



THE JOHN MARSHALL LAW SCHOOL

Services and Facilities

A. Library

The Louis L. Biro Law Library supports the research needs of the students and faculty of The John Marshall Law School. The Library is also open to alumni of JMLS, active members of the Chicago Bar Association and students from area law schools. The Library is located on Floors 6 through 10 in the State Street Building of the Law School, with most librarian offices on 7. The Library holds over 410,000 volumes and microform equivalents and provides on-campus and remote access to over 25,000 titles via our specialty electronic databases.

(1) Hours

Regular Hours

Monday – Thursday: 8:00 am to 11:00 pm

Friday: 8:00 am to 8:00 pm

Saturday: 9:00 am to 8:00 pm

Sunday: 9:00 am to 10:00 pm

Library hours are subject to change during exams and holiday and intersession break periods. Upcoming changes in hours, including closures, are noted on the Library homepage.

Reference Desk Hours

Monday – Friday: 10:00 am to 7:00 pm

Saturday: 10:00 am to 4:00 pm (no Saturday reference hours during Summer term)

Sunday: None

Library Telephone Numbers

Circulation: (312) 427-2737 ext. 710

Reference: (312) 427-2737 ext. 729

(2) Services

Circulation Services

- Library materials may be checked out with a JMLS ID at the circulation desk located on the 6th floor of the Library.
- Items in the Popular Reading collection on the 6th floor and most treatises and monographs on the 9th and 10th floors circulate for three weeks. Books and CDs in the Academic Success and Career Success collections on the 6th floor and Popular DVDs circulate for three days.
- Certain materials do not circulate, including code volumes, reporters, and digests; loose-leaf materials; and microforms.
- Materials on General Reserve (high-demand materials) and Course Reserve circulate for three hours.
- Library materials may be renewed once per item, provided no other patron has placed a hold on them. Items may be renewed online, in person or by phone. The materials need not be physically present to be renewed; however, Circulation staff will need call number, author, title, volume number, and the borrower's name to process the renewal. To renew online, visit this page, <http://catalog.jmls.edu/patroninfo>, and enter your name and John Marshall ID number. The ID number will typically be the first five digits on the back of your John Marshall-issued ID card.

Course Reserve

- Course Reserve consists of books, DVDs and other materials that have been selected by professors for their courses; the materials may contain required or suggested readings. Items owned by the library and professors' personal copies of materials can be placed on Course Reserve. If you are interested in placing materials on Course Reserve, contact Gregory Cunningham at gcunnin@jmls.edu, or at extension 643.

Exams on Reserve

- The library maintains an online database of professors' exams from prior semesters. Some professors elect to include sample or model answers. Students can access this database by following the [Exams on Reserve](#) link on the library's home page; login is required. If you are interested in placing your exams on reserve, contact Gregory Cunningham at gcunnin@jmls.edu, or at extension 643.

Research and Reference Services

□ On-duty Reference Librarian

An on-duty reference librarian is stationed at the reference desk on the 6th floor, ext. 729, during hours listed above. Reference Librarians are available to locate hard to find sources and provide general guidance on use of library resources.

□ Interlibrary Loan

The interlibrary loan system is a cooperative, voluntary arrangement among libraries that allows us to borrow items from other libraries on your behalf. If you request an ILL, please return it to the JMLS library by the due date. If we fail to return books borrowed through interlibrary loan on time, we may be fined or billed the replacement cost of the item, and the lending library may refuse to loan to anyone at JMLS in the future.

The easiest way to request an item through interlibrary loan is to follow the WorldCat link from the Library's home page and search for the book or other item. Upon locating the appropriate record, simply click the "Borrow this item from another library" link and complete all relevant fields. Be sure to include your e-mail address. If you prefer, you can email the information you know about the item to the interlibrary loan coordinator at ill-jmls@jmls.edu.

Electronic Resources

- The Library describes many of its available services on the Library website, <http://library.jmls.edu/>. From the Library home page, you can search the Library's catalog and locate information on Library hours, access and policies.
- The Library subscribes to a wide array of online databases and electronic research services. You can access most by following the links on the Library's website. Others, such as Westlaw, Lexis and Bloomberg Law, require individual logins.

Services from home

- Most of the Library's online research resources can be accessed from home by logging in through the JMLS proxy server. When you are online outside the JMLS network and follow one of the database links, you will be prompted to enter your JMLS username and password. You will then be directed to the database. Proxy

server login is not necessary to access resources requiring individual usernames and passwords.

Need more information? See the Library [web page](#) or email library@jmls.edu.

B. Distance Education

If you're teaching an online graduate course (as well as any other course), you will need to contact Chris Bevard (x 723) in the Educational Technology department for a tutorial in how to use Moodle, our course management system. Additional resources and materials for Distance Education courses can be found at library.jmls.edu/de/index.php

C. Help Desk

The Help Desk provides first level support for law school computing, network, administrative systems, email and phone system, and classroom technology to faculty, staff and students. For details or assistance, call ext. 550, or e-mail helpdesk@jmls.edu

Operating hours for the Help Desk

Monday-Thursday 8:30am to 6:30pm
Friday 9:00am to 5:00pm
Saturday and Sunday – Closed

(1) Conferencing

Audio/visual conferencing is available to faculty members via Skype for Business. For more information on how to use this application, please contact Help Desk at ext. 550, or e-mail helpdesk@jmls.edu.

(2) Projection Services & Classroom Technology

Digital documents and digital media can be projected from classroom computers that are located in standard classrooms. Audio/visual output controls are present in every classroom that is outfitted with this equipment. Classroom computers are able to show videos and films from the CD/DVD drive located in each computer. For assistance with software or hardware maintenance and troubleshooting, please contact the Help Desk at ext. 550.

(3) Lecture Capture

Class recordings may be requested and scheduled solely pursuant to the Recording Policy in Section VII of this Handbook. These recordings are added to an online

storage space and are made available either by direct link or via the class site in Moodle (depending upon the circumstances of the recording). These recordings typically capture both audio and materials and media presented on the classroom computer desktop, such as a PowerPoint presentation or video clip that is played from an Internet browser or flash drive. In some classrooms, video recordings may be possible.

The recordings are removed from the site at the end of each semester unless otherwise requested. Requests to record a make-up/rescheduled class must be submitted to the Help Desk a minimum of 24 hours prior to the event. Requests for recording a class due to religious observance must be submitted by the end of the first week of classes.

D. E-mail

The John Marshall Law School has established e-mail as a primary vehicle for official communication with students, faculty and staff. Each registered student and active faculty and staff member is assigned an official John Marshall e-mail address by the Information Technology Services department (ITS) according to a naming convention regulated by ITS. All official The John Marshall email communications will be sent to the assigned @law.jmls.edu (for students) or @jmls.edu address (for faculty and staff).

John Marshall expects that adjunct faculty will receive and read e-mail in a timely manner. Failure to receive and read John Marshall communications delivered to an official JMLS e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications. Each faculty and staff member is responsible for the timely retrieval of messages in their email account, for arranging for training/instruction on the use of the email system, and for staying within the established storage limits of the e-mailbox by deleting or archiving messages, as needed.

It is the responsibility of the faculty member to do the following tasks:

- Arrange, through the John Marshall Help Desk (ext. 550), for appropriate instruction in operating the e-mail account, if necessary.
- Maintain the timely retrieval of messages from that account. It is mandatory that you check your e-mail for updates and/or messages.
- Stay within the established storage limits of the e-mailbox by deleting or archiving messages, as needed.
- Forward e-mails to another e-mail account if the faculty member is not going to check their John Marshall account.

E. Facilities

Security: During the hours the building is open a security guard is at the desk on the First Floor entrance of the Plymouth Court building and the State Street building. He can be reached at ext. 507 (Plymouth) or 501 (State) or by calling (312)427-9201.

Bookstore: The Bookstore is located on the first floor of the State Street building. It carries a complete line of textbooks and supplies. Normal bookstore hours are Monday through Thursday, 10:00 a.m.-6:00p.m., Friday, 10:00 a.m.-5:00p.m. During breaks and holidays, the bookstore will have amended hours, please call to confirm (312) 913-0650.

Telephones: There is a telephone available in the faculty lounge as well as in each faculty office. The school has equipped all offices with ShoreTel Communicator . This is an automated answering service equipped with up-to-date voicemail features. While it is recognized that some personal use of telephones is necessary, it should be remembered that charges on our telephone system are based on the number of calls made and personal use should be limited.

Faculty Rooms: There is an Adjunct Faculty Lounge on the 11th floor in the State Street building. The Adjunct Faculty Lounge serves as a meeting place for adjunct faculty before and after classes. This room is equipped with individual mailboxes for each instructor and will contain mail and memoranda directed to the instructor's attention, together with the class roll books for that day's classes. Instructors should consult the bulletin board in the Adjunct Faculty Lounge each week for important notices and schedules.

Snack Facilities: Food and snacks can be purchased in the Boiler Plate Cafe located on the first floor of the State Street building. Vending machines are also located near the student lounge on the second floor of the State Street building.