1. **Track 1 - Introduction**

Welcome to the Robert Crown Law Library’s Orientation Tour! You should be standing in the lobby just outside the law library’s first floor entrance. Please listen to this track (Track 1) before proceeding into the library. This tour is a brief introduction to the physical space of the Law Library, the basic services available at the Law Library, and the locations of frequently-used resources. On this track, we’ll provide you with information about physical access and an overview of the library’s physical space.

Stanford Law Library is generally accessible to the entire Stanford community during the school year and during the library’s regular open hours, which are usually Monday-Thursday: 8am-Midnight, Friday: 8am-9pm, Saturday: 9am-9pm, and Sunday: 10am-Midnight. As a law student, you have additional access privileges. First, during the law school exam periods, the law library study space is limited to law students only. Other members of the Stanford community may borrow library materials during our exam periods, but only law students may sit and study in the library. Second, as a law student, you can stay on the second floor after the library is closed; plus, you can access the second floor lounge and reading room using your ID card 24 hours a day, 7 days a week, almost every day of the year. Please be aware that during the annual winter closure, which happens around the winter holidays, the entire Law School is closed and you will not have access to the Crown building.

There are three floors in the Law Library: the basement, the first floor and the second floor. We’ll take you to the first floor and the second floor during this tour, but feel free to go down to the basement anytime; that’s where most of our print collection resides. We also have materials in locked stacks in various locations. If you need anything from the locked stacks, you can page those items by visiting the Circulation Desk. One last bit of information: WIFI is available throughout the law library and the law school; if you need networking assistance, please visit the Law IT Help Desk outside of the library on the second floor.

A few notes about the tour: we have posted signs around the library that correspond with specific points on the tour. We will say Location 1, Location 2, and so on to orient you to that spot. There are 8 locations. When you hear this tone *, you should pause the tour and move to the next location. Of course, feel free to pause the tour at any other point if you need more time.

2. **Track 2 – First Floor**

   **Location 1 – Gate, Circulation Desk**

To begin, please step inside the tall, double-glass doors from the lobby of the Crown Building. The entry gate to Stanford Law School’s Robert Crown Law Library will be right in front of you. To enter
the Law Library, please scan your Stanford University ID card (also known as the “SUID” or “Campus Card”) at the black ID-card reader on the right-hand side of the entry gate. You’ll see a sign saying Location 1 on the desk to your left.

This is the Circulation Desk. Here, you can check out library books and other materials such as DVDs, and useful gadgets like laptops, assorted chargers and other cables, tape recorders, bookstands, and bicycles. Some of these, like the bookstands, laptops, and computer accessories are good for studying; our bicycles, umbrellas, and even a skateboard are handy for getting around campus; and some are just for fun, like our games, puzzles, sports equipment, and GoPro. A complete list is on the Law Library’s website, and on the printed menu here at this desk. You can reserve bikes and laptops online. You’ll need to complete a waiver the first time you borrow a bike or laptop, which you can do at the Circulation Desk; if you have time today, feel free to fill out the waivers in advance.

Other collections found at the Circulation Desk are the permanent reserves and media collections. Remember that you must have your SUID card with you to check out materials at the Circulation Desk, but please see Circulation staff if you forgot your ID. We may be able to assist you.

Now, look behind the Circulation Desk, where you will see a row of 4 conference rooms and the Reference Office. The middle room is the Reference Office, marked Location 8, which will be the last stop of your tour; you can drop in any time the office is open for research help or just to say hi. These other rooms can be reserved by law students for group study, mock interviews, and other meetings. You can reserve a conference room online through a link on the law library’s homepage or in-person at the Circulation Desk. Check in with Circulation staff at the start of your reservation time, and we’ll unlock the room for you. Conference rooms may be reserved for a maximum of 4 hours per day, as available. During exam periods, however, the conference rooms are reserved for proctoring exams and will be unavailable. Other spaces in the Law School may be reserved by visiting the facilities pages on the Law School website. Please visit our website for more information regarding Law Library Conference Rooms, including the reservation link and policies.

Let’s move on to the second location. Please turn right just past the bikes, and move forward to the sign Location 2. *

Location 2 -- Leisure reading and Vrooman Collection

To the right of the Location 2 sign, you’ll see four of the law library’s standing desks. These desks have power outlets for when you’d prefer to work standing. On the wall behind the standing desks are two bookcases: on the left bookcase, you’ll see current newspapers, including *The Wall Street Journal*, *The New York Times*, *San Francisco Chronicle*, *USA Today*, *San Jose Mercury*, and *Financial Times*. The Law Library also provides you with digital access to the New York Times and other newspapers; ask at the Reference Office at the end of the tour if you’re interested in learning more about digital access right away. On the right bookcase, you’ll find legal newspapers such as *The Daily Journal* and *New York Law Journal*. On the rotating magazine rack to the left, we also have a range of popular magazines to suit a variety of interests, including *National Geographic*, *Runner’s World*, *People*, *The New Yorker*, *Cosmopolitan*, and *Vanity Fair*.

Along the same wall, to the left of the magazines and newspapers, you’ll see the Vrooman Collection, an eclectic collection of popular fiction and nonfiction books. These books, unlike everything else in
the library, are arranged by author's last name, instead of by call number. Law library pro-tip: you can sometimes find items on the shelf here that have a long waiting list at other campus libraries.

Now, turn around; the entrance to the stairs for the second floor will be directly in front of you. We’ll be going upstairs in a minute; first, we’ll continue on the first floor. Walk away from the Circulation Desk, then turn left before the study carrels. The study carrels to your right are available on a first-come, first-served basis, and have outlets for charging. Turn left again at the end of the wall.

In the space in front of you and to your right, you’ll see open table seating with outlets and lamps, also available on a first-come, first-served basis. This space also has soft seating available near the windows. Additionally, you’ll see the elevator on your left, behind the tall bookcases.

You’ve probably noticed all of the bookshelves lining the wall along the edges of this study space and in between the carrels. These bookshelves house current federal materials and monographs on a variety of legal topics published within the last 5 years. Items on these shelves are labeled with the location “Stacks 1” in Stanford Libraries’ online catalog, SearchWorks.

Turn left again; you should see the sign labeled Location 3 on the right *

Location 3 – Displays

Immediately to your right, you’ll see one of our rotating library displays. We use this space to highlight books that complement law school events and programs, but you’ll also see displays that are just for fun, like coloring pages to help you de-stress during exam periods and a basketball bracket challenge in March. Right now, it features books about foreign, comparative, and international law.

You’ll also see several other displays in this area – the furthest away from you is the New Book Display, where you can browse—and check out!—some of the most recent additions to our collection. The next one features travel books that highlight fun things to do around here—other than reading casebooks, of course! As with all of our display books, you’re welcome to check these books out at the Circulation Desk, using the self-checkout app, or at the self-checkout kiosk on the second floor (more on that soon), so grab a hiking guide and enjoy the great outdoors. Our welcome display – to the left of the foreign, comparative, and international law display – features information about getting settled into law school life. In this display, we’ve highlighted just a few of the many helpful resources that will help you with your classes and research projects. Additionally, we are always happy to answer any questions you have.

Move forward a few steps to Location 4 here on your right – Printers, Copiers, and Computers. *

Location 4 – Printers/Copiers/Computers

You’re looking at one of our collections of computers and printers. When you send a print job to one of these printers, you’ll scan your SUID card to release your print job.

We also have numerous all-in-one-iMac Desktop computers, which are dual-boot machines that can run in their native Mac operating system or as Windows PCs. Login using your Stanford University
Network ID (or SUNetID) and personal password. There are more printers and copiers on the second floor (which will be covered shortly in the tour.)

If you have any problems using the printers or computers at the law library, you can first ask the law library staff at the Circulation Desk; however, it may also be necessary to contact Law IT staff. You can drop by the Law IT Help Desk on the second floor outside of the library, or find information on other ways to contact them on the law school’s website.

We’ll now continue the tour on the second floor. To use the stairs, turn left at the red chairs, then turn left again into the stairwell, and head up to the second floor. Exit the stairwell at the second floor; you’ll see glass doors on the right marking Location 5. To use the elevator, turn around and turn right at the end of the wall; the elevator will be on your right. Take it up to the second floor, then turn left and follow the arrows to Location 5. *

3. **Track 3 – 2nd floor**

   **Location 5 – Second Floor Lounge Area**

You are now in our Second Floor Lounge Area. On the left side of this room we have computer workstations, a Bloomberg terminal, and our microform workstation. On the short bookshelves just past the glass doors on the right, we house more of the Vrooman Collection and Cook’s Corner, where you can peruse some cookbooks and get ready to win your next potluck. This is also the space in the library where food is most liberally allowed, although drinks are permitted throughout the library. This Lounge Area is a great place to take a study break and eat a snack, but please do not leave food unattended.

Please take a moment to locate the entry opposite the stairs. It is this entry that is accessible 24/7 using your SUID. For safety reasons, please do not allow others to follow you into the library when you use this entry to enter the library. Only one person at a time should enter per SUID card swipe.

To reach your next location, please go through the glass doors to your right. Immediately to the left, you’ll see a room labeled Location 6. *

   **Location 6 - Teaming Room**

Open the door and walk into the Teaming Room. Along the left wall, you’ll see two more computers, a printer, and two self-service book scanning stations. Use these overhead scanners to scan books; you can save files in multiple formats and send your scans to an email address, cloud storage, your smart device, or a flash drive. On the back wall, you’ll see a row of course reserve books and a self-checkout kiosk. We encourage you to scan needed sections of the course reserve books using the overhead scanners rather than checking them out. But, if you do want to remove the reserve books from the Teaming Room, first please check out the book using the self-checkout kiosk. In addition to the self-checkout kiosk, you may use your mobile device to borrow library material with the free Stanford Law Self-Checkout app. You can find the app on the App Store or Google Play Store by searching for Stanford Law Self-Checkout. If you need assistance, please take the reserve to the Circulation Desk. The loan period for course reserves is two hours. When you're finished scanning or when your loan period has ended, please put the book either in the bin in the
Teaming Room; or on one of the carts labeled for re-shelving, which are scattered throughout the library.

Along the right wall, you’ll see another printer, and a copier and batch scanner all-in-one machine. This scanner-copier requires a separate card to activate. If you just want to batch scan, you can borrow a scanning card from the Circulation Desk. But if you need to make copies, you’ll need to purchase a copy card using the black Equitrac machine next to this scanner-copier. To avoid that cost, we suggest scanning then printing the scanned file instead of photocopying.

On the counters to the right of the door, you’ll see Printer #5. If you have special print jobs that require labels, envelopes or resume paper, please use this printer. If you encounter any printing problems, please first ask the law library staff at the Circulation Desk; it may also be necessary to contact Law IT Staff.

On the counter to the right of printer 5, there’s also a fax machine. Instructions on how to use it are located next to the machine, but you can also ask anyone at the Circulation Desk or the Reference Office for help.

Last, the Teaming Room has two tables that serve as workstations. On the tables and counters around the room, you’ll also find electronic pencil sharpeners, 3-hole punchers, staplers, paper clips, binder clips, and tape. There is also a paper cutter available on the right side of the room. Now, exit the Teaming Room through the same door you came in, being sure to shut the door on your way out. Walk down the right aisle between the study tables, past the first set of low bookcases until you come to a second set of two low bookshelves, labeled Location 7.

**Location 7– Eyles Aisle and Librarians’ Offices**

You are now in the Second Floor Reading Room. The Reading Room is for silent study; if you prefer to chat quietly when you study, please use the teaming room, the lounge, or the first floor. This reading room contains case reporters, codes, treatises, practice guides, and study aids. Here, you can also find federal and state materials and other items that are labeled with the location “Stacks 2” in Stanford Libraries’ online catalog, SearchWorks.

These two low bookshelves are the Eyles Aisle and contain current editions of law school study aids, including hornbooks and nutshells, that will help clarify concepts from class and assist you with preparing for exams. If you’d like, take a moment to browse through this collection; we have Concise Hornbook Series to help with rules-based classes such as contracts; the Nutshell Series, which consists of short, easy-to-read books that provide quick overviews of several legal subjects; and the Examples & Explanations series, useful for preparing for issue-spotting exams. These materials are for in-library use only. You cannot check out these materials, but you are welcome to scan relevant pages using the book scanners in the Teaming Room. When you’re done scanning the book, simply place it on one of the re-shelving carts.

Now, look to the right wall. You will see a small hallway, which has two single-stall, all gender bathrooms, the elevator, and a water fountain. You’ll also see a set of bookshelves across from the elevator and bathrooms—these are used by law student journal members who are pulling sources and checking citations in articles for publication. Please don’t move or take these books unless you
are working on cite-checking for one of our journals. The door at the end of this hallway leads to the library staff area. Feel free to look inside (today or any other day)!

One final note about access. The areas we just visited on the second floor -- the Reading Room, Teaming Room, and the Lounge area, are open to law students 24 hours a day. But, you must get a sticker (called the Genuine Sticker) from the Reference Office to put on your SUID that identifies you as a current law student. Displaying your ID with its sticker showing at your desk or carrel will help library staff recognize you as law students, and at closing time, they will not ask you to leave the second floor. Additionally, during exam time, access to the entire law library is restricted to law school students. You will need to display your SUID with your sticker showing during closing time sweeps. This sticker will be in with the packet of information you’ll pick up at the Reference Office after this tour; remember to put the sticker on your SUID!

Now, please use the stairwell or elevator to head back to the first floor for the final stop of the tour, the Reference Office. *

**Track 4 – Conclusion**

**Location 8 – Reference Office**

As you come out of the stairwell or elevator, turn toward the displays and head past them to the Reference Office, marked with Location 8. Congratulations! You are at the last stop of the tour, our Reference Office. Before you step inside, pause for a moment while we provide an overview of our services. The Reference Office is staffed by reference librarians eager to help answer your questions large and small, Monday through Friday. Please stop by or email us at reference@law.stanford.edu with any research or library-related questions you may have – help researching a paper, finding an obscure document, researching a firm or judge before an interview, wondering if you can really check out a bike from the library, anything at all. You may also sign up for an individualized research consultation appointment with one of the reference librarians by going to the Law Library website.

Come on in to the office once this track ends. You’ll be asked to sign your name on the sign-up sheet to make sure you receive credit for having participated in the tour, and you’ll be given a lunchbox stocked with registration information for your Lexis, Westlaw, and Bloomberg accounts, your valuable “genuine” sticker which grants access to the second floor of the library after closing time, and a library bookmark. Please make sure to register for Lexis, Westlaw and Bloomberg accounts as soon as you can and let us know of any questions.

If you have any questions about the tour, the library, or our online and print resources, this would be a great time to ask! We didn’t cover the library catalog (SearchWorks) or the myriad e-resources available to you as a Stanford Law Student, so please ask if you’re interested. You can also explore our website for more information on our resources and services.

Thank you for your time today. The library staff is thrilled to welcome you to Stanford Law and we look forward to seeing you here in your law library over the coming weeks and months.