

## Schaffer Law Library Access and Use Policy

	<i>Study Hall (exam periods only)</i>	<b>Service Hours</b>	
<b>Monday-Friday</b>	<b>7:00am-8:00am</b>	<b>8:00am-4:30pm</b>	<b>4:30pm-Close*</b>
	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> <li>• Attorneys; alumni</li> <li>• Public performing legal research</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> <li>• Attorneys; alumni</li> </ul>
<b>Saturday</b>	<b>8:00am-9:00am</b>	<b>9:00am-4:30pm</b>	<b>4:30pm-Close*</b>
	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> <li>• Attorneys; alumni</li> <li>• Public performing legal research</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> <li>• Attorneys; alumni</li> </ul>
<b>Sunday</b>	<b>8:00am-10:00am</b>	<b>10:00am-4:30pm</b>	<b>4:30pm-Close*</b>
	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> <li>• Attorneys; alumni</li> <li>• Public performing legal research</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> <li>• Attorneys; alumni</li> </ul>
<b>Exam Periods</b>			
<i>Nov-Dec</i>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> </ul>	<ul style="list-style-type: none"> <li>• Albany Law faculty, students, staff</li> <li>• Other law students</li> </ul>
<i>Apr-May</i>		<ul style="list-style-type: none"> <li>• Attorneys; alumni</li> </ul>	<ul style="list-style-type: none"> <li>• Attorneys; alumni</li> </ul>
<i>July</i>			

**Albany Law School Faculty, Students and Staff:** Full access with Albany Law ID.

**Law Students from Other Schools:** Must show school credentials to Administrative Services to obtain library access card.

**Attorneys and Alumni:** Must check in with Security to obtain access to the library.

**Public:** Includes visitors and individual students from other schools. Must check in with Security. Must be performing legal research and/or using Federal Government Depository documents. Visitors must make prior arrangements with library staff to use Depository documents after 4:30pm and during Exam Periods. Tours by non-Albany Law School groups are not permitted.

\*Library closing times vary throughout the year. Consult the current library hours at <http://www.albanylaw.edu/academic-life/schaffer-law-library/hours>

## Schaffer Law Library Access and Use Policy

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### Use of the Library

- Food is allowed in the library.
- Beverages are allowed in non-disposable, spill-proof containers.
- Smoking is prohibited in the library.
- With the exception of guide dogs, animals are not allowed in the library.
- Library telephones are not available for public use.
- As a consideration to library patrons, cell phone use is strongly discouraged.
- All library patrons must immediately leave the building upon hearing the fire alarm.
- Personal belongings (purses, laptops, book bags) should not be left unattended. The library is not responsible for their safekeeping.
- Electronic resources (computers and databases) may only be used by Albany Law School students, faculty and staff.

### Multi-Function Units/Printing

- MFU machines can print, copy and scan.
- MFU machines are available for patron use on all three library floors.
- MFU machines can be operated by coins, copy cards, or Albany Law School ID cards.
- Copy cards are sold through a machine located on the main floor of the library.
- Printing is available to Albany Law School students, staff, and faculty, attorneys, alumni and visitors.

### Borrowing Library Materials

Population	Borrowing Rule
Albany Law School students, staff and faculty	May borrow materials from the library with Albany Law School ID
Albany Law School alumni and licensed attorneys	May not borrow materials from the library
Visitors	May not borrow materials from the library
DAP card holders	Faculty and staff of participating institutions may borrow