



# Duke Law **Where to**

# **Begin**

J. Michael Goodson  
Law Library

Welcome to Duke Law School! Our beautiful library is available for your use and enjoyment. Enter the library on Level 3 of the Law School.

## **HOURS & BUILDING ACCESS**

Duke Law students, faculty and staff enjoy **24-hour DukeCard access** to the Law School building and library entrance. During academic semesters, the library entrance is automatically unlocked for the following **service desk hours**:

<b>Monday-Thursday</b>	7:30 a.m. – 8:00 p.m.
<b>Friday</b>	7:30 a.m. – 5:00 p.m.
<b>Saturday</b>	12:00 p.m. – 5:00 p.m.
<b>Sunday</b>	12:00 p.m. – 8:00 p.m.

## **ASK US**

Staff members at the service desk on Level 3 are happy to help you locate and make effective use of library resources. Please do not hesitate to ask for assistance.

Collection Services staff handle the borrowing, return, and renewal of Law Library materials, Mac and cell phone chargers, headphones, calculators, and umbrellas. The **Circulation/Reserve Desk** is staffed during all library service hours, and can be reached at (919) 613-7128 or [cir@law.duke.edu](mailto:cir@law.duke.edu).

Reference librarians are also available to assist with your research needs. During the academic year, the **Reference Services Desk** is staffed during most library service hours, with walk-in service also available from the librarian offices.

For assistance with research questions, you may contact any of our Reference Librarians:

<b>By phone</b>	(919) 613-7121
<b>By email</b>	<a href="mailto:ref@law.duke.edu">ref@law.duke.edu</a>
<b>By instant message</b>	<a href="https://law.duke.edu/lib/ask_librarian/">https://law.duke.edu/lib/ask_librarian/</a>
<b>In person</b>	Visit the <b>service desk</b> or <b>librarian offices (3202-3206)</b>



# Duke Law Where to Begin

J. Michael Goodson  
Law Library

## ONLINE HELP

The library website (<http://www.law.duke.edu/lib/>) provides the best starting point for accessing library materials and beginning your legal research. Visit the **Research Help** page (<http://www.law.duke.edu/lib/researchhelp>) for a list of Frequently Asked Questions, and **Research Guides** ([http://law.duke.edu/lib/research\\_guide](http://law.duke.edu/lib/research_guide)) for recommended resources.

## USING THE ONLINE CATALOG

The online catalog (<https://search.library.duke.edu/>) contains records for virtually all of the materials in the Law Library and the other Duke campus libraries. You can search the online catalog by **author, title, subject** or **keyword**.

- If an item owned by the **Law Library** is listed in the catalog as “**Available,**” consult the “Library Layout” chart below to determine where it is shelved. If you cannot locate an item, please see a staff member for assistance. *Note: Items in the Reserve Collection are available at the Circulation Service Desk.*
- If an item is owned by one of the Duke libraries but is currently **checked out** to another borrower, you may request the title by clicking the link labeled “**Request.**” You will be notified by e-mail when the item is available for pick-up at the Circulation/Reserve Desk.
- If you would like an item that is not owned by any of the Duke University Libraries, **interlibrary loan service** (<http://law.duke.edu/lib/ill>) is available for books, book chapters, and articles.
- **Reciprocal onsite borrowing privileges** are provided by the Triangle Research Libraries Network (<http://search.trln.org>) and BorrowDirect (<https://www.borrowdirect.org/onsiteborrowing>) institutions.

## LIBRARY LAYOUT

Level	Call Numbers (“Stacks”)	Designated Collections
1	A-KE; KG-Z (foreign law, international law, and law-related subjects)	Briefs; Documents; Microforms; Superseded Materials; Unclassified Collection
2	KF-KFZ (American law)	Thigpen Tax Collection



# Duke Law **Where to**

# **Begin**

J. Michael Goodson  
Law Library

3	varies	American Law Reports; Course Reserves; Cox Collection; Reference; Reserves; State Codes; Stevens Federal Area (Reporters & Codes); Walker North Carolina Area
4	N/A	Christie Collection; Periodicals (A-Z by title)
<i>Please ask staff for assistance with these locked collections...</i>		Archives; Faculty Collection; Faculty Display Case; Rare Books; Riddick Collection

**Restrooms** can be found on levels 2 and 4 of the library.

Two Law School **ePrint printers** are located on each floor of the library, with additional printers outside the library on levels 2, 3, and 4 of the Law School. A **color printer/photocopier (fee)** as is available in the Microforms Room (Library, Level 1). Scanners are available on levels 1 and 3 of the Law Library.