



Cornell Library Collection, Call Numbers and Locations

The Cornell Library uses the Library of Congress (LC) Classification System. The best way to find books with this classification system is to locate the Call Number in the library catalog. The Location indicates on which floor of the library the material is shelved. Below, we've divided each collection by floor and the corresponding location abbreviation as seen in the library catalog at <http://julien.vermontlaw.edu>

Collections divided by floor, from highest to lowest:

Loft Level –

Environmental Law Collection A-Z (**env**)

Environmental Reading Room (**envrr**)

Rare Book Collection – Cornell Seminar Room (**rare**)

Campus Level – (Circulation Desk Level)

Reference Collection and Vermont Reference (**ref, VTref**)

Reserve Collection (**res, media, circ**)

Course Reserve (**cours**)

CLIC Collections (**clic**)

Parking Lot Level –

Main Collection A-Z, not including state materials (**main**)

Basement Level –

Periodicals, both bound and unbound (**per**)

Environmental Periodicals (**perec**)

State Materials KFA-KFZ (**main**)

Circulation Policy – Rules for Borrowing Library Materials

Julien and Virginia Cornell Library at Vermont Law and Graduate School

All current Vermont Law and Graduate School (VLGS) students, faculty and staff are eligible to borrow material from the library. The guidelines below focus on VLGS students.

Checking Out Library Materials

- Search the library's wealth of materials via JULIEN: <http://julien.vermontlaw.edu>
- Regular library materials circulate for 28 days. Up to three (3) renewals are permitted, as long as no one needs the item.
- Reserve and course reserve material are requested at the Information Desk. Reserve items circulate for 24 hours and course reserve items for 2 hours. Renewals are permitted as long as no one needs the item. A *Waiting List* is used to manage hourly hold requests.
- Overnight checkout for course reserve material is available two hours before closing in fall/spring semesters and one hour before closing during the summer session. All material must be returned by 9 a.m. the next day or during summer weekdays at 8 a.m.
- Materials such as multi-volume sets, reference materials, and journals generally do not circulate.
- Need special assistance or longer borrowing time? Please ask. We are always happy to review your request.

Library Fees:

- Help us keep a “no fine” policy. Return material by stated return or recall due date. It is a VLGS Honor Code Violation to keep material, especially hourly items, beyond the due date.
- Borrower is responsible for lost, damaged or non-returned library material. Students will be billed through VLGS Business Office and registering for classes or access to transcripts could be affected.

Borrowing Privileges for VLGS Off-Campus Students:

- Every effort is made to extend borrowing privileges to current VLGS off-campus users.
- There are several delivery methods depending on material and availability. Library staff can scan small quantities of materials (such as book chapters and articles) and send via PDF. For entire volumes, we have a program to mail items with a prepaid return label. If the needed item is not part of our collection, you may be able to interlibrary loan it through a local public library. For more information, contact library@vermontlaw.edu to discuss the items you need.

Other Related Topics:

- Any current borrower or desk staff member can place a *HOLD* on a print title that is checked out.
- Unable to locate what you are looking for? An item is missing from the shelf? Ask the desk staff for assistance.
- If the item is not available, we will suggest other alternatives such as interlibrary loan, request library purchase a second copy or refer the borrower to reference staff.
- Need help accessing e-titles? See <http://julien.vermontlaw.edu/help> or ask library staff.

For more information about circulation, contact library@vermontlaw.edu or stop by the Information Desk.