Dear Colleagues,

Welcome to the Arthur W. Diamond Law Library at Columbia Law School. The modern library is a mélange of terminals and books, electronic and paper. In traditional terms, the Diamond Law Library is quite large, consisting of almost 400,000 titles, making it the second largest academic law library in the country. Measured another way, there are more than 900,000 paper volumes and 250,000 microform volume-equivalents. However, libraries are also assessed by how much digital information they can deliver and how easy it is for their users to access that information. We pride ourselves on the breadth of information available to you on-line, both from sources we maintain and the myriad of materials offered through the University’s LibraryWeb.

We strive to provide the best access to these materials through the finest professional guidance. Please observe the few rules we have and share with us -- in person, through e-mail, or through your student representatives -- any suggestions you have for making the Diamond Law Library a more effective place for legal research and study.

Kent McKeever
Director of the Library

Our Collection

Our collection includes a broad array of legal materials. The library has primary materials on U.S. federal and state law and secondary materials on all aspects of domestic law. Our international and foreign law collections have particular depth. Our collection covers all aspects of public and private international law. We are also a United Nations depository library and hold one of the best collection of United Nations legal documents. Our foreign and comparative law collection covers over two hundred jurisdictions. The Library is also home to The Toshiba Collection, which is one of the most comprehensive Japanese Law collections outside of Japan. Other strengths include law and economics, arbitration, intellectual property, and Roman Law.

Most of the Library’s collection is housed in open stacks. Closed stacks materials, including rare and valuable items, are accessible through the Circulation Desk or Reference Desk.

Reference

The Reference Desk can be consulted about the Library’s collections, services, policies, and procedures.

All librarians staffing the Reference Desk hold both law and library science degrees. Reference Librarians do not conduct research nor provide legal advice, but can help patrons locate resources and identify search strategies. Tours and tutorials on research and electronic resources are also available by appointment.

Columbia Law School students, staff, and faculty may request interlibrary loan services at the Reference Desk for materials not available at any Morningside-campus Columbia libraries.

Reference Desk Hours (Regular Semester):
Monday—Thursday 10:00am—8:00pm
Friday 10:00am—5:00pm
Saturday—Sunday Noon—6:00pm

Reference Desk Telephone: (212) 854-3743

Pegasus

Pegasus is the Law Library’s online catalog.

Pegasus provides quick access to print materials and electronic resources. Boolean searching is supported. Pegasus records provide bibliographic information (title, author, etc.) and information on where the item can be located in the Library, by call number. Pegasus records also provide information on the processing or circulation status of materials.

Pegasus is available on PCs around the Law Library.

Pegasus does include information on items held by other Columbia University libraries. Please consult their catalog, the CLIO, at www.columbia.edu/cu/lweb.
**Rules**

- Smoking and eating are prohibited in the Library. Drinks are allowed in the library only in spill-resistant containers.
- Please re-shelve case reporters and periodicals.
- The use of cellular phones and Skype are prohibited throughout the library, with the sole exception of the 4th Floor photocopy corridor.
- All people in the Library must evacuate the building immediately at the sound of the fire alarm. Do not use the elevator.
- Please do not leave valuables unattended, and turn in any found materials to the Circulation Desk.
- Library services end ten minutes before closing, including circulation and scanning.

**General information:**

**Borrowing Privileges**

All current Columbia University students, faculty, and staff with valid identification cards may borrow circulating materials for one month, subject to recall after two weeks. Please note, however, that most of the Law Library’s collection, including primary sources of law, periodicals, multi-volume works, materials published prior to 1850, and certain other categories of materials, does not circulate.

**Renewals and Returns, Overdue Fines**

Phone renewals are accepted (if the item is not yet overdue) at (212) 854-3922. It is also possible to renew books online through the Pegasus catalog page. Click on ‘View your Patron Record.’ The system will prompt you to enter your Law School user name (ex: jsmith or jsmith1) and your Law School password (these are the same credentials you use to access LawNet). Overdue fines are charged at a rate of 50 cents per day. Please take careful note that registration, diplomas and transcripts will be blocked until all materials are returned or replaced and all fines paid. Please return books to the Circulation Desk or the “drop box” located outside the Law Library’s entrance. The Law Library cannot be responsible for Law Library books returned to other Columbia libraries or by campus mail.

**Exams**

Exams from prior years are available in electronic format on the law student network in the Law School computer labs. Model answers prepared by the faculty are also available for some foundation courses. Please ask the Computer Help Desk for assistance in accessing these electronic files. Be aware that not all exams are available.

**Shelf Collections**

The Law Library realizes that students frequently need to gather both circulating and non-circulating books for long-term use. Shelves have been set aside for this purpose and may be reserved at the Circulation Desk. After a location has been assigned, Law Library materials may be checked out to that shelf for the current semester. Please note that some high-demand materials are not available for shelf collection circulation, including case reporters and statutory code volumes. The Law Library does not permit desk collections.

**Computers and Internet Access**

Wireless Internet is available to the Law School community throughout the Law Library. On the 2nd Floor of the Law Library, there is a computer lab open to Law School students. In the Reference Office, on the 3rd Floor, there are public access computer terminals, which can be used only for legal research purposes.

**Scanner, Photocopiers, and Copy Cards**

Scanners are located in the copy corridor of the 4th Floor and in the Reserve Reading Room. Scanners are free to use for a half hour at a time. A photocopier is located in the copy corridor. The photocopier and microform printers are operated by the Law Library’s copy card, which may be purchased with cash or a personal check at the Circulation Desk in values from $1 to $50. Copy cards purchased at other libraries on campus will not work in the Law Library’s photocopier. Please report photocopier problems to the Circulation Desk.

**Restrooms**

Restrooms are located on the south end of the 4th Floor in the photocopy corridor and at the very south end of the 2nd Floor.

**Telephones**

There are no public telephones inside the Law Library. Campus phones and pay phones are on the ground floor near the 116th Street entrance. A campus phone is located outside the Law Library entrance at the doorway to the Revson Plaza. Law Library rules prohibit the use of cellular phones, except in the 4th floor copy corridor.

**Lost and Found**

Personal property found in the Law Library will be held at the Circulation Desk for a few days and then turned over to the Law School’s Information Office.

**Collection Development Suggestions**

The Law Library welcomes recommendations for materials to be added to the collection. Please forward recommendations to Jody Armstrong, Associate Director, at (212) 854-3108, or via email: jdsa@law.columbia.edu.

For a more detailed library guide, please visit:

http://www.law.columbia.edu/library