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 over 411,000 print titles, making it one of the finest collection of legal materials in the country. Measured another way, there are more than 1,200,000 volumes or volume equivalents per ABA standards. 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 online, both from sources we maintain and the myriad of materials offered through the University's Libraries.

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 collections 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.

Pegasus

http://pegasus.law.columbia.edu

Pegasus is the Law Library’s online catalog. Pegasus provides quick access to print materials and electronic resources. Advanced keyword searching is available. 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 dedicated computers around the Law Library and on the web from your own device.

Pegasus does not include information on items held by other Columbia University libraries. Please consult their catalog, CLIO, at clio.columbia.edu. CLIO does include some information on the resources available at the law school. To get complete location information, please click on the link that says “Check law catalog for status.”

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 of the Morningside-campus Columbia libraries.

Regular Reference Desk Hours

Monday—Thursday 10:00 a.m.—8:00 p.m.
Friday 10:00 a.m.—5:00 p.m.
Saturday & Sunday 12:00 p.m.—6:00 p.m.
Reference Desk Telephone: (212) 854-3743

Please note that reference desk hours are different during the summer, winter, and spring break periods. For detailed information please check: http://hours.library.columbia.edu/?library=law-reference

Circulation

Ask the Circulation Desk about:

- Call number locations
- Materials in storage and offsite
- Circulation status of materials
- Rush processing of materials
- Scanner problems

Please visit our website for more detailed information:
http://law.columbia.edu/library
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 scanner corridor.
- All people in the Library must evacuate the building 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 (3 or more volumes), materials published prior to 1850, and certain other categories of material, 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 on the right hand side. 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.

Restrooms

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

Computers and Internet Access

Wireless internet is available to the Law School community throughout the Law Library. There is also access to a guest wireless network. On the 2nd Floor of the Law Library, there is a computer lab open to Law School students only. In the Reference Office, on the 3rd Floor, there are walk-up computer terminals, which can be used only for legal research purposes.

Scanners and Microform Scanners

There are no photocopiers in the library; however, we do have scanners that are free to use. Scanners are located in the scanner corridor of the 4th Floor and in the 3rd Floor Reserve Reading Room. We request that you limit scanning sessions to thirty minutes to allow everyone a chance to utilize the scanners. If you are sending scans via email, please limit the scans to no more than 40 pages as the system cannot send large files. We have two microform scanners against the east wall of the third floor that are free to use. If you need assistance, please ask a member of circulation or reference. Please report any problems with the scanners to the Circulation Desk.

Printing

Printing is only available for current law students. Printers are in the second floor computer lab area and the fourth floor scanner corridor.

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. All other phone calls must be taken outside of the library.

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 located on the ground floor across from JGH 101.

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.