A SELF-GUIDED TOUR OF THE MORITZ LAW LIBRARY

Welcome to the Moritz Law Library! This handout will assist you on your self-guided tour of our library. If you have any questions, please ask at the Reference Desk on the entry floor (i.e., the second floor of the law library).

Library Main Entry Level (on the second floor of the law school)

Begin your tour by stepping into the main entry level of the law library and looking to your right at the door to the right of the large potted plant.

This door leads to the Moritz Help Desk for law students and faculty who need technical assistance for office computers and printers, the law school network (wired or wireless), and OSU email. The Moritz Help Desk is staffed Monday through Friday from 7:30 a.m. to 4:30 p.m. Knock on the door if you need technical help.

Continue through the security gates to get to the Circulation Desk on your right as you enter the law library.

Visitors who are not members of the law school community should sign in before using the collection. This desk is staffed during library hours. The staff can help you locate known titles; find items you are unable to find on the shelf; check your library patron record (and show you how to do this on your own anytime via your laptop or any campus computer); reserve study rooms or carrels for law students, and provide lost-and-found services. The following patrons may check out books from the Law Library: OSU faculty, staff and students with a valid BuckID card; and Faculty, staff and students from OhioLINK institutions. Ohio attorneys and law librarians, College of Law alumni, and OSU President’s Club members are eligible for Law Courtesy Cards. Please ask at the Circulation Desk to apply for this card. You may print out a Courtesy Card Application and bring it to the Circulation Desk.

Turn around and go into the Computer Lab through the double doors to the left of the large portrait of Michael Moritz. (Please note: computers in the computer lab are only available for law students. Other patrons are welcome to use the public terminals to the left of the Reference Desk.)

Law Students: The computer lab has many computers available for law student use; bring a USB (i.e., flash) drive or plan on using Box.com (cloud storage) because documents should not be saved to the computer lab computers for security and privacy reasons. The lab also has two high-capacity laser printers to which the computers are networked. Duplex printing is available and printing costs are $0.04 per side for black and white and $0.15 per side for color. The printers operate on a card swipe system, using your BuckID card and debiting your BuckID account. Printing from Lexis is free as long as you send the print jobs to the designated Lexis printers.

Non-law School Patrons: You may obtain a BuckID card at the Circulation Desk and add money to the card by making a deposit online at buckid.osu.edu. Cash deposits to a BuckID card may only be made by visiting the BuckID office located on the third floor of the Ohio Union during business hours.
Leaving the Computer Lab, walk straight across the law library past the security gates to the left of the Circulation Desk. This takes you to the Reserve Room.

The Reserve Room is a microcosm of the rest of what we have in the law library. Material in this room is generally the most current version of material we have elsewhere in the law library. If you’re starting your research, you might find the multi-volume set American Jurisprudence particularly helpful. The book set, colloquially referred to as “Am Jur,” is an encyclopedia organized alphabetically, and it enables you to research things like how each state in the United States addresses search and seizure law, child support, and landlord-tenant rights and obligations. Am Jur can be found on the shelves just to your left when you enter the Reserve Room.

Patrons wishing to use reserve items in other parts of the Law Library can check them out at the Circulation Desk for a period of two hours. (Note, however, that our movies and fiction in this room have different check-out periods: movies can be checked out for three days, and fiction can be checked out for the standard period!) Overdue reserve items (i.e., those with a two-hour check-out limit) are billed $2.00 the first hour past due and $5.00 for each additional hour. You can find the following in the Reserve Room: study aids, job search resources, current Ohio law resources, treatises, current issues of law journals and newspapers, the latest fiction and our movie collection, and big tables for quiet study.

As you leave the Reserve Room, stop at the Reference Desk on your right. Reference librarians staff this desk from 10 a.m.-5 p.m. Monday-Friday during the academic year. The law librarians can assist students in finding resources useful for their coursework and their professional careers. Typical questions include how to approach a research question assigned in a class, where to find additional study material for a particular course, and how to research prospective employers for a job interview. If you’re not sure what the law librarians can help with, just ask! Although all of our reference librarians have Juris Doctor Degrees and Master’s degrees in Information Science, they cannot provide legal advice. Therefore, the law library recommends that anyone taking legal action, or considering whether or not such legal action is appropriate, consult with an attorney. The law librarians cannot interpret any legal material for you, nor can they advise you on the best approach in court.

Just past the Reference Desk, you’ll find four public computer terminals and a printing station. These computer terminals and the printer can be accessed by anyone using the law library. These computers do not have word processing programs (like Microsoft Word), but you can open files from an email account and send them to the printer. You can also use these terminals to access the law library catalog as well as almost all of the databases to which we subscribe. If any of the computers are logged out and require a password, ask someone at the Circulation Desk for assistance. Printing costs are $0.04 a page for all library patrons (including law students), and the printers operate on a card swipe system, using your Buck-ID card and debiting your Buck-ID account.

While facing the public computer terminals, turn to your left to see the Reference Collection. Our Reference Collection is housed on the mid-height shelves, and it features tons of useful resources from legal formbooks to statistics to foreign language dictionaries to legal encyclopedias to landmark United States Supreme Court briefs.
To the right of the Reference Collection, you’ll find the **offices of our reference librarians.**

The law librarians all teach law school courses, so if you are a law student, you may be in their offices throughout the semester for course help. They also offer training sessions for research assistants and students on law journals. Though they are happy to answer your questions at any time, your best bet to find someone available is to reach them at the Reference Desk from 10 a.m.-5 p.m. Monday-Friday during the academic year. For law students, the reference librarians also offer research consultations in the event you have an in-depth or more complex research request. Please refer to the law library website or ask a law librarian for instructions on how to schedule these consultations.

**Look to your left and note the Law Library Administration Suite.**

The Law Library Director and our Administrative Secretary have offices here. The Law Library Director also teaches law school courses, so if you are a law student, you may need to find her office. Our Administrative Secretary also manages faculty research carrel requests and keys, student employment for the library, and BuckID access to the law building from various outside doors. If you have difficulty with your BuckID concerning access to the building, check with our Administrative Secretary. Outside and to the left of the Law Library Administration Suite, there is a book and document scanner. Scanned documents can be saved to a flash drive or sent to an email address. If a hard copy is desired, the scanned documents can be printed using a public terminal.

**Now, head across the law library and past the large, open staircase to reach the State and National Collection.**

The State and National Collection houses most of our primary materials including statutes, regulations, and case reporters for the federal government and each state. The federal material comprises the first several rows of bookshelves. The state material is next, and it is shelved alphabetically by state. (Technically it is organized by Library of Congress call number, but the effect is the same.) The restrooms on this floor are located to the far left of this collection. Rumor has it the water fountain near those restrooms has the coldest water in the building.
Library Third Floor (uppermost floor)

Either take the elevator to the left of the State and National Collection or take the large staircase up to the uppermost floor of the law library (i.e., the third floor).

If you took the elevator up, simply proceed forward to the top of the staircase when you exit the elevator. At the top of the staircase, turn to your left to view the Reading Room and United Kingdom Collection.

Reading Room: Our reading room is intended for quiet study. Please keep any conversations to a minimum while you are on this floor. The reading room includes large tables and study carrels. Many of the carrels can be reserved by law students in groups of two for the duration of the academic year. Reservation forms are available at the Circulation Desk.

United Kingdom (U.K.) Collection: Our UK Collection is comprised of many primary materials including statutes and reporters for England, Ireland, Scotland, and Wales.

Proceed left so the staircase is on your left and the Reading Room is on your right. Turn right as you approach the bookshelves along the Reading Room wall. On your left is the Bench & Bar Room.

The Bench & Bar Room is intended for use by practicing members of the Ohio bar. Please contact our Administrative Secretary in the Law Library Administration Offices if you have questions about reserving the room.

Turn around and go back toward the elevator. Turn right (away from the staircase). Continue straight past the elevator and past the old telephone closet. Take your first right; you’ll head down a hallway. This takes you to the third-floor restrooms and study rooms.

Law students can reserve one of the nine study rooms or request study room keys at the Circulation Desk. All of the study rooms are equipped with white boards.

Head back towards the top of the large staircase. Turn your back to the Reading Room and note the rows and rows of bookshelves. This is the bulk of our collection, and you may hear these books referred to as “the stacks.”

“The stacks” are most of the monographic works (i.e., stand-alone books) in our collection. They are organized by Library of Congress call number, which is a system that organizes books by subject. If you are looking for a book in our online catalog, and it states “Moritz Law Library Stacks 3rd floor / Mezzanine” as the location, the book will be located here if its call number begins with A, B, C, et cetera, through KF3599. The collection begins toward your right on the northernmost wall of the third floor of the law library with books whose call numbers begin with the letter “A.”

There are also study carrels and tables interspersed among the stacks for quiet study.
**Mezzanine** (floor between entry level and third floor)

Walk down the first flight of stairs and turn to your right before you head back to the main floor of the library (i.e., the second floor). Or, take the elevator to the Mezzanine (“M”) and look to your left.

These rows and rows of books are the continuation of our stacks. If you are looking for a book in our online catalog, and it states “Moritz Law Library Stacks 3rd floor / Mezzanine” as the location, the book will be located here if its call number begins with KF3600 through Z.

This floor also features a study table and chairs that line its second-floor facing edge so that those studying here can view the second floor.

**First Floor** (bottom level)

Continue walking down the next flight of stairs to the second floor. Turn left and left again to walk down the next two flights of stairs to enter the first floor. Or, if you are taking the elevator, simply take the elevator down to the first (bottom-most) floor of the law library.

**Directly in front of you (if you took the stairs) or to your left (if you took the elevator), you will see the Microform Room.**

The Microform Room contains dozens of file cabinets with microfiche, a microfiche reader, and a microfilm reader. Microfiche are the small, usually 3x5 or 4x6 rectangles of plastic that have images of pages of documents on them. Microfilm looks like a plastic film reel and is usually used to preserve newspapers. Though the format can be slightly difficult to work with, it lasts a very long time, and we have many unique works (like court briefs) available only on microfiche. If you’d like help using either the fiche or the film reader, please contact someone at the Circulation Desk. The Microform Room also has a few tables that are good for quiet studying.

**Turn right and go up the ramp.**

On your left, you’ll see the bathrooms on this floor.

On your right, you’ll see our collection of law journals from 1990 and earlier.

**Turn right and walk down the aisle to the far wall. As you do so, note the bookshelves on your right.**

After the rows of pre-1990 law journals, the next collection you’ll see is documents produced by or related to the United Nations. Next, you’ll pass our collection of older versions of the Code of Federal Regulations.

**Turn right and walk down stairs (just two steps down), passing study carrels, which can be reserved for quiet study by law students. Turn right so that you’re walking between the carrels (on your right) and the bookshelves (on your left).**

The bookshelves on your left contain old versions of various codes (i.e., old statutes from various states and the federal government). These older materials, especially the state codes, are not often available online, so knowing where the books are can come in handy.

**Walk up the stairs (just two steps up), and turn right. You will be back at the steps that lead you to the main floor (i.e., second floor) of the law library.**