Hours of Service

Fall and Spring Semesters:
Monday–Friday ................................................................. 8:00am–11:45pm
Saturday–Sunday .......................................................... 9:00am–11:45pm

Summer Semester:
Monday–Thursday ............................................................ 9:00am–9:45pm
Friday–Sunday ............................................................... 9:00am–5:45pm

Reference Service:
Monday–Thursday ........................................................ 9:00am–8:00pm
Friday .............................................................. 9:00am–7:00pm
Saturday–Sunday ...................................................... 10:00am–7:00pm

Hours may change during Law School holidays, breaks, and exam periods.
For a recording of the library’s hours, please call 202-994-6646. Library hours,
including the current schedule of Reference Desk hours, are also available at
law.gwu.libguides.com/publicservices.
Welcome to the Law Library

Welcome to the Jacob Burns Law Library. The primary goal of the library staff is to provide the best possible service to the students and faculty of the George Washington University Law School and others using the library. We encourage you to ask for assistance or information from any library employee to help us achieve that goal. We also ask that you make suggestions that will assist us in improving our services or collection.

The Library Guide is intended to serve as an introduction to the Jacob Burns Law Library. It offers brief descriptions of the services, resources, and facilities of the library. It also provides maps to help users locate specific materials and collections. Finally, the Guide recites some of the rules of library conduct, which users are asked to observe to maintain an atmosphere conducive to study and research. Additional information about the library can be found at https://www.law.gwu.edu/library, from our guides at law.gwu.libguides.com, and from our Ask Us service at law.gwu.libanswers.com.

Even in the ever-expanding world of online information, the law library remains the laboratory of the legal researcher. The Jacob Burns Law Library provides researchers with an impressive array of resources from many jurisdictions and in many formats to meet their needs. More than 700,000 volumes form the core of the research collection. In addition, the library provides access to a variety of legal and law-related databases and online indexes to enhance research capabilities. Library patrons can use these many resources to investigate the federal and state laws of the United States, as well as international and selected foreign laws. Particular emphasis has been placed on collecting materials that support the major programs of GW Law, including works on environmental law, intellectual property law, government procurement law, international law, national security law, and business and finance law.

We hope that your time spent in the Jacob Burns Law Library is productive, informative, and rewarding. Please let us know if there are ways in which we can help you.

Scott B. Pagel
Assistant Dean for Information Services,
Professor, and Director of the Law Library
Fall 2016
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Law Library Contact Information

General
Circulation Desk ................................................................. circ@law.gwu.edu, 202-994-6648
Interlibrary Loan .............................................................. ill@law.gwu.edu, 202-994-4156
Office of Instructional Technology ................................. media@law.gwu.edu, 202-994-8210
Reference Desk ................................................................. ask@law.gwu.libanswers.com, 202-994-6647, 202-999-3685 (text)
Recorded Hours ............................................................... 202-994-6646
Xerox Services Copy Center .............................................. copycenter@law.gwu.edu, 202-994-2883

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Law Library Administrative Office ................................ 202-994-1430
Interlibrary Loan .............................................................. 202-994-0433

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Scott Pagel
Director spagel@law.gwu.edu, 202-994-7337

Other

Library Website https://www.law.gwu.edu/library
Ask Us–Burns Law Library Q & A law.gwu.libanswers.com
Access Policy

Persons Admitted
Access to the Jacob Burns Law Library is exclusively reserved for the following persons:

• Law School patrons, including faculty, students, alumni, and staff of GW Law;
• University patrons, including GW students, faculty, and staff who need to use Law Library resources to conduct legal research;
• Current students and faculty of OCLC SHARES institutions; and
• Members of the Friends of the Jacob Burns Law Library Program.

During reading and exam periods, access is limited to GW Law patrons, GW faculty and staff, and members of the Library’s Friends program. The Law Library is not to be used as a study hall except by current students and recent graduates of GW Law.

Identification Required
The following types of identification are required to access the Law Library:

• GW Law faculty, students, and staff should present a GWorld card. Law students without a GWorld card must obtain a temporary pass from the Circulation Desk to enter the library.
• Adjunct faculty of GW Law should obtain a university identification card upon appointment. The card is non-transferable and admits the adjunct faculty member only.
• Non-law GW faculty should present a GWorld card for admission. Non-law GW adjunct faculty, staff, and students must present a GWorld card and must obtain a temporary pass from the Circulation Desk to enter the library.
• GW Law alumni must present either a GWorld card or a Law Alumni Association card and photo identification for admission. Alumni identification cards are non-transferable and admit the alumnus only.
• Upon showing a current and valid photo identification card from an OCLC SHARES institution, students and faculty may gain admission to the library to conduct legal research for academic purposes.

Questions regarding access may be directed to the assistant director for public services at dnorwood@law.gwu.edu or 202-994-7338.
Law Library Rules

Please help us maintain an atmosphere conducive to study and research by complying with the following rules:

- All library materials must be checked out at the Circulation Desk before being removed from the library or stored in a library locker or cubicle.
- Theft of library materials is a crime that will be prosecuted by the university. Any mutilation of materials, including marking, tearing, underlining, and highlighting are also criminal offenses that will be prosecuted.
- To minimize damage to library collections, furniture, and equipment and to maintain a clean environment for study, food is permitted only in designated areas: Lower Level One and the second floor of Burns. Beverages are permitted in all areas except where computers, printers, microform equipment, photocopiers, and/or scanners are located. Patrons are asked to consume food and drinks responsibly while in the library, including cleaning up after themselves and disposing of trash.
- Smoking is prohibited in the library.
- A current GW identification card or GWorld card must be presented to the door monitor upon each entry to the library. Non-GW patrons must present the appropriate identification as requested by the door monitor. For security purposes, and for purposes of preserving resources for those patrons entitled to use the library, the rules governing access are strictly enforced. Noncompliance will result in a denial of access. For more information about access, see Services @ the Jacob Burns Law Library, at law.gwu.libguides.com/publicservices.
- Library materials left in carrels or on tables will be re-shelved.
- Notebooks and other portable computers may be used in all areas of the library.
- Library staff phones are not available for public use.
- Talking on cell phones is not permitted in the Tasher Reading Room or the Stockton Reading Room. Cell phones may be used in other areas of the library; in those areas, however, patrons are requested to show consideration for others who may be studying or conducting research in surrounding areas. To find quiet zones for studying, see Library Zones @ Burns Law Library, at law.gwu.libguides.com/zones.
- No entry to the library is permitted when the library is closed.
- Patrons are required to leave the library premises at the close of business, during fire alarms and other emergency procedures, or when otherwise requested by library staff. The GW Police Department will be summoned if patrons fail to comply.
- Emergency exits may not be used except in the event of an emergency. Alarms on these doors automatically summon the GW Police Department.
- Library patrons may not post signs in the library.
Circulation

General
The Jacob Burns Law Library is primarily a research and reference collection of law and law-related materials to be used within the library, and thus certain categories of legal materials do not circulate. Legal reference materials that do not circulate include digests, encyclopedias, court reports, statutes, codes, and regulations. Other materials that do not circulate outside the library include periodical volumes, parts of multi-volume treatises, looseleaf services, and microform.

Library materials circulate via an online circulation system. All library patrons must be registered with the Law Library in order to check out items from the collection. Registration forms and circulation guidelines are available at the Circulation Desk, which is located on the first floor of the library. Students with overdue materials may be blocked from registering for the next semester or from obtaining transcripts pending the return of overdue materials or payment for lost or damaged items. It is not advisable for a student to lend a charged item to others since the person to whom the item is checked out remains ultimately responsible for the item until it is returned. After an item has been checked out for 14 days, it is eligible for recall by another patron. Items needed for Reserve may be recalled immediately. Failure to return recalled items in a timely manner may result in accrual of overdue fines and suspension of library privileges.

The library’s online catalog, JACOB, is available at jacob.law.gwu.edu. JACOB may be used to search the collection, locate an item, or determine the status of an item. If an item is not on the shelf, and JACOB does not indicate that the item is checked out, please inquire at the Reference Desk for assistance. Such items may be out on loan, on reserve, or recorded as missing and reordered. Hold requests may be placed on materials out on loan and searches arranged for missing items. Unless a hold has been placed on an item or the item is overdue, renewals may be requested online, in person at the Circulation Desk, or by telephone at 202-994-6648.
## Loan Rules

<table>
<thead>
<tr>
<th>GW Patron Types</th>
<th>General Collection</th>
<th>Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Adjunct Faculty</td>
<td>14 days</td>
<td>2 hours</td>
</tr>
<tr>
<td>Law Alumni</td>
<td>Not applicable</td>
<td>2 hours</td>
</tr>
<tr>
<td>Law Faculty</td>
<td>One academic year</td>
<td>24 hours</td>
</tr>
<tr>
<td></td>
<td>(Periodicals-14 days)</td>
<td></td>
</tr>
<tr>
<td>Law Students</td>
<td>One semester</td>
<td>2 hours</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>One semester</td>
<td>2 hours</td>
</tr>
<tr>
<td>Non-Law Adjunct Faculty</td>
<td>Not applicable</td>
<td>2 hours</td>
</tr>
<tr>
<td>Non-Law Faculty</td>
<td>One semester</td>
<td>2 hours</td>
</tr>
<tr>
<td>Undergraduate Students</td>
<td>Not applicable</td>
<td>2 hours</td>
</tr>
<tr>
<td>University Staff</td>
<td>14 days</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

Please contact the head of collection services at 202-994-2733 or email circ@law.gwu.edu with any questions regarding circulation.

## Reserve

Materials are placed on Reserve primarily to assure the availability of assigned materials to students enrolled in a given course and to assure the availability of items anticipated to be heavily used. Such materials include current editions of hornbooks and nutshells, the current *Code of Federal Regulations*, the *Daily Washington Law Reporter*, and *U.S. Law Week*.

Reserve materials may be searched in JACOB by author, title, professor’s name, and/or course name/number. To borrow materials from Reserve, patrons must be registered in the library’s circulation system. In general, Reserve books may be checked out for two hours; renewals are subject to a 30-minute waiting period. In addition to books, the library also circulates bicycle locks, clip-on lamps, headphones and audio cassette players/recorders, and chargers for laptops and cell phones.

Two hours before closing, some Reserve items may be checked out for overnight use. These items must be returned to the Circulation Desk within an hour of the library’s opening the next day. Restrictions on overnight checkout may apply to some titles.
Micrographics

The library has an extensive microform collection located on Lower Level One (LL1). Print and online indexes are available for many of the microform materials. Microform equipment allows for viewing, scanning, and printing of images. There is no charge for viewing and/or scanning; however, there is a per-page printing fee.

If assistance is needed in finding or using microform materials, please ask at the Reference Desk, which is located on the first floor of the library.

Instructional Technology

The Office of Instructional Technology, located on the third floor of Stockton (S303), provides a wide range of audiovisual and other instructional technology support services to Law School students, faculty, and staff. For in-class presentations, the Office of Instructional Technology manages a sophisticated system that can record from or transmit to all classrooms. This system often is used to record audio or video streams of classes that are distributed to authorized students for online viewing through the Law School web portal. Student requests for the recording of classes should be directed to the Dean of Students office, which will handle the requests pursuant to the Class Recording Policy. The Policy is available on the Dean of Students area of the Law School website. Faculty requests for class recording can be made by directly contacting the Office of Instructional Technology at 202-994-8210 or media@law.gwu.edu.
Computing Services

Wireless Access
The use of notebooks or other personal devices is permitted in all areas. Access to the Internet is available to students via the Law School’s wireless network. Visitors may self-register for Internet access by connecting to GWLAW_GUEST and launching a web browser. More information is available at the Law School’s Computing Help Desk located in Burns 204.

Computer Workstations
The Law Library features research workstations for use by all library patrons. Patrons may use the terminals located on the first floor of the library in the Reference Commons, which provide access to JACOB, other library catalogs, subscription databases, and other online resources. Access at research workstations requires patrons to log on with a GW Law account. Visitors should refer to the instructions at each workstation for log on instructions. Additionally, a limited number of Law School computer workstations dedicated for use by GW law students are available on Lower Level One (LL1) of the library.

JACOB Kiosks
All library patrons may use the public JACOB terminal located at the Circulation Desk and JACOB kiosks located on the second floor and Stack Level One (SL1) and Stack Level Three (SL3).

For assistance with research workstations, JACOB terminals/kiosks, and with access to online research resources, please contact the Law Library’s Electronic Services Department at eservices@law.gwu.libanswers.com.

Please note: All computer activity in the Law Library is governed by the Code of Conduct for Users of Computing Systems and Services at the George Washington University.
Special Collections

With nearly 36,000 rare books, incunabula, and manuscripts from the fifteenth through nineteenth centuries, Special Collections is considered one of the finest rare law book collections in this country and abroad. A premier research destination for legal scholars, Special Collections is home to many treasures, including almost 180 incunabula (books printed before 1501), a number of which are unique recorded copies or works of extreme rarity. The Law Library’s French Collection, which includes its outstanding customary law (“coutume”) collection, is one of the largest assemblies of early French law in the United States. In late 2007, the French Collection expanded significantly when the Law Library acquired the important French historical law collection of the Association of the Bar of the City of New York. In 2010, the Law Library acquired the Bar’s historical collection of mostly nineteenth- and early twentieth-century German materials. This acquisition is one of an ongoing series of transfers of the Bar’s entire collection of historical foreign legal works to the Law Library.

Other key holdings in Special Collections include a large collection of early American statutes and practitioner guides, an abundance of significant international law titles with an emphasis on the works of Grotius, influential Roman and canon law works, and a wealth of materials on church-state relations. Trials of all jurisdictions, including a noteworthy witchcraft and Inquisition collection, enhance the depth of the Law Library’s holdings.

Special Collections also is home to a number of important archival collections, including the Dembling Archive, which features the professional papers of Paul G. Dembling (JD ’51), the principal architect and author of the National Aeronautics and Space Act of 1958. The Law Library’s archives also include the papers of the Jacob Burns Community Legal Clinics (1971–2003), working papers generated by GW law professors during their associations with domestic and international law projects, and documentation of the history of the Law School. In 2012, the Law Library received the papers of Dr. Alfred Soman, a distinguished scholar of witchcraft trials in France. The Soman Collection includes several thousand pages of typed transcriptions of Parlement trials.

Materials from Special Collections must be paged and used under special circumstances. Please contact the director of special collections at jmeade@law.gwu.edu or 202-994-6857, or the reference/legal history and rare books librarian at kwahl@law.gwu.edu or 202-994-8012, for assistance with the collection. For more information, please visit the Special Collections page of the library’s website at https://www.law.gwu.edu/special-collections.
Photocopier, Printing, and Scanning Services

Xerox Services Copy Center
The Xerox Services Copy Center is located on the second floor of Stockton (S202). The hours of operation are Monday–Friday, 8:00am–9:45pm; Saturday, 9:00am–5:00pm; and Sunday, 11:00am–7:00pm. Summer and intersession hours may vary. The Copy Center accepts copy requests from law students, student groups, faculty, and staff. Copy requests may be made in person at Stockton 202, by email at copycenter@law.gwu.edu, or by calling 202-994-2883. Please note that the Copy Center is unable to reproduce material when doing so violates federal copyright law. In addition to copy requests, the Copy Center sells USB flash drives. For detailed information about services and fees, visit or contact the Copy Center.

Printing
The touch-screen printing kiosks located in the Law Library and Law School are part of GW’s Colonial Printing. Colonial Printing is a cloud-based, wireless printing service, enabling users to print from anywhere on or off campus, and even from a smartphone or tablet. Kiosks are located in the Law School on the second floor of Burns (205), the second floor of Stuart (STU203), the Law Learning Center (LLC) lobby, and on the first floor of the library.

Please note that while the kiosks accept GWorld ID cards, credit/debit cards, or WEPA accounts as forms of payment, they do not accept GWorld Courtesy Cards.

For assistance with the printers, please refer to instructions posted near each kiosk or visit https://printing.gwu.edu. Please report problems with the printers to the Circulation Desk or call 202-994-6648.

Photocopiers
Self-service photocopiers are located on Lower Level One. All copiers operate with either a GWorld ID or GWorld Courtesy Card. Value may be added and new Courtesy Cards may be purchased from a Value Port machine located on the first floor. The Value Port machine does not accept coins. Courtesy Cards are not refundable.

Please report photocopier or Value Port problems to the Circulation Desk.

Scanning
Patrons may scan documents and books at no charge using library scanners located in the Stockton Cellar.

Copyright Notice
The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using the equipment is responsible for any infringement.
Librarians offer reference assistance and research consultations primarily to GW Law faculty, students, and alumni.

Assistance may be requested:
- by appointment;
- at the Reference Desk located on the 1st floor of the library;
- by phone at 202-994-6647;
- by text at 202-999-3685;
- by email at ask@law.gwu.libanswers.com; and/or
- by chat through the Library’s Ask Us service at law.gwu.libanswers.com.

Online research assistance also is available using the library's topical guides (see “Subject Resources” at https://www.law.gwu.edu/library/research).

Reference librarians are available to conduct instructional sessions on legal research for Law School classes, faculty research assistants, student journals, and other groups. Other services provided by the reference librarians include library orientations and instruction on the use of JACOB, the Internet, and other online resources. For further information or to arrange instructional sessions, please contact the assistant director for public services at dnorwood@law.gwu.edu or 202-994-7338.

Online Research
The library provides access to many online resources through computers located in the Reference Commons on the first floor and through other on-site computers, or remotely through the Law Library proxy server. For detailed information on the library's online resources, including a complete descriptive list of subscription databases and instructions for off-campus access, see the Guide to Using Online Resources, at law.gwu.libguides.com/electronicresources.

Databases
BLOOMBERG LAW, LEXIS ADVANCE, and WESTLAW online legal research systems are available for use by current GW law faculty and students. Dedicated Lexis printers are located on the second floor of Burns (B205), outside the Library. For questions regarding access to research systems, please contact the Electronic Services Department at: eservices@law.gwu.edu.

CURRENT AND HISTORICAL LEGAL RESEARCH RESOURCES, including primary materials, periodical indexes, full-text journals, and subject-specific collections are available through the Law Library’s online resources. These include subscriptions to the Making of Modern Law Digital Archive, Bloomberg BNA, CCH IntelliConnect, HeinOnline, Justis.com, and many more.

Catalogs
JACOB, the online catalog of the Jacob Burns Law Library, provides bibliographic information about materials found in the Law Library collection, their locations and
availability, and for selected titles, their tables of contents. JACOB records link to selected full-text online content, including electronic books and journals.

JACOB can be accessed via dedicated terminals at the Circulation Desk and on the stack levels, at research computers located in the Reference Commons (on the first floor of the library) and at jacob.law.gwu.edu.

JACOB may be searched by either of two platforms: JACOB Discover or JACOB Classic. JACOB Discover uses a single search box to find books and online resources. Searchers may enter an exact title or descriptive keywords. Results may be refined by format, collection, location, language, topic, or publication date. Searchers have the option to run the same catalog search in selected databases to retrieve articles and more.

JACOB Classic can be searched to locate books by keyword, title, author, subject, or call number. On-screen instructions make JACOB easy to use.

For assistance with using JACOB, please visit the Reference Desk or contact a reference librarian by phone at 202-994-6647, email at ask@law.gwu.libanswers.com, text (202-999-3685), or by chat through the Library’s Ask Us service at law.gwu.libanswers.com.

GW LAW LIBRARY WORLDCAT DISCOVERY can be used to locate books and other materials at the Law Library and more than 60,000 libraries worldwide. Customized features for current GW law students, faculty, and staff include search results that highlight any material housed at the Law Library and a direct link to—and automatic filling out of—the interlibrary loan request form. GW Law Library WorldCat Discovery is particularly valuable for interdisciplinary studies.

WRLC CATALOG provides access to the GW Gelman Library online catalog and the online catalogs of other local universities that are members of the Washington Research Library Consortium (WRLC). ArticlesPlus searches the GW Gelman Library catalog for books as well as non-law and law-related databases. For additional information on Gelman Library’s online resources visit the Gelman Research Help page, at library.gwu.edu/research.

**Interlibrary Loan**

Books and periodicals that the Law Library does not own or that are not at a campus library may be borrowed through interlibrary loan (ILL), a service offered to GW law students, faculty, and staff. Search in GW Law Library WorldCat Discovery, an online catalog accessed from the library’s web page, to locate materials in libraries worldwide; once the record for the work is located, submit a request by clicking the “Request from another library” link. An ILL request also may be submitted by using the form available at https://gwulaw.illiad.oclc.org/illiad/logon.html. For more information, please contact the Interlibrary Loan Department at ill@law.gwu.edu. Students, faculty, and staff also may borrow directly from the Himmelfarb Health Sciences Library, the Gelman Library, and the WRLC Consortium. Failure to return ILL materials may result in fines and/or a suspension of library privileges.
Area Libraries

Students, staff, and faculty of the Law School may use many of the other libraries in the metropolitan area. From time to time, access policies change, therefore, it is highly recommended that patrons who wish to gain access to another area library contact the library in advance of a visit.

Other GW Libraries

Eckles Library
Gelman Library
Himmelfarb Health Sciences Library

Other Area Law Libraries

American University
Catholic University
George Mason University
Georgetown University
Howard University
Law Library of Congress
Martin Luther King Jr. Memorial Library
University of Baltimore
University of the District of Columbia
University of Maryland
Law Library Security

There are two entrances to the Law Library: one on the first floor and the other on the second floor of Burns. All other doors are locked or alarmed. Elevators and staircases are coordinated to serve both library floors and the upper (non-library) floors of Burns.

A door monitor attends the first-floor main entrance during all times when the building is open. During the fall and spring semesters, the second floor entrance is staffed by a door monitor and is generally open Monday–Thursday, 9:00am–10:00pm; Friday, 9:00am–6:00pm; and Saturday–Sunday, 1:00–5:00pm. This entrance may be used only by persons with a current GW Law GWorld ID card; all visitors who must sign in are required to use the first floor main entrance. Door monitors at the entrances may ask to check the identification of all persons entering the Law Library. In addition, security gates at both doors are equipped with electronic theft detection devices that will sound an alarm when library materials have not been properly checked out at the Circulation Desk. If the alarm sounds, the patron must return to the Circulation Desk and allow the circulation assistant to process the materials.

Patrons are advised to keep their personal belongings with them at all times while in the Law Library. Any unusual or suspicious activity should be reported immediately to the Circulation Desk.

The GW Police Department (GWPD) provides a security service of escorting individuals to destinations throughout the campus upon request. For more information, please contact GWPD at 202-994-6110.
Miscellany

Confidentiality
The Jacob Burns Law Library adheres to the American Library Association and American Association of Law Libraries’ policies on library confidentiality issues. A copy of the library’s confidentiality policy is available upon request at the Reference Desk.

Exams
Law students may obtain copies of previous exams by downloading or printing copies as PDF files from the Law School web portal.

Fire Alarms
When the fire alarm sounds, Law Library users must immediately evacuate the building through the nearest exits.

Lactation Room
A lockable lactation room is available in the library. For more information, please contact the Dean of Students, at deanofstudents@law.gwu.edu or 202-994-8320.

Library Lockers
Library lockers are available to LL.M. and S.J.D. students. For details on library lockers, please contact or visit the Library Administrative Office located in room BM01 on the mezzanine level, 202-994-1375.

Library News
For library-related information, please refer to the following:

- Web page, https://www.law.gwu.edu/library
- Blog, https://jacobburnslawlibrary.wordpress.com
- Facebook page, https://www.facebook.com/gwlawlibrary
- Twitter, https://twitter.com/GWLawLibrary
- LibGuides, law.gwu.libguides.com
- A Legal Miscellanea, alegalmiscellanea.com
Lost & Found

Inquiries about lost possessions may be made at the Circulation Desk at 202-994-6648, the Law School Records Office at 202-994-6261, or the GW Police Department, at 202-994-6948.

Messages

The Law Library can neither accept phone messages for patrons nor page library patrons.

Recent Acquisitions

Lists of print materials and electronic books acquired by the library are available, at jacob.law.gwu.edu/screens/newacq_current.html.

Restrooms

Within the Law Library, restrooms are located on Lower Level One and in the Stockton Cellar. Additional restrooms are located throughout the Law School buildings.

Study Rooms

Except during reading and exam periods, group study rooms may be reserved by currently enrolled GW Law students for two-hour periods. These rooms can be reserved through the Law School’s online room reservation system. Study rooms can be reserved only by study groups of two or more students. All library rules apply in these rooms.

Suggestions & Comments

We welcome suggestions, recommendations, and comments about the Law Library. Students also are encouraged to recommend books considered to be useful additions to the library’s collection. Suggestions and recommended acquisitions may be submitted online via links in JACOB, or by placing a suggestion card in the suggestion box on the first floor near the entrance.

Supplies

Heavy-duty staplers, a heavy-duty electric hole punch, standard staplers, a three-hole punch, a paper shredder, and a pencil sharpener are located near or at the Circulation Desk. Electric staplers are available in the computer labs. To report any problems with these supplies, please stop by the Circulation Desk.
Telephones
Library staff phones are not available for public use.

Terrace
The outdoor courtyard terrace on Lower Level One is part of the Law Library and is generally accessible (except during inclement weather) for individual or group studying. All library rules apply in this area.

Theses
To locate theses authored by post-J.D. candidates of the Law School, patrons may search JACOB Classic or JACOB Discover by keyword, author, or call number (AS36.G3). In addition, using JACOB Discover’s Advanced Search, patrons may search for GW law theses by collection (“Jacob Burns Law Thesis”).

Typewriter
A typewriter is available on the second floor in room B201B for patron use.

Virtual Library Tour
An interactive, virtual tour of the library is available at law.gwu.libguides.com/librarytour.
The Law Library occupies six levels of the Jacob Burns building and two levels in Stockton Hall. Maps, directories, and signs are posted on all floors. Please note that access to certain materials—such as those from Special Collections or those stored offsite—is restricted; patrons wishing to use these materials should consult with staff at the Circulation Desk or Reference Desk for paging details.

The Upper Levels

Second Floor—Basic legal materials for federal and state law research: reports of the U.S. Supreme Court and lower federal courts; and selected state codes, digests, regional reporters, and Shepard’s citators. The Stockton Reading Room houses local jurisdiction materials. Also on this floor, outside the Library, are Colonial Printing kiosks (B205 & STU203), dedicated LexisNexis printers (B205), the Burns computer lab (B203), the Stuart computer lab (STU203), the Stockton study room (S201), restrooms, and the Xerox Services Copy Center (S202).

Mezzanine—Law Library Administrative Office, Technical Services staff offices.

First Floor—Circulation area, Reference Commons, Tasher Reading Room, Rare Book Room, and Colonial Printing kiosk. Titles in high demand, materials needed for specific courses, CD-ROMs, pamphlets, and current, unbound periodicals are shelved on Reserve behind the Circulation Desk. At the Reference Desk, librarians are available to guide students in using print or electronic resources. Computers in the Reference Commons provide quick access to online databases and the Internet. Print editions of general reference materials, including legal and nonlegal directories, dictionaries, encyclopedias, style manuals, etc., are shelved in the Reference Commons.
The Lower Levels

**Stockton Cellar**—Scanners, a restroom, and staff offices are located on this floor.

**Lower Level One (LL1)**—Legal Reference collection (including legal encyclopedias and form books), federal legislative materials, microform collections and equipment, computer lab workstations, conference rooms, restrooms, photocopiers, VHS and DVD viewing stations, and staff offices.

**Stack Level One (SL1), Stack Level Two (SL2), and Stack Level Three (SL3)**—The treatise collection, call numbers A-Z. These books are arranged according to the classification system of the Library of Congress. Most law books are classified under the letter K. KF denotes American law, and international legal materials usually appear in the class JZ or KZ.

- Stack Level One: KG-ZA
- Stack Level Two: A-KE
- Stack Level Three: KF-KFZ

**Lower Level Two (LL2)**—Bound periodicals (K1-30) and the historic collection, which includes earlier editions of treatises. The LL2 collections are housed in compact shelving. Conference rooms are also available on this floor.
Notes