These rooms have a maximum occupancy of 12.

Multipurpose Room - in the Federal Reading Room to the left of the entry point. This room has a maximum occupancy of 12.

 Personal belongings should not be left in an unoccupied study room area. Food and drink are strictly forbidden. Violations of this policy may result in the surrender of the area.

Reservations

Study rooms may not be reserved for periods of longer than two hours by any one group.

One member of a group may hold a study room for a maximum of 20 minutes. If the group has not assembled after 20 minutes, the person holding the room must surrender the area and another group may occupy the room.

Students may sign-up electronically via the library's TWEN Page. Each member of a group must be listed on the room reservation sign-up sheet.

Study rooms are reserved on a daily basis beginning at 7:00 a.m. Rooms may not be reserved for days in advance. Groups may not sign-up for consecutive time slots under different group members' names.

Faculty members may reserve study rooms by contacting the Office of the Director of Library Services (225) 771-2315.

Study Carrels

Study carrels are located throughout the library for student use. Every evening all library materials and all personal items will be removed from all carrels. Personal items found are turned into the Lost and Found at the Circulation Desk. Library materials will be reshelved.

Cell Phones

As a courtesy to all library patrons, cell phone usage is prohibited in the library. Phones may remain only if they are set to silent mode. Patrons must leave the library before answering incoming calls or placing outgoing calls. No exceptions.

Honor Code Violations

The theft or willful damage of Law Library materials and the willful failure to properly reshelf materials with the intent to preclude another's use are violations of the Law Center Honor Code. Such acts are considered serious by both Library and Law Center administration and will be dealt with accordingly.

Reshelving

Library users are asked to reshelve all Federal Reporters and US Code volumes immediately after use. All other library material is to be left on tables where used and will be returned to the proper location by the library staff.

Lost and Found

Personal items and books found in the Law Library will be taken to Lost and Found located at the Circulation & Reserve counter. The Law Center and the

Law Library take no responsibility for the return or safekeeping of personal items or papers left unattended in the Law Library.

Missing Library Materials

Questions regarding items which cannot be located on the library shelves should be referred to the Circulation & Reserve Desk to determine the status of the item. Items could be checked out to another user or could be off the shelf for processing or repair. Items reported missing will be traced and the patron notified if the item is located or replaced.

Computer & Online Services

Computer Labs

The library's Computer Lab is located on the first floor of the Law Library in the northeast section of the Federal Reading Room in Room #168. The lab is administered by the library staff.

The lab is open during Law Library hours. Lab computers require a valid log-in. Students, faculty and staff must use their officially assigned Law Center login IDs. Students obtain log-in IDs from the Information Technology Department located on the 2nd floor of the Law Center during the registration process at the beginning of the fall semester. Library guests may obtain a temporary guest ID at the Circulation & Reserve Desk.

The Computer Lab is supported by the Library Support Specialist, the full-time law library staff, and student research assistants. The purpose of the lab is to provide access to the Internet and:

- Email accounts
- LexisNexis and Westlaw
- Class related research
- General information research

The Computer Lab will close 15 minutes prior to the official closing time of the library.

Loss of Computer Lab Privileges

You will lose your computer lab privileges if you:

- Reconfigure the operating system of any computer.

- Use abusive language, sexually harass, or engage in physical contact with any staff or person using the labs.
- Remove (steal) any hardware or peripheral from a workstation.
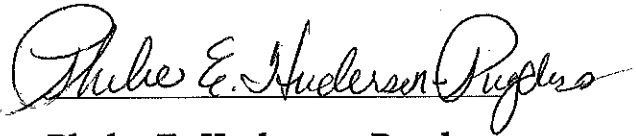
Public Workstation Use

There are several computer workstations in the Law Library that are available to the public to facilitate research and provide access to library materials.

The Law Library asks that you respect the following policies on workstation use:
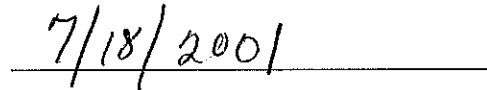
- The public computer workstations have been furnished to facilitate research and provide access to library materials.
- All other uses, including email, chat rooms, games, and recreational web-surfing are inappropriate.

Law students may use the computers in the lab to check their email and to do Westlaw and Lexis-Nexis research.

Policy Approval:

Phebe E. Huderson-Poydras   7/18/2001

Phebe E. Huderson-Poydras   **Date**