

HASTINGS LAW LIBRARY TEAM EDIT PROCEDURES

The Hastings Law Library accommodates journals by providing:

- Reserved work areas where library materials may be temporarily stored.
- Reference assistance in locating difficult to find items.
- Interlibrary loan service to obtain items unavailable either at Hastings or online.

Each team edit is asked to:

- Use the dedicated shelf space at the north, or Golden Gate Avenue, end of the 5th floor for the edit.
- Collect materials from the 5th and 6th and through Interlibrary loan.
- Check out all books to your journal before shelving them in your work area.
Exceptions:
 - Material from the 4th floor may not be kept on assigned shelving.
 - ILL books will be held at the Circulation Desk.
- As soon as the edit has been completed, return all library materials to the Circulation Desk to be checked in and re-shelved.
- Communicate these procedures to each member of the team edit.

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TEAM EDIT PROCEDURE DETAILS

Your adherence to the following procedures is appreciated.

- 1) Because library resources, both materials and space, are meant to be shared, you should be organized and ready to proceed in a timely manner before you begin the team edit.
- 2) Identify your journal's assigned work space within the designated shelving at the north, or Golden Gate Avenue, end of the 5th floor.
- 3) All books should be checked out to the journal if they are to remain in your work area. Please note, material from the 4th floor may NOT be left in your work area. This is to ensure that these heavily used items are on the shelves for everyone to use.
- 4) To request items that are not available at Hastings Law Library through interlibrary loan (ILL):
 - Plan ahead, as it can take 4 weeks for items to arrive from other libraries.
 - Use the FirstSearch database to request an interlibrary loan electronically. See the "Interlibrary Loans" link on the front page of the Hastings Law Library's website for instructions on submitting an electronic ILL request.
 - If you cannot locate an item in FirstSearch, please complete an ILL form available at either the Circulation or Reference Desks.

- If a large number of items are available at a nearby library (i.e., UC Berkeley or San Francisco Public Library), it may be expedient for journal members to travel to that library.
- Once an item arrives from the lending library, the item will be kept at the Circulation Desk where you will need to leave some form of ID to borrow the material. ILL items are for library use only.

5) Materials may not be kept in your reserved work area indefinitely. The library reserves the right to re-shelve material that has been off the shelf for an undue length of time, or that has not been checked out.

- 6) When you have completed your team edit:
- Return all materials to the Circulation Desk.
 - Dispose of any WESTLAW/LEXIS printouts and/or photocopies.

7) You may borrow a book cart for pulling materials and/or returning materials to the Circulation Desk. You will be asked to leave some form of ID at the desk while you are using a book cart.

8) Finally, if you have any questions regarding these procedures, please contact John Borden or any member of the library staff listed below. Let us know if you encounter any problems during the team edit process; we are glad to help in any way that we can.

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USEFUL NAMES AND NUMBERS

John Borden, Circulation/Reference	565-4768
Kara Flanigon, Interlibrary Loan	565-4774
Erin Frye, Interlibrary Loan	565-4765
Chuck Marcus, Reference	565-4838
Susan Nevelow Mart, Reference	565-4759
Vincent Moyer, Foreign & International Reference	565-4752
Linda Weir, Public Services Librarian	565-4761
Circulation Desk	565-4750
Reference Desk	565-4751