

**Loyola University New Orleans  
College of Law, Law Library  
October 2011**



**HANDBOOK OF THE  
LOYOLA COLLEGE OF LAW LIBRARY  
CIRCULATION DEPARTMENT**

# Loyola University New Orleans College of Law Library

## PURPOSE OF THIS HANDBOOK

First and foremost, welcome to the Law Library. The purpose of this handbook is to provide essential information which we hope will assist you in becoming familiar with the policies, procedures and benefits of the Law Library, as well as to assist you in performing to the best of your ability. As a member the Circulation Department, we ask that you read this handbook and keep it on hand for future reference. It is hoped that you will find it helpful as you become familiar with its contents.

While the policies and procedures outlined in this handbook are intended to provide most of the answers to questions you might have and touch upon important subject matters, we realize that other situations might arise. These policies and procedures, along with others, will be discussed in more detail during training and beyond. As in most cases, we learn as we do. If at any time you are unsure about how to perform a task or handle a situation, please do not hesitate to ask. We feel all questions are smart questions.

# TABLE OF CONTENTS

Loyola University New Orleans College of Law Library .....	1
PURPOSE OF THIS HANDBOOK .....	2
WHAT TO DO WHEN ... ..	5
HOURS OF OPERATION .....	6
LIBRARY RULES .....	7
Examination of Property / Identification Cards .....	7
Cell Phone Use .....	7
Food & Drink .....	7
Conversations in the Library .....	7
LIBRARY / CIRCULATION PROCEDURES .....	8
Emergency Evacuation .....	8
Library Patron Complaints .....	8
Opening the Library .....	8
Computer Login .....	8
Closing the Library .....	9
Check Out/In .....	9
Member Checkout .....	10
Public Patron Checkout .....	10
Interlibrary Loan (ILL) .....	10
Borrowing from other Libraries .....	10
Barcodes .....	11
On the Fly Items .....	11
Loan Periods .....	12
Fines and Fees .....	12
Replacement Fee For Lost Items .....	13
Claims Returned .....	14
Course Reserves .....	14
Group Study and Audio/Visual Rooms .....	14
Loose leaf filing .....	15
Carrels .....	15
Copy rooms/Cards* .....	15
Newspapers .....	15
Telephone Usage / Technique .....	16
Shelving .....	17
Student Workers .....	21
Copiers and Copicards .....	21
Lost and Found .....	21

REFERENCE .....	22
What's Where in the Law Library.....	22
Guide to Locations .....	22
Online Catalog.....	24
Other Online Resources .....	24
Library of Congress Classification (LCC) .....	25
Superintendent of Documents (SuDocs) Classification System .....	27
GENERAL UNIVERSTIY POLICIES .....	29
Holidays, Sick Leave, and Vacation .....	29
Pay Period/Checks.....	30
Absences.....	30
Scheduled Absences.....	30
Unscheduled Absences.....	30
Subsequent Notification .....	31
Employee Performance Evaluation.....	31
WORKERS' COMPENSATION POLICY.....	32
Policy.....	32
Definition .....	32
Procedure.....	32
Reporting.....	32
Medical Treatment Procedure .....	33
Workers' Compensation Benefits .....	33
Workers' Compensation Pay.....	33
Timesheet Coding for Staff.....	34
LAW LIBRARY BACKGROUND INFORMATION .....	36
CIRCULATION DEPARTMENT STAFF .....	37
REFERENCE STAFF .....	39
LIBRAIANS AND TECHNICAL SERVICES STAFF.....	40
PRIMARY MAIN CAMPUS CONTACTS .....	41

- Oct. 1, 2011 - Additions to the manual (last page of manual)
  - Late Night Clean-ups
  - Law Faculty Checkout at Main Campus
  - Children in the Library
  - Supplements / "On the Fly"
  - Notes on Carrels

## **WHAT TO DO WHEN ...**

The computer crashes - First try exiting and turning the computer off. If you can't exit, press **Ctrl+Alt+Delete**; the computer will then shut down. After a short while, turn computer on and try accessing the internet or other database. If this fails, please call **Information Technology/Help Desk at x2255** to alert them of the problem. If you are not assured that the problem will be handled soon, contact Paul Hickey, Instructional Research Coordinator, at x5732 or his cell phone at (504) 812-2704.

The power goes out – If the power goes out, Physical Plant will most likely know about it, but, to be on the safe side, call an **Engineer at x5782** to make sure.

You feel you need assistance with a patron – If a patron is being uncooperative and you feel you need assistance, call **Campus Safety/University Police at x3434\*** to handle the situation. They usually respond immediately and, if necessary, will escort the patron out.

\*You should also contact **Campus Safety/University Police** if:

- someone is injured and needs assistance
- a person seems suspicious and you feel uncomfortable approaching him/her
- a student, faculty member or staff needs a classroom unlocked
- the building needs to be unlocked
- a patron needs an escort to his/her vehicle after hours
- a patron needs a ride home (within a three-block radius).\*
- car keys are locked inside car

\*Tulane University also provides a Safe Ride-On-Call service to the Loyola community. The service is available Tuesday-Saturday, 8:00 pm – 4:00 am (excluding summer months). It runs from St. Charles Ave. to Claiborne Ave. and from S. Carrollton Ave. to Jefferson Ave. Call x3434 or 314-SAFE(7233).

## **HOURS OF OPERATION**

### **Regular school session**

Sunday	10:00 am - 11:00 pm
Monday – Thursday	7:30 am - 12:00 am
Friday	7:30 am - 9:00 pm
Saturday	9:00 am - 10:00 pm

### **Break schedule**

Sunday	CLOSED
Monday – Thursday	8:30 am - 6:00 pm
Friday	8:30 am - 5:00 pm
Saturday	10:00 am - 6:00 pm

### **Exam hours**

The library is open 7:30 am – 1:00 am each day during exams

**Reference Desk** - located on the 2<sup>nd</sup> floor, Lowerline Street side of the building

Sunday	1:00 pm - 6:00 pm
Monday – Thursday	8:30 am – 4:30 pm; 5:00 pm – 9:00 pm
Friday	8:30 am - 4:30 pm
Saturday	1:00 pm – 6:00 pm

**The Reference Desk is not available during break schedule.**

# **LIBRARY RULES**

## **Examination of Property / Identification Cards**

The Law Library staff reserves the right to examine briefcases and property of all persons leaving the Library at anytime and to request student identification cards from anyone entering using the Library. We use a book detection system to reduce losses by theft. If the alarm sounds as you leave, please return to the Circulation Desk.

## **Cell Phone Use**

Cell phones can be used in the Circulation area on the first floor, and in the horseshoe shaped area near the Administrative offices on the second floor. Cell phone use is not permitted on the third floor, which is reserved for silent study.

## **Food & Drink**

Although patrons may consume non-microwavable vending machine snacks such as potato chips, cookies and candy on the first floor of the Law Library, no food is allowed on the second and third floors. Beverages in spill-proof containers are allowed throughout the library. Keep in mind that covered containers such as those from Starbucks, **do not** qualify. This policy is designed to protect our facility, furnishings, and equipment from damages as well as to support the longevity and preservation of the library collection.

If while working throughout the library you should see a patron violating this policy, please help to enforce the policy by respectfully asking the patron to step outside or to discard the food or drink.

**\*NOTE:** Please do not eat pungent or greasy foods at your desk. Vending machine snacks are okay.

## **Conversations in the Library**

If collaborative group study is necessary, we encourage it on the first floor or in a group study room. Although talking is permitted on the 1<sup>st</sup> floor, we ask that patrons try not to disturb others. Patrons may hold discussions on the 2<sup>nd</sup> floor in low tones, as students are trying to study. The 3rd floor of the library is the designated quiet study area.

**Please help to enforce these policies by trying to be aware of your surroundings.**

# **LIBRARY / CIRCULATION PROCEDURES**

## **Emergency Evacuation**

Emergency Evacuation Procedures should be followed as indicated in the separate bound manual that is housed in Circulation area and the Deputy Director's office. Librarians and library staff are not responsible for any areas outside of the library (excepting the computer labs that are housed within the library). If any Loyola law students require special assistance in using stairs or other emergency pathways the College of Law administration shall inform the library and all office and floor monitors should be made aware of this fact. Emergency events such as hurricanes and flooding will be addressed by the College of Law administration as soon as practicable.

## **Library Patron Complaints**

Library patron complaints should be first referred to the Circulation Coordinator, if the Coordinator is not available or cannot handle the issue they should be referred to the assistant director or the director if the assistant director cannot be located or if the director is needed.

If the matter is not library related, the patron should be referred to Public Safety at x3434.

## **Opening the Library**

The Library is opened each weekday at 7:30 am, at 9:00 am on Saturdays and at 10:00 am on Sundays during the regular school session (see "hours of operation" for break schedule and exam hours). The entrance doors to the building are normally unlocked upon arrival, if not, each of the Circulation staff has a key that unlocks it. We each also have a key to the library doors, the reserve room, the workroom, the audio/visual room and the main elevator in the library. Once inside of the library, lock the door until all lights and machines are on. Then:

First floor: Turn on all lights. Unlock door to reserve room, workroom and audio/visual room. Retrieve the key for the outdoor book drop from the workroom and the keys (for both computer labs and the administration office) from the audio/visual room. Unlock the first floor computer lab.

Second floor: turn on all lights and open the Morris Bart Instructional Lab.

Third floor: turn on all lights, including those in the copy room.

Once you've returned to the first floor, logon to computers, open window shades and unlock library doors.

## **Computer Login**





In order to access administrative functions, (editing, inputting patron information, etc.) when prompted to enter initials and a password, you will then use **your** initials and the password you have created.

### **Closing the Library**

First, be sure that all patrons have left the Library. Since we do not have a PA system, this means walking around each floor to let patrons know that the library is closing. Once all patrons have exited, do a quick cleanup of the library. Please straighten tables and push chairs under the tables, reshelv books that have been left out by patrons (although patrons are encouraged to reshelv materials after use, there are often books left throughout the library to be replaced), turn off all lights on each floor and make sure all doors are locked.

### **Check Out/In**

Reserve books may be checked out for three (3) hours. Students may check out books using their university ID and barcode. Scan the code with the wand near the computer. Once the code is read, you will be prompted to scan the item barcode (located in back of book). If the student does not have an ID, try checking out item using patron's name - last name first. These books are **not** stamped or desensitized and may be renewed (once) if not requested by another patron. *Students are permitted to leave the library with reserve books.*

Books in **stacks** are checked out the same. They, however, can be checked out to students for a period of **six weeks** and may be renewed upon request unless they are overdue *or* requested by another patron. After checking out a book from the stax, **stamp** the due date on the slip in the back of the book, desensitize the item and let patron know when it is due.

**Rare Book Collection** - requires approval of librarian.

**Exams** - the library has copies of some past exams on file. Available for a three-hour checkout period, these exams are kept in the file cabinets located below the circulation desk. The files are in alphabetical order by the professor's name, then in alpha order by the course name. Files may also include material distributed by the professor throughout the semester (slides, law review articles, etc.). Students must present an ID to check these items out. When checking out, please remove the attached descriptive card from the material and, along with the student's ID, place it in the black and white file box behind the index card displaying the first letter of the patron's last name. When material is returned, IDs should be returned and descriptive card should be reattached to item, inserted back into folder and returned to its proper place.

## Member Checkout

Members (patrons who are not a student, faculty or staff but pay an annual membership fee) also have check out privileges. The check out period for members is six weeks. The member **MUST** present a *picture ID* upon check out. Books should be checked out using patron's name (last name first), stamped and desensitized. Members may also check out reserve books, but are **not permitted** to leave library with them.

## Public Patron Checkout

**(Public not permitted to exit library with books)**

Public patrons (those who are not of the university family or paying members) must present a *valid picture ID* upon check out and may check out **reserve material only for a three hour period**). Please use the barcoded public patron check out cards at the circ desk for check out (stored in a plastic index card box below the computer). **Do not stamp or desensitize these books**. When check out is complete, attach patron's ID to barcoded check out card and place in black and white box behind the first letter of the patron's last name. Upon return of book, check in book, retrieve ID and patron card, give patron ID, return patron card to box and replace book on shelf. **Public patrons are NOT permitted to exit library with books.**

## Interlibrary Loan (ILL)

A service whereby a user of one library can borrow books or receive photocopies of documents from another library.

Students, faculty and staff may request materials through Interlibrary Loan. Materials usually arrive within 10 – 14 days after a request is made. Patrons are notified via telephone or email when materials arrive. Materials may be kept, on average, for three weeks. The lending period is set by the lending institution, not by this library. Delays in returning materials can cause this library to lose its borrowing privileges, therefore, if a person keeps materials past the due day, the patron can lose interlibrary loan privileges. A patron may request a renewal any time prior to the due date. ILL forms are available at the Circulation Desk.

## Borrowing from other Libraries

### **CALL Card (The Council on Academic Libraries Liaison)\***

Law students can participate in a reciprocal-borrowing agreement provided through Monroe Library. CALL is a consortium of libraries which grants the students checkout privileges. The participating academic libraries are: the University of New Orleans, Xavier University, Dillard University, New Orleans Baptist Theological Seminary, Nunez Community College, Southern University of New Orleans, Tulane University, Delgado Community College and Our Lady of Holy Cross College.

\*To participate in this program, students must obtain a CALL card from Monroe Library and present a current university ID.

NOTE: *All* Loyola students, faculty and staff have checkout privileges at the Law Library. Other universities, however, do not have check out privileges and can only check out items through their home library via Interlibrary Loan (ILL).

### **Barcodes**

A **barcode** is a machine-readable representation of information. In the case of the Law Library, that information includes the patron's name, telephone number, address, etc. The barcodes are scanned into the INNOPAC system and placed on each student's, faculty and staff's ID after collecting the necessary information from a patron and entering it into the system. A barcode is required for each patron checkout. For speed and accuracy, index cards with barcodes are used for public patron checkout, along with a picture ID.

To check out items to a patron, scan the patron's barcode and then scan or key in the barcode of each item to be checked out. If the patron's barcode is not available, enter the letter 'n' (for name) and type the patron's name (last name first) and the record will display. As an item is checked out its due date or time due is displayed on the screen. Please let the patron know when the item is due.

### **On the Fly Items**

On the fly items are items whose record is incomplete. This could occur for a number of reasons; because it has no barcode when a patron brings it to Circulation for check out, or because the item is being rushed to a patron, etc. The item may be checked out by the patron and when it is returned and checked in, the screen will indicate that it is on the fly. Sensitize the item and place it on the shelf marked 'books on the fly' at the Circulation desk. Cathy will later retrieve all on the fly items and prepare them for cataloging.

## Loan Periods

The following loan periods and fines were put in place to provide patrons with ample enough time to use and return materials in a timely manner.

### Books

<u>Patron</u>	<u>Stax</u>	<u>Res</u>	<u>Ref</u>
Students	Six weeks	Three hours	No
Fac/Staff	Four months	Three days	Three days
Public Patrons	No	Three hours	No
Members	Six Weeks	Three hours	No

### Group Study Room Key

Students	Four hours, per group/day
Fac/Staff	Varies
Public Patron	(No check out privileges)
Members	(No check out privileges)

### DVDs/VHS/Cassettes

Students	Three hours
Fac/Staff	Three days
Public Patron	Three hours
Members	Three hours

Audio/Visual Equipment – Headsets, cassette player, etc.

Students	Four hours
Faculty/Staff	Three days
Public Patron	Four hours
Members	Four hours

## Fines and Fees

### Books in the stacks

Students	\$.50 per day
Member	\$.50 per day
Fac/Staff	None
Members	\$.50 per day

### Reserve books

Students	\$1.00 per hour
Members	\$1.00 per hour
Fac/Staff	None
Public Patrons	\$1.00 per hour

### Group Study Room

Students	\$1.00 per hour
Members	(No check out privileges)
Fac/Staff	None
Public Patrons	(No check out privileges)

### DVDs/Cassettes

Students	\$1.00 per hour
Members	\$1.00 per hour
Fac/Staff	None
Public Patrons	\$1.00 per hour

### Audio/Visual Equipment

Students	\$.50 per hour
Members	\$.50 per hour
Fac/Staff	None
Public Patrons	\$.50 per hour

Fines will continue to accumulate on all overdue items until the item is returned, reaches a maximum fine, or is declared lost by either the borrower or The Library. Borrowers are responsible for the replacement cost of library materials that are declared lost (the Library will not accept replacement of the actual item). The Library cannot accept the return of or provide refunds or credits for lost materials if they are found after payment of replacement charges has been made. Once The Library receives payment for a lost item, the item becomes the property of the patron.

Borrowing privileges will be suspended for patrons with fines/fees totaling \$10 or more. Fines can be paid at Circulation in cash or personal check. Fines not paid by students will be sent to Student Finance at semester's end. **Fines cannot be paid online, by phone, or with a credit card.**

### Replacement Fee For Lost or Damaged Items

Borrowers are responsible for the replacement cost of lost or irreparably damaged items. The fee includes the cost of the item, and a \$25.00 non-refundable processing fee. The Library cannot accept the return of or provide refunds or credits for lost materials if they

are found after payment of replacement charges has been made. Once The Library receives payment for a lost item, the item becomes the property of the patron.

Fees are payable by cash or personal check only and can be paid at the Circulation. All unpaid fees for students will be sent to Student Finance.

## **Claims Returned**

When a patron claims to have returned an item but it has not been checked in through circulation and is not found on the shelf, it can be "**claimed returned.**" When an item is claimed returned, the system places a record of the claimed-returned transaction in both the **item** and the **patron** record. Staff *and* patron continue a search for the item and it is then in the system as **ON SEARCH**. After a through search for the item, if not found, it is then classified as **MISSING** and finally **LOST**.

***Keys cannot be renewed. Please make sure that the student has signed out for the room and that there are no conflicts with return time and check out time for the next reserve. Always let patron know what time the key is due back.***

## **Course Reserves**

Course Reserves are materials (textbooks, journals, articles, videos, DVDs, etc.) which are placed on reserve by faculty for the exclusive use of their students. These materials are kept at Circulation and may be checked out for a three-hour period. Students can also obtain past exams at Circulation. Some exams are accessible electronically and can be accessed through the library's online catalog.

A Course Reserve item can be renewed once, if it has not been requested by another student. This policy insures maximum availability to all class participants.

## **Group Study and Audio/Visual Rooms**

Students must present a valid ID to receive a key to a group study or audio/visual room. These rooms are reserved for **currently enrolled** law students and are intended for groups of two or more. All keys are barcoded and should be scanned just as other reserve items. Group study and audiovisual rooms are checked out for **four hours, per group, per day**. Audio/Visual rooms are intended for listening to audio or viewing videos or DVDs, they may, however, be used for study as well when a group study room is not available.

Students often view DVDs and videos and/or listen to audio cassettes in the audio visual or group study rooms. The DVDs/videos and audio tapes are stored in the back room of the Circulation area. To locate a video or cassette, search the Online Catalog just as you would for a book (title, author's name, words in the title, etc.). The library has two TVs with a DVD/VCR combo unit. One is in AV room 317P and the other can be moved into a group study room and returned to Circulation when the student is done. Students may also view DVDs on their personal computer or in one of the two Computer Labs. Audio

cassette players are available at Circulation for check out as well. All video/audio and equipment can be checked out for three hours.

***Keys cannot be renewed. Please make sure that the student has signed out for the room and that there are no conflicts with return time and check out time for the next reserve. Always let patron know what time the key is due back.***

**NOTE:** Recent graduates who are studying for the Bar may also be given room privileges to prepare for the Bar Exam.

### **Loose leaf filing**

Is the procedure used to update certain publications by removing obsolete material and replacing it with updated material. When filing, it is required that one pays close attention to detail, interprets call numbers and locations in order to retrieve correct materials from the shelf, and understands filing instructions. Before filing, it is important to identify the last release filed to ensure releases are filed in the correct order and to recognize errors in pagination as well as the order of the material. If you discover that a previous release or pages are missing, please give all necessary information to Steve (title of publication, call number, volume, pages/release missing, etc.). He will, in turn, pass the information on to Michelle Pope who will handle it from there.

### **Carrels**

Study carrels are usually the study area of choice. Students have a little privacy without being locked in a study room. Carrels may also be **reserved** for an extended period of time (up to a semester) by currently enrolled law students who are working on a journal paper (Law Review, Public Interest Journal, etc.) or doing research for a professor. However, if a patron leaves materials on a carrel which has not been reserved, that material should be removed, reshelfed or discarded by circulation staff.

### **Copy rooms/Cards\***

There is a copy room on each floor of the Law Library. All general maintenance of copiers and the copy rooms is provided by the Circulation Department. It is our responsible to make sure that the copiers are filled with paper, and are functioning and ready for use during all operating hours of the law library. The copy rooms are equipped with a telephone (except the first floor) for use when there is a problem with a copy machine. When picked up, the telephone automatically connects to Circulation. Circ then handles the problem(s) at hand. If the problem is something beyond what Circ can offer, the Bursar's office should be notified @ **865-2388**.

\*Copy cards may be purchased in the second floor copy room.

### **Newspapers**

The Law Library receives four (4) newspapers:

- The New York Times – two copies, seven days a week; Library copy, fac. copy.

- The Times–Picayune – one copy, seven days a week; (for the library)
- The Wall Street Journal – three copies, Mon. – Fri.; library copy, fac. copy and a copy for Prof. Gruning; 2 copies Sat. – 1 for library, 1 for fac.
- USA Today – Mon. – Fri.; 1 copy for library

If we do not receive the correct number of papers or do not receive a paper at all, call the representative immediately.

If the request is not made by 10:30 am, we will not receive the newspaper until the following day. For: TP – 822-6660; NYT – 729-4122. You will need the account telephone number (504-861-5546) and address (Loyola Law Library @ 526 Pine Street). Once all newspapers are received, they should be properly distributed or shelved. The library's copies are shelved in the Reading Room and the Faculty's copy should be placed on the coffee table in the Faculty's lounge on the 4th floor.

### **Telephone Usage / Technique**

***All Broadway campus numbers utilize the prefix 861. This prefix is used with numbers that are 5400 – 5999. ( prefixes, on main campus. are: 865(for numbers 2000-3999 and 864 (for numbers 7000-7999). Other numbers to remember: for assistance and information, the operator may be reached by dialing 0. Loyola emergency information line is 865-2186. Loyola University Police is 911 (from campus phones) or 865-3434 (24/7 desk).***

Calls made on either the Broadway campus or main campus can be reached by dialing the **last four digits** of the telephone number. When calling off campus, dial “8” before entering the seven digit number you would like to reach.

When answering the telephone, pick up the handset and greet the caller, ‘Good morning/afternoon, Loyola Law Library’. Please listen closely to the caller’s request so that it will be handled courteously, accurately and promptly. A list of telephone numbers for all faculty, staff and departments of both the law library and law school is available. For other personnel and/or departments of the university, you may consult the university’s directory.

Call pickup - allows you to intercept a call coming in from another phone. To connect, lift the handset and press \*7. Upon connection, proceed with the call as above.

To transfer a call, ask the party to hold and let them know that you are transferring the call. To transfer, press the switch hook briefly. When you hear a stutter dial tone, dial the extension (last four digits) of the party/department. When the call is answered, announce the call and hang up. If the call is not picked up, return to the caller, again by depressing the switch hook briefly, and let the party know that the call was not picked up. If the call is for a library staff, you may offer to give the direct number or to take a message. If the call is for someone in another department, offer to give the direct number, as voicemail is not picked up via a transfer.

To place a call on hold, ask caller to hold and flash the switch hook. After receiving a stutter dial tone, press \*4. To return to the party, switch over once again by flashing the switch hook. Proceed with call.

Please refer to the University Campus Directory for more information on how to use the Loyola telephone system, including **how to setup voice mail**.

## Shelving

The law library uses the Library of Congress method of classification, which uses letters of the alphabet to group material by subject area. Most of the material in the law library begins with “K,” (which is law). The collection is shelved so that *all* of “KF” (which is law of the United States), is on the second floor. A - J and L - Z are also located on the second floor in the compact shelving. K – KE, KG – KZ and Journals (which are classified in K 1 - K 30), are shelved on the third floor.

Some titles do not have a call number and are shelved by **range** number. Range numbers are used, instead of call numbers, to identify a range of shelves and are printed on the inside front cover of the book. National and regional reporters, for example, are shelved by range number. These numbers are also printed on the side of each range just as a call number would be.

When shelving books with a call number, look first to see if there is a location (res, ref, fac, etc.) printed above the call number. Books with a call number, but no location, are shelved in the stacks as opposed to the reserve collection, reference area or other location.



Library materials should always be shelved using a bookend. Items should be stacked perpendicular to the shelf itself, and held in place with a bookend. Please do not force material to fit on a shelf. It is also important to leave adequate shelf space for growth, as libraries acquire publications year-round. Jamming too many materials onto a shelf can potentially cause damage to items as they are removed and replaced onto the shelves.



Oversize library materials that don't fit upright on the shelf should always be shelved spine down. The tendency is to shelf materials spine up so that the call number can be clearly seen. However, doing so pushes the boards and textblock apart and creates pressure in the hinge area of the book. Repeated shelving in this manner will result in damage that is both time consuming and costly to repair.

Damaged books are often seen in a library and are virtually impossible to prevent. Damage of the spine and book backing are seen most often. This happens because library users tend to remove the book from the shelf by pulling at the top of the spine rather than gripping the boards and textblock firmly. These damages and others, (missing or torn pages, illegible or missing call number labels and tears) along with overflowing binders and pamphlet boxes, should be pulled and taken to the Processing department on the second floor for repair or replacement.

**NOTE:** When shelving, please look around the area for books that may be out of order. If you see books that are misshelved, please shelve them properly. If needed, please shift and adjust the height of shelves to accommodate the proper placement of books.

#### Why is this important to know?

Because books are classified by subject, you can often find several helpful books on the same shelf, or nearby. For example, within the same call number LB2395, there are other guides for college study.

- LB2395 .C6 1960 - A Student's Guide to Efficient Study, by Luella Cole
- LB2395 .C65 1991 - What You Need ... Study Skills, by Marcia J. Coman
- LB2395 .L447 - Keys to College Success, by Minnette Lenier
- LB2395 .O54 1983 - A Successful Student's Handbook, by Rita Phipps

#### Understanding Call Numbers

Have you ever wondered how library books are assigned their places on the shelves? Did you know that the call number – the number placed on the spine of the book -- is a code which provides valuable information about the book?

#### What is a Call Number?

A call number is a unique identification number. Each item has its own unique call number which is affixed to the outside of the item. Multi-volume sets will have the same call number on each item of the set.

Loyola University Law Library, like many academic libraries in the U.S., uses Library of Congress Classification for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects.

### Reading Call Numbers

Read a call number by sections, or line-by-line. Each section is part of the “code”.

Example:

LB  
2395  
.C65  
1991

LB -- Read the first line in alphabetical order:

A, B, BF, C, D ... L, LA, LB, LC, M, ML...

2395 -- Read the second line as a whole number:

1, 2, 3, ...45, ...100, 101, ... 1000, ... 2000, ...2430, 2431, 2432

.C65 -- The third line is a combination of a letter and numbers.

Read the letter alphabetically: A, B, C, D, E, ... Y, Z

Read the letter as a decimal: e.g. .C65 = .65; e.g. .C724 = .724

1991 -- This is the year the book was published.

Chronological order: 1979, 1985, 1992, 1999 ...

### How Are LC Call Numbers Shelved?

Library of Congress call numbers usually have four lines or elements:

PA  
112  
.G53  
1982

#### First line to shelve in alphabetical order:

The first line can be either a single, double or triple letter. If a book's call number begins with a single letter which is the same as the first letter of a call number which begins with a double letter, then the book with the single letter is shelved first, or to the left, on the shelf.

For example, in the section for the Ps, the correct sequence would be P PA PB PC PD to PZ, followed by Q QA QB QC QD and so on.

#### Second line to shelve in numeric order, within that range of letters from the first line:

The second line of an LC call number is always a whole number from 1 to 9999. If the letters on the first line of the call number are the same, the book with the smaller number on the second line is shelved to the left of the book with the larger number. (Note that in the Dewey Decimal system, the largest number is 999.)

### Third line:

The third line of an LC call number is usually a decimal point, followed by a letter and a number. Books are shelved alphabetically according to the letter to the right of the decimal point. For example, a book with .G on the third line of its call number would be shelved to the left of a book with .H. If two books have the same letter on the third line, then the book with the smaller decimal number is shelved to the left of the book with the larger number. For example, .G53 is shelved to the left of .G532 because .53 is a smaller decimal number than .532.

### Fourth line:

The fourth line of an LC call number is a year of publication or a volume number. An earlier edition of the same work is always shelved to the left of a later edition. A lower volume number is shelved to the left of a higher volume number. Many call numbers do not include the year of publication.

### What does the call number mean?

Remember that Library of Congress Classification arranges materials by subjects. The first two lines of the call number represent the subject of the book. The third line, letter-and-decimal section of the call number, often represents the author's last name. And, as you recall, the last section of a call number is often the date of publication.

Example: Title: What You Need to Know About Developing Study Skills, Taking Notes  
and Tests, Using Dictionaries & Libraries  
Author: Marcia J. Coman.  
Call number: LB2395 .C65 1991

Let's crack the code by examining the sections of this call number:

LB2395 = subject of the book: Methods of Study in Higher Education  
.C65 = Coman, the author's last name  
1991 = the publication year

### Putting Call Numbers in Shelf Order

To understand how call numbers are put in order in Library of Congress Classification, again look at each section of the call number. These call numbers are in the correct order:

1. LA2301 .M37
2. LB2327 .M3
3. LB2327 .V53 1990
4. LB2328 .B37
5. LB2328 .C34
6. LB2328 .C55
7. LB2328 .C554 1982
8. LB2395 .C65 1987
9. LB2395 .C65 1991

Could you see why the call numbers were arranged in this order? Shelf-order can be confusing at first. Here is the same list of call numbers, with explanations of how they were put in order:

1. LA2301 .M37
2. LB2327 .M3 (LB comes after LA)
3. LB2327 .V53 1990 (Both start with LB2327, V comes after M)
4. LB2328 .B37 (2328 comes after 2327)
5. LB2328 .C34 (C comes after B)
6. LB2328 .C55 (Both start with LB2328 .C, decimal .55 comes after .34)
7. LB2328 .C554 1982 (Decimal .554 comes after .55)
8. LB2395 .C65 1987
9. LB2395 .C65 1991 (Same call numbers except for date: 1991 comes after 1987)

### **Student Workers**

Each semester we have a group of wonderful students (both law students and undergrads) who assists us at Circulation. These students mainly tend to the circulation desk. They also help to maintain the copiers, shelve books, and (if working at night) assistant in closing the library).

### **Copiers and Copicards**

There are five copiers in the Law Library – one in the first floor copy room and two each in the second and third floor copy rooms. Copicards may be purchased from the copicard machine in the second floor copy room. The machine accepts dollar bills only and does not disburse change. A \$1 bill is needed initially to purchase a card. With that dollar the patron will receive a copicard and twelve copies; each additional dollar purchases 20 copies. The copicard machine accepts \$1, \$5, \$10 and \$20 bills.

### **Lost and Found**

Articles lost and found in the Library are held by and may be claimed from the Circulation Department. Midway into the semester and semester's end, all unclaimed articles are sent to Campus Security.

## REFERENCE

Circulation staff is not responsible for reference assistance. This portion is for educational purposes and to possibly assist library patrons when no reference librarian is available. If a reference librarian is available, please direct a patron to the librarian on duty.

### What's Where in the Law Library

Brief description of primary locations:

- Stacks -** Refers to books shelved by their call number. They are located on  
(stax) the second and third floors.
- Reserve -** These high-use books and materials (old exams, videos, etc.) are  
(Res) primarily placed on reserve by professors for their students to share.
- Reference -** Refers to books that are for library use only and cannot be checked  
(Ref) out. They include dictionaries, encyclopedias, directories, statistical resources, world guides and others reference-type books.
- Rare/Special  
Collection –** These books are considered special for various reasons  
(Rare) (out-of print, one of a kind, etc.). They include university archives, photos and other rare material and are located on the first floor near the circulation desk. Use of this material requires assistance and approval for check out by librarian.
- Faculty** Books and materials housed in the faculty library  
(Fac)

### Guide to Locations

#### First Floor

Reserve collection (course reserves)  
Rare/Special books collection  
Archival collection  
Offices of the Westerfield Fellows  
The Reading Room  
Computer Lab  
West's Louisiana Digest  
Tulane Law Reviews  
Louisiana Law Reviews  
Loyola Law Reviews  
The Pamela Beth Goldman Block collection

Louisiana Statues Annotated  
Audio/Video/CD/DVD collection  
Newspapers (The New York Times, The Times Picayune, U.S.A. Today, Wall Street Journal)

Newsletters

### **Second Floor**

Offices of: Library administrative staff  
and Librarians, Brian Huddleston and Etheldra Scoggin

Call # classifications:

A-JK, L-Z (**compact shelving**)

KF

KFA – KFZ (**state materials**)

KFL (**Louisiana materials**)

National and Regional Reporters

Reference collection

Reference desk

Inactive collection (**compact shelving**)

Congressional record (JK) (**compact shelving**)

Federal Register

Group study rooms 201A, 222 and 223

Morris Bart Instructional Lab

Microfiche and Microfilm collection

Microform Indexes

Microform readers

Copy room

### **Third Floor**

Offices of:

Librarians, Fran Norton and Nona Beisenherz

Bound and unbound Journals

Call # classifications:

K, KB – KE, KG - KZD

Group study rooms 301C - 301E

AV rooms 317L – 317R

Copy room

Faculty carrels

## Online Catalog

The Law Library's Online Catalog is an Innovative Interface, Inc. INNOPAC system. It provides location information for all Library holdings as well as records of what has been received and what has been ordered. Home access is available through the web address: <http://lawcat.loyno.edu>. The Catalog is accessible from computers throughout the Library and can be searched by *title, author's name, words in the title, author/title, Library of Congress subject heading, call number or government document number*. Books on Course Reserve may also be searched on the Catalog by using the professor's name or the course name. The record will give the call number or range number location of the title searched. If the title is checked out, it will also provide the due date or time due.

The Library subscribes to the LEXIS-NEXIS and WESTLAW databases, which gives students and faculty access to federal and state court decisions and statutes, law review and law journal articles and indexes, and some international materials. There is an instructional lab on the second floor of the library which LEXIS and WESTLAW uses for training. Offline printers are provided for both systems.

There is also a main computer lab located on the first floor which has personal computers with up-to-date versions of word processing, database management, spreadsheet software and CALI exercises. This lab also provides access to email and the Internet.

## Other Online Resources

**LegalTrac** – provides access to articles in all major U.S. law reviews, law journals and newspapers as well as some foreign and international titles. Coverage includes articles from 1980 to the present. Some articles are included in full-text online, but most entries are simply index and citation information. [REDACTED]

**WilsonWeb** – also an index to articles from legal periodicals, law review, bar association journals, etc. [REDACTED]

**HeinOnline** – is another source for periodical articles in full text. Produced by William S. Hein & Co., a major legal publisher and distributor, the purpose of HeinOnline is to provide electronic access to pre-1980 legal periodical literature which is generally not available from any other online source, although more recent articles are also included. It is searchable by journal title, article title, author and full text. Available databases includes: Code of Federal Regulations, English Reports, the U.S. Supreme Court Library, ALI Collection (includes Model Penal Code and the Restatements), and U.S. Congressional Documents Collection (includes the Congressional Record). [REDACTED]

**CIS Congressional Universe** – provides comprehensive access to United States legislative information which is available from the publisher, Congressional Information Service, Inc (CIS). Congressional information, including hearings and reports, is available in full text and goes back to 1789. [REDACTED]

**Chicago Manual of Style Online** – an online version of the classic text.  
[REDACTED]

## **Library of Congress Classification (LCC)**

**LCC**, developed by the Library of Congress, is the system of library classification used by the Law Library as well as most research and academic libraries in the U.S. and several other countries. It organizes material in libraries according to 21 branches of knowledge. The 21 categories (labeled A – Z, except I, O, W, X and Y) are further divided by adding one or two additional letters and a set of numbers. Books are classified as follows:

**A**

General Works

**B-BJ**

Philosophy, Psychology

**BL, BM, BP, BQ**

Religion: Religions, Hinduism, Judaism, Islam, Buddhism

**BR-BX**

Christianity, Bible

**C**

Auxiliary Sciences of History

**D-DR**

History (General) and History of Europe

**DS-DX**

History of Asia, Africa, Australia, New Zealand, etc.

**E-F**

History: American (Western Hemisphere)

**G**

Geography, Maps, Anthropology, Recreation

**H**

Social Sciences

**J**

Political Science

**K**

Law in General, Comparative and Uniform Law, Jurisprudence

**KBR, KBU**

History of Cannon Law, Law of the Roman Catholic Church, The Holy See

**KD**

Law of the United Kingdom and Ireland

**KDZ, KG-KH**

Law of the Americas, Latin America and the West Indies

**KE**

Law of Canada

**KF**

Law of the United States

**KF-KKZ**

Law of Europe

**KJV-KJW**

Law of France

**KK-KKC**

Law of Germany

**KL-KWX**

Law of Asia and Eurasia, Africa, Pacific Area, and Antarctica

**KZ**

Law of Nations

**K Tables**

Form Division Tables of Law

**L**

Education

**M**

Music and Books on Music

**N**

Fine Arts

**P-PA**

Philology and Linguistics (General), Greek Language and Literature, Latin  
Language and Literature

**PB-PH**

Modern European Languages

**PJ-PK**

Oriental Philology and Literature, Indo-Iranian Philology and Literature

**PL-PM**

Languages of Eastern Asia, Africa, Oceania, Hyperborean, Indian, and  
Artificial Languages

**PN**

Literature (General)

**PQ**

French, Italian, Spanish, and Portuguese Literatures

**PR, PS, PZ**

English and American Literature, Juvenile belles lettres

**PT**

German, Dutch and Scandinavian Literatures

**P-PZ Tables**

Language and Literature Tables

**Q**

Science

**R**

Medicine

**S**

Agriculture

**T**

Technology

## U-V

Military Science, Naval Science

## Z

Bibliography, Library Science, Information Resources

## Superintendent of Documents (SuDocs) Classification System

United States government documents are classified using the Superintendent of Documents (SuDocs) classification system. SuDocs numbers are alphanumeric and are composed of letters, numbers, and punctuation marks. They are used only for United States government documents. The call number system is based on the government agency which released the document. For example, a publication from the Department of Agriculture begins with an **A**," such as **A 1.114:92** and a publication from the Department of **E**ducation begins with the letters "**ED**," such as **ED 1.209 Sp1**. Agencies or bureaus under departments have the letter or letters for that department (the "parent agency") and a number unique to the sub-agency or bureau. For example, "A 13" is the Forest Service and "A 93" is the Economic Research Service, both of which are agencies under the Department of Agriculture. The next part of the call number identifies the series or type of publication. The remaining parts of the call number identify the individual publication.

In the SuDocs classification system, the call number is divided into two parts: the **class stem** is the part before the colon, and the **individual book number** is the part after the colon.

Example:

- J 24.2:Am 3
- **J 24.2:** is the class stem
- **Am 3** is the individual book number

The first letter or letters in the class stem denotes the executive department or agency:

- J = Justice Department

The first number in the class stem represents the issuing bureau:

- J 24. = Drug Enforcement Administration (DEA)

The second number in the class stem represents the publication series:

- J 24.2: = General Publications

Periods, slashes and colons separate each section of the call number. Documents are shelved alphabetically by the first letter(s) and then numerically, by each section:

- J 1.30:
- J 21.2:
- J 21.2/10:
- J 21.6/3:

All numbers are shelved as whole numbers, not decimals:

- J 26.2:
- J 26.8:
- J 26.30:

The individual book number may be represented by a year, a document number, or a Cutter number composed of letters and numbers:

- **Year:** J 26.1:2003 (Note: years before 2000 are represented without the 1 -- eg. 994=1994)
- **Cutter number:** J 24.2:Am 3
- **Document number:** J 32.10:410

Individual book numbers often are followed by a slash and a date, indicated another edition. These shelve in order after the first edition, but before the next individual book number:

- J 24.2:Am 3
- J 24.2:Am 3/2007
- J 24.2:An 1

# **GENERAL UNIVERSITY POLICIES**

## **Holidays, Sick Leave, and Vacation**

### **Holidays\***

The university observes the following paid holidays annually for all regular, full-time employees:

- New Year's Day
- The day before or after New Year's Day
- Martin Luther King Jr.'s Birthday (third Monday in January)
- Day before Mardi Gras Day
- Mardi Gras Day
- Good Friday
- Memorial Day (observed)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- The day before or after Christmas Day
- Christmas Day

Loyola grants paid holiday time to all regular, full-time employees immediately upon assignment to an eligible employment classification.

\*A recognized holiday that falls on a Saturday will be observed on the preceding Friday, and any recognized holiday which falls on a Sunday will be observed the following Monday.

\*\* For a specific list of these holidays please consult the Loyola Human Resources Web page.

**Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.**

### **Sick Leave**

Regular full-time employees are provided sick leave benefits for temporary absence due to illness, injury or medical care. Employees accrue sick leave benefits as follows:

- Three months to one year ----- 4.5 days
- After one year ----- 9.0 days per year
- After three years ----- 12.0 days

If an employee is absent for more than twenty consecutive work days due to personal illness or injury *and* exhausts his/her sick leave and vacation, he or she may be eligible for Extended Sick Leave benefits.

## Vacation

Employees begin accruing vacation on their first day of work, and the amount of paid vacation time employees receive each year increases with the length of their employment.

<u>Length of Services</u>	<u>Vacation Accrual</u>
1 year	12 working days
Year 1-2	13 working days
Year 2-3	14 working days
Year 3-4	15 working days
Year 4-5	16 working days
Year 5-6	17 working days
Year 6-7	18 working days
Year 7-8	19 working days
Year 8+	20 working days

Employees are allotted the vacation they will earn during the upcoming fiscal year each August and may take up to five vacation days after six months of eligible services. All vacation time **must** be taken by **July 31**, the end of each fiscal year. Any time remaining after **July 31** will be forfeited.

## Pay Period/Checks

Pay periods run for two weeks beginning on the Sunday of the first week and ending with the Saturday of the following week. Paychecks are delivered to the Circulation department on alternating Fridays, usually by noon. **Direct deposit is also available; you may contact Human Resources for the details.**

## Absences

If you are unable to report to work for any reason, it is your responsibility to notify your immediate supervisor as soon as possible.

### **Scheduled Absences**

Employees must request supervisory approval in advance when an absence is expected for a full day or part of a day. This includes all planned absences including scheduled personal business, medical procedures and vacations.

### **Unscheduled Absences**

When advance notice is not possible (because of sudden illness or in the case of an emergency), the employee must notify the immediate supervisor on the first day of absence. The employee should provide the reason for the absence, the expected return

date, and respond to any reasonable questions asked by the supervisor. Departmental call-in procedures should be followed.

### **Subsequent Notification**

An employee who is absent (without prior approval) for more than one day must contact the immediate supervisor daily to report the status of the absence. The supervisor may waive this requirement or designate another contact person for absence reporting.

### **Employee Performance Evaluation**

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, based on the fiscal year. The evaluation period is August 1 through July 31. New employees receive evaluations to determine progress in learning jobs and meeting performance expectations after 90 days if non-exempt staff and after 180 days if exempt staff.

The performance evaluation is a means by which the supervisor summarizes and assesses the work performance of an employee and gives suggestion for future development. Formal performance evaluations are conducted to provide both supervisors and employees the opportunity to look back over the previous year's accomplishments, discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

**For further details and additional benefits, you may access:**

**<http://www.loyno.edu/human.resources/policiesandprocedures/>**

# **WORKERS' COMPENSATION POLICY**

\* 9/28/2010 - <http://www.loyno.edu/human.resources/policiesandprocedures/manual/4-21.html>

## **Policy**

Loyola University New Orleans employees who incur bona fide occupational related injuries or illnesses shall be entitled to all necessary medical and hospital care. Injured employees who are disabled more than seven calendar days, and are found eligible, will also receive compensation for a portion of their lost wages.

## **Definition**

Worker's Compensation is defined as the benefits a qualified injured employee receives from their employer for medical treatment and in lieu of their salary for lost time due to an occupational injury or illness. An occupational injury or illness is defined as a personal injury by accident or an illness of an employee arising out of the course and scope of their employment during normal working hours.

This policy applies to all employees of the University. Benefits are available only if an employee is injured while in the normal course and scope of their employment.

## **Procedure**

If you are hurt at work or become ill because of what you think is a work-related exposure:

- a) Seek first aid and medical attention.
- b) Immediately or as soon as practical report your accident or illness to your supervisor.
- c) Complete an Accident Report in Student Health Service office.

When the Risk Management office receives the appropriate information, a claim is reported to Loyola's Worker's Compensation insurance company and to the Louisiana Office of Workers Compensation. No further action is required from you to initiate a claim, however you must keep the University informed of your condition regularly through your supervisor.

## **Reporting**

An injured employee must ensure the appropriate documentation and medical information is provided to the University. Forms for reporting accidents/incident are located in the Student Health Service office. Injured employees must obtain, complete and return this form to Student Health within 24 hours of their injury. If the employee is unable to comply, the employee's supervisor will be responsible for completing the form on the employee's behalf.

Supervisors must also complete a Supervisor's Accident Report and submit it to the Risk Management office within 24 hours of the accident. If there are any continuing risks of harm, Risk Management should be notified immediately. Notify University Police if after business hours.

Supervisors must also notify Human Resources - Payroll and Benefits - when an employee is missing work due to a work related injury to ensure proper handling of employee wages and benefits.

## **Medical Treatment Procedure**

All employees needing minor medical treatment for work-related injuries or illnesses should report to Student Health Services, who will refer the employee for further care if appropriate. Hospital emergency services should be used only in serious medical situations. Should life-threatening circumstances occur, the University Police should be called at extension 3434. UP will contact the appropriate personnel and paramedics. Injured employees taken to a hospital should identify themselves as Loyola University employees with occupational injuries.

## **Workers' Compensation Benefits**

If, after initial treatment or examination, the injured employee is authorized to be absent from work and/or will require additional treatment or medical care, he/she may be eligible for certain disability benefits under the Louisiana Worker's Compensation Act. This will depend on the length of authorized absence.

Any follow-up medical/hospital expense incurred by an employee from his/her personal physician and/or hospital facility for treatment of a work related injury must be reported to the Risk Management office or the claims adjuster assigned to the claim. It is the responsibility of each employee to keep the University informed of his/her current medical condition.

Worker's Compensation benefits may be postponed, withheld or suspended should the employee fail or refuse to submit detailed medical reports or other information from his/her personal physician or hospital to the University; or fail or refuse to appear for a medical examination by a physician designated by the University.

Any questions regarding Worker's Compensation claim status, payment of medical bills, modified duty, or other matters associated with this policy should be made to the Risk Management office.

## **Workers' Compensation Pay**

If an employee is entitled to weekly compensation benefits because injury prevents him/her from returning to work for more than seven calendar days, Worker's Compensation benefits

are payable beginning on the eighth calendar day. The employee should receive the first benefit check within 14 calendar days after he/she notified Loyola of the injury.

Employees receiving Worker's Compensation benefits will be paid by Loyola for normally scheduled hours (regular wages) for the first seven calendar days following the day of the accident/incident. This pay will not be charged to sick leave. If the employee is unable to work for more than 42 calendar days, Loyola's insurer will pay for the first seven calendar days. Should this occur, the employee is responsible for reimbursing Loyola for this pay, since Loyola paid it to the employee during the first week of absence.

Once Loyola's workers compensation insurance carrier determines the injury and absence is compensable, the employee will be paid 2/3rds of their average weekly wage by the insurance company beginning on the eighth calendar day. During the second week of absence, the insurance company pays 2/3 and Loyola pays the remaining 1/3 (not deducted from sick leave). After the second week, the employee's accumulated sick leave or vacation leave, if any, will be used to pay the 1/3rd difference between the compensation paid by the insurance company and the employee's base salary. No Extended Sick Leave is paid during a Workers Compensation absence. Sick leave and vacation will not accrue during the period the employee is absent for Worker's Compensation. Holidays falling within a Worker's Compensation absence will be paid at the same rate the employee is receiving at that time.

A Time & Attendance Report must be signed by the injured employee or supervisor if employee is unavailable requesting that accrued sick leave and/or vacation leave be used in conjunction with any Worker's Compensation payments received. An injured employee who is off the job due to a work related accident, and who has no sick pay or vacation pay from which benefit payments are deducted, must contact Human Resources in order to maintain their benefit coverage by paying their share of the premiums.

FMLA leave will run concurrent with Worker's Compensation absences. At the conclusion of 12-week FMLA leave, the injured employee will receive only the compensation check from the Worker's Compensation insurance carrier. When FMLA is exhausted, the employee may be terminated.

## **Timesheet Coding for Staff**

First seven calendar days following date of accident or illness – the University pays the employee at 100% of base pay. Timesheet should reflect code “135 – FMLA WC with pay”.

Second seven calendar days following the date of accident or illness – the University pays 33 1/3% of base pay. Timesheet should reflect code “136 – FMLA WC with pay @ 33 1/3”. For the 66 2/3% of pay supplemented by the insurance company, timesheet should reflect code “137 – FMLA WC without pay”.

Beginning the fifteenth calendar day, employee is required to use any available sick or vacation to supplement the 33 1/3% of pay not paid by the Workers Compensation insurance carrier. Time sheet should reflect code "111 – FMLA sick". For the 66 2/3% of pay supplemented by the insurance company, timesheet should reflect code "137 – FMLA WC without pay".

Once the employee has exhausted sick, the payroll system will automatically decrement from any remaining vacation. Once vacation is exhausted, the system will automatically reflect FMLA unpaid.

\* Referred to the Faculty Handbook Revision Committee.

## LAW LIBRARY BACKGROUND INFORMATION

The Law Library is located on the Broadway Campus at **526 Pine Street**, between St. Charles Avenue and Dominican Street. The mailing address is **7214 St. Charles Ave., New Orleans, LA 70118**. The library's main telephone number is **861-5545**, which is also often used as a contact number for all faculty and staff of the College of Law.

The Law Library has a collection of over 371,000 volumes and microform equivalents which has the primary purpose of supporting the curriculum and research needs of the College of Law faculty and students. The collection is comprised of federal and state legal research sources, specific subject materials, foreign, international, comparative, and civil law materials, and law-related books. The microform collection includes United States Supreme Court records and briefs, state bar journals, and legal treatises from the nineteenth century. The Law Library occupies parts of the first and third floors and all of the second floor of the building, a total of over 50,356 square feet. The Library's full-time staff numbers sixteen, including seven librarians. The Library is a depository for both federal and state documents. The documents are integrated into the regular collection according to jurisdictional, research and subject matter relationships.

The mission of the Law Library is to meet both the curricular and research informational needs of the School's faculty and students. The law Library achieves this mission through development of a carefully selected collection of traditional and electronic resources and a proactive program of efficiently and effectively delivering access to these collections.

As an integral part in achieving the Law Library's mission, the Circulation Department houses both the **reserve** and **special/rare book** collections. These collections include course reserves (textbooks and other study guides including past exams, DVDs, CDs and directories). The rare book collection includes the law school archives, out-of-print and one-of-a-kind publications and Louisiana law history.

In addition to handling all circulation transactions, the department is responsible for shelving and stack maintenance, audiovisual materials and interlibrary loans. The Circulation staff makes every effort to provide courteous and accurate assistance to the many patrons we welcome on a daily basis.

## **CIRCULATION DEPARTMENT STAFF**

**Rosetta Francois** ([rmfranco@loyno.edu](mailto:rmfranco@loyno.edu))

**Circulation Coordinator (CC), x5690**

Oversees the daily operation of the Circulation Department. This includes direct supervision of all Circulation staff and student workers, as well as organization of all Circulation Department duties.

Sunday	9:45 am - 6:00 pm
Monday	12:00 pm - 8:15 pm
Tuesday	12:00 pm - 8:15 pm
Wednesday - Thursday	Off
Friday	8:45 am - 5:00 pm
Saturday	8:45 am - 5:00 pm

**Circulation Assistants (CA) – A, B, C**

The top priority of each Circulation Assistant is to provide prompt and efficient service to the Law Library's patrons. This service requires a thorough knowledge of the Library's circulation policies and the location of materials in the Law Library, as well as a helpful attitude and demeanor. CAs also supervise student assistants in the absence of the Circ. Coordinator, circulate materials using the INNOPAC computer system, input records when required, route materials to faculty members, file looseleaf materials, shelve materials, perform simple maintenance of the Library's photocopiers and microfiche printer and requests a service call when the problem is complicated. Perform other duties and special projects as assigned by the Circulation Coordinator and/or the Deputy Law Library Director. In addition, each CA has a primary responsibility which is categorized as A, B, or C.

**Margaret Johnson** ([mjohnso2@loyno.edu](mailto:mjohnso2@loyno.edu))

**Circulation Assistant (A), x5692**

Opens the library M–F and is primarily responsible for interlibrary loan processes. Additionally, CA(A) distributes newspapers which are delivered each morning and checks outside book drop one hour after the library opens. In the absence of CA (A), the CC will carry out duties, unless otherwise reassigned.

Sunday	Off
Monday - Friday	7:15 am - 3:30 pm
Saturday	Off

**Steve Grant** ([sagrant@loyno.edu](mailto:sagrant@loyno.edu))

**Circulation Assistant (B), x5699**

Primarily responsible for maintaining the Faculty Library and Faculty Lounge collections and reporting missing pages and damaged binders for looseleaf material. In the absence of CA (B), CA (C) will carry out those duties, unless otherwise reassigned.

Sunday	3:00 pm - 11:15 pm
Monday - Thursday	4:00 pm - 12:15 am
Friday - Saturday	Off

**Hiram Molina** ([hmolina@loyno.edu](mailto:hmolina@loyno.edu))

**Circulation Assistant (C), x5691**

Primarily responsible for filing of government documents/fiche, maintaining monograph supplements and backup for interlibrary loan processes in absence of CA (A) and CC. In absence of Circ. Assistant C, Circ. Assistant B will carry out those duties, unless otherwise reassigned.

Sunday - Monday	Off
Tuesday	4:00 pm - 12:15 am
Wednesday - Thursday	12:00 pm - 8:15 pm
Friday	1:00 pm - 9:15 pm
Saturday	2:00 pm - 10:15 pm

## **REFERENCE STAFF**

The Reference Desk is located on the second floor of the library on the Lowerline St. side of the building. The telephone number is **861-5792**. Reference Librarians can answer questions about the use of library materials, locations, and research strategies. They cannot, however, answer legal questions or give legal advice.

### **Reference Librarians :**

Nona K. Beisenherz ([beisen@loyno.edu](mailto:beisen@loyno.edu))  
Foreign/International Librarian and Associate Professor  
x5641

Brian Huddleston ([bhuddle@loyno.edu](mailto:bhuddle@loyno.edu))  
Senior Reference Librarian and Associate Professor  
x5486

Francis X. Norton, Jr. ([fxnorton@loyno.edu](mailto:fxnorton@loyno.edu))  
Reference Librarian and Associate Professor  
x5548

Etheldra Scoggin ([escoggin@loyno.edu](mailto:escoggin@loyno.edu))  
Reference Librarian and Associate Professor  
x5687

The law library does not have copies of actions which were filed at the courthouse, nor does it have packets ready to file. If someone has specific legal questions, they may find answers at: [LawHelp.org/LA](http://LawHelp.org/LA)

## **LIBRAIANS AND TECHNICAL SERVICES STAFF**

P. Michael Whipple  
([pmwhipp1@loyno.edu](mailto:pmwhipp1@loyno.edu))  
Law Library Director and Professor of  
Law  
x5543

Brian C. Barnes ([bcarnes@loyno.edu](mailto:bcarnes@loyno.edu))  
Deputy Law Library Director and Assoc.  
Professor  
x5637

Cathy Wagar ([cwagar@loyno.edu](mailto:cwagar@loyno.edu))  
Catalog Librarian  
x5544

Michele Pope ([mpope@loyno.edu](mailto:mpope@loyno.edu))  
Serials/Documents Librarian  
x5546

Becky Nunn ([rbrunn@loyno.edu](mailto:rbrunn@loyno.edu))  
Processing/Binding Assistant  
x5633

Suzy Foster ([sfoster@loyno.edu](mailto:sfoster@loyno.edu))  
Catalog Assistant  
x5632

Michele Morlier ([mmorlier@loyno.edu](mailto:mmorlier@loyno.edu))  
Assistant to the Director  
x5539

Celine Sullivan ([csullivan@loyno.edu](mailto:csullivan@loyno.edu))  
Serials Assistant  
x5631

Linda Wilder ([lpwilder@loyno.edu](mailto:lpwilder@loyno.edu))  
Acquisitions Assistant  
x5630

**Administration, technical services and government documents departments are located on the second floor of the library in room 206.**

## **PRIMARY MAIN CAMPUS CONTACTS**

Admissions  
504-865-3240  
[admit@loyno.edu](mailto:admit@loyno.edu)

Emergency  
911

Emergency Information Line  
504-865-2186

Finance + Administration  
504-865-3946

Financial Aid + Scholarships  
504-865-3231  
[fnaid@loyno.edu](mailto:fnaid@loyno.edu)

Health Services  
504-865-3326

Human Resources  
504-864-7757

Monroe Library  
504-864-7111  
[libref@loyno.edu](mailto:libref@loyno.edu)

Physical Plant  
504-864-7490 (Broadway Campus  
x5872)

Public Safety  
504-865-3434  
[police@loyno.edu](mailto:police@loyno.edu)

Purchasing  
504-865-2290  
[purchase@loyno.edu](mailto:purchase@loyno.edu)

Please Refer to Campus Directory for Additional Contacts

We sincerely hope that you feel more confident after reading this handbook and find it useful in your job. As mentioned before, we don't expect you to know everything there is to know by reading it, but we do hope that you feel eager to learn more about your job. We look forward to working with you, and are always here to answer any question you may have.

## **Additions to the Circulation Manual – October 1, 2011**

- Late Night Clean-up – If something needs to be cleaned up after WFF has left for the day please call Central Plant at Ext. 5872 and give a detailed report of the problem. They will then radio dispatch the skeleton night crew to deal with the problem.

- Law Faculty Checkout at Main Campus – Law faculty (or their assistants) need to have the faculty members Loyola ID on them to check out materials. If they do not have a Loyola ID they must get one. This is a requirement Monroe requires of main campus faculty as well.

- Children in the Library - As long as the kid is not causing a disturbance we are not going to cause a huge stir on this. However, if someone does complain about the child at that point we have to do something. If the parent cannot be found ask the closest officer to speak to the child who will probably react better to them anyway out of fear. A tough position here for us as the administration is so student friendly (so we try to be) but we also want to keep peace. I guess a kid is ok until a kid starts bugging people and then he is just like an off the street person that an officer can “assist”. If the kid is so young that you are not comfortable with them being able to take care of themselves then go ahead and seek security assistance (think abandoned baby idea). You are in no way responsible for these kids, don't worry about that part of the issue. Their parents are responsible for them if they run out in the street or tear up a computer in the computer lab (but obviously we don't want either to happen so we will help where we can).

- Supplements / On the Fly - If a supplement to a book goes downstairs without a barcode but the regular book has one what to do. This is just like any other library book that comes down without a barcode. Put a skeleton record in, stick in a barcode and check it out. It should come back as on the fly and Cathy or Suzy will fix up the cataloging record when it comes back. No need to have to call a reference person on this.

- Notes on Carrels - For people who put a “temporary note” on a carrel, like please don't reshelve before Thursday at 9 pm. Mike and I talked about this and we lean toward leaving the books there for this temporary time at your discretion. Basically, if you see it's a high traffic book then feel free to reshelve it, if it's not hurting anything it is ok to leave it until the note runs out. It's ok to ask for a day or two, two weeks is not ok. Not a hard and fast rule to follow here. I hope that makes sense but we trust yall on making that call on an individual basis and if someone is abusing it then we deal with it.