

UNIVERSITY OF KANSAS

SCHOOL OF LAW

WHEAT LAW LIBRARY

LIBRARY RESOURCE GUIDE

2018-2019

<b>Introduction</b> .....	3
Hours of Operation .....	3
Phone Number .....	4
<b>Patron Services</b> .....	4
Reference Assistance .....	4
Instructional Sessions .....	4
Finding Aids .....	4
Library Catalog .....	5
Searches and Holds .....	5
Interlibrary Loan.....	5
Study Carrels .....	6
Study Rooms.....	6
Computers.....	6
Library Web Site .....	6
Computerized Legal Research.....	7
Printing.....	7
Photocopying .....	8
Scanning.....	8
Dictionary Stands.....	8
Atlas Stand .....	8

Display Cases.....	8
<b>Library Policies</b> .....	9
Loan Policy .....	9
Lost and Found .....	9
Food, Drink, Cell Phones .....	9
Reshelving Books .....	9
<b>Special Collections</b> .....	10
Reference Collection.....	10
Reserve Materials .....	10
U.S. Government Documents.....	10
Microform Collection .....	10
Rice Collection & Room .....	10
<b>Library Staff</b> .....	11

## BY WAY OF INTRODUCTION . . .

The primary purpose of the University of Kansas School of Law, Wheat Law Library is to support the study, teaching and research needs of the Law School Community. The library's resources comprise nearly 400,000 volumes (including microforms), over 4,000 journals, and advanced digital legal research resources. Our services include reference, teaching, and other bibliographic assistance.

In April of 2003, the library was renamed the Wheat Law Library in honor of Douglas D. and Laura L. Wheat, generous supporters of the library and law school.

The Wheat Law Library supports the legal research needs of the students and faculty of the University of Kansas. The library is also open to members of the bench and bar, governmental officials, and the general public. Any person desiring to use law books and other legal materials may do so in the library. Kansas residents not connected with the University of Kansas may borrow law library materials upon proper registration at Watson Library or at the Wheat Law Library.

The Wheat Law Library is a research facility, and its materials are the indispensable tools of the legal profession. Many are of a reference nature and must be accessible at all times to researchers. Consequently, much of the collection cannot be borrowed for use outside the library. The library also offers a computer lab for the exclusive use of law students.

This resource guide is intended to introduce users, especially first-year law students, to the Wheat Law Library's resources and services. It will help you find your way around the five floors of the building, will explain the procedures regulating the use of the library and its collections and will describe the principal tools and methods for conducting legal research.

### LIBRARY HOURS

#### Fall and Spring Semesters

Monday - Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 7:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	10:00 a.m. - 11:00 p.m.

(extended hours during exams)

#### Summer Sessions

Monday - Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.

Saturday	noon - 5:00 p.m.
Sunday	noon - 8:00 p.m.

(extended hours during exams)

### **Intersessions**

Monday - Friday	8:00 a.m. - 5:00 p.m.
Closed weekends	

THE LAW LIBRARY MAY OCCASIONALLY ANNOUNCE EARLIER OR LATER CLOSINGS.  
ALL HOLIDAY CLOSINGS ARE ANNOUNCED.

Library Telephone: 864-3025

## **PATRON SERVICES**

### **REFERENCE ASSISTANCE**

Skilled law librarians are available to help patrons use the Law Library. They welcome questions and make every effort to insure that patrons get full and accurate information.

For help, ask at the Public Service Desk near the entrance. Reference help is available during all hours the library is open; librarians are available to provide assistance during the weekdays and upper level law students in the evenings and weekends.

Library Telephone 864-3025  
Reference by e-mail: [lawref@ku.edu](mailto:lawref@ku.edu)

### **INSTRUCTIONAL SESSIONS**

The law librarians offer instruction in the use of library holdings to small groups of interested parties. For more information, inquire at the Public Service Desk.

### **FINDING AIDS**

Aside from the Library Catalog, which can be accessed through the public computers in the library, other reference finding aids are available to help patrons locate and use Law Library materials:

1. Research and Study Guides for nearly 40 legal subjects are accessible from our website at

<http://www.law.ku.edu/library>.

2. Recently added resources can be accessed by clicking "New "Resources" on our website at <http://www.law.ku.edu/library> or via the library catalog in the "New Items List."

Other finding aids are also available in the Reference Room and on the library website.

## LIBRARY CATALOG

The library catalog may be accessed at <http://catalog.lib.ku.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>.

The catalog is the primary tool for determining the holdings and locations of materials owned by KU libraries, including the Wheat Law Library. Search capacities include:

- ★ *Boolean searching.* Construct searches using AND, OR and NOT.
- ★ *Search history display.* See previous search commands which can be edited and re-executed.
- ★ *Parameters.* Searches can be limited by date of publication, language, or locations within the library system.
- ★ *Sorting by date.* Results can be ordered by date of publication with the newest items listed first.
- ★ *Search results.* Search results may be emailed to a user's email account, or downloaded onto a disk.

## SEARCHES AND HOLDS

If a book is checked out when you search the online catalog, you may recall the book. It should be available to you within 1-2 weeks.

If a book for which you are searching is neither checked out nor on the shelf, fill out a "search request" at the Circulation Desk. The library staff will search the stacks on a regular basis until the book is found or considered for replacement.

You may have items retrieved from other KU Libraries and delivered to the Circulation Desk using the "Retrieve from Shelf" function found under Recalls and Requests on the online catalog at <http://catalog.lib.ku.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>.

## INTERLIBRARY LOAN/DOCUMENT DELIVERY

For items that are unavailable in Wheat Law Library or any other KU Library we offer interlibrary

loan services for law faculty and students. Interlibrary request forms are available at the Public Service Desk or you can email the information to [lawill@ku.edu](mailto:lawill@ku.edu). Ask at the Public Service Desk for more information if needed. You may have articles from journals in other KU Libraries delivered electronically using the "Request Materials" function of the online catalog at <http://catalog.lib.ku.edu>.

### **STUDY CARRELS**

Study carrels are available to KU law students on a first-come first-served basis; sharing is encouraged due to the limited number of carrels. Certain materials may be checked out to the carrels. See signs listing what may not be checked out. Books that have not been checked out will be reshelfed.

### **STUDY ROOMS**

Several study rooms may be reserved at the Public Service Desk for group study for up to eight hours per student per week. These rooms are located on the first and fourth floors of the library.

### **COMPUTERS**

Desktop computers in and outside Room 306D are exclusively for the convenience of law students. The computers are networked for access to various software, databases and printing. Multi-function devices (MFD) for student printing are located near the Public Service Desk and outside Room 306.

Students with personal laptops are encouraged to use the wireless network for research and class work. Printing from laptops is available via [myprint.ku.edu](http://myprint.ku.edu). Once logged in, select Web Print from the left side of the page and follow the instructions.

Desktop computers in the Reference Area include 3 for KU students/staff/faculty (tall table) and 3 for public patrons (low table). Public patrons may purchase a Guest Login for printing from the public computers. The login may be purchased at the Public Service Desk.

### **WHEAT LAW LIBRARY WEB SITE**

The [library website](#) provides information about the Wheat Law Library hours, the staff in the library, where to find materials in the library, services and publications available from the law library collection. Created and managed by our librarians, our site is a powerful research tool as it provides organized links to databases and sites with legal information on international, state and federal topics.

## COMPUTERIZED LEGAL RESEARCH

Wheat Law Library subscribes to Bloomberg LAW, LEXIS Advance and WestlawNext legal databases that include statutes, reports from federal and state courts, selected administrative materials, law review articles and other legal and related sources. Training is necessary and required for all law students taking the Lawyering course. Instructional sessions for other law students are also available by reservation. Training sessions are conducted regularly by company representatives.

While signed into LEXIS Advance and WestlawNext with your law student login you are limited to research directly connected to educational activities. Any other use is prohibited under the terms of our contracts.

The library also subscribes to and/or owns various other digital research and reference tools including Hein Online, Lexis/Nexis Academic, Making of Modern Law, the Index to Legal Periodicals, the Legal Papers of Abraham Lincoln and a large number of interdisciplinary databases available through the KU Libraries catalog.

Please ask at the Public Service Desk for assistance with any of these services.

## PRINTING

1. Enrolled **law** students with a KU Card receive 1000 pages of free bl/wh printing during the school year; accounts will be replenished each fall. Ask at the desk if you have questions.

2. KU students, faculty and staff must have an activated KU Card to print in Wheat Law Library -- \$.08 / page in black and white or \$.48 / page in color.

3. The system will automatically check your KU Card account for adequate value if you are logged onto the workstation with your KU Online ID.

If you need to add money to your KU Card account (Beak 'Em Bucks), follow the instructions below.

Go to myKU at <https://portal.ku.edu/> and login using your KU login & password

Click "Finances" and then "Recharge your card"

Select payment method and enter amount; click "submit." Review and click "Confirm"

Enter your bank account or credit card information; click "Continue"

Review, then confirm or edit, the transaction and click "Continue"

Receipt may be printed or just click "Continue" to close the transaction

Public patrons may purchase a Guest Login for printing from the public computers. The login may be purchased at the Public Service Desk.

### PHOTOCOPYING

Multi-function devices (MFDs) are located on the second and third floors of the library.

1. Login using your KU ID and password -- \$.08 / copy black and white or \$.48 / copy for color. If you need to add money to your KU Card account, follow the instructions above.

2. Public patrons may purchase a Guest Login at the Public Service Desk.

### SCANNING

KU faculty, students and staff may scan documents at either of the MFDs in the library and save the file to a flash drive or email it to their KU email account. There is no charge for this service.

### DICTIONARY STANDS

A dictionary stand is located on the first (in large study area), third, fourth, and fifth floors. Each stand includes:

A law dictionary

An English language dictionary

Bieber's Dictionary of Legal Abbreviations

These materials are also available at various locations in the Reference Collection on the second floor.

### ATLAS STAND

Political, economic and historical maps of Kansas, the United States, and the world are found on the atlas stand on the third floor outside the computer lab.

### DISPLAYS

The Law Library has displays in the glass cases located near the library entrance and on the fourth floor. The exhibit near the entrance showcases recent faculty publications. The cases in the International and Comparative Law area on the fourth floor highlight a collection of international publications and related gifts to the law school.

## LIBRARY POLICIES

### LOAN POLICY

A significant portion of the Wheat Law Library's collection does not circulate (e.g. reference materials, periodicals, primary materials, etc.). Items that do circulate include Reserve items which are loaned for four hours and some monographs (books) which can be checked out for one month, but can be recalled after two weeks. Monographs can be renewed up to five times providing there are no hold requests on them.

Most materials in the library can be checked out for one semester to study carrels within the library and to faculty offices.

Fines are not assessed for overdue materials but once an item is declared lost a bill for replacement costs and processing fees will be sent.

### LOST AND FOUND

Items found in the library are kept at the Public Service Desk.

### FOOD, DRINK, SMOKING, ANIMALS, CELL PHONE

Smoking is not permitted in the building, including the library.

Snacks and beverages may be consumed away from library collections, computers, and equipment. For example, at carrels or study tables **but not while seated at library computers or finding books in the stacks**. Please dispose or recycle all trash for a clean study environment.

Animals are not permitted in the building, including the library.

Cell phones must be on vibrate and calls should be taken outside the library.

### RESHELVING BOOKS

Library users are requested to reshelve books whenever possible.

## **SPECIAL COLLECTIONS**

### **REFERENCE COLLECTION**

Special legal reference materials available on the second floor include Kansas Shepard's Citators, indexes to legal periodical literature and attorney directories.

The collection also includes legal dictionaries, bibliographies, and other finding aids of both a legal and general nature.

### **RESERVE MATERIALS**

Most of these materials are kept behind the Public Service Desk and can be checked out for four hours; just ask the person at the desk. Some Reserve materials are available in electronic format on Blackboard. Reserve materials include books that are in heavy demand, course reserve items, current unbound periodicals, SJD dissertations, and audio-visual materials.

### **U.S. GOVERNMENT DOCUMENTS**

Wheat Law Library is a selective depository for U.S. Government Publications. All documents are filed in the general collection.

### **MICROFORM COLLECTION**

This collection in the Reserve Area contains Native American resources, Supreme Court Records & Briefs and various other archival materials. The microform reader/scanner may be used free of charge.

### **RICE COLLECTION**

The Raymond F. Rice Room and Collection, located on the fifth floor, have been provided by the late Raymond F. Rice, Class of 1908 and a former member of the School of Law Faculty, for the use of the faculty, staff and visiting scholars. The Rice Collection includes selected United States and Kansas materials and KU Law faculty publications.

## LIBRARY STAFF

Christopher Steadham, J.D., M.L.I.M.	Director
Ellen Olker, M.L.I.S.	Technical Services Manager
Jeff Montgomery	Circulation/Serials Departments Manager
Melissa Doebele, M.L.S., M.M.S.	Library Assistant
Pamela Crawford, M.L.S.	Assistant Director, Public & Technical Services
W. Blake Wilson, J.D., M.I.S.L.T.	Assistant Director, Instructional & Faculty Services