



2019-2020 Quick Start Guide



INTRODUCTION

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 (410)837-4554

Reference Desk lawlibref@ubalt.edu (410)837-4559

Inter Library Loan illlaw@ubalt.edu 410-837-4578

LIBRARY HOURS

Hours during the academic year are:

Monday - Thursday	8 a.m. – 11 p.m.
Friday	8 a.m. – 8 p.m.
Saturday	9 a.m. – 8 p.m.
Sunday	10 a.m. – 11 p.m.

The 9th floor, including computer labs, is open from 7:00 a.m. until 1:00 a.m.

Reference hours during the academic year are:

Monday - Thursday	8 a.m. – 10 p.m.
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Friday	8 a.m. – 5 p.m.
Saturday	9 a.m. – 6 p.m.
Sunday	12 noon – 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), or via chat from our website. **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 Floors 10, 11, and 12. These materials circulate for a semester at a time. You also have borrowing privileges at the libraries of other institutions in the University System, including Langsdale, 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 three computer labs located on the 9th floor, including a “quiet lab” in the northwest corner of the building. 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 10 and 12. You will need your UB 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 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 UB 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 UB 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 [West Academic Study Aids](#), which will allow you to access study aids like Gilbert's Law Summaries, the Black Letter Series, and the Nutshell Series—all online any time, anywhere. There are also audiobook study aids like the Law School Legends Audio Series and the Sum and Substance Audio Series. You will need to use your UB NetID to login.

If you prefer print materials, we have a wide selection. 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!