

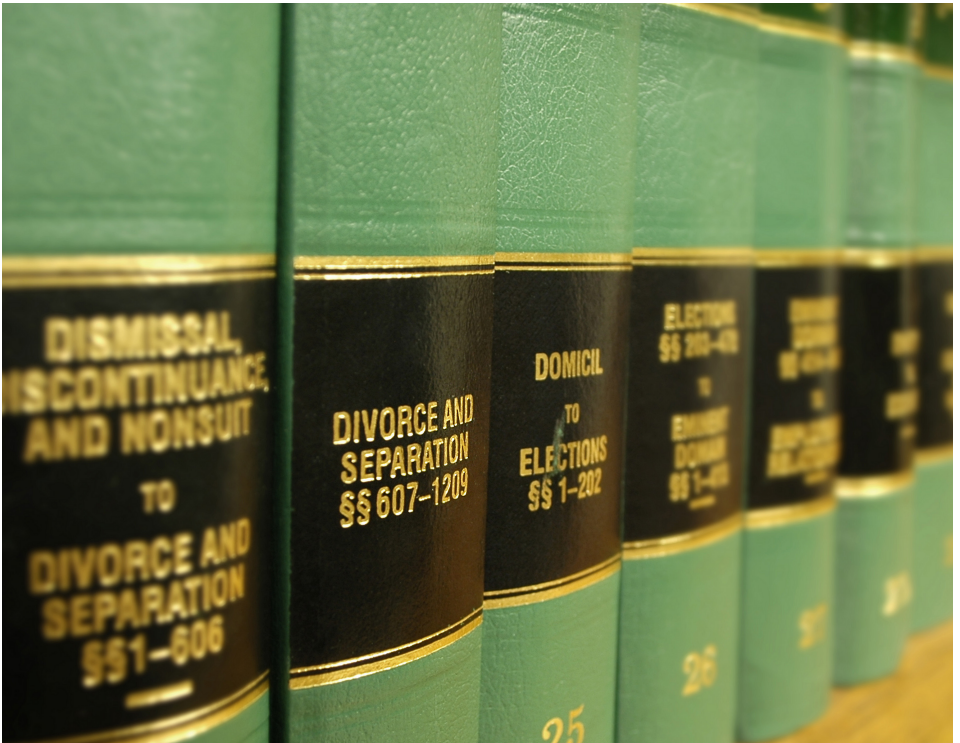
STUDENT EDITION

Hofstra

Law Library

2018-19

Supporting the Curricular and Research Needs
of the Students and Faculty of Hofstra Law



HOFSTRA UNIVERSITY.

MAURICE A. DEANE SCHOOL OF LAW

Hours

For most of the school year, the Library is open and the Circulation Desk is staffed during the following hours:

Monday-Thursday	8 a.m.-8 p.m.
Friday	8 a.m.-5 p.m.
Saturday-Sunday	10 a.m.-6 p.m.

Outside of the hours listed above, Hofstra Law students may access the Library on a modified 24/7 hours schedule using their ID cards. The Library will be open special hours during holidays, intersession periods and breaks when there are limited or no classes. You can see the schedule on the Library's website.

Reference Desk hours vary during the year. You can find the current Reference Desk hours by clicking on "Library Hours" posted on the Library's homepage.

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Contact Information

Administrative Office: 516-463-5900

Circulation Desk: 516-463-5898

Reference Desk: 516- 463-5908

Law Library

The Law Library has a rich collection of print, multimedia, and electronic resources. You can determine what the Library has and where to find it in the Library's online catalog, Lexicat, at libweb.hofstra.edu. This catalog reflects both Law Library and main campus library (Axinn Library) holdings.

The Library also subscribes to a wide variety of online databases in addition to Lexis, Westlaw and Bloomberg Law. You can access a subject listing of these resources on the Library's website. To access these resources from off-campus, you will be asked to authenticate using your Hofstra credentials.

The Library's website, law.hofstra.edu/Library, provides more information about the Library's resources, staff, and research assistance. For any questions regarding the Library's website, or if a link is broken, contact weblaw@hofstra.edu.

Axinn Library

Law students may check out most circulating material from Axinn Library for 60 days. Materials may be renewed twice, then the items must be returned.

Law students can access the research database subscriptions of Axinn Library at www.hofstra.edu/Library. To access Axinn's databases from off campus, you must authenticate through the portal using your network username and password.

Reference/Instructional Services Department

Reference

The Reference Librarians assist students, faculty, and other patrons at the Reference Desk. In addition, they guest lecture in classes and teach separate research workshops.

The phone number for the Reference Desk is 463-5908, and the e-mail address is hofstralawlib@gmail.com. You may also make an individual appointment with a reference librarian for in-depth reference assistance.

You can find a calendar reflecting the current Reference Desk hours by clicking on “Library Hours” posted on the Library’s homepage.

Legal Research Instruction

The Reference Librarians provide reference guides and workshops throughout the academic year. These workshops cover topics such as advanced Google searching, paper writing databases, and using government information. In the spring, the librarians provide a series of workshops designed to prepare students for employment. Many of these workshops are also available for download from the Library’s website.

Law Library Blog

The Library maintains a blog, accessible from the Library website, to keep you informed of events in the Library and to provide research tips and interesting websites to visit. You can visit the blog at lawblogs.hofstra.edu/lawlibrary.

Access and Collection Services Department

The Access and Collection Services Department handles a variety of functions in the Library. At the Circulation Desk you may take out and return books borrowed either from our collection, or through interlibrary loan. Books circulate for 28 days. You may renew books online at “My Library Account” at libweb.hofstra.edu/patroninfo~S1. If you keep items past the due date, you will be charged an overdue fine. For details, see the policies on the Library’s website. Items placed on Reserve (usually by request of faculty, by virtue of heavy use, or materials such as DVDs) are also available at the Circulation Desk.

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Services

This department also includes the behind-the-scenes functions that keep the library running. The department orders, receives and processes all materials acquired by the Library and added to the collection. This includes books, audio files, videos, periodicals, microforms and internet resources. It is also responsible for the maintenance of the online catalog.

Interlibrary Loan

If you need materials not available in either the Law Library or Axinn Library collections, the Law Library can borrow these materials for you from another library. You can make an interlibrary loan request online at law.hofstra.edu/library/general/policies. Click on “the ILLiad system” link.

For assistance in determining if what you need is available at Hofstra, contact the Reference Desk at 463-5908. For questions regarding ILL policies and procedures, contact ILL at 463-5869.

Law Library Administration

The director oversees and is responsible for all operations of the Library and makes all purchasing decisions.

Access to Other Law Libraries

If you would like to use another school’s law library for study or research, Jacqueline Cassar, the Senior Support Specialist, can prepare a letter for you requesting access. Most law libraries in the area accept these letters, though please be aware that every law library has its own access policies. Libraries usually post these policies on their websites. You may reach Ms. Cassar in Room 102B or at Jacqueline.Cassar@hofstra.edu, or at 463-5900. You may also request an access letter online through the Library’s website by visiting the Resources for Students section of the site.

Acquisition Suggestions

You can make acquisition recommendations through the library’s catalog at libweb.hofstra.edu/acquire.

Policy Questions

Library policies are available on the Library’s website. Students with questions regarding Library policies should contact the Reference Desk, Circulation Desk, or the Library Director.

Staff Directory By Function

Access

463-5898
lawlibrary@hofstra.edu

Book Purchases & Journal Subscriptions

Courtney Selby
463-5901
lawcls@hofstra.edu

Checkout of Books

Circulation
463-5898
lawlib@hofstra.edu

Circulation Policies

Jacob Nunnally
463-5904
jacob.i.nunnally@hofstra.edu

Class Presentations

Lisa Spar
463-5392
lawlas@hofstra.edu

Library Computing Services

Courtney Selby
463-5901
lawcls@hofstra.edu

Government Documents

Kevin Shelton
463-6150
lawkbs@hofstra.edu

Interlibrary Loan

463-5869

Lexis/Westlaw Passwords

Isaac Samuels
463-7808
isaac.e.samuels@hofstra.edu

Library Workshops

Lisa Spar
463-5392
lawlas@hofstra.edu

Overdue Fines

Jacob Nunnally
463-5904
jacob.i.nunnally@hofstra.edu

Policy Questions

Courtney Selby
463-5901
lawcls@hofstra.edu

Reference Services

Lisa Spar
463-5392
lawlas@hofstra.edu

Renewal of Books

Circulation
463-5898
lawlib@hofstra.edu

Research Questions Reference

463-5908
hofstralawlib@gmail.com

Reserves

Circulation
463-5898
lawlib@hofstra.edu

Study Rooms

law.hofstra.libcal.com

Temperature Problems

Circulation
463-5898
lawlib@hofstra.edu

TWEN

Reference
463-5908

Web Courses

Reference
463-5908

Staff Directory By Department

Library Administration

Library Director

Courtney Selby
463-5901
lawcls@hofstra.edu

Senior Support Specialist

Jacqueline Cassar
463-5900
Jacqueline.Cassar@hofstra.edu

Assitant Director for Access and Collection

Jacob Nunnally
463-5904
jacob.i.nunnally@hofstra.edu

Assistant Director for Reference & Instructional Services

Lisa Spar
463-5392
lawlas@hofstra.edu

Reference

Assistant Director for Reference & Instructional Services

Lisa Spar
463-5392
lawlas@hofstra.edu

Reference Librarian

Patricia Kasting
463-5905
lawpak@hofstra.edu

Reference Librarian

Isaac Samuels
463-7808
Isaac.E.Samuels@hofstra.edu

**Reference/
Government Documents Librarian**

Kevin Shelton
463-6150
lawkbs@hofstra.edu

Access and Collection Services

**Assitant Director for
Access and Collection**

Jacob Nunnally
463-5904
jacob.i.nunnally
@hofstra.edu

**Access and Collection
Services**

Librarian
Rou Chia Lin
463-5903
lawrpl@hofstra.edu

**Senior Library
Assistant**

Sheryl Johnson
463-5902
lawscj@hofstra.edu

**Senior Assistant To
Access and Collection**

Richard Torrani
463-5898
lawrat@hofstra.edu

**Senior Assistant To
Technical Services**

Jason Kaas
463-5902
lawjak@hofstra.edu

Senior Supervisor

Donna Calderon
463-5898
donna.m.calderon
@hofstra.edu

**Accounts Clerk
Specialist**

Metrez-Ellee Tiburccio
463-5858
metrezellee.tiburccio
@hofstra.edu

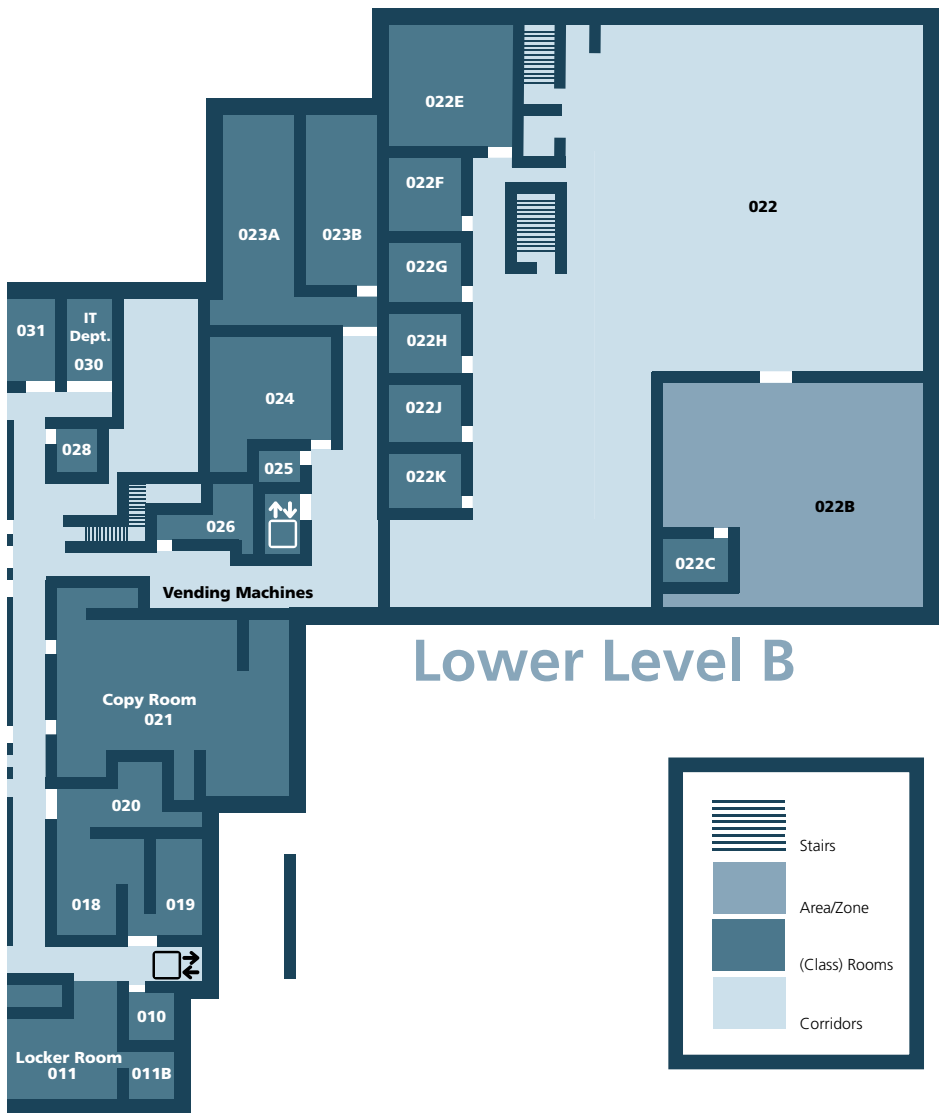
MAIN LEVEL - Hofstra Law





Lower Level A





Locations

Material Type	Area of Library
Federal - statutes, cases, digests	Reading Room
New York - statutes, cases, digests, treatises	Reading Room
Legal Secondary - ALR, Decennial, Digests, AmJur, CJS, Words and Phrases	Reading Room
State - selected statutes and digests	Lower Level A - (Room 029, past Main Level computer lab, down stairs on right)
Regional Reporters, State (except NY)	Lower Level A - (Room 029, past Main Level computer lab, down stairs on right) in compact (rolling) shelves
Periodicals; Microforms	Lower Level B - (Room 022, down stairs near Reference Desk)
Ready Reference	Shelves by Reference Desk
Reserve; Course Reserve - reserve items for classes, Restatements, NY State and City Administrative Codes	Shelves behind Circulation Desk

CALL Number Locations	Area of Library
A - J	Main Level Side - (Room 100L - Doors on left off of Main Level Classified-front)
K1 - K30	Lower Level B- (Room 022, down stairs near Reference Desk)
K31 - K1029	Main Level Side - (Room 100L, Doors on left off of Main Level Classified - front)
KB - KE	Main Level Classified - (front, large room just beyond computer lab)
KF1 - KF320	Main Level Classified - (front, large room just beyond computer lab)
KF321 - KF2140	Main Level Classified - back (Room 103, through double doors in back of Classified-front)
KF2165 - KF6335	Lower Level A - (Room 029C, through double doors on Main Level, down stairs on the left)
KF6335 - KF9999	Lower Level A - (Room 029C, through double doors on Main Level, down stairs on the left)
KFA - KFZ	Lower Level A - (Room 029, past Main Level computer lab, down stairs on right)

CALL Number Subject Guide

Area of Library

ADMINISTRATIVE LAW	KF5401 - KF5425	Lower Level A
ANTITRUST (Trade Regulation)	KF1601 - KF1666	Main Level Classified-back
BANKRUPTCY (Bankruptcy Reporter: KF1516.A2 B3)	KF1501 - KF1548	Main Level Classified-back
CIVIL PROCEDURE	KF8815 - KF8891	Lower Level A
CIVIL RIGHTS	KF4700 - KF4788	Lower Level A
COMMERCIAL LAW	KF871 - KF890	Main Level Classified-back
CONSTITUTIONAL LAW	KF4501 - KF5130	Lower Level A
CONTRACTS	KF801 - KF869	Main Level Classified-back
CORPORATIONS / AGENCY / SECURITIES	KF1341 - KF1480	Main Level Classified-back
CRIMINAL LAW / CRIMINAL PROCEDURE	KF9201 - KF9950	Lower Level A
DOMESTIC RELATIONS	KF501 - KF553	Main Level Classified-back
EMPLOYMENT / LABOR LAW (NLRB Decisions: KF3362.A21)	KF3301 - KF3580	Lower Level A
ETHICS	KF300 - KF313	Main Level Classified-front
EVIDENCE	KF8931 - KF8969	Lower Level A
IMMIGRATION	KF4800 - KF4845	Lower Level A
INTELLECTUAL PROPERTY	KF2971 - KF3192	Lower Level A
PROPERTY	KF560 - KF720	Main Level Classified-back
TAX	KF6253 - KF6795	Lower Level A
TORTS	KF1246 - KF1327	Main Level Classified-back
TRUSTS / ESTATES	KF726 - KF780	Main Level Classified-back

Hofstra

Law Library

2018-19

Campus Crime Reporting and Fire Safety Statistics

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, an annual campus safety report, which contains detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at hofstra.edu/campussafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at ope.ed.gov/security. The Advisory Committee on Campus Safety will provide, upon request, all campus crime and fire safety statistics as reported to the United States Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 463-6606.