

Date: August 19, 2020
To: All Law Library Student Users
From: Steven Hinckley, Assoc. Dean, Library and Information Services
Re: PLEASE READ: Important Information Re: Library Policies and Services;
Library/Non-Library Seat Reservations; New PSU Student Printing Service

Welcome to all new users (and welcome back to all returning users) of Penn State Law's H. Laddie Montague, Jr., Law Library! While conditions this fall are unusual due to the need to limit the use of our Katz Building physical space and deliver many of our services remotely, I want to assure you that the Law Library will strive to provide the same level of excellent research support whether you are working in the building or from off-site. My colleagues and I look forward to helping you with your studies and research and want students to feel at home and safe. To ensure that our Library is a place for serious study and research, and that all users are respectful of our facility, its contents, and aware of all COVID-19-related procedures, the following policies are to be observed by all who use it:

Law Library Hours

The Law Library is open to the JD, LL.M., S.J.D., and SIA students from 7:30 am to 7:30 pm Mondays through Fridays (the same hours as the Katz Building, in general, is open). The Law Library is not open to students weekday evenings or weekends. Students are asked to leave the Law Library promptly at 7:30 pm and not to be in the facility evenings and weekends to ensure that our building's custodial staff can thoroughly clean and disinfect all common spaces.

Law Library Entrance and Exit

Please use the double glass doors leading to the Law Library as an entrance only and follow directional signs to a separate door at the Arboretum end of the Law Library's main (Katz 2nd) floor to exit. For the safety of all users, please do not use the Law Library glass double doors as an exit unless you require to use the assistance of the automatic door opener to leave.

Staffing and Services

The Law Library will be staffed virtually during normal business hours Monday - Friday from 8:00 AM - 5:00 PM. Please contact library@pennstatelaw.psu.edu if you need Law Library services. This can include reference meetings, inquiries about library databases and library materials, questions about materials that are checked out, help locating library resources, password issues and any other questions you may have for law library staff. During normal business hours, you may also chat with a law librarian by clicking the "Chat with a Law Librarian" button on the Law Library's [Student Resources](#) Webpage.

Reference

Law Librarians will provide virtual reference meetings. General reference questions should be emailed to library@pennstatelaw.psu.edu and will be answered during normal business hours Monday - Friday from 8:00 AM - 5:00 PM. The Law Librarian monitoring the inbox will respond or forward the email to the correct library contact to answer your question. Law Librarians will also offer remote reference by appointment. Reference appointments can be made by emailing library@pennstatelaw.psu.edu to schedule an appointment.

Seat Reservations Are Required to Study or Take Remote Classes in the Law Library

Because the number of seats available in the Law Library has been greatly reduced to accommodate social distancing, students must reserve a seat to study or take remote classes in the Law Library. Seats can be reserved 24-hours in advance for up to 2 hours at a time. Once a reservation begins, students may renew for one additional 2-hour time slot if there is a reservable space available. There are 68 Law Library seats available designated by the following categories: The Ramp (21 carrels), the Reading Room (18 seats), 3rd Floor Desk (25 seats), and Desktop Computers (4 Seats). The Reading Room seats will be designated as quiet study space. All other reservable Law Library seats can be used for studying or by students participating in remote classes.

The seat reservation system is available on the [Law Library's Student Resources webpage](#). Instructions for booking a seat using a desktop/laptop computer are available [here](#). Instructions for booking a seat using a mobile device are available [here](#).

Reserving Seats to Take Remote Classes in the Non-Law Library Katz Building Seats and in the Law Library

In Non-Law Library Katz Locations: Students who must participate in a remote classes while in the Katz Building may reserve one of the seats set aside as reservable student study/remote class space in various locations around the Katz Building. [Click on this link](#) to sign up for (Non-Library) Space in Katz to study or attend remote courses that are sandwiched between live courses.

In the Law Library: Students who must participate in a remote class while in the Katz Building, and who are unable to find a Non-Law Library space, are allowed to do so from any of the Law Library seats located at a ramp carrel or along the 3rd floor desk/counter. The 18 reservable seats located in the Reading Room are designated as quiet study spaces and we ask that students refrain from participating in remote classes from Reading Room seats. Just as described for students seeking study space in the Law Library, students seeking to use Law Library seats to take remote classes must reserve a seat. The Law Library cannot guarantee the availability of a seat at any given time. We ask that those students participating in remote classes while in the Law Library use headphones/earbuds to listen to the audio and try to be as considerate of other Law Library users when you have to speak over a microphone in class.

Student Printing and Public Computer/Scanner Access

Printing: Penn State changed its printer services over the summer to a cloud-based system called [WEPA \(WE Print Away\)](#). Due to this change, there will no longer be a free printing allotment provided to students. A printer kiosk is now located on the Law Library's main (Katz 2nd) floor near the new Law Library exit and students will be able to send their print requests via this cloud-based service from their own computers and portable devices to that kiosk where they will go to authenticate their request and claim their requested prints. More information on how this new PSU printing service works can be found [here \(on the Law Library's Fall 2020 Operations webpage\)](#) under the Public Equipment heading.

Public Computers and Scanner: A limited number of public computers and the book scanner will be available for student use. Please disinfect the computer mouse, keyboard, touch screens, and any other surfaces you touch before and after using the computers and/or book scanner. [Please schedule time to use the book scanner](#) located from the circulation desk. There are four computer terminals located across from the circulation desk for quick tasks. They are first come, first served and not on our reservation system. The four computers with desk space are located on the third floor of the library and must be reserved through the library seat reservation system (4 seats designated as "Desktop Computers").

Textbooks

The Law Library does not have copies of textbooks available for student use. Please purchase any books required for your courses. Given current circumstances and the possibility of a transition to remote learning, we recommend purchasing e-book or electronic access versions of your coursebooks so that they will be accessible to you from anywhere. While many legal publishers made electronic versions of their textbooks available at no charge to students after the sudden move to remote learning in the Spring 2020 semester, publishers have refused to do this again in the Fall and we have no way to know if they would do so again if universities transition back to remote learning again later this semester.

Group Study Rooms

Due to COVID-19 safe distancing protocols, the Law Library's Group Study Rooms will not be available for student use. Various Law Library staff activities have been moved to these rooms and students are asked not to enter at any time.

Food and Drink

For the health and safety of others, masks must be worn at all times by anyone in the Law Library (other than in private offices). Water may be consumed from containers with straws so long as you are (1) wearing a mask while doing so, (2) maintaining social distance, and (3) using a spill-proof container where the straw reaches the bottom of the container. In line with rest of the Katz Building, eating is not allowed anywhere in the Law Library.

Welcome (and Welcome Back)!

Thanks to all students and other users for their cooperation in following these policies designed to enhance the usability and safety of our Law Library during this challenging time. If you have any questions or suggestions, please don't hesitate to contact me (sdh14@psu.edu, 225 Katz Bldg.) or contact other members of the Law Library faculty and staff listed on our website (<http://pennstatelaw.psu.edu/library/staff>). Again, welcome (and welcome back) to the Montague Law Library at Penn State Law. We want you to enjoy and care for your Law Library and look forward to helping you with your studies and research throughout the year to come!

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