Welcome Back!

Services for SLS Students during COVID

- **Reserve RCLL study space** - limited seating available by advance reservation (only)

- **Request material** for outdoor “curbside” pickup

- **Request scans** of library materials

- **Request scans of material not-owned by RCLL** (Interlibrary Loan)

Operational Hours

**RCLL study space**

**Hours**
Monday - Friday
10am - 3pm

Please reserve your seat [here](#) and arrive after receiving your confirmation email.

**Please note:** Printing is now available in the Crown building outside of the library! You do not need to book a library seat to access printers. There are no printers inside the library, but there is a book scanner on the 2nd floor you may use if you have a confirmed seat reservation.
How RCLL Study Space Seating Works

1) **Book your RCLL seat at least 1 day in advance and up to 3 days in advance.**
   Please use this [form](#) to book your seat. If you have successfully reserved your seat you will receive a confirmation email. If you do not receive confirmation, please contact [circulation@law.stanford.edu](mailto:circulation@law.stanford.edu) before arriving.

2) **Get an onsite access badge**
   On the day of your appointment, go to [healthcheck.stanford.edu](http://healthcheck.stanford.edu) and obtain your onsite access badge. Please do this prior to traveling to the pickup location.

3) **During your visit to RCLL, please observe the following rules:**
   - Only SLS students with a valid seat reservation may enter RCLL
   - Maintain 6’ distance
   - Wear a face covering
   - Wash your hands or use hand sanitizer frequently
   - Sit or stand only in your reserved seat (not an alternate seat)
   - Use sanitizer wipes on your table and chair before and after use
   - Do not move any furniture
   - No food or drink is permitted indoors, except water
   - Exit the library promptly at closing time

4) **Check-in upon arrival to your reserved seat**
   - Use your student ID to badge into the first floor entrance and follow signage to your reserved space.
   - On the desk, you will see a [QR code/short URL link](#) that you need to navigate to on your personal device to check-in. Enter the code found in your confirmation email.

5) **We want your feedback!**
   We care very much about your health and safety. Providing a positive study environment for you is our goal. Our reserved seating service will not have onsite staff monitoring the space, but we welcome any comments and suggestions that you may have to improve your experience or to alert us about any issues. Please use this [form](#) to communicate your questions, suggestions or comments about your study hall experience. Need research help? Please see [https://law.stanford.edu/robert-crown-law-library/student-services/](https://law.stanford.edu/robert-crown-law-library/student-services/) for more ways to get virtual support from the library team.
Outdoor Pickup

Pickup services are available by appointment only.

**Hours:**
Wednesdays & Fridays, 1pm - 3pm

**Location:**
Outside of the Crown Building under the archway.

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How Outdoor Pickups Work

1) **Place a book request**
   Please use this [form](#) to make your request or email circulation@law.stanford.edu.

2) **Make an appointment**
   Once you receive an email confirmation notice that your book request is ready for pickup, schedule your outdoor pickup time online.

   Go to [https://libcal.law.stanford.edu/reserve/pickup](https://libcal.law.stanford.edu/reserve/pickup)

   Please allow up to 24-hours for your email notification when requesting Law material for pickup. Note that the turnaround time for Stanford Libraries materials may take up to 4 days.

3) **Get an Onsite Access Badge**
   On the day of your appointment, go to [healthcheck.stanford.edu](http://healthcheck.stanford.edu) and obtain your onsite access badge. Please do this prior to traveling to the pickup location.

   Please be prepared to show your badge to library staff.

**Other Items to bring**
- Your Stanford ID
- Bags (in case you need to carry a lot of books!)
4) **Proceed to the pickup station during your 30-minute appointment slot**
   - If there is a line, please maintain social distancing
   - Please be sure to wear a face-covering.

What’s Available to Scan?

- Selections from RCLL books and journals, subject to standard [copyright limitations](#).
  - Not sure whether what you want scanned is available or acceptable? Don’t worry, just [ASK](#) ! We’ll provide you with everything possible.

What’s Available to Checkout & Pickup @ SLS?

- Law Library materials
- Other Stanford Libraries (SUL) materials* -- Green Library, SAL 3, Education Library, Music Library, and Art & Architecture

*Note that it is possible for you to pick up SUL material and visit Green Library by using the “request” buttons available in [SearchWorks](#) (more information about their pickup system is available [here](#)). RCLL materials may only be picked up at the Law Library, as specified above.

**Reference Assistance**

Your reference librarians are ready to help you! Email us at [reference@law.stanford.edu](mailto:reference@law.stanford.edu) with questions, anytime!

**Unwanted Holds**

If you have placed a book on hold that you no longer need, please cancel that hold so your fellow library customers can get their items more quickly.

**Questions about scans or book pickups?**

Email us at [circulation@law.stanford.edu](mailto:circulation@law.stanford.edu).