

Renew Materials

1. Log on using your user ID and PIN in the box at the top of the screen.
2. Go to “Review My Account.”
3. Click on “Renew My Materials” and follow the instructions.

View Checked-Out Items and Items on Hold

1. Log on using your user ID and PIN in the box at the top of the screen.
2. Go to “My Account.”
3. Click on “Review My Account.” You will see items currently checked out and items you have on hold.



THE SUPREME COURT *of* OHIO

Law Library
65 South Front Street
Columbus, Ohio 43215-3431
614.387.9680 phone
614.387.9689 fax
www.supremecourt.ohio.gov
libref@sc.ohio.gov

Updated August 2015

THE SUPREME COURT *of* OHIO LAW LIBRARY Information Series

Law Library Guide



HOURS

The Supreme Court of Ohio Law Library is open from **8 a.m. to 5 p.m.**, Monday through Friday and observes the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Veterans Day
Presidents Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Day

WEBSITE

Visit the Supreme Court website at www.supremecourt.ohio.gov to access the library Web page.

VIEWING THE LIBRARY CATALOG

1. Go to www.supremecourt.ohio.gov.
2. Click on "Law Library."
3. Select "Library Catalog" from the menu.
4. You will automatically be logged on to the library's catalog.

SERVICES

Computer workstations, which offer access to WestlawNext and LexisAdvance, are available throughout the library for patron use.

There are two photocopiers for patron use on the 11th Floor next to the circulation desk. Copies are 10 cents per page.

Reference librarians are available for assistance at the 11th Floor reference desk. Telephones are located on the 13th and 15th floors for access to a librarian. Just press the button for assistance.

The Audio Visual (AV) Room is located on the 12th Floor. A librarian is available to help patrons with audiovisual needs. Microfilm and microfiche readers are provided for patron use.

LAW LIBRARY LAYOUT

11th FLOOR

- Federal materials
- General reference
- Ohio materials
- Rare Books Room
- Regional reporters and American Law Reports (ALR)

12th FLOOR

- AV Room
- State materials other than Ohio

13th FLOOR

- Texts and treatises

14th FLOOR

- Legal periodicals

15th FLOOR

- International law
- Supreme Court of Ohio briefs and records

CIRCULATION POLICIES

Patrons may check out five items at a time.

Two-Week Loan Period

The following materials can be checked out for two weeks and may be renewed twice:

- Texts and treatises
- International law
- Bound volumes of legal periodicals
- Federal materials
- ALRs and regional reporters
- Legal encyclopedias
- State materials other than Ohio
- Audio-visual materials
- Loose leafs

Non-circulating Materials

The following materials cannot be checked out:

- Reference
- Ohio

HINTS FOR USING THE LIBRARY CATALOG

Browse

1. Go to www.supremecourt.ohio.gov.
2. Click on "Law Library."
3. Select "Library Catalog."
4. Search using words and phrases, subject, call number, keyword, author or title.

Place A Hold

METHOD A

1. Log on using your user ID and PIN in the box at the top of the screen.
2. Go to "I Need Materials."
3. Follow the directions. This will send an e-mail to library staff to place a hold for you.

METHOD B

1. Log on using your user ID and PIN in the box at the top of the screen.
2. Once you've found the title you need, check the "hold" box. You have placed a hold yourself.

A user ID and pin are assigned when a library card is issued. Library card applications are available at the Circulation Desk on the 11th Floor.