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New Check-Out Policy

Effective January 2, 1985, a new library policy will require law students to print their name and message box number rather than their name and I.D. number on check-out cards. The Library Staff is instituting this change in the hope that it will save time for students when checking out a book and allow the staff to more easily identify borrowers for circulation purposes. Your cooperation will be appreciated.

IBM-PC Computers

The Library has made some changes in the rules for using the personal computers. This has been done in an effort to simplify procedures and make it easier for students to use the equipment.

Hours available for use

The computers will be available for use during the following hours:

Monday - Thursday	8:00 a.m.	-	11:30	p.m.
Friday	8:00 a.m.	-	9:30	p.m.
Saturday	9:00 a.m.	-	8:30	p.m.
Sunday	1:00 p.m.		11:30	p.m.

Reservations

The sign-up book to reserve a machine will be kept in the Computer Room not at the Circulation Desk.

Check-out Procedures

The <u>CAI</u> (Computer-Assisted Instruction) programs which the Library has in its collection will be kept in black looseleaf binders in the Computer Room. There will be no formal sign-out procedures. It is the students responsibility to use the material and return it to the binders when they are finished.

Word Processing - WORDSTAR

The Library has acquired one (1) copy of the word processing program, WORDSTAR for use by students. This program will be kept at the Circulation Desk. It must be checked out in the same way that reserve books are checked out: with a long white card for two (2) hour intervals. The only special restriction on its use is the following: it can not be signed out overnight — it must be returned to the Circulation Desk before the Library closes.

Students' Complaints

Three of the most frequent complaints from the student body are:

- A) Lack of temperature control in the two library buildings.
- B) Abuse of stacking permit privileges
- C) Noise in the Main Floor Lounge and Reading Room area.

Buildings having large windows like the ones in the two reading rooms, usually have problems maintaining a comfortable temperature, particularly when sudden changes in the outside temperature occur. For an explanation of these problems, please read our notice posted on the Library board.

Students holding stacking permits are not permitted to stack more than ten library books. Also, they are not suppose to stack personal books or belongings. We are constantly enforcing these rules.

Student representatives and the Library Staff agree that students should police themselves to avoid noise in the Library. This problem will be resolved only by an effort on the part of students without library staff intervention. It is in your hands. Please cooperate.

A Reminder

Please keep food, drinks, and their containers (full or empty) out of the Library buildings.

Lost and Found Section

A good amount of personal belongings (books, keys, glasses, note books, etc. etc.) are constantly picked up from the Library tables. These items are placed under the Circulation Desk until they are claimed by their owners. We have noticed that many times nobody comes to ask for things as important as a current casebook or an automobile key. After awhile we send these belongings to the Student Bar Association office. If you notice that you have lost something please come as soon as possible to the Circulation Desk and check whether it is in the lost and found section.

Westlaw Reference Manual and User's Guide

The Westlaw Reference Manual was recently updated. It is now current and should be consulted if you have any questions. It is shelved in the Audio-Visual Room with the WALT terminal. A new User's Manual has just been published. It is more direct than the Westlaw for Law Students Workbook which you have been using. This manual is a step-by-step reproduction of a research session as it appears on the WALT screen. The manuals are available at the Circulation Desk.