Hofstra Law Library

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

MAURICE A. DEANE SCHOOL OF LAW

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

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m.-9 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m.-6 p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>10 a.m.-6 p.m.</td>
</tr>
</tbody>
</table>

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.

During the semester, the Reference Desk is staffed during the following hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>9 a.m.-9 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m.-5 p.m.</td>
</tr>
<tr>
<td>Saturday-Sunday</td>
<td>10 a.m.-6 p.m.</td>
</tr>
</tbody>
</table>

HOURS
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Contact Information
Administrative Office: 516-463-5900
Circulation Desk: 516-463-5898
Reference Desk: 516-463-5908
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 and Westlaw. 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 input your name and 700 or 701 number (your ID number on your Hofstra ID card).

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 Shikha Gupta Joseph at 463-5851 or Shikha.Gupta@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, you must authenticate through the portal using your network username and password. Please contact the Law School Information Technology department at 463-4192 or lawhelp@hofstra.edu for this information.
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. During the hours the Reference Desk is staffed, the Reference Librarian on duty can also answer questions sent via instant message to IMERNSTER and text message to 516-847-5966.

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 Library walking tours in the beginning of the fall semester 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.

Virtual Cat’s Eye View — Library Blog

The Library maintains a blog at deanelawlibrary.blogspot.com to keep you informed of events in the Library and to provide research tips and interesting websites to visit. Your comments are welcomed and questions posted will be answered.

Circulation/Access Services Department

The Circulation/Access Services Department handles a variety of functions in the Library. At the Circulation Desk you may take out and return books borrowed from either 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.
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/academics/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.

Technical Services Department

Technical Services include the behind-the-scenes functions that keep the library running. The department is comprised of Acquisitions, Serials and Cataloging staff. 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. The Technical Services Department is also responsible for the maintenance of the online catalog.

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, Dianne Kaplan, the Library administrative assistant, 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. Kaplan in Room 102B or at 463-5900, or at Dianne.Kaplan@hofstra.edu. You may also request an access letter online through the Library’s website.

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
Mary Godfrey-Rickards
463-5127
lawmyg@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
Ann Gilmartin
463-5869
lawarg@hofstra.edu

Lexis/Westlaw Passwords
D. Marin Dell
463-0408
lawdyd@hofstra.edu

Library Workshops
Lisa Spar
463-5392
lawlas@hofstra.edu

Overdue Fines
Mary Godfrey-Rickards
463-5127
lawmyg@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 or
IM: IMERNSTER
Text: 516-847-5966

Reserves
Circulation
463-5898
lawlib@hofstra.edu

Study Rooms
Circulation
463-5898
lawlib@hofstra.edu

Temperature Problems
Circulation
463-5898
lawlib@hofstra.edu

TWEN
Reference
463-5908

Web Courses
Reference
463-5908

Library Website
Shikha Gupta Joseph
463-5851
lawszj@hofstra.edu

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463-5898
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Web Courses
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Library Website
Shikha Gupta Joseph
463-5851
lawszj@hofstra.edu
# Library Administration

**Library Director**  
Courtney Selby  
463-5901  
lawcls@hofstra.edu

**Senior Support Specialist**  
Dianne Kaplan  
463-5900  
lawdek@hofstra.edu

**Assistant Director for Reference & Instructional Services**  
Lisa Spar  
463-5392  
lawlas@hofstra.edu

**Assistant Director for Technical Services**  
Linda Russo  
463-5904  
lawlpr@hofstra.edu

**Assistant Director for Reference & Instructional Services**  
Lisa Spar  
463-5392  
lawlas@hofstra.edu

**Reference/Access Services Librarian**  
Mary Godfrey-Rickards  
463-5127  
lawmyg@hofstra.edu

**Reference Librarian**  
Patricia Kasting  
463-5905  
lawpak@hofstra.edu

**Reference Librarian**  
Toni Aiello  
463-7808  
lawtla@hofstra.edu

**Reference/Electronic Services Librarian**  
D. Marin Dell  
463-0408  
lawdyd@hofstra.edu

**Reference Librarian**  
Shikha Gupta Joseph  
463-5851  
lawszj@hofstra.edu

**Reference/ Government Documents Librarian**  
Kevin Shelton  
463-6150  
lawkbs@hofstra.edu
Circulation

Reference/Access Services Librarian
Mary Godfrey-Rickards
463-5127
lawmyg@hofstra.edu

Senior Library Assistant - Circulation
Ann Gilmartin
463-5869
lawarg@hofstra.edu

Senior Circulation Supervisor
Sergio LoVerme
463-5898
lawssl@hofstra.edu

Circulation Assistant
James Luttrell
463-5898
lawjzl@hofstra.edu

Circulation Assistant
Richard Torrani
463-5898
lawrat@hofstra.edu

Technical Services

Assistant Director for Technical Services
Linda Russo
463-5904
lawlpr@hofstra.edu

Senior Library Assistant - T.S.
Sheryl Johnson
463-5902
lawscj@hofstra.edu

Technical Services Assistant
Hai Fang Xu
463-5902
lawhfx@hofstra.edu

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

Technical Services Assistant
Veronica Chestnut
463-5902
lawvzc@hofstra.edu

Catalog Librarian
Peter Chao
463-5906
lawpcc@hofstra.edu

Technical Services Assistant
Jason Kaas
463-5902
lawjak@hofstra.edu
### Locations

#### Area of Library

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

### CALL Number Locations

<p>| <strong>A - J</strong> | Main Level Side - (Room 100L - Doors on left off of Main Level Classified-front) |
| <strong>K1 - K30</strong> | Lower Level A - (Room 022, down stairs near Reference Desk) |
| <strong>K31 - K1029</strong> | Main Level Side - (Room 100L, Doors on left off of Main Level Classified - front) |
| <strong>KB - KE</strong> | Main Level Classified - (front, large room just beyond computer lab) |
| <strong>KF1 - KF320</strong> | Main Level Classified - (front, large room just beyond computer lab) |
| <strong>KF321 - KF2140</strong> | Main Level Classified - back (Room 103, through double doors in back of Classified-front) |
| <strong>KF2165 - KF6335</strong> | Lower Level B - (Room 029C, through double doors on Main Level, down stairs on the left) |
| <strong>KF6335 - KF9999</strong> | Lower Level B - (Room 029C, through double doors on Main Level, down stairs on the left) |
| <strong>KFA - KFZ</strong> | Lower Level B - (Room 029, past Main Level computer lab, down stairs on right) |</p>
<table>
<thead>
<tr>
<th>CALL Number Subject Guide</th>
<th>Area of Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATIVE LAW</td>
<td>KF5401 - KF5425</td>
</tr>
<tr>
<td>ANTITRUST</td>
<td>KF1601 - KF1666</td>
</tr>
<tr>
<td>(Trade Regulation)</td>
<td></td>
</tr>
<tr>
<td>BANKRUPTCY</td>
<td>KF1501 - KF1548</td>
</tr>
<tr>
<td>(Bankruptcy Reporter:</td>
<td></td>
</tr>
<tr>
<td>KF1516.A2 B3)</td>
<td></td>
</tr>
<tr>
<td>CIVIL PROCEDURE</td>
<td>KF8815 - KF8891</td>
</tr>
<tr>
<td>(Moore's Federal Practice:</td>
<td></td>
</tr>
<tr>
<td>KF8820.A313M63)</td>
<td></td>
</tr>
<tr>
<td>CIVIL RIGHTS</td>
<td>KF4700 - KF4788</td>
</tr>
<tr>
<td>COMMERCIAL LAW</td>
<td>KF871 - KF890</td>
</tr>
<tr>
<td>CONSTITUTIONAL LAW</td>
<td>KF4501 - KF5130</td>
</tr>
<tr>
<td>CONTRACTS</td>
<td>KF801 - KF869</td>
</tr>
<tr>
<td>CORPORATIONS /</td>
<td></td>
</tr>
<tr>
<td>AGENCY / SECURITIES</td>
<td>KF1341 - KF1480</td>
</tr>
<tr>
<td>CRIMINAL LAW /</td>
<td></td>
</tr>
<tr>
<td>CRIMINAL PROCEDURE</td>
<td>KF9201 - KF9950</td>
</tr>
<tr>
<td>DOMESTIC RELATIONS</td>
<td>KF501 - KF553</td>
</tr>
<tr>
<td>EMPLOYMENT /</td>
<td>KF3301 - KF3580</td>
</tr>
<tr>
<td>LABOR LAW (NLRB Decisions:</td>
<td></td>
</tr>
<tr>
<td>KF3362.A21)</td>
<td></td>
</tr>
<tr>
<td>ETHICS</td>
<td>KF300 - KF313</td>
</tr>
<tr>
<td>EVIDENCE</td>
<td>KF8931 - KF8969</td>
</tr>
<tr>
<td>IMMIGRATION</td>
<td>KF4800 - KF4845</td>
</tr>
<tr>
<td>INTELLECTUAL PROPERTY</td>
<td>KF2971 - KF3192</td>
</tr>
<tr>
<td>PROPERTY</td>
<td>KF560 - KF720</td>
</tr>
<tr>
<td>TAX (CCH Standard Federal Tax Rpbr: KF6365.C6)</td>
<td>KF6253 - KF6795</td>
</tr>
<tr>
<td>TORTS</td>
<td>KF1246 - KF1327</td>
</tr>
<tr>
<td>TRUSTS / ESTATES</td>
<td>KF726 - KF780</td>
</tr>
</tbody>
</table>
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.