

## **Welcome!**

The Taggart Law Library is here to help meet your legal information needs. Whether you need to find a case, get connected to the Internet, or study quietly, the library is here for you.

The Law Library features an outstanding collection of federal, state, and international legal materials, with over 400,000 volumes in print and microforms. Most of it is available in open stacks that you can access at your convenience. We also have many electronic resources to assist you with your research.

In order to provide the best possible environment for work and study, open seating at tables and carrels is available throughout the library, except seating reserved for special use. In addition, almost all seating is wired for electricity and network connectivity, and the university's wireless network can be accessed anywhere in the library. A 30-station computer lab provides additional computer access.

## **Library Hours**

The Law Library is open 113 hours a week during the academic year. The schedule is as follows:

Sunday:	11 AM—1 AM
Monday - Thursday:	8 AM—1 AM
Friday:	8 AM—Midnight
Saturday:	9 AM—Midnight

This schedule changes during exams, holidays, and in the summer. All variations in the schedule are published in advance and are posted at the library entrance and on our web site.

## **Reference Service**

We offer a variety of reference services, workshops, tours, exhibits, and publications throughout the year to help users learn more about using our collections.

The reference desk hours during fall semester are:

Monday-Thursday:	1 PM—9 PM
Friday:	1 PM—5 PM
Sunday:	4 PM—8 PM

This schedule changes during spring semester, exams, holidays, and in the summer. Variations are posted at the reference desk and on our web site.

Our reference librarians are also available in their offices, by phone, or by email in

addition to posted reference desk hours.

## **Finding Books**

When you need to locate a particular book in the Law Library, the first place to check is POLAR, our online catalog. POLAR has information about books from both the Taggart Law Library and the Heterick Memorial Library, the main university library.

Computers that can access POLAR are available throughout the Law Library. POLAR is also accessible through the Internet at <http://polar.onu.edu/>. Please ask for assistance if you do not find the material that you need.

## **Borrowing Books**

Please check out all materials you intend to borrow before leaving the library. Books from our circulating collection can be checked out by law students for the semester with a valid university identification card or an otherwise valid library card. Circulated items are marked with due dates and are subject to one renewal. All materials are subject to recall once the original borrowing period has expired. Materials needed for course reserve are subject to recall at any time.

Due to the specialized nature of the Law Library, most of our collections are research materials that are for library use only. The following are examples of publications which do not circulate outside the library: statutes, session laws, citators, reporters, digests, encyclopedias, multi-volume treatises, looseleaf services, reference materials, periodicals and reserve materials.

Please place materials that were used in the library on a reshelving cart when you have finished using them. Your help in maintaining the library is sincerely appreciated.

## **Reserve Materials**

Certain materials are placed on our "reserve" stacks behind the circulation desk due to high demand or at the request of a faculty member for a particular course. Most reserve materials may be borrowed for four hours, but some have other loan periods. Reserve materials can be checked out for only the time specified. There are no grace periods for late reserve materials, so please remember to return them on time.

## **Interlibrary Loan and OhioLINK**

Although the Taggart Law Library maintains an extensive collection of legal and law-related materials, the library cannot own everything. However, you will be able to

borrow the materials you need quickly and efficiently from other libraries.

Ohio Northern University is part of the OhioLINK library system, which connects us to more than eighty Ohio college and university libraries and allows you to borrow items directly using OhioLINK. This system, called a patron-initiated borrowing system, is available to you through our online catalog, POLAR.

If you cannot find the item that you need in OhioLINK, we can still get it for you from another library. Ask for assistance at the reference desk and complete an Interlibrary Loan request form. Please allow seven to ten days to receive the requested material by mail. Borrowers will be charged for any fines or other charges which the Taggart Law Library must pay as a result of an item being returned late or damaged or not returned at all.

## **Fines**

Books and other library materials that are returned on time are not subject to fines. Reserve materials that are returned late, however, are subject to a \$0.25 fine for each hour that the item is returned late. Borrowing privileges will be suspended when a student has accrued fines of \$20 or more. Borrowing privileges will be restored once the item is returned and the fine is paid. OhioLINK materials are also subject to late fines.

## **Quiet**

To be conducive to study and research, the Law Library needs to be quiet. Please keep your conversations with other patrons to a minimum and speak as softly as possible. Keep cell phones and pagers in their silent or vibrate only settings. If another patron is disturbing you, please notify a librarian or the circulation desk staff. Patrons who do not refrain from loud or disturbing noise may be asked to leave the Law Library by a staff member or by campus security.

## **Smoking, Food, Drink, & Animals**

The use of any tobacco product (e.g., cigars, cigarettes, chewing tobacco) is prohibited in the Law Library.

All meals and potentially messy foods must be eaten OUTSIDE of the library. They should not be brought into the library.

Small snacks and beverages in closed containers will be allowed. If we encounter problems with food or drink stains or bugs, we will need to revise this policy. Please note that no food or drink is allowed in any computer lab on the ONU campus.

No animals are allowed in the library, except a service animal of an individual with a

disability.

## **Law Library Use by Non-University Patrons**

Ohio Northern University is a federal government documents depository library and provides access to non-university patrons to use these collections. Electronic depository materials are available through computers in our reference area. Those conducting legal research and who need to use the library's collections are also welcomed. All other use of the Law Library by members of the general public is permitted at the discretion of the Library Director. However, please note that the student computer lab is not available for general public use.

The local bar, law college alumni, and judges may check out circulating items for 21 days. Judges may check out non-circulating materials for 7 days, subject to recall. A current library card is required. General public patrons are limited to on-site use of library materials; no off-site circulation privileges are permitted.

Reserve materials are only available to the general public at the discretion of the librarian on duty. Reference services are limited to assistance in finding user-specified titles or materials. Library staff cannot perform research or suggest search strategies for non-university patrons. Under no circumstances are legal advice or referrals given to public patrons.

## **A Final Note**

If you have suggestions about our services or collections, or if there are other ways that we can help you, please let us know. Feel free to stop by our offices and talk to us or send us an email. There is also a suggestion box located near the library entrance. Your input is always welcome!