

Hofstra Law Review (Law Review)
Hofstra Labor & Employment Journal (Labor Law)
Family Court Review (FCR)
Journal of International Business & Law (JIBL)
American College of Trust and Estate Counsel (ACTEC)

General Policies

1. Reference Librarian Mary Godfrey-Rickards is the liaison between each of the journals, the Law Library and Axinn Library. Ms. Godfrey-Rickard's email address is in mary.godfrey-rickards@Hofstra.edu. All editors are to contact the liaison directly regarding needs and concerns of the Law Review, Labor Law, FCR, JIBL, or ACTEC. The Research Editors will work with the liaison on source gathering, interlibrary loan requests, and other issues that may arise.
2. The library liaison will give an orientation for incoming Research Editors* in the spring semester, after they have been selected by their journals.
3. Each journal will have a library orientation for incoming members conducted by a Reference Librarian. The orientation will include a talk on procedures and policies and a tour of the relevant sections of the Law Library. Attendance at the library orientation is mandatory.
4. Each journal has been issued a borrowing card for use by journal staff members when borrowing books from Axinn Library. The cards are held at the Law Library Circulation Desk. The journals' staffs are solely responsible for retrieving materials from Axinn Library and from the Law Library. The Law Library staff does not retrieve materials from Axinn Library on behalf of any journal.
5. The Law Library will permit journal members to take non-circulating books from the Law Library for same-day copying in the law journal offices. The loan period for these books is three hours. The system for copying non-circulating books is for journal purposes only and is not for personal copying.
6. The Law review, Labor Law, FCR, JIBL and ACTEC are responsible for books borrowed from Axinn Library, MAD Law Library and through interlibrary loan. If a book borrowed by a journal is determined to be missing and the journal cannot find it, the journal will be responsible for the fine associated with replacing the book. Journals must respond to any notice (e.g. overdue notice) sent to them by any library on campus. Axinn Library is responsible for its own policies, separate from the Law Library's, and Axinn Library has the ability to restrict privileges it extends to Hofstra's law journals.

* This term also refers to those editors who hold similar duties.

Source Gathering

1. Borrowing books from Axinn Library requires journal staff members to sign out the appropriate borrowing card held at the Circulation Desk.
 - a. The Law Library will verify that the person requesting the card is a member of the requested publication. The student may then use this card at Axinn Library in order to borrow books on the specified journal's account. It is up to the journals to furnish the Law Library with current lists of journal members.
 - b. The student must sign the "Axinn Library Cards" sheet that requires date, name of student, and time borrowed. When the card is returned the student indicates the time returned.
 - c. This privilege is for source gathering only. Student working on their notes must use their own Hofstra ID to borrow books from Axinn Library.
 - d. The current Editor-in-Chief (EIC) of any journal may at any time request from the Law Library information on the use of his or her journal's borrowing card.
2. For books held by the Law Library, all books must be brought to the Circulation Desk. Books will be charged out under the journal's account. The due date for Law Library books that normally circulate is always July 31 or August 1. Books that don't normally circulate and books held on Reserve are charged out for three hours. Students working on their notes must use their own Hofstra ID to borrow books from the Law Library.
3. Materials that are listed as charged out can sometimes be retrieved by the Law Library for source gathering. If a journal requests an item that is charged out, the Law Library may retrieve it and ask the journal to share the item with another patron.
4. **Photocopying**- All journals have access to photocopies near the journal offices. The Law Library does NOT hold copy cards for use by the journals. Journals must arrange for their own copy cards for use by the journals. Journals must arrange for their own cards to be used for copying materials at Axinn Library. Non-circulating materials such as periodicals, reporters, statutes, reference materials, and volumes of multi-volume treatises may be taken out of the Law Library for same-day photocopying. The journal student taking out such materials must bring these items to the circulation desk to be checked out the journal. After making photocopies, the journal student **will bring the items back to the Circulation Desk** to be checked in, and then re-shelve the items.
5. Newspaper articles- All requests for newspaper articles not available at Hofstra will be given to the Research Editors. The Research Editors will obtain the articles directly from the appropriate news source. Interlibrary loan requests for newspaper articles will only be processed in exceptional circumstances. Research Editors should contact the journal liaison before submitting an ILL request for a newspaper article.

Interlibrary loan

1. The Law Library will order materials not held by Hofstra University Libraries or that are missing from these libraries via interlibrary loan (ILL).

2. Interlibrary loan is a privilege extended to the Law Library by other libraries. Interlibrary loan periods are generally short—often two weeks. Overdue interlibrary loans can affect the willingness of other libraries to grant the Law Library's request for interlibrary loans.
3. Students who while source gathering, cannot locate an item at the Law Library, Axinn Library, or online in a format accepted by their journal's policies **must verify with a Reference Librarian that the item is not available and obtain an OCLC number** for the unavailable item.
4. Students will refer these items to a Research Editor, following their journal's policies.
5. It is the responsibility of the Research Editors to submit interlibrary loan requests using the ILLIAD system. **ILL requests should include the OCLC number obtained from the Reference Librarian.** Research Editors will take appropriate actions to reduce the number id duplicate ILL requests by their respective journals.