Law Library Fall 2020

We are pleased to welcome the 1L class and returning upper-level students. Please read this document carefully and thoroughly for new library policies and procedures in compliance with the Show Me Renewal Plan [https://renewal.missouri.edu/](https://renewal.missouri.edu/) and Law School health and safety protocols.

Contact Professor Randy Diamond, Law Library Director [diamondrj@missouri.edu](mailto:diamondrj@missouri.edu) or Associate Dean David Mitchell [mitchellsd@missouri.edu](mailto:mitchellsd@missouri.edu) with questions or concerns.

Community Safety

As the campus renewal plan emphasizes: students [and employees] are expected to take proactive steps including social distancing, hand hygiene, use of face coverings, monitoring their personal health and staying home if they are feeling unwell to protect the safety of our entire community. Non-law student access to the law library will be by appointment only with a librarian.

Courtesy and Respect

Please show care and consideration for classmates and library staff by observing the safety protocols below. We recognize some of these changes may be more restrictive than what you are accustomed to. They are necessary for community well-being in occupying common space. We appreciate your cooperation.

Entering, Exiting, and Navigating the Library

Swipe your student ID at the card reader by the library door marked Entrance or enter through the library basement door (open M-F).

Exit the library through the library doors marked Exit or through the library basement door exit. Observe pathway markers and directional signage when walking through the library, especially during peak periods when large numbers of students are heading to or returning from class.

Seating

Seating has been reduced and arranged for safe social distancing. Do not move or rearrange library chairs or furniture.

Seat Reservations Required

Students will need to reserve a seat to study in the library. You may use your smartphone (or laptop) to view and reserve an available seat, to check-in to your seat at the reserved time, and to check out when done. ([Please see LibCal seat reservation DEVELOPMENT SITE https://missouri-law.libcal.com/r](https://missouri-law.libcal.com/r) for a preview. The site will open for reservations later in August.)
The new reservation system is designed to maximize availability and use of limited seating for the type of seating desired at the time of need.

The seat reservation system allows us to be able to alert custodial staff to areas that may have more use than others, as well.

Carrels will not be assigned to individual students for the semester as in the past. Carrels may be reserved at available times using the LibCal seat reservation system [link to instructions].

Study rooms have been reserved M-F throughout the day for LRW and Lawyering synchronous classes. Schedule here Course grid here

Study room capacities are now limited to 1 or 2 students depending on size of room.

**Study Area Cleaning**

Each individual has a responsibility to contribute to maintaining the cleanliness of spaces.

While custodial staff will try to get to as many touch points as possible daily, it is a logistical challenge with limited staff. Thus, it is important to use disinfectant wipes, sanitizer spray, and other cleaning supplies located at the Circulation Desk and other locations throughout the library.

Please clean your work surface area upon check in. Cleaning supplies are located at the Circ Desk and throughout the library.

**Conditions of Use**

- Observance of social distancing rules at all times and when reminded.
- Students must use the **new seat reservation system** to study in the library including checking in and out of the reserved seat.
- Students must wear **face coverings** in the library https://renewal.missouri.edu/students/ https://mualert.missouri.edu/coronavirus/ unless they are the sole occupant of a single occupancy study room with the door closed.
- If a student refuses to wear a face covering the student will be asked to leave and reported to the **MU Student Accountability Process** and the Associate Dean for Academic Affairs as a **Law School Honor Code** violation.
- **Personal belongings** may not be stored in the library. (This is to allow early morning weekday cleaning by the custodial staff.)
- **Food is allowed only in the sub-plaza (basement) level of the Library.** Students eating in this space must use the seat reservation system, wipe down the space after eating, and dispose of all food remains/containers in the trash can.
- Food is not allowed on the other floors of the Library.
- The designation of the **library basement as a place to eat** is an accommodation to provide additional eating space proximate to the student kitchen. It is a **privilege subject to revocation** if the rules are not observed.
- Cell phone conversations are not allowed in the library.
• Do not move or rearrange library chairs or furniture.

Remote Services

Please see https://libraryguides.missouri.edu/RemoteAccessArrangements for information supporting study off campus.

Appointments with Staff: Please refrain from visiting staff offices UNLESS absolutely necessary. Please utilize email and other non-in-person contact to conduct business.

First Floor

122A Cindy Shearrer, Associate Law Librarian for Patron Services
https://law.missouri.edu/person/cindy-shearrer/

See Cindy for questions about library access and seating, circulation, and reference services.

Circulation Desk Hours Monday – Thursday 8-7:30, Friday 8-4:30, Sat 10-4, Sun Noon-6
Reference Desk Hours Monday – Friday 10-4 and by appointment shearrerc@missouri.edu
573-882-1125

121A Randy Diamond, Law Library Director https://law.missouri.edu/person/randy-j-diamond/
(Library Administration) diamondrj@missouri.edu

Second Floor

224C Hilary Frymire, Event/Building Coordinator

Contact Hilary for building issues (heating, cooling, safety, card access, keys, etc.)
https://law.missouri.edu/person/hilary-frymire/ haffd9@missouri.edu

224K Darrell Jaeger, IT Manager

Contact Darrell for IT assistance https://law.missouri.edu/person/darrell-jaeger/
JaegerD@missouri.edu

224I Cindy Bassett, Collection Management and Electronic Services Librarian
https://law.missouri.edu/person/cindy-bassett/

Contact Cindy bassettcw@missouri.edu for assistance with access to research databases
https://libraryguides.missouri.edu/LawEResources and purchase requests for the collection.

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