

Access to Law Library Material

Library material should be checked out at the Circulation Desk. All books and periodicals will be given the due date of May 2nd, no matter when they are checked out to faculty. Borrowed items may be returned to the Circulation Desk or left on the book cart in the faculty copy room. Items may be renewed at the Circulation Desk.

The Law Library conducts periodic inventories of the library materials in faculty offices, usually soon after the May 2nd due date, to insure that our records accurately reflect circulation status. All material is subject to recall if it is needed by another library user. Items that are recalled for other patrons must be returned to the Law Library within two days. Upon request, we will return recalled items to the faculty member as soon as possible.

Online Catalog

You can access Galileo, the university's online library catalog by [clicking here](#). Galileo contains the records for all material held in the Law Library and the Christopher Center library. Galileo indicates where an item is located; whether it is checked out; and, if out, when it is due back. While viewing the record of an item that has been checked out, faculty who have set up a PIN for their patron record can put a hold on that item by clicking the "Request" button.

Faculty can create and save "preferred searches," and they can rerun any search simply by clicking on that search. If they select "e-mail notification," they will be informed weekly on Tuesday of any items found by a preferred search that have been added to Galileo. For e-mail notification, go to "Your Patron Record" in Galileo and set up a PIN. (If you forget your PIN, contact [Beverly Burmeister](#).) Then proceed to set up the preferred search, including e-mail notification, by using the directions "For VU faculty and staff only: Setting up 'My Galileo' and search alerts" posted under "Other Information" in Galileo.

For help in using Galileo, click on the "Other Information" option on the Galileo opening screen, check the short guides offered under each search type within Galileo, or contact your [library liason](#).

Interlibrary Loan

Books or journal articles that are not available in the collections of either the Law Library or the Christopher Center, or online may be requested from other libraries through our online Interlibrary Loan program- ILLiad. To access this program, select the Interlibrary Loan link on our Library Information page or access it directly by [clicking here](#).

Although we make every effort to get items quickly, it may take a book 7-10 days to be delivered. Articles may be received sooner.

For more information, contact the Interlibrary Loan Manager at (219) 465-7876 or e-mail <mailto:Pat.Glenn@valpo.edu> The Interlibrary Loan Office is located on

School of Law - Valparaiso University

the 2nd floor of the Law Library in Room 253 near the computer lab and is open Monday - Friday from 7:30 a.m. to 4:00 p.m.

Book Purchase Requests

The Law Library makes every effort to acquire material required to support faculty teaching and research, within the constraints of the library budget. We are usually able to purchase treatises, videos, and monographs. Adding continuations (periodicals and loose-leaf materials) to the collection may be more problematic but is frequently possible. Please contact [Mary Persyn](#) or [Gail Hartzell](#) with your requests.

Reference Services

Our librarians are trained and experienced in many areas of legal, general, and subject-specific research. They can help you devise solutions to specific research problems or answer general questions about research methods. Feel free to stop by the library or make an appointment. Reference librarians are available Monday through Thursday, 8:00 a.m. to 9:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; and Sunday, 1:00 to 5:00 p.m. Reference hours change during breaks and holidays. Appointments for reference assistance can be made outside regular reference hours.

Library Newsletter

The Law Library publishes a newsletter, *The Reporter*, on an irregular basis. *The Reporter* contains information about services, publications, and events of interest to Law Library patrons. Copies are placed in faculty mailboxes, and recent issues are available on the library's web page. To access *The Reporter* electronically, visit the Library Information page or access it directly by [clicking here](#).

Library Blawg

The librarians now maintain a web log in order to keep VUSL faculty and students apprised of new sources of legal information, changes to trusted sources, or simply new developments or happenings within the library itself. Visit our [Blawg](#).

Research Profiles

Periodically, we survey the faculty to identify their administrative, teaching, and publication interests. The resulting Faculty Interest Profiles assist us in responding to faculty needs through our procedures for collection development, circulation, reserve, reference, and automation.

Staff Directory

The Valpo Law Library team consists of six professional librarians and six staff members. Our librarians all have master's degrees in library science and three also

School of Law - Valparaiso University
have Juris Doctor's degrees. All have extensive legal research experience and four teach the first year and advanced legal research courses.

It is impossible to run a successful library without highly skilled and energetic staff members. Valpo is fortunate to have some of the best. They are involved with the day-to-day activities of the library, including circulation, interlibrary loan and processing the variety of material that comes into the library.

Visit our [Pictorial Directory](#) for more information on the Valpo Law Library team including contact information.