Law Library Circulation Policies

The Libraries of the University of Hawai‘i System (UHS) have implemented uniform loan periods, fines and fees. This is an effort to better serve all of the students, faculty and staff members of the University of Hawai‘i by having more consistent policies throughout the system. A few exceptions exist to accommodate the specific needs of the Law School. All students, faculty and staff in the UHS may borrow circulating materials only from the Law Library. A complete copy of the Libraries of the University of Hawai‘i System Circulation Policy, revised September 2005, is available at http://libweb.hawaii.edu/uhmlib/libinfo/policies_circ.html. Information on the standardized loan periods, fines and fees may be found in Appendix I to the Policy statement above.

Policies and procedures are subject to change without notice according to the changing and evolving needs of the Law School. Call the Circulation Desk or contact any of the Library Staff if you need further information.

The School of Law Library complies with the State Attorney General's opinion on library record confidentiality and the American Library Association's Policy on Confidentiality of Library Records.

Circulation of Library Materials

1. Non-circulating Materials: Most of the materials in the Library are for LIBRARY USE ONLY. These include statutes, reporters, digests, citators, loose-leaf publications, periodicals, encyclopedias, and materials with Ready Reference, Reference or Reserve in the call number or in microform format. These materials are heavily used by library patrons and must be readily accessible at all times. Special permission may be granted under limited circumstances only.

2. Circulating Materials: All law students may charge out circulating materials for 91 days only, including weekends and holidays, subject to recall by library staff or other library patrons. Five renewals per item are allowed if no one else requests the items. Renewals may be done online. There is no grace period. All overdue items are subject to library sanctions. The borrower is responsible for knowing when books are due to be returned, regardless of whether he or she receives notification of overdue materials from the library.

All faculty members (full-time and adjunct) may charge out circulating materials for 182 days only, including weekends and holidays, subject to recall by library staff or other library patrons. 99 renewals per item are allowed if no one else requests the items.

Students and faculty may access their account anytime using their UH student barcode number on Hawai‘i Voyager “My Account” link. Information on the standardized loan periods, fines and fees may be found in Appendix I of the Libraries of the University of Hawai‘i System Circulation Policy, revised September 2005, available at http://libweb.hawaii.edu/uhmlib/libinfo/circpolicy05.pdf

Visiting scholars/practitioners: Loan periods depend on the length of their stay here and on their status (faculty or student) at the University.

Non-Law School Patrons:

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Circulation of library materials to non-law school affiliated individuals and groups is limited. Only the following people may apply for borrowing privileges:

- Members of the School of Law University of Hawai`i System (UHS) faculty, staff and students
- Hawai`i State Bar Association (HSBA) active-status members
- East-West Center scholars

All others may use materials in the library, including most Reserve materials, but may not check them out of the library. A photo ID is required when checking out Reserve materials.

Patrons who are eligible to apply for borrowing privileges must complete a library registration form. The Law Library reserves the right to withhold this privilege to anyone not affiliated with the University of Hawai`i System.

Most of the materials in the library are for library use only. These items include statutes, reporters, digests, citators, multi-volume sets, loose-leaf publications, periodicals, encyclopedias, and anything with Reference or Reserve in its call number or anything in microform format.

Circulating Items - UH system borrowers have uniform loan periods with some exceptions imposed by individual libraries

All circulating materials may be borrowed by qualified non-UH System borrowers for a period of two weeks only.

Reserve materials are for library use only and may be borrowed for a period of two hours.