

## **Borrowing Policies for Journal Students**

### **Borrowing from the Law Library**

Journal students may check out, to their journal office, materials from the Law Library's general collection.

Materials not in the general collection (books in the Main Reading Room; reference items; state codes in the East Reading Room, red-taped books) may only be checked out to the journal office with permission from a Circulation Desk supervisor or research librarian. The Circulation Desk supervisor or research librarian who approves the checkout will determine the due date for non-reserve items.

Reserve items, however, must be checked out to an individual—and for two-hours only—because they may be on reserve for a class.

### **Borrowing from Hesburgh Libraries—Proxy cards**

Journal students may use their journal's proxy card—available at the Circulation Desk—to check out books from Hesburgh Library. All books checked out on the proxy card must remain in the journal office. Proxy cards must be returned to the Circulation Desk once the book is retrieved from Hesburgh.

### **Borrowing through Interlibrary Loan**

Each journal will designate one person as the interlibrary loan (ILL) contact for: 1) placing all ILL requests with the Law Library; 2) picking up at the Circulation Desk all items received through ILL; and 3) returning all borrowed items to the Circulation Desk by the due date.

All items borrowed through ILL must remain in the journal office until returned to the Circulation Desk.

#### **Before placing an interlibrary loan request, cite checkers must:**

- 1) Try to find the needed item through the websites and databases listed on the [Cite Checker Resources](#) page under **Students** on the [Law Library website](#);
- 2) Look for the item in both the [ND Law Catalog](#) and [Hesburgh Libraries catalog](#), and
- 3) Ask a research librarian to confirm that the item is not available through campus resources.