

Service Policy for Non-College of Law Patrons

The Research Center is funded and staffed to serve the scholarly needs of the faculty and students of the College of Law. Its primary purpose is to provide a place for legal research and study, and so a quiet environment must be maintained at all times.

Please note that the Research Center receives only a very small portion of federal government documents as depository materials. Government document patrons should search our online catalog or call the Reference Desk (850-644-4095) to verify that the Research Center has the materials needed. See access policies below for business hours.

Public Patron Access

The Research Center is open to the public during certain hours, usually Monday - Friday, 8 a.m. - 6 p.m. year-round, and Saturday-Sunday 1 p.m. - 5 p.m. during the Fall and Spring semesters. Before visiting, please refer to the current hours and schedule updates for the Research Center available [here](#).

Upon arrival at the Research Center, all patrons must sign in at the visitor podium, to the left of the Reference Desk, and sign out when they leave.

Available Services:

- Librarians will assist in locating specific titles and legal sources.
- Staff will provide a general overview of the Research Center information systems, services, and collection.
- Copiers are available for use for a minimal fee.
- Reference priority is given to those who are physically present in the Research Center.
- A public computer is available for limited periods of time (see circulation desk for details). This computer does not have Lexis, Bloomberg, Westlaw, and other databases under limited use contracts. Printing is not available. Public patrons may save materials via e-mail or flash (thumb) drive.

All Research Center librarians and staff cannot:

- Provide legal advice of any kind, including discussion of legal theories of cases.
- Provide extensive reference assistance via e-mail or telephone.
- Read lengthy materials, i.e., anything longer than two paragraphs, over the phone.

Local Academic Community Members, Attorneys, and College of Law Alumni Access

Extended access privileges are available to the following:

- non-law FSU students, faculty, and staff
- TCC students, faculty, and staff
- FAMU students, faculty, and staff
- Attorneys
- College of Law alumni

Generally, these patrons may use the Research Center whenever the Circulation Desk is staffed and for the purposes previously listed under "available services." Upon arrival at the Research Center, all patrons must sign in at the visitor podium, to the left of the Reference Desk, and sign out when they leave. Before visiting, please refer to the current hours and schedule updates for the Research Center available [here](#).