Library Services Q & A

Here are some of the Library’s most common Q & As. If you have a question that you don’t see answered here, you can call the Reference Desk at 292-9463.

How long can I check out books from the library? The standard loan period for circulating books is three weeks. Books from the Reserve Room can be checked out for two hours.

How long can I check out study tapes, videos or DVDs? These materials can be checked out for three days.

What can I do if I lose my Lexis or Westlaw password? Ask at the Reference Desk, a master list is kept there.

How can I get a study room in the library? Sign up for a room at the Circulation Desk. You will be asked to leave your BuckID to get the study room key.

How can I get a study carrel? Law students can apply for a reserved study carrel by filling out a form available at the Circulation Desk. Non-reserved carrels are also available throughout the library.

Finding Study Aids

While careful reviewing of class notes and outlining will probably be your primary method of preparing for exams, the Library has additional resources that might be useful come exam time. Study aids can range from review lessons you can do on the computer to nutshells on a specific area of law. The Library’s reference staff can help you locate them all.

To give you an idea of what’s out there, here’s a run down of some of the most popular study aids.

In this world of iPods and MP3 players, cont. page 2
Ten Favorite Databases And Why You’ll Want To Use Them

Need information? Chances are, you’ll start with either Lexis or Westlaw, but don’t stop there! Here is a list of ten useful databases, all available through the Student and Faculty Research page at http://moritzlaw.osu.edu/library/resources/.

Lexis and Westlaw — No surprises here, but one thing to note is that the material that Westlaw and Lexis provides is not identical, so it’s always best to check both databases when doing research.

HeinOnline — A favorite source for law review articles in PDF, with coverage sometimes more extensive than Lexis or Westlaw.

Ohio Capitol Connection — One stop shopping for Ohio legislative history, pending legislation and news.

U.N. Treaties — Full text of multilateral treaties, plus treaty status information including important dates, signatories and state parties.

LexisNexis Congressional — If you’re doing federal legislative history research, this is the database to use. Search for House and Senate reports, bills, prints, and more.

Foreign Law Guide — Provides a concise legal history of most countries of the world, plus subject-specific laws from around the world.

JSTOR — Full text PDFs of journal articles from a broad range of academic fields. Law-related titles listed under the political science sub-heading.

ODS — U.N. documents, resolutions, reports, and more, all in PDF. Ask for the password at the Reference Desk.

RIA Checkpoint — If you’re taking a tax course, this database may be helpful. Search tax cases, legislation, IRS publications and other materials.

BNA All — All of the BNA products in one place. Covers areas such as labor and employment, securities, corporate, health care, environment and safety, and tax.

Library Services Q & A

Can I make photocopies in the library? There are two photocopiers available in the library. One takes BuckID and costs $0.10 a page, and the other takes cash and costs $0.15 a page.

Can I drink coffee in the library? Yes, as long as it is in a container with a lid. Open mugs are not permitted. See the display case outside the library for examples. Food is not permitted in the library.

What should I do if I lose something in the library? Check at the Circulation Desk. Lost items are held there for a limited period of time.

How can I keep my laptop safe in the library? There are lock-down brackets on the tables and carrels in the library. You can use cable to secure your laptop to the brackets.

Where are quietest places to study in the library? The tables on the mezzanine and the tables along the outer walls of the third floor are good places for quiet study.

Printing in the Law School

Lexis and Westlaw provide free printing to law students on dedicated Lexis and Westlaw printers located in the Computer Lab. You can send your Lexis and Westlaw print jobs to these free printers from any computer with an Internet connection. During busy times, you may want to consider delaying your Lexis and Westlaw printing until a time when you are physically in the building.

You can print from the computer terminals in the Computer Lab using your BuckID. Printouts cost $0.05 per page. You can add money to your BuckID on the machine in the Computer Lab. You cannot send print jobs to the Computer Lab printers from your laptop via the wireless network. During exam periods, printing in the Computer Lab is free. Elsewhere on campus, you can print from the Student Computer Centers. You can find locations and hours for campus Student Computer Centers at http://sccweb.it.ohio-state.edu/web_development/public/map.html.
Finding Study Aids

audio cassette tapes continue to be extremely popular study aids. These are usually sets of around six cassette tapes that cover a law school class, for example torts, civil procedure or property. They are narrated by law professors who are experts in that particular area of law and who have good oral communication skills. If you like to learn by listening and note taking and want some additional practice outside regular class sessions, these tapes may be for you. The tapes are located in the Reserve Room and can be checked out for a period of three days.

CALI lessons are another popular study aid. These are a collection of over 300 interactive, computer-based lessons covering 29 legal subject areas. Topics include constitutional, criminal and contract law. To use CALI lessons, go to www2.cali.org and register for access. You'll need the Moritz College of Law’s student authorization code, which you can get in the computer lab or from a reference librarian. Once you register with the authorization code at CALI’s website, your userid will be your email address. CALI CDs are also available from Sara Sampson in room 280D.

More traditional study aids include nutshells, hornbooks and other books. The most recent editions of these are also in the Reserve Room, with older editions in the regular stacks. Nutshells are concise explanations of an area of law that are written in an easy-to-read manner. Hornbooks, which are treatises written for a law school audience, go into much greater detail than nutshells. There are also several useful series of study aid books that feature explanations, as well as practice exercises and answers. Some of the most popular study aid series are the Examples and Explanations series and the Black Letter series. To find any of these study aids, you can check in OSCAR, the library catalogue, browse the Reserve Room stacks, or ask a reference librarian for help.

Laptop Services

Have a laptop and want to use the wireless network at Moritz? Beginning on Monday August 16, help will be available in Lou’s Café.

OIT staff will be able to configure student’s laptops for the wireless network, install memory upgrades (provided by the student) and perform general troubleshooting. Unfortunately, we can neither repair nor perform in-depth diagnostics on student-owned computers.

Please do not go to Room 282 seeking assistance.

Computer Help Hours in Lou’s Café

August 16, 17: 10:00 a.m. - 2:00 p.m.
August 18, 19, 20: 8:00 a.m. - 4:00 p.m.
August 23: 8:30 a.m. - 12:30 p.m.
August 24: 12:30 p.m. - 4:30 p.m.
August 25: 8:30 a.m. - 12:30 p.m.
August 26: 12:30 p.m. - 4:30 p.m.
August 27: 8:30 a.m. - 12:30 p.m.
August 30: 8:30 a.m. - 12:30 p.m.
August 31: 12:30 p.m. - 4:30 p.m.
September 1: 8:30 a.m. - 12:30 p.m.
September 2: 12:30 p.m. - 4:30 p.m.
September 3: 8:30 a.m. - 12:30 p.m.

Course Reserves & Previous Exams Online

Sometimes professors assign additional reading or other materials for class. These materials on course reserve are available at the Circulation Desk or in the Reserve Room. Find out if your professor has put material on course reserve by going to the Student and Faculty Resources page. From there, jump to Electronic Course Reserves. You have the choice of searching by course or by professor name. If an item you are interested in is marked “Law Reserve Files,” ask for that item at the Circulation Desk. Other materials are marked “Law Reserve Room” and can be found in the Reserve Room stacks.

Some professors also make their old exams available for exam preparation. There are two places to look for past exams. First you can check the Electronic Course Reserves, just as you would search for any other type of course material on reserve. These past exams will be available in paper from the Circulation Desk, and you can photocopy them.

Another place to check for past exams is on the Previous Exams Online page. Some professors have had their old exams scanned and made available electronically. You can find the Previous Exams Online link on the Student and Faculty Resources page. You’ll need to log into this database with your OSU email username and password.
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Comments and suggestions should be sent to lawlibref@osu.edu

Issues also available on the web at
http://moritzlaw.osu.edu/library/resources/newsletters.html

Legal Word Search

Find these words or phrases related to law school:

Case Briefs  Criminal  Civil Procedure  Contracts
Criminal  Law  Defendant  Judge
Moritz  Legislation  LexisNexis
Plaintiff  Notes  Ohio State
Socratic Method  Property  Research
Torts  Westlaw