



# Library Regulations

Heafey Law Library  
Circulation Department

October 2004

*Disregard for library regulations may result in elimination of library privileges.*

1. Heafey Law Library is a private library. Access is restricted to Santa Clara University faculty, staff, currently enrolled law school students and attorneys with a valid courtesy card. SCU law school graduates retain all privileges to the library until the date of the first Bar exam after graduation. After this date graduates can request access only into the law library for up to 2 years after they graduate or until they pass the Bar exam, whichever occurs first. All other patrons require some form of pass or prior approval from the Library Administration to gain access to the law library.
2. Food and Drink are not allowed in Heafey Law Library. Beverages may be taken inside of the law library if they are in approved spill proof mugs.
3. Noise must be kept to a minimum while using Heafey Law Library. Use of cell phones in the law library is not allowed; please take calls outside of the law library.
4. Access and use of the computer labs, conference rooms, network connections and printers is restricted to currently enrolled SCU law school students and recent SCU law graduates until the date of the first Bar exam offered after they graduate.
5. An Access Card or another form of picture id must be provided to check out library materials.
6. Heafey Law Library contains both Circulating and Non-Circulating material. Circulating material checks out for varying periods of time depending on the nature and location of the material. Non-Circulating and Library Use Only material must be used in the library. SCU Law School faculty, staff, research assistants and editors of the journals may check out Non-Circulating material for 7 days. SCU Law School faculty may also check out Library Use Only material for 7 days.
7. Material can be renewed by phone, in person at the circulation desk, or online using OSCAR unless another patron has placed a hold on the material, the maximum number of renewals has been reached, or a block has been placed on the patron record.
8. A search can be requested at the circulation desk for material that is not checked out and not on the shelf. Holds can be placed on items checked out to another patron. SCU Law School faculty, staff and students may request materials through inter-library loan at the Reference Desk or by using Link+ on OSCAR.
9. Heafey Law Library has an open reserve area. All material removed from this area must be checked out even if it is for use in the law library. Circulating 2-hour reserve material must remain in the law library at all times.
10. Do not re-shelve books you have used. Leave the books on a table or place them on a book cart. You may request a "book save slip" from the circulation desk to prevent books from being re-shelved for a limited amount of days; this does not include Stauffer or Reference material.
11. Heafey Law Library is not responsible for lost or stolen items. Under no circumstances will staff agree to hold on to personal items for any length of time. Check with the Circulation Desk, Campus Safety and the Information Booth in Benson if you lost personal material.

12. Law students will be issued their own Lexis and Westlaw passwords after they complete their first year training. Research must be for educational purposes only. These remain active while the student is enrolled, except during the summer unless the student is enrolled in summer school. All Lexis and Westlaw related questions should be directed to the Reference Desk at 554-4452.
13. Return books you checked out to the Circulation Desk or the book drop at the entrance to Heafey to avoid overdue fines. Overdue notices will be mailed to patrons. Patrons who lose material belonging to the law library will be billed and liable for the cost of the item and a processing fee. Books are considered overdue the day following the "Due Date."

### Heafey Law Library Fine Schedule

Items not returned or renewed by the due date will be subject to the following fines. Patrons are responsible for paying for their fines by the end of each semester otherwise a hold may be placed on their library and academic record. Fines can be paid by cash, check or flex account during normal business hours at the Circulation Desk.

Circulating Stacks Material	25¢ per day per item
Circulating California Material	25¢ per day per item
Circulating 2-Hour Stauffer and Course Reserve Material	25¢ per <u>hour</u> per item
Circulating 24-Hour Stauffer and Course Reserve Material	25¢ per day per item
Circulating Compact Material	25¢ per day per item
Circulating Folio Material	25¢ per day per item
3-Hour Conference Room Keys	25¢ per <u>hour</u> per item
3-Hour Student Laptops	\$10 for 1st hour; \$20 for each additional hour
*Non-Circulating Material (7-Day checkout)	25¢ per day per item

\*NOTE: Non-Circulating material may be checked out by law school faculty, staff, research assistants and editors of the law journals. Non-Circulating material does not include Reference, Shepard's, Microform, Index Table material, and any other Library Use Only material.

**In Demand Fee:** A fee of \$2.00 will be added to the fine of any overdue item with a hold on it. A fee of \$2.00 **per day** (or \$2.00 **per hour** for hourly books) will be added to the fine of any overdue item that has been recalled.

**Lost Item:** Patrons who lose library material will be charged the list price of the item (or \$100) plus a \$20.00 processing fee. Patrons who lose library material should notify the circulation desk as soon as possible to avoid additional fines.

**Blocks:** Patrons who owe fines in excess of \$10.00, regardless of the issuing library on campus, will be unable to renew or borrow materials until fines have been paid.

Santa Clara University faculty and staff are not fined for overdue material but will receive overdue notices and are liable for any bills for lost material.