



# MOAKLEY LAW LIBRARY

lawref@suffolk.edu • 617-573-8516 • www.suffolk.edu/law/library

## Quick Tips for First-Year Law Students

The Moakley Law Library has many resources to help you in your first year at Suffolk University Law School.

### STUDY AIDS

- The library has a variety of books that can help you understand the topics you're covering in class. You may hear the term *hornbook* used to describe these types of books in general, although that is also the name of a specific series of books. Other series include *Nutshell*, *Examples and Explanations*, and *Understanding*. The library maintains lists of popular titles, arranged by subject (including all first-year courses), at [www.suffolk.edu/law/library/research/19674.php](http://www.suffolk.edu/law/library/research/19674.php). Many study aids are available for free, in full text, 24/7 through two library subscriptions.
- **LexisNexis Digital Library:** [suffolk.law.overdrive.com](http://suffolk.law.overdrive.com)  
Sign in with your Suffolk email address and ID number to get titles in the *Understanding* and *Questions and Answers* series. The Digital Library also has the full text of LexisNexis casebooks.
- **West Study Aids Subscription:**  
Access from the library website for West series like *Hornbooks*, *Nutshells*, *Gilbert Law Summaries*, and *Sum and Substance Audio*, and more.
- Many professors have given us their **past exams** to post at [www.suffolk.edu/law/library/19314.php](http://www.suffolk.edu/law/library/19314.php). Reviewing these past exams can give you an idea of what to expect on your midterms and finals.
- CALI—The Center for Computer-Assisted Legal Instruction—offers hundreds of **interactive lessons** that are a great way to review for class and prepare for exams. Visit [www.cali.org](http://www.cali.org) and contact the reference desk for the [registration code](#).

### STUDY ROOMS

- Library study rooms are available for groups of 2 or more students. Reserve a study room online at [www.suffolk.edu/law/library/57790.php](http://www.suffolk.edu/law/library/57790.php). Check into your study room at your scheduled time at the terminals next to the reserve/circulation desk on the 6th floor.

### WESTLAW, LEXIS ADVANCE, AND BLOOMBERG LAW

- In August you received an email from the library with information on how to register and create your own accounts for Westlaw, Lexis Advance, and Bloomberg Law. If you haven't already, please register as soon as you have a chance so that you can begin using these research databases.
- Using Westlaw and Lexis Advance when you have a citation:
  - On Westlaw, after logging in click on Westlaw at the top of the welcome screen and then enter the citation in the search box. If the citation you use isn't recognized, put it in ALWD or Bluebook citation format.
  - On Lexis Advance, after logging in enter the citation in the search box at the top of the screen. Again, you may have to use ALWD or Bluebook format.

### QUESTIONS? ASK A LEGAL RESEARCH LIBRARIAN

- Moakley Law Library legal research librarians can answer all of your questions about legal research and library resources. We can even help you as you work on Legal Practice Skills assignments.
- For in-depth research help, contact us to schedule a one-on-one session with a librarian.
- Call us at 617-573-8516, e-mail us at [lawref@suffolk.edu](mailto:lawref@suffolk.edu), or stop by the reference desk (straight ahead after you enter the library on the 6th floor of Sargent Hall).



See the other side of this sheet for more information about library resources and services.

View this guide online with active links at [www.suffolk.edu/documents/LawLibrary/libquicktips.pdf](http://www.suffolk.edu/documents/LawLibrary/libquicktips.pdf).



# Moakley Law Library

Reserve/Circulation:  
(617) 573-8177

Reference:  
(617) 573-8516

E-mail:  
[lawref@suffolk.edu](mailto:lawref@suffolk.edu)

[www.suffolk.edu/law/  
library/](http://www.suffolk.edu/law/library/)

## Library Hours

Monday - Friday:  
8:00 am - 11:00 pm

Saturday & Sunday:  
9:00 am - 11:00 pm

## Reference Hours

Monday - Thursday:  
10:00 am - 6:00 pm

Friday:  
10:00 am - 5:00 pm

For Holiday and  
Exam Hours, check:  
[www.suffolk.edu/  
law/library/](http://www.suffolk.edu/law/library/)

## ABOUT THE MOAKLEY LAW LIBRARY

- The library is on the 6th and 7th floors of Sargent Hall. Always enter and exit on the 6th floor.
- There are hundreds of seats throughout the library at study carrels and study tables, and dozens of comfortable armchairs and couches.
- Students have access to Westlaw, Lexis Advance, Bloomberg Law, and numerous other subscription research databases (see [www.suffolk.edu/law/library/research/19640.php](http://www.suffolk.edu/law/library/research/19640.php)).

## RESERVE/CIRCULATION

- The reserve/circulation desk is located to your left as you enter the library on the 6th floor.
- Bring circulating materials to the circulation/reserve desk to check them out of the library.
- Copies of required textbooks are kept on reserve (for 2-hour in-library use).
- The reserve collection also contains helpful secondary resources on all legal subjects, including *Hornbooks*, *Nutshells*, and other excellent study materials.

## FOOD AND DRINK POLICY

- Food and drink--in permanent, spill-proof containers--are allowed in most areas of the library (see exceptions below). Please be mindful and respectful of library property and fellow patrons by avoiding spills/messes and keeping noise and odors to a minimum.
- Food and drink are not allowed in room 725, the research instruction room.

## NOISE POLICY

- Please be considerate of others and keep noise to a minimum in designated quiet zones, which are intended for individual reading and studying.
- Designated quiet zones in the law library are the reading room and west side of the 6th floor and the reading room and west side of the 7th floor. (The west side is to the left after you enter the library.)

## COMPUTER SERVICES

- There is wireless Internet access throughout the library and wired access points at most seats.
- A computer teaching classroom on the 7th floor (room 725) is used for legal research training.
- There is a computer lab and help desk across from the library on the 6th floor.

## LIBRARY CATALOG

- The catalog for all Suffolk libraries is at [library.law.suffolk.edu/](http://library.law.suffolk.edu/).
- Use the catalog to find our print and electronic titles. When available, there are links to electronic titles in the catalog record.
- Search by course name or professor to find course reserves.

## CELL PHONE POLICY

- All patrons should set their phones to vibrate when entering the library to avoid disturbing other library patrons.
- Talking on cell phones is permitted in the law library in areas that are not designated quiet zones provided that the noise does not disturb other patrons.

## TUTORIALS

- The library has a series of short audio-visual guides to legal resources and research, each with screencasts and commentary.
- For access, go to [www.suffolk.edu/law/library/25878.php](http://www.suffolk.edu/law/library/25878.php).