



2021 – 2022 Guide

Welcome to the University of Baltimore Law Library! Please take advantage of the services and resources we offer to help you succeed in law school and beyond.

The Law Library's website is: <http://law.ubalt.edu/lawlib/>

GENERAL CONTACT INFORMATION

Circulation Desk lawcirc@ubalt.edu

Reference Desk lawlibref@ubalt.edu

Interlibrary Loan illaw@ubalt.edu

LIBRARY HOURS

Hours during the academic year are:

Monday - Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 8 p.m.
Saturday	9 a.m. – 6 p.m.
Sunday	Noon – 8 p.m.

The 7th, 8th, and 9th floor, including computer labs, is open from 7:00 a.m. until midnight.

Reference hours during the academic year are:

Monday - Thursday	8 a.m. – 8 p.m.
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Friday	8 a.m. – 4 p.m.
Saturday	9 a.m. – 5 p.m.

Reference

Professional librarians provide assistance in identifying and locating sources of information. You may reach them in person on the 7th floor, by email (lawlibref@ubalt.edu), by phone (410-837-4559). **The ten-minute rule:** If you are working on a research assignment and it takes you more than ten minutes to locate a particular source, ask us for guidance!

Collection

The collection consists of print and research databases. Your Bee Card is your library card. The Reference/Reserve collection is shelved in the 7th floor Reading Room. This collection consists of course reserves, reference materials, study guides, and other heavily-used items. You are welcome to use the materials in the Reading Room or to check them out on an hourly basis. The general collection is located on the 10th Floor. Materials on the 10th and 11th floors circulate for a semester at a time. You also have borrowing privileges at the libraries of other institutions in the University System of Maryland, including the RLB Library, the other University of Baltimore library. Please ask at the Service Desk on the 7th floor for details. You may also use the information kiosks on floors 10, 11, and 12.

Computer Labs

There are two computer labs located on the 9th floor. The computers have the full Microsoft Office suite, Adobe Pro, and other software you may need for your assignments. The labs are also equipped with printers, and scanners are available in the labs, in the Reading Room, and on Floors 11 and 12. You will need your UBalt ID and password to log into the computers.

Printing

The computers in the computer lab will automatically print to the law library's printers. To print from a laptop or mobile device, you will need to follow [these instructions on the OTS website](#). The law school printers are AL910A, AL911A, and AL911B (since our building code for the Angelos Law building is AL and the printers are on the 9th floor). Students are allocated 350 pages of free printing each semester. If you exceed 350 pages, you can purchase additional pages at a rate of \$5/100 pages by following these [instructions on the OTS website](#).

Wifi

Your network account gives you access to the [University's wifi system](#), so you can access any of the library's resources on your laptops and other electronic devices anywhere on campus. You also have remote access through the UBalt portal.

Lockers

For your convenience, day lockers are located on the 7th floor. They include outlets so you may charge your electronic devices. Keys may be checked out at the circulation desk. Keys not returned to the desk after 24 hours may be subject to library fines.

Research Databases

The library subscribes to many [legal and subject-specific databases](#), which you can access on or off-campus. These include Westlaw, Lexis and Bloomberg. You will be provided with passwords to access these databases during orientation.

Study Rooms

The library has 24 study rooms available for group study. Only UBalt law students may reserve these rooms in advance, with certain time limitations to maximize their availability. Details and instructions for establishing an account and reserving rooms are available [here in our online user guide](#).

Study Aids

As you move forward with classes, you may want to consult study aids to help you fully process your reading assignments. The law library has subscribed to 2 sets of study aids. They are:

[West Academic Study Aids](#), offers access to hundreds of popular study aids covering virtually every law school subject authored by noted law professors. Content includes the following:

- Outlines
- Exam Prep
- Hornbooks/Treatises
- Case Briefs
- Career Guides
- Audio Lectures

Available features include the ability to highlight text, add notes, create bookmarks and a list of "favorites" and listen to audio files offline.

[Wolters Kluwer Online Study Aid Library](#) which offers access to these series:

- Examples & Explanations
- Emanuel Law Outlines
- Emanuel CrunchTime
- Casenote Legal Briefs
- Glannon Guides

Register for a personal account in order to make use of available features such as the ability to add bookmarks, highlights and notes.

You can use [this research guide](#) to choose which study aid is best for you.

Food, Drink, and Conversation

The library strives to provide a pleasant and productive work environment for both individual and group study. You are welcome to bring food and drink into the library. Please dispose of trash in the bins in the hallways, and let the library staff know if there are any spills. We also recognize that law study is often a collaborative process. To accommodate a variety of study habits, please use the group study rooms for any extended conversations. When in the common areas of the library, including the labs, please keep your voices down in consideration of your fellow students.

Good luck with your law school career. We'll see you in the library!