

Drake University Law Library

Information for Visitors

www.drake.edu/law/library/
271-3189

Drake Law Library

The Drake Law Library's primary purpose is to support the scholarly needs of Drake students and faculty. Visitors are welcome to independently utilize the library's resources, however, not all electronic resources will be accessible. Visitors should sign the Visitor Log and be prepared to show identification if requested to do so. Current Law Library hours can be accessed at <http://law-drake.libcal.com/>.

State Law Library

Legal researchers are welcome to use the State Law Library of Iowa on the second floor of the state capitol building (<http://www.statelibraryofiowa.org/services/collections/law-library>). In addition to print materials, the library offers multiple Westlaw public access workstations. E-mail them at law@lib.state.ia.us or call them at 515-281-5124. The State Law Library is open from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Location and Parking

The Drake Law Library is located in Opperman Hall at the corner of Carpenter and 27th Streets. Visitors can go online at <http://www.drake.edu/publicsafety/parking/short-termdaily parking/> to buy a daily commuter pass that permits parking in a Drake commuter lot. Parking lot maps are available at <http://www.drake.edu/publicsafety/parking/>. Limited street parking is also available.

Finding Your Way Around

Maps of the Law Library are available in the literature rack in the library's lobby. Maps are also posted near the stairs on each floor. The four levels of the library are designated as lower level (LL), first floor (1), second floor (2), and third floor (3). The second floor's west wing is called the Iowa Wing and ends with a special room called the Tax Room. A Locator Guide lists major titles and their locations designated by shelf number. The Locator Guide is available at the Information Desk, in the literature rack, and on the library's website at <http://www.drake.edu/law/library/collections/guide/>.

Reference Assistance

Library staff members are available to answer questions about the library and help users locate materials during library hours. Professional librarians are available during reference hours to provide limited research assistance such as identifying particular publications and using specific materials. (Note: Neither library staff nor librarians can specify which laws apply to a situation, interpret the law, give legal advice, or conduct legal research for you.) More information about Law Library reference can be accessed at <http://www.drake.edu/law/library/services/askalibrarian/>.

Using the Collection

The Law Library shares an online catalog with Drake's Cowles Library. It can be accessed from terminals located in either library and from either library's web page at <https://library.drake.edu/goto/law-catalog>.

Drake students and faculty, practicing members of the Iowa bar, Drake alumni, and users specifically authorized by the library director may check out the circulating materials in the collection. Others may use materials in the library or request an interlibrary loan through their local public library.

At the end of the shelves, there are switches to turn on the attached overhead lighting. These lights automatically turn off after approximately 10 minutes but can immediately be turned on again. (Note: because there are switches at both ends of the stacks, you may need to flip the switch twice in order to turn on the lights.) To assist other library patrons, please re-shelve books when you are finished using them. If you cannot find the materials you need, please ask library staff for assistance.

Seating

Anyone may use the tables located throughout the library. The lights attached to the tables do not automatically turn off. Please switch these off when you are through with them.

Food and Drink and Smoking

Drinks in covered containers and cans and pre-packaged snacks may be consumed away from library computers. Smoking or use of tobacco is not permitted anywhere on the Drake campus. For more details, see the library's policies page at <http://www.drake.edu/law/library/about/policies/>.

Computer Use

There are computers in the library's lobby for legal researchers needing access to the Internet, Shepard's, and a range of research databases. Visitors need to leave a valid photo ID at the Information Desk while using a library computer.

Photocopying and Printing

Black-and-white photocopies and prints cost 5 cents. Two card-operated machines are available for copying near the lobby. Insert a one dollar bill into the card vending station near the copiers to purchase a card. Add funds to your card with cash or a credit card by using the re-charge station also located near the copiers. Documents can also be scanned and emailed from the card operated machines free of charge. See <http://libguides.law.drake.edu/printers> for more information about printing and copying.

Quiet Work Environment

Please help maintain a quiet work environment in the library and be considerate of other library patrons. Set cell phones to vibrate and go into the hall outside the library to have lengthy conversations.