

**Syracuse University College of Law
H. Douglas Barclay Law Library
2007-2008**

*Law Library Services for
College of Law Faculty*

<http://www.law.syr.edu/lawlibrary/>

SYRACUSE UNIVERSITY

COLLEGE OF LAW
H. Douglas Barclay Law Library

August 2007

Colleagues:

Enclosed please find current updates to *Law Library Services for College of Law Faculty*. Each year the Law Library adjusts its services to meet your evolving research needs. The enclosed sections describe our reference, document delivery, collection development, and instructional support services.

Please take a few minutes to look through this material to become familiar with all that we have to offer.

As always, I am open to your questions, comments, and suggestions.

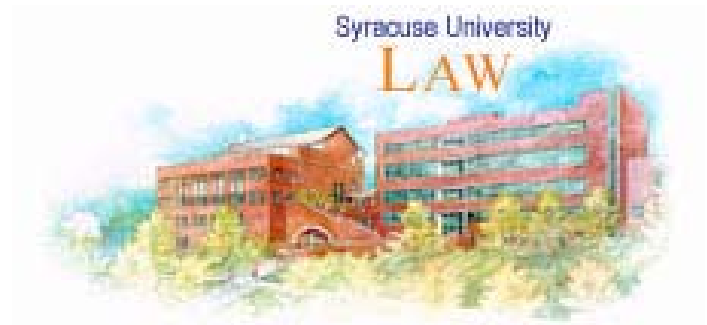
Sincerely,

A handwritten signature in black ink, appearing to read "Thomas R. French", with a stylized flourish at the end.

Thomas R. French
Associate Dean, Barclay Law Library and Professor of Law

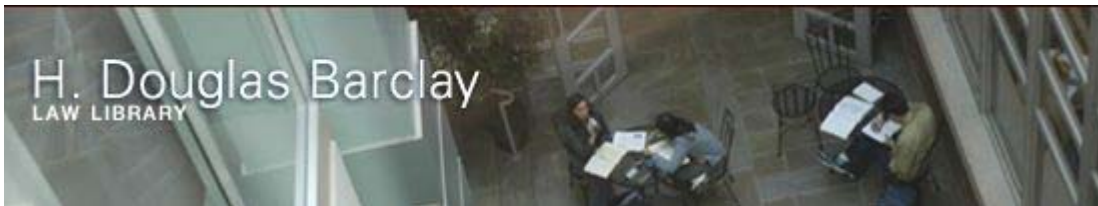
***The H. Douglas Barclay
Law Library***

***Syracuse University
College of Law***



Mission Statement

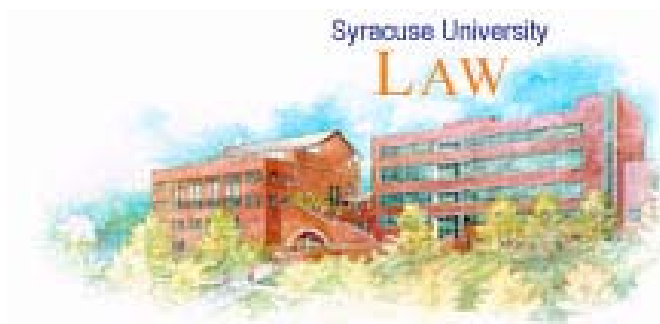
The Mission of the H. Douglas Barclay Law Library is to promote and to serve the educational and research needs of the College of Law Community and to advance the development of legal scholarship and law librarianship. The Law Library creates, develops, and supports appropriate services, resources and facilities; promotes the dissemination of information and the creation of knowledge; and serves as a gateway to information sources beyond the scope of its collections.



- ❖ **Quick Facts**
- ❖ **Directory of Services**
- ❖ **Staff Directory**
- ❖ **Library Hours**
- ❖ **Location Guide**
- ❖ **Floor Plans**
- ❖ **Displays, Bulletin Boards & Kiosk**
- ❖ **Area Libraries**
- ❖ **University Services for Faculty**

The H. Douglas Barclay Law Library

Syracuse University College of Law



QUICK FACTS

- ◆ 463,000 volumes in print and microform
- ◆ 89,000 titles
- ◆ 2,800 serial titles
- ◆ Over 1,500 audio and video titles
- ◆ 400 seats in 35,500 sq. foot facility
- ◆ 21 staff members
- ◆ Hours: Mon.-Thurs 8 am to 12 am
Friday 8 am to 10 pm
Saturday 10 am to 10 pm
Sunday 10 am to 12 am
- ◆ Reference Hours:
Mon.-Thurs. 8 am to 9 pm
Friday 8 am to 5 pm
Sunday 1 pm to 9 pm

RESEARCH SUPPORT

- ◆ Extensive web-based collection of legal databases and online resources accessible through the Law Library web site.
- ◆ Electronic Research Center with 18 workstations for independent or librarian-assisted research.
- ◆ Two Computer Centers.
- ◆ Three multimedia workstations for OCR and graphics scanning.
- ◆ Laptop network ports in Group Study Rooms and throughout the Law Library.
- ◆ Wireless access throughout the Law Library.

BARCLAY LAW LIBRARY SERVICE AND PROGRAM HIGHLIGHTS

- ◆ 17 computers in two networked computer centers, with Internet access, a variety of office applications and electronic legal resources.
- ◆ Law Library's web site offers electronic research collections, course materials, library research guides, plus links to research and law-related sources worldwide.
- ◆ Online library catalog, SUMMIT, provides access to University-wide holdings; integrates electronic reserves, indexes and web sites from a single source.
- ◆ Instruction in subject-based research offered throughout the curriculum.
- ◆ Credit courses in legal research
- ◆ New York Legal Research Program for Summer Associates.

WANT TO KNOW MORE? PLEASE CONTACT US FOR MORE INFORMATION:

- ◆ General Information: (315) 443-9560
 - ◆ Circulation: (315) 443-9570
 - ◆ Reference: (315) 443-1792
 - ◆ Web Site: <http://www.law.syr.edu/lawlibrary/>
 - ◆ Email: library@law.syr.edu
-

H. Douglas Barclay Law Library

STAFF DIRECTORY

Information (315) 443-9560

Circulation Desk
circ@law.syr.edu Floor 3 443-9570

Reference Desk
reference@law.syr.edu Floor 3 443-1792
Fax 443-9567

Library Administration 443-9571

Thomas R. French
Associate Dean, Barclay Law Library and Professor of Law
trfrench@law.syr.edu 530AA 443-1221

Jan Fleckenstein
*Associate Director &
Head of Library Information Systems*
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Heather A. Turner
Office Coordinator
haturner@law.syr.edu 530A 443-9571

Librarians and Staff

Anna Mithun
Library Technician – Cataloging
ammidthu@law.syr.edu 551 443-1777

Thomas H. Baker
Technical Services Supervisor
thbaker@law.syr.edu 550A 443-1782

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Library Technician - Serials
mwburns@law.syr.edu 552 443-9564

Enid L. Darby
Collection Management Supervisor
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Michael B. Dermody
Library Technician - Acquisitions
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Christine M. Demetros
Reference / Student Services Librarian
cmdemetr@law.syr.edu 330GB 443-1706

Gregory P. Ewing <i>Reference Librarian</i> gpewing@law.syr.edu	330GB	443-9582
Larry Hart <i>Library Assistant</i> lhart@law.syr.edu	552	443-9564
Thaddeus J. Holyński <i>Reference Librarian</i> tjholyns@law.syr.edu	330GA	443-9453
Donna C. Movsovič <i>Catalog Librarian</i> dcmovsov@law.syr.edu	551	443-1777
Andrea Rabbia <i>Technical Services Librarian</i> arrabbia@law.syr.edu	554	443-9562
Wendy E. Scott <i>Assistant Director for Faculty & Outreach Services</i> wescott@law.syr.edu	330D	443-9569
Laurence Seidenberg <i>Reference Librarian</i> lseidenb@law.syr.edu	330F	443-6351
Eric W. Shute <i>Library Technician - Circulation</i> ewshute@law.syr.edu	330B	443-1708
Nancy A. Ward <i>Library Technician – Serials & Gov. Docs.</i> naward@law.syr.edu	552	443-9564
Robert J. Weiner <i>Electronic Services Librarian</i> rjweiner@law.syr.edu	553	443-5424
Brian Zoll <i>Library Technician – Accounts Payable</i> btzoll@law.syr.edu	552	443-9564
<i>Library Technician - Circulation - TBA</i>		



College of Law
H. Douglas Barclay Law Library

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Library Hours for FALL 2007
Regular Hours

Monday - Thursday	8am – midnight	Friday	8am – 10pm	Saturday	9 am – 10pm	Sunday	9 am – Midnight
August 20 - 21	Entering Student Orientation			Monday - Tuesday	8 am - 5 pm		
August 22	Entering Student Orientation			Wednesday	8 am - Midnight		
August 23	1st Day of Classes for 1L's			Thursday	8 am - Midnight		
August 24				Friday	8 am - 5 pm		
August 25				Saturday	9 am - 5 pm		
August 26				Sunday	9 am - Midnight		
August 27	1st Day of Classes for 2&3L's			Monday	Regular Hours		
August 28 - August 31 st					Regular Hours		
September 1				Saturday	9 am – 5 pm		
September 2				Sunday	9 am – 5 pm		
September 3	Labor Day			Monday	CLOSED		
September 4 - September 21					Regular Hours		
September 22	Yom Kippur			Saturday	Regular Hours		
September 23- October 11					Regular Hours		
October 12	Eid Ul-Fitr (No Classes)			Friday	Regular Hours		
October 13 - Nov. 20					Regular hours		
November 21				Wednesday	8 am – 5 pm		
Nov. 22 - Nov. 24				Thanksgiving Holiday	Closed		
November 25 - December 7					Regular Hours		
December 8 - 9	Reading Day			Extended Hours: Sat.	9 am – 12 am		
				Extended Hours: Sunday	9 am – 1 am		
December 10 - 20	Examination Period			Extended Hours: Mon.-Thurs.	8 am – 1 am		
				Extended Hours: Fri.	8 am – 12 am		
				Extended Hours: Saturday	9 am – 12 am		
				Extended Hours: Sunday	9 am – 1 am		
December 21	Last Day of Examinations			Friday	8 am – 5 pm		
December 22 - 25	Christmas Break			Saturday - Tuesday	CLOSED		
December 26 - 28				Wednesday - Friday	9:30 am - 4:00 pm		
December 29 - January 1	New Years			Saturday - Tuesday	CLOSED		
January 2 - 4				Wednesday - Friday	8 am – 5 pm		
January 5 & 6				Saturday & Sunday	Closed		
January 7 - 11				Monday - Friday	8 am – 5 pm		
January 12				Saturday	9 am – 5 pm		
January 13				Sunday	9 AM - Midnight		
January 14	Spring Semester Begins			Monday	Regular Hours		

H. Douglas Barclay Law Library
LOCATION GUIDE

If call # is not shown, ask at the Circulation Desk for assistance. Thank you.

Floor 2

A-Z Excluding KF
 Ruger Computer Center
 Microforms
 Law Reviews
 Group Study Rooms
 Photocopier
 Summit Catalog
 Restrooms

F3 (Main Floor)

Circulation Desk & Reserves
 Reference Desk
 Electronic Research Center
 Barclay Computer Center
 Reference Collection
 Dictionaries/Encyclopedias
 Martindale Hubbell® Directory
 Periodical Indexes
 Current Newspapers
 SUMMIT Catalog
 Rosen Reading Room
 Photocopier

Floor 4: KF1-KF135.S88

Federal Statutes, Regulations
 Federal Reporters
 Regional Reporters
 West Case Digests
 ALRs
 Shepard's
 SUMMIT Catalog

FLOOR 5

Classified Materials:
 KF 3372 --- KF9827
 Back Issues of Newspapers
 SUMMIT Catalog
 Photocopier

Group Study Rooms: Floor 2 -Sign up for use at the Circulation Desk.

Photocopiers: Floors 2, 3 & 5 Stacks 1 & 3

Restrooms & Water Fountain: Floor 2

Typewriter: Stack 1

Library Web Site Address: <http://www.law.syr.edu/lawlibrary/>

Stack 1

New York Collection
 (KFN)

Photocopier

Stack 2

States Collection
 KFA --- KFS 2388
 Alabama to South Carolina

Stack 3

States Collection Cont.
 KFS 3000 – KFW
 So. Dakota to Wyoming

KFX-KFZ:
 U.S. Cities, Territories,
 Confederacy

Classified Materials:
 KF139 --- KF 1196
 West General Digest
 Photocopier

STACK 4

Classified Materials:
 KF 1196 -- KF 3372

Classified Collections

**FLOOR 2 -
 A through Z excluding KF**

Includes:

General Works	A
Philosophy & Religion	B
History	D - F
Social Science	H
Political Science	J
International Law	JX , KZ
Philosophy of Law/ Comparative Law	K
Foreign Law	KD – KE, KG – KWX
EEC	KDK, KJE
Education	L
Medicine	R
Technology	T
Bibliography	Z

STACK 3: States So D. -Wyo. & KF 139 – KF1196

Includes:

Contracts	KF801 – 1244.5
Decennial & General Digests	KF139
Legal Research	KF240 - 246
Philosophy of Law & Juris.	KF379 - 382
Domestic Relations	KF501 - 553
Property	KF560 - 720
Trusts & Trustees	KF726 -745
Succession, Estates, Wills	KF746 - 749

STACK 4: KF 1196 -- KF 3372

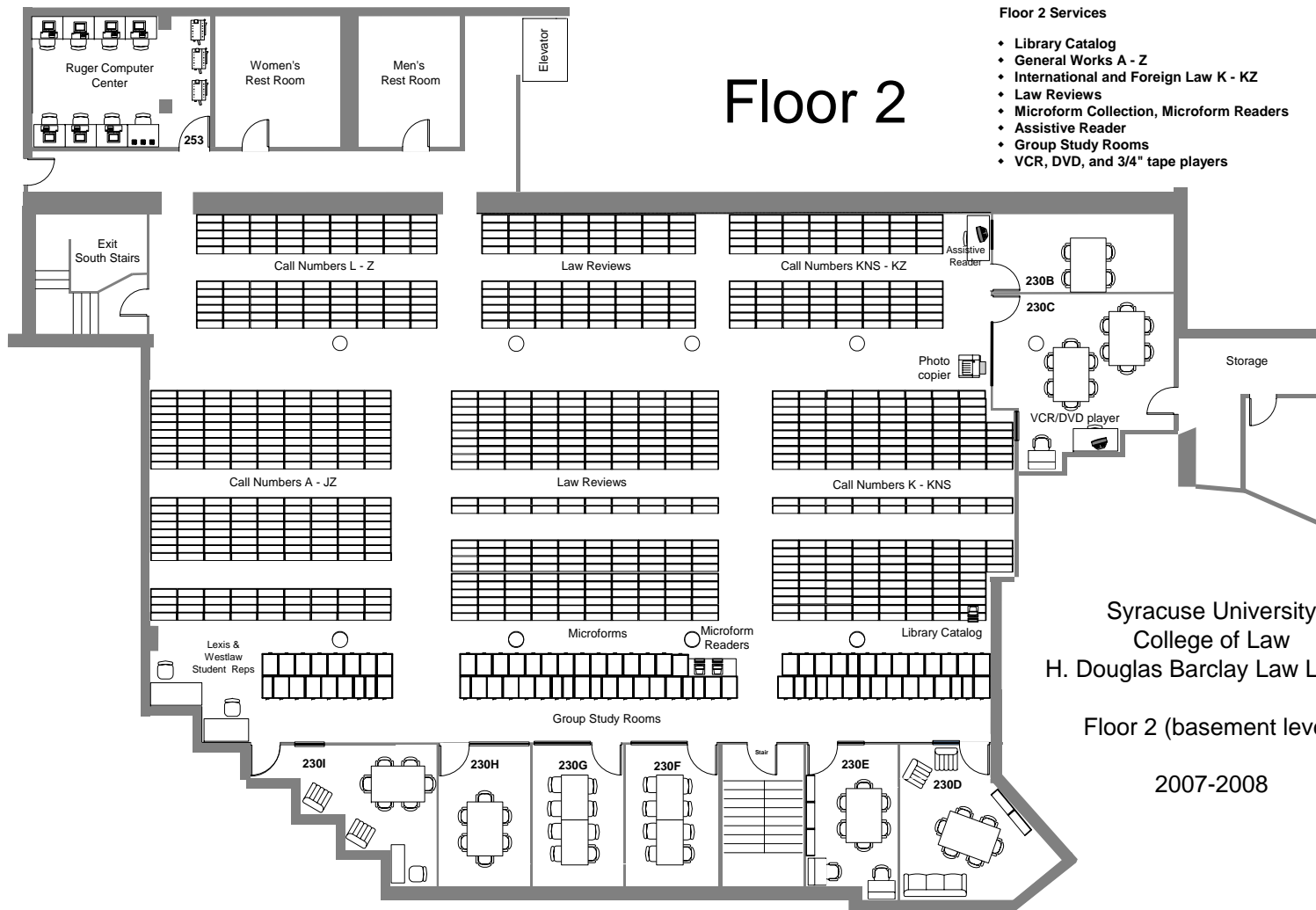
Includes:

Torts	KF1246 - 1327
Corporations	KF1384 -1480
Bankruptcy	KF1501 - 1548
Regulation of Industry, Trade & Commerce	KF1600 – 2289
Intellectual Property	KF2971 – 3193
Labor Law	KF3301 - 3372

FLOOR 5: KF3372 – 9999

Includes:

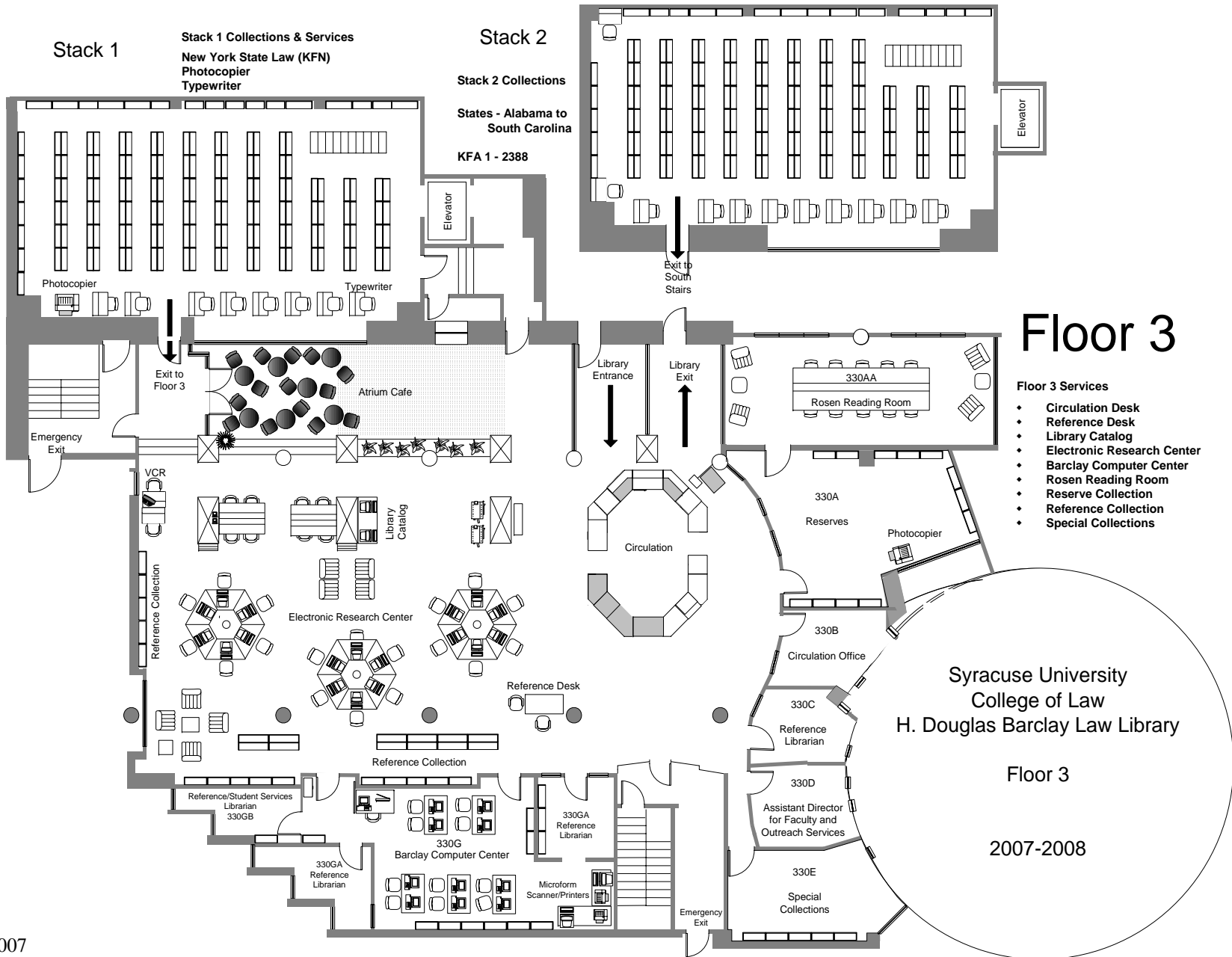
Labor Law	KF3372 - 3580
Environmental Law	KF3775 - 3816
Constitutional Law	KF4501 - 5130
Administrative Law	KF5401 - 5425
Public Prop./Land Use	KF5500 - 5865
Public Finance	KF6200 - 6795
Taxation	KF6271 - 6645
Federal Courts Proc.	KF8700 - 9075
Evidence	KF8931 - 8969
Criminal Procedure	KF9601 - 9763



Syracuse University
College of Law
H. Douglas Barclay Law Library

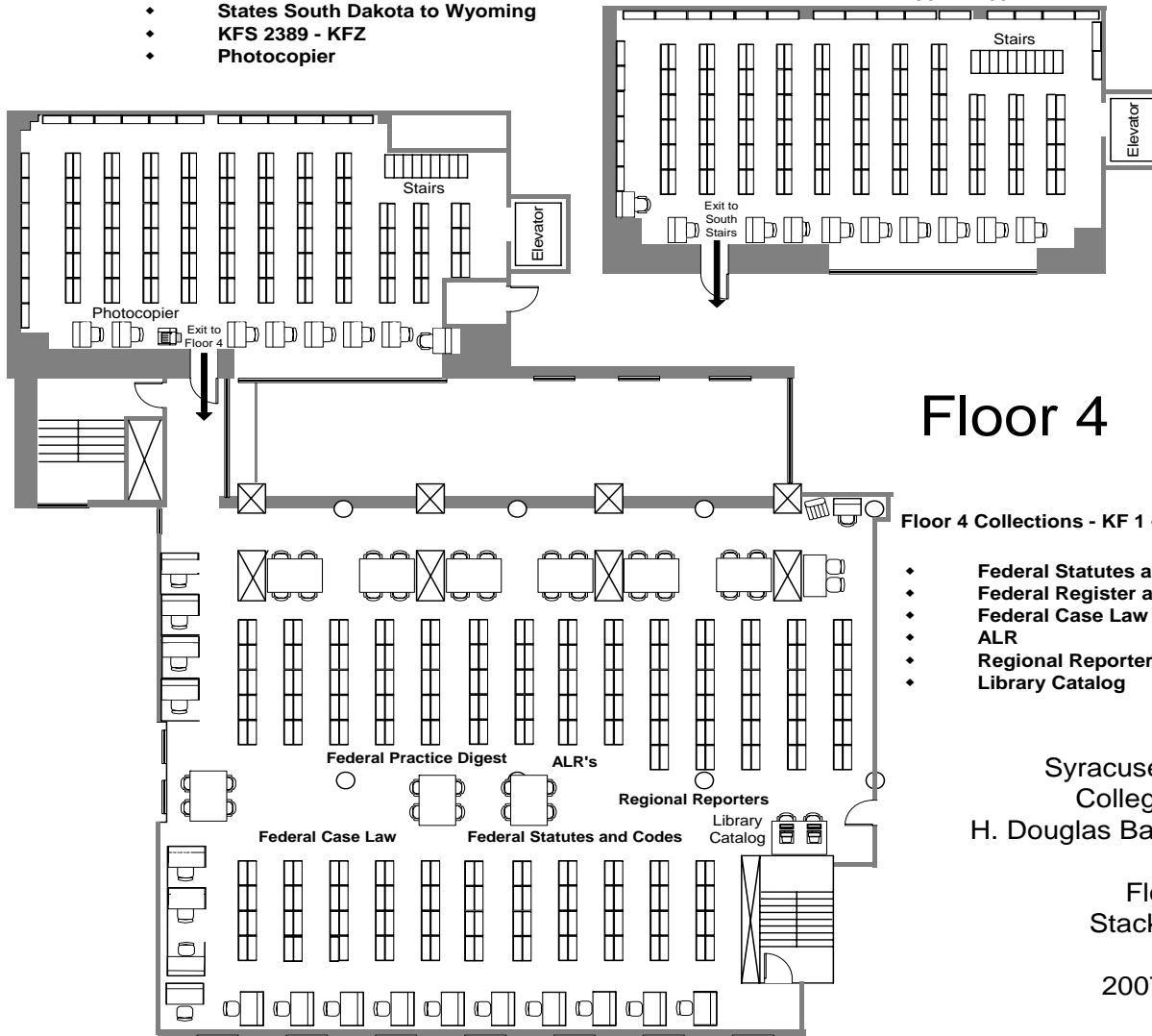
Floor 2 (basement level)

2007-2008



- Stack 3 Stack 3 Collections and Services**
- KF 139 - KF 1196
 - States South Dakota to Wyoming
 - KFS 2389 - KFZ
 - Photocopier

- Stack 4 Stack 4 Collections**
- KF 1196 - KF 3372



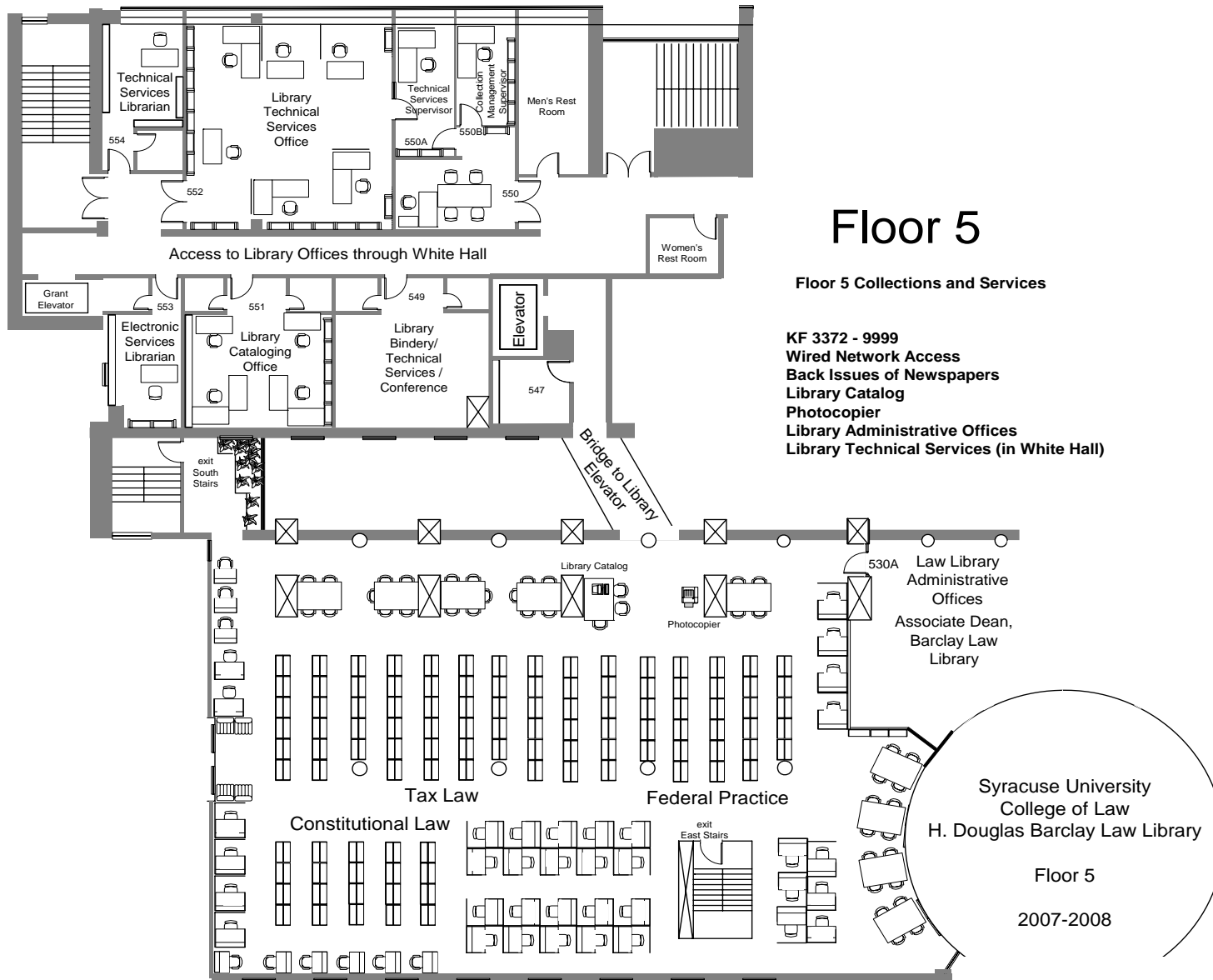
Floor 4

- Floor 4 Collections - KF 1 - 139**
- Federal Statutes and Codes
 - Federal Register and CFR
 - Federal Case Law
 - ALR
 - Regional Reporters
 - Library Catalog

Syracuse University
College of Law
H. Douglas Barclay Law Library

Floor 4
Stacks 3 & 4

2007-2008



DISPLAYS, BULLETIN BOARDS & KIOSK ANNOUNCEMENTS

LIBRARY DISPLAYS, BULLETIN BOARDS & KIOSK ANNOUNCEMENTS

The Barclay Law Library encourages your ideas and contributions of materials for library displays, bulletin boards and our electronic information kiosk. Two of the available display cases are in the Floor 3 hallway of E.I. White Hall; the other available case is in the law library atrium. The display case in MacNaughton Hall is currently devoted to the display of recent faculty publications.

The primary goals of Law Library displays are to:

- Highlight law school events and activities
- Highlight College of Law scholarship
- Educate and inform the College of Law community and visitors and guests of the law school
- Publicize law library programs, services and collections
- Display the unique talents and interests of members of the College of Law community

To achieve these goals, the Law Library has established the following guidelines:

- Display topics and contents are approved at the discretion of the Law Library Administration
- Requests will generally be considered on a first-come, first-served basis
- To ensure that displays are given maximum exposure and to provide library staff with adequate time for planning, research and implementation:
 - displays should be reserved at least 30 days in advance of the desired display date
 - display materials should be given to Eric Shute at least 2 weeks before the desired display date
- While we encourage contributions of materials for displays, the library cannot assume responsibility for damage or theft of items displayed

To submit a request for a display, please contact Christine Demetros (cmdemetr@law.syr.edu, 443-1706) at least 30 days in advance of the desired display date. We will make every effort to accommodate all requests. However, scheduling conflicts, lack of adequate preparation time or difficulty in obtaining appropriate materials may impact on our ability to comply with your request. Requests can be more readily accommodated if requestors provide us with materials and detailed information about library materials to be included in the display.

AREA LIBRARIES

Consult the following libraries and departments for further information:

Court and Law School Libraries

- Cornell Law Library <http://www.lawschool.cornell.edu/library/> (607) 255-7236
- Cornell Legal Information Institute <http://www.law.cornell.edu> (607) 255-6536
- SUNY Buffalo Law Library <http://law.lib.buffalo.edu/> (716) 645-2047
- Albany Law School Library http://www.als.edu/sub.php?navigation_id=8
(518) 445-2340
- Onondaga County Supreme Court Library (315) 671-1150
- Appellate Division Law Library, 4th Department, Rochester
<http://www.courts.state.ny.us/ad4/lib/> (716) 530-3250
- NY Court Libraries
<http://www.courts.state.ny.us/lawlibraries/publicaccess.shtml>

Syracuse Area Libraries

- Syracuse University Library (Bird Library) <http://libwww.syr.edu/>
- F. Franklin Moon Library - SUNY ESF <http://www.esf.edu/moonlib/>
- Health Science Center Library - SUNY HSC <http://www.upstate.edu/library/>
- Onondaga County Main Public Library <http://www.ocpl.lib.ny.us/>

Major Libraries

- New York State Library <http://www.nysl.nysed.gov/>
- Library of Congress <http://www.loc.gov/index.html>

Syracuse University Services for Faculty

The following Syracuse University services to faculty are linked from the Law Library “Services to Faculty – Syracuse University to Service to Faculty” web page (<http://www.law.syr.edu/lawlibrary/faculty/university.asp>):

Syracuse University Faculty Manual

<http://provost.syr.edu/provost/Faculty/policies/facmantoc.aspx>

The Faculty Manual brings together information on the objectives of Syracuse University, on the policies and rules governing the faculty, and on the duties and privileges of the faculty of Syracuse University.

Syracuse University Library (443-4083)

<http://library.syr.edu/index.html>

Syracuse University Library services to faculty may differ from those offered by the College of Law. Descriptions of Syracuse University Library policies and services are accessible from the University Library’s home page (address above.) There is also a list of subject specialists available to assist faculty with their research at. <http://library.syr.edu/cgi-bin/Xselectors.cgi>.

Syracuse University Faculty Computer & Media Services (443-1814)

<http://www-fcms.syr.edu/>

FCMS offers the following services: Classroom Presentation Services (CPS), Faculty Academic Computing Support Services (FACSS), Photo and Imaging Center (PIC), Technical Support Services (TSS)

Syracuse University Center in Support of Teaching & Learning (443-4572)

<http://cstl.syr.edu/CSTL3/>

The CSTL offers teaching support, student assessment, program and project evaluation, data analysis and management, scanning and scoring, video production.

Syracuse University Office of Sponsored Programs (443-2807)

<http://osp.syr.edu/>

The OSP assists University faculty and staff with submission of proposals for external support of research, scholarship, education and training, and service/outreach activities.

Goldstein Alumni and Faculty Center (443-5290)

<http://qafc.syr.edu/>

The Goldstein Alumni and Faculty Center houses Syracuse University's only full-service restaurant.



- ❖ **Collection Development**
- ❖ **Faculty Liaison Librarians**
- ❖ **Online Catalog: SUMMIT**

COLLECTION DEVELOPMENT

Collection Review

Faculty members are encouraged to assist the library in developing its collections. Associate Dean Tom French would be pleased to schedule a formal review of your subject area and develop an organized approach to collection building in this area.

Faculty Liaison Program

The Faculty Liaison Program creates opportunities for you to address your library-related needs and concerns with a particular librarian who will then serve as your ongoing contact with the Law Library. During the academic year, your Liaison Librarian will contact you to schedule a meeting. In this initial meeting, you will have the opportunity to discuss your needs regarding the library's collections and services. In addition, your Liaison will continue to be available during the course of the year to assist you. If you would like the library to purchase a new resource, please forward your request through your Liaison Librarian.

A list of the current Library Liaison assignments can be found on the next page.

Titles Purchased From Faculty Research Accounts and Research Center Accounts

The Law Library will assist you in purchasing research materials from your faculty research account or from a College of Law Research Center account. When you make a request through your Liaison Librarian, please specify the account from which the item should be paid.

Selective Dissemination of Information

The Law Library will email you when titles you have requested become available. Further, if you have a special interest in particular topics, please ask your Liaison Librarian to notify you about relevant new arrivals related to your interests. You can check the status of any order by searching the online public catalog, SUMMIT, by title. The status of the item can be found under "Call number" in the catalog record.

Casebooks

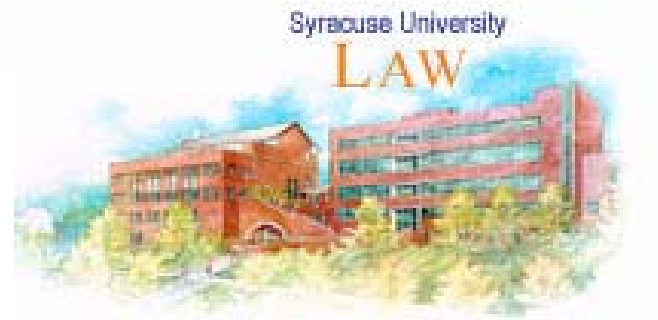
The Law Library does not purchase casebooks. However, you may request an Examination copy of a casebook by writing to the publisher. In your letter to the publisher, you should include the course(s) you are teaching or plan to teach using the book (courses should be related to the topic of the casebook!). Also, publishers strongly prefer to receive requests on Faculty stationery.

New Acquisitions Bulletin

A list of library materials purchased during the past month is available on the Law Library's website, www.law.syr.edu/lawlibrary/index.asp?hotnews=97.

The H. Douglas Barclay Law Library

Faculty Liaison Librarians 2007-2008



Liaison Librarians

Christine Demetros, x1706
cmdemetr@law.syr.edu

Thomas R. French, x9571
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lseidenb@law.syr.edu

Greg Ewing, x9582
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Ted Holynski, x9453
tjholyns@law.syr.edu

Robert Weiner, x5424
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Jan Fleckenstein, x9571
jflecken@law.syr.edu

Wendy Scott, x9569
wescott@law.syr.edu

Professor

Liaison Librarian

Professor

Liaison Librarian

Abramovsky
Anand
Arterian
Arzt
Ashford

Seidenberg
Ewing
Weiner
Scott
Fleckenstein

Fried
Fukumoto
Gallacher
Germain
Goldsmith

Holynski
Fleckenstein
Fleckenstein
Holynski
Ewing

August
Banks
Bell
Bender
Blanck

Fleckenstein
Weiner
Demetros
Scott
Scott

Greenberg
Hagelin
Harding
Herzog
James

Fleckenstein
Seidenberg
Ewing
Scott
Fleckenstein

Blumenthal
Bonneau
Chhablani
Colares
Crane
Criddle

Ewing
Fleckenstein
Ewing
Scott
Scott
Demetros

Johnson
Josephs
Kanter
Kelder
Kenn

Ewing
Scott
Scott
Seidenberg
Holynski

Day
Dolak
Donnelly
Driesen
Ellison

Holynski
Demetros
Ewing
Ewing
Scott

Kohn
Lantzy
Lape
Levey
Lewin

Holynski
Demetros
Demetros
Fleckenstein
Seidenberg

Maillard
Malloy
Maroney
McDonald
McNeal

Demetros
Fleckenstein
Seidenberg
Weiner
Holynski

Melendez
Milner
O'Connor
Paquette
Porter

Holynski
Fleckenstein
Fleckenstein
Fleckenstein
Demetros

Rabin
Ramsey
Reed-Huff
Roberts
Schwartz
Surratt

Demetros
Holynski
Demetros
Holynski
Scott
Holynski

Turnipseed
Wechsler
Wiecek

Seidenberg
Scott
Seidenberg

Adjunct Faculty
Clinical Programs
Visiting Faculty

Ewing
Holynski
Seidenberg

ABOUT THE ONLINE CATALOG: SUMMIT

Our integrated online catalog, SUMMIT, can be accessed through the Internet without password or access restrictions at the Law Library's web site:

<http://www.law.syr.edu/lawlibrary/catalog/index.asp>

SUMMIT indexes licensed and non-licensed electronic sources acquired by the Law Library and the Syracuse University Library. Within the law school, you may access these sources by clicking on the link inside the SUMMIT record. Remote access is also available for most electronic resources. Please see the section on Electronic Resources in this guide for information about remote access.

SUMMIT instructions may be found below the search template on the search screen and at 'Catalog Help' on the top navigation bar at the top of search screen.

This FAQ can help you get started using the online catalog. Once you are online, help screens can guide you through the search process. If you have questions or would like individualized training, please contact your Liaison Librarian.

Frequently Asked Questions

What is in the SUMMIT Local Catalog?

The SUMMIT Local Catalog represents the holdings of the Syracuse University Library, the Barclay Law Library, and Moon Library at the SUNY College of Environmental Science and Forestry. The Local Catalog lists books, journals, maps, sound recordings, microforms, government documents, electronic resources and other materials in the collections of these libraries.

This gateway will also lead to the collection of general subject databases licensed by the main campus Library. Legal databases licensed by the Law Library are accessible from our Electronic Resources web page.

What is NOT in the SUMMIT Local Catalog?

The Local Catalog does not provide access to the contents of the journals that the libraries have in their collections. For subject access to articles in periodicals such as journals, magazines, and newspapers, you must consult a periodical index.

Who can access the Local Catalog?

We do not restrict access to the Local Catalog. It is available to anyone who visits the Library or who has access to the World Wide Web.



- ❖ **Circulation and Access Guidelines**
- ❖ **Interlibrary Loan and Document Delivery**

CIRCULATION AND ACCESS GUIDELINES

For more information about any of the services described below, please contact our Circulation staff at circ@law.syr.edu or 443-1708.

Access to the Library

You are welcome to use the Law Library outside of scheduled hours; however, Reference and Circulation services are not available when the library is closed.

For security purposes, please access the library via the loading dock on Floor 2 or through the Floor 5 door of E.I. White Hall outside of non-business hours.

If you wish to borrow Law Library materials outside of non-business hours, please leave the title of the item, call number, and volume if appropriate, together with your name, on the Circulation Desk or email circ@law.syr.edu with the information. The Circulation Staff will check the material out to you and will call or email you if they have any questions.

Loan Policy

The normal Faculty loan periods for various Law Library items are listed in the chart below. We encourage you to use Westlaw, Lexis, Hein Online, and/or the Internet from your office.

The library provides some photocopying services. Articles available from Hein Online or a similar source can be printed and delivered to your offices via faculty courier service. If you would like a copy of an article from our periodical collection, e-mail your request to circ@law.syr.edu or use the "Faculty Copy Request Form" at: <http://www.law.syr.edu/lawlibrary/facultyservices/copyrequest.asp>. We will deliver the article to you in a timely manner using our Faculty Courier Service.

Faculty Loan Periods for Law Library Items

ITEM TYPE	LOAN PERIOD
Books	Academic year
Reserve Books	1 week
Audio Tapes, Video Tapes, CD's and DVD's	28 days
Microforms	28 days
Law Reviews & Journals	28 days
Serials / Looseleafs	28 days
Reference Books	do not circulate

Note: Loan periods at Syracuse University Library and the Moon Library at SUNY College of Science and Forestry may vary.

Renewals

Most law library items are renewable online using the 'Patron Info' summit feature. If you require assistance, please contact our Circulation Staff at 443-1708 or email to circ@law.syr.edu. We will be glad to renew your items for you. Some items may have renewal limits. If you require extensions beyond our limits, please contact your Liaison Librarian for other options.

Research Assistants

For your convenience, your research assistant (RA) can charge out books to your account using their SUID card. Please have your RA obtain a "Permission Form" available at the Circulation desk. Sign and return the form. Your faculty account number will be added to the RA's SUID card. Please bear in mind that you are responsible for items borrowed by your RA.

Overdues

As a courtesy, the Law Library emails overdue notices for items not returned by the due date. If you discover an error in an overdue notice, please let us know as soon as possible. Please note that failure to renew or return items in a timely manner may cause an automatic block of your borrowing privileges by the automated Circulation system. If this occurs, please contact Circulation at circ@law.syr.edu.

Recalls

Circulating items may be recalled for use by another patron. The new due date for recalled items is indicated on the recall notice. If you fail to respond to a recall notice, the automated Circulation system may automatically block your borrowing privileges until the recalled item has been returned to the library.

Faculty Courier & Document Delivery Services

Note: You can help us serve you better by letting us know if you have a deadline or if you prioritize multiple requests.

Books, Journals, and Other Circulating Library Materials:

Circulation staff will deliver circulating law library materials to your office. For scheduling information or to request a pick-up of library materials please contact the Circulation Desk at 443-9570 or e-mail circ@law.syr.edu.

Document Delivery Services:

Circulation staff will deliver articles or other documents printed from Hein online or other databases. Please contact a reference librarian (443-1792 or reference@law.syr.edu) if you need assistance with online databases or other research tasks.

Faculty Courier Service from/to Area Libraries

Several times per week a library courier retrieves circulating materials and photocopies from SU, ESF, and SUNY Health Sciences Libraries, and other area libraries for College of Law Faculty. The courier uses your SUID number to charge out circulating materials from SU and ESF libraries. You can sign an authorization form to permit us to borrow books on your account at the Circulation Desk, or email circ@law.syr.edu. Request photocopies through circ@law.syr.edu or use the web form at <http://www.law.syr.edu/lawlibrary/facultyservices/copyrequest.asp>. Books and photocopies will be delivered directly to your office.

Book Returns to the Syracuse University Library System

The Law Library can return items to other Syracuse University libraries on your behalf. Please attach a note to non-law returns indicating their destination, and hand them to a Circulation staff member.

Reserves

The library accepts books, AV materials and other personal materials for placement in our Reserves Room. Please fill out a "Reserve Form" at the Circulation Desk or use the "Faculty Reserve Placement Form" at: <http://www.law.syr.edu/lawlibrary/facultyservices/index.asp>.

Note: Books belonging to the Syracuse University Library cannot be placed on Law Library Reserves.

We prefer to accept periodical articles for Reserves only if they are unavailable on Westlaw, Lexis, or Hein Online. We encourage you to speak with Information Technology Services about how you can create a Blackboard site or course web page that will provide your students with access to articles available in electronic format. Reference Librarians are also available to provide short classroom instructional sessions regarding locating articles using Hein Online or other databases.

At the end the academic year, you will receive a letter regarding Reserves. If you are teaching the same course in consecutive semesters, we will automatically maintain your Reserves unless you notify us otherwise. If you are not teaching the same course in consecutive semesters, your Reserves will be returned to you.

Exams

Most faculty post previous semesters' exams to their course websites.

If you have exams that cannot be digitized or if you have a special need to place exams on hard copy on Reserve, please contact the Circulation Staff at 443-1708 or circ@law.syr.edu.

INTERLIBRARY LOAN AND DOCUMENT DELIVERY SERVICES

Interlibrary Loan (ILL) services are available to SU College of Law Faculty, Adjunct Faculty, staff and students.

Interlibrary Loan requests are accepted by the Law Library if:

- The Law Library does not own the item or provide electronic access to the item
- The item is owned by the Law Library, but is lost, missing or charged out to another patron

College of Law patrons may submit an ILL book or periodical request by submitting an electronic request from our web site at:

<http://www.law.syr.edu/lawlibrary/faculty/forms.asp>. For further assistance, please contact the Circulation Staff at circ@law.syr.edu.

Please plan ahead and allow 1-2 weeks for requests to arrive. We will contact you if we have problems filling a request or require additional information. Feel free to email us at any time at circ@law.syr.edu for information regarding the status of your request.

For items not available through the national ILL system, or for those requiring multiple renewals, please contact your Liaison Librarian for assistance. The library may be able to acquire items for you through other document delivery options.

If you have an urgent document request, please contact your Liaison Librarian for assistance.



- ❖ **Faculty Research Support**
- ❖ **Instructional Support Services**
- ❖ **Copyright Information & Services**
- ❖ **Faculty Publication Resources**
- ❖ **Law Library Research Guides**

FACULTY RESEARCH SERVICES

Assistance with Faculty Research

The Reference Librarians will be glad to work with you to address your research needs. Contact the Reference Desk, 443-1792, reference@law.syr.edu, or make an appointment with your Liaison Librarian to meet to discuss your research project. We encourage you to bring your Research Assistant with you to these meetings, because we believe it is essential for the librarian, the Faculty member, and the Research Assistant to discuss and agree upon research project goals, strategies for completion, and deadlines.

Faculty Research Assistants' Program

The Law Library has developed a training and orientation program for Faculty Research Assistants to help them conduct more efficient and effective research. Early in the Fall Semester, the Law Library will email a packet of information to Research Assistants and Faculty regarding the R.A.'s role in the research process, and describing the library's services and policies regarding the R.A.'s. Training opportunities on WESTLAW and LEXIS, as well as review of traditional research methods, may also be arranged at this initial session. Please encourage your Research Assistants to attend, and feel free to join us! For more information about our Research Assistant training program, please contact Ted Holynski (tjholyns@law.syr.edu, x9453)

INSTRUCTIONAL SUPPORT SERVICES

HOW TO REQUEST LIBRARY SUPPORT FOR A COURSE WITH RESEARCH ASSIGNMENTS OR PROJECTS

If your course involves legal or interdisciplinary research, the library can offer instructional programs and materials to guide and instruct students through the research process.

1) **Contact your Liaison Librarian well in advance of the anticipated program or service date.**

- Please help us to offer quality service by noting the following:
 - For presentations, hands-on training or print resource lists, we prefer at least four to six weeks notice for preparation and planning.
 - For web projects on the College of Law server we will coordinate the project with Robert Weiner, Electronic Services Librarian and with the Information Technology staff. Turnaround time for these projects will vary, so please plan as far in advance as possible.
- **We will attempt to accommodate all requests; however, staffing and scheduling limitations may impact on our availability.**
- We encourage you to plan your research program as an integral part of your course and to include it on the syllabus. This will help us to plan your session in the context of your course content and requirements and will inform students about how research fits into the class structure.

2) **Meet with Librarian who will be providing the instructional session to discuss your goals and needs**

- Your instructional session may be taught either by your Liaison Librarian or by another librarian on the Barclay Law Library staff.
- To help us provide the most appropriate and highest quality instructional support for your course, please share research assignments and/or research paper requirements with the librarian during the initial meeting.
- You can help us to support your course goals by meeting with the librarian to discuss:
 - The nature and scope of research assignments and projects
 - Timeline of completion for research assignments and projects
 - Specific subject emphases or resources you wish to cover
 - Options for library support (see "Program Options" menu, below)

3) With the librarian, plan a customized library program or service

The librarians will work with you to devise a customized library program for your course. Some of the possibilities are listed below. The librarians would also be happy to discuss your ideas and suggestions for programming not listed here.

Program options

- Library tours and basic library skills training
- Hands-on research sessions in the library for small groups (best for classes of 20 or fewer)
- Print and electronic resource guides, FAQ's
- Classroom presentations
- Customized Westlaw and Lexis training
- Research consultation service for students with special needs or for project teams
- Consultation service for Faculty and RA's who wish to develop their own research problems and programs

4) Class-room presentations and hands-on sessions in the library

Presentation or hands-on learning in the library?

- The librarians can work in the library with small groups of students on research problem-solving or hands-on instruction in the use of a particular resource or finding aid.
 - These sessions work best when the librarian meets briefly with students before they come to the library to introduce them to the location and use of specific resources.
 - The librarian will work with you to determine how many students can comfortably work together in the library on a given project at the same time. You may wish to arrange for groups of three to five students to work with the librarian at different times so as not to strain resources or create potential disruption for others studying in the library.
- Classroom presentations are valuable as a means of introducing students to research in a particular area of law.
 - Our experience has been that brief sessions in which the librarian describes the most significant resources are the most effective.
 - An accompanying checklist of resources with practical guidance for locating and using relevant materials can supplement the presentation and reinforce a verbal introduction to the topic.

Scheduling and announcing the session

- We encourage you to schedule the presentation no more than two weeks before students are likely to begin research.
 - We have seen that students who apply new research skills shortly after a research session will effectively assimilate what they have learned.

- A classroom research presentation or hands-on session will be most effective if you announce the program to your students in advance (preferably including it on your syllabus) and explain how the librarian's session will support the goals of the course through relevant research guidance.
- The librarian will make media and equipment arrangements through Information Technology Services and notify you of the arrangements.

Review of librarian's program plan

- After the initial meeting, the librarian will provide you with a preliminary program outline and/or drafts of accompanying materials.
- Please speak with the librarian at least several weeks before the due date about any modifications you would like to make to the program.

Follow-up on content revisions and scheduling confirmation

- The librarian will contact you to follow up on content revisions and to confirm the date, time and place of presentation.

Presentation

- Please plan on attending library instructional sessions whenever possible.
 - When Faculty are involved in collaborative instruction with librarians, students are more likely to be attentive and to appreciate the importance placed on research by the Faculty. The sessions are also more dynamic and interesting when Faculty, librarians and students exchange ideas.

Evaluation

- We encourage you to schedule a follow up meeting with the librarian to discuss the session and plan for future library programming for your course.

5) Web page resource lists and FAQ's

- The librarians can assist you to develop electronic resource lists and FAQ's for your course web site.
- For web projects on the College of Law server we will coordinate the project with the Electronic Services Librarian and Information Technology staff.
- Due to our limited resources and the dynamic nature of the Internet, we encourage you to involve your Research Assistant in the maintenance and updating of resources posted to your course web site.

6) Customized Westlaw and Lexis Training

- Trainers from Westlaw and Lexis offer topic specific online training for your classes.

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- The trainers can also provide your students with valuable guidance in the use of their companies' non-law databases in business, finance, medicine, the social sciences and humanities. The librarians can help you identify relevant interdisciplinary resources on Westlaw and LexisNexis.
- You may make arrangements for Westlaw and Lexis training directly with the company trainers by contacting one of the companies' student representatives or by speaking with Reference Librarian Ted Holynski (tjholyns@law.syr.edu; x-9453).
 - Please note that you should ask the trainer to schedule a room and all necessary equipment.

7) Consultation Services

- At your request or the request of the Office of Student Services, we will meet with individual students or small groups of students who require special research support to attain your course research goals.
 - Please contact the Reference Desk reference@law.syr.edu, x1792, for more information about this service.
- The librarians also offer consultation services to you and your Research Assistant should you wish to develop your own research session or library training program.

Copyright Information & Services

Syracuse University Copyright Policy & Guidelines

The Syracuse University Copyright Advisory Committee (SUCAC) has developed a copyright web site (<http://library.syr.edu/copyright/index.html>) to “provide information and educational tools to assist you in making informed decisions regarding appropriate use of copyrighted materials.” You may submit questions to the Advisory Committee or request guidance on copyright issues by filling out a form on the web site at: <http://library.syr.edu/copyright/sucac.html#inquiry>.

Barclay Law Library Step by Step Guide to Copyright Compliance

The Law Library has developed an easy step by step web guide to help you:

- Determine if you are required to request permission
- Understand and comply with Westlaw's and Lexis' copyright guidelines and services
- Learn about the Law Library's online authorization service
- Identify copyholders and request permission for materials not available through our authorization service

The guide may be found on the “Services to Faculty – Research & Scholarship Support” section of the Law Library’s web site at: <http://www.law.syr.edu/lawlibrary/faculty/research.asp>.

Law Library's Copyright Clearance Center Permissions Service

The Law Library's Permissions Service for College of Law faculty may be used to obtain permission for copying, distributing and republishing copyrighted print and electronic materials used in teaching and scholarship. The service does not encompass audio-visual materials or web sites.

Once you have determined that authorization is required, you may submit a permission request to the Law Library using one of the following electronic forms available at: <http://www.law.syr.edu/lawlibrary/faculty/request.asp>.

Form 1: [Request Permission to Photocopy Copyrighted Material](#)

Form 2: [Request Permission to Use Copyrighted Material Electronically or Digitally](#)

Form 3: [Request Permission to Republish Copyrighted Material](#)

Your completed form will be emailed directly to the appropriate Law Library staff member, who will use the Copyright Clearance Center online academic permissions service to process your request. The Law Library will normally incur the pay-per-service fee for each transaction. Faculty are responsible for fees associated with reproduction and republishing of copyrighted material.

How Long Will It Take To Receive Authorization?

Turn-around time for requests varies; the Copyright Clearance Center has made arrangements with a number of publishers to expedite requests. Some permissions may be granted quickly, especially requests for reproduction of copyrighted material for class use. However, where an arrangement does not exist, or if the Center must research the copyright holder, turn-around time may be significantly longer.

What if the Copyright Clearance Center Is Unable to Process a Request?

The Copyright Clearance Center permissions service is not exhaustive. It does not encompass permissions for use of some printed material, audio-visual materials (such as audiotapes, videotapes, or DVDs) or web site contents.

The Law Library will notify you if a request through the Law Library's Authorization Service can not be filled by the Copyright Clearance Center. In such cases, you may need to contact the copyright holder directly to obtain authorization for use of copyrighted material. For assistance with identifying the copyright holder and preparing a request letter, see the Step by Step to Copyright Compliance, Step 3: [What to Do When Requests Can Not be Processed through the Law Library's Authorization Service](#) at: <http://www.law.syr.edu/lawlibrary/faculty/copyright1.asp#Step3>

Additional Copyright Information on the Law Library Web Site

Links to copyright law and policy, links to a selection of copyright resources on the Internet, and a list of selected related resources in the Law Library and Syracuse University Library may be found on the "Services to Faculty – Research & Scholarship Support" section of the Law Library web site at: <http://www.law.syr.edu/lawlibrary/faculty/research.asp>.

PUBLICATION RESOURCES GUIDE

Check the library's "Location Guide" and Summit/Voyager the Online catalog for the current location of sources mentioned in this pathfinder.

The purpose of this guide is to provide Syracuse University College of Law faculty with references to resources that provide information about publishing articles or books. This guide includes information about law reviews and about books published by or for the legal academic market. It also includes information on publishers, citation information and style formats. All internet links are current as of August 20, 2007.

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I. INFORMATION ON LAW REVIEWS

II. INFORMATION ON BOOKS AND BOOK PUBLISHING

III. STYLE MANUAL

IV. FAQ

I. INFORMATION ON LAW REVIEWS

A. General Information

Anderson's Directory of Law Reviews, Compiled by Michael H. Hoffheimer.

Reference: Law KF 1.D57. 1 vol. (paper)

Also available online with a new title: *LexisNexis Directory of Law Reviews*

<http://www.lexisnexis.com/lawschool/prodev/lawreview/>

This is a directory of general student-edited law reviews with a special focus on student-edited law journals, non-student edited peer review and trade journals, and university presses. Anderson provides the address and contact information for journals divided into the following categories:

- General Student Edited Law Reviews
- Special Focus Student Edited Law Journal
- Non-Student Edited Peer Review and Trade Journals
- Selected University Presses

It includes a bibliography of "*Articles about Law Reviews and Scholarly Legal Periodicals*" (Pages 63-69) and a listing of Anderson Publishing books and periodicals. Access points include a Table of Contents at page xxxi and a Title Index beginning at page 71.

Ulrich's International Periodicals Directory 43rd ed. (Bowker 1932 -)
Reference: Law Z 6941 .U5 4 vol.

Ulrich's includes a broad range of world wide published periodicals. Periodical entries are listed in various categories. Journals are sorted into broad categories under the "Law" heading: "Law-Family", "Law-Maritime" etc.

The content organization permits sorting by country of publication, status etc. Also, searching the directory can be limited by "Serial Type", "Academic/Scholarly" or "Trade/Business to Business." Each periodical entry includes information on subscription price, paid circulation, frequency of publication and special features.

An online version of *Ulrich's* is available through Syracuse University's Summit Database at Click on "U" for *Ulrich's*. This database offers quick keyword and other point and click methods to search the database.

The URL for *Ulrich's* is <http://www.ulrichsweb.com/ulrichsweb/>

B. Submissions to Law Reviews and Journals

Law Review Submission – <http://jurist.law.pitt.edu/lawsub.htm>

This website includes guidelines, e-mail manuscript submission links and postal addresses for American law reviews with submissions websites.

Law Review Directory – <http://jurist.law.pitt.edu/lawreviews/>

This site provides a directory of legal journals based at ABA accredited law schools. Links are provided to the journal homepages.

ExpressO - <http://law.bepress.com/expresso/>

This is a commercial manuscript submission service that offers delivery to over 450 law school reviews. There is a basic charge per law review delivery. Click on "FAQ" for details.

C. Law Review Directories and Rankings

Law Review Directory – <http://www.lexisnexis.com/lawschool/prodev/lawreview/>

This is on-line directory of law reviews and scholarly legal periodicals for law professors.

Contents (electronic files) include:

- Title Index PDF
- Title Page, Table of Contents, and How to Use PDF
- General Student-Edited Law Reviews updated June 5, 2006]
- Special Focus Student-Edited Law Journals updated June 5, 2006]
- Non-Student Edited Peer Review and Trade Journals updated June 5, 2006]
- University Presses
- Sources

Scholarly Societies Project – http://www.scholarly-societies.org/law_soc.html

This website provides links with some descriptions to law related scholarly societies (international in scope). Updated April, 2006

Law Review Rankings - <http://lawlibrary.wlu.edu/library/research/lawrevs/>

Washington and Lee University School of Law provides information on law review rankings. This information is useful when multiple publications select an individual article.

II. INFORMATION ON BOOKS & BOOK PUBLISHING

A. Indexes for Books

Books in Print (R.R. Bowker Co.) Z1215 .P972

Books in Print contains over a million active book citations. New titles are added annually. Current bibliographic and ordering information is given for every title, including: information on pages, price, publisher, edition, binding, and ISBN number.

Books in Print includes a stand-alone Publishers Index to more than 70,000 publishing firms. Access is through author, title, and publisher indexes. It is updated by annual publication called *Books in print supplement* and bimonthly issues of *Forthcoming books*.

BooksInPrint.com professional [electronic resource] (R.R. Bowker) Z1215 .P972 [Internet] - <http://www.booksinprint.com/bip/>

BooksInPrint.com is an online resource of author, title, and publisher indexes. This reference guide offers entries for over 3.2 million books and e-books, over 330,000 videos and 120,000 audio-cassette and access to over 1.3 million out-of-print titles. It includes a search engine, a publisher database, and an author biography database. The search engine can be searched by subject area including law and specific subheadings. It includes weekly updates, access to reviews, author biographies, tables of contents, synopses and annotations.

Law Books in Print, 8th ed. 5 vols. (Glanville Publishers, Inc. 1996) [KF1 .T75](#)

Law Books in Print offers a guide to law books published in English. It includes author, title, subject, series, and publisher indexes. The entries in each index are organized alphabetically. Each entry has an author, title, edition, date, price, paging, Library of Congress Card number, and International Standard Book number. It is updated by annual print supplements.

Law Books in Print Online – <http://www.oceanalaw.com/>

Law Books in Print Online requires an annual subscription. It provides bibliographic information for law related monographs, series, reports, loose-leaf and other media currently published in English. It can be searched by alphabetical listing, subject and country. It also provides bibliographic information for law related monographs, series, reports, loose-leaf and other media currently published in English throughout the world.

Bowker's Law Books and Serials in Print, current edition: 2002 3 volumes (R.R. Bowker Co. 1984-) [KF1 .L37](#).

Bowker's Law Books and Serials in Print focuses on core legal and related titles. It is a compilation of legal titles in books, serials and non-print media. It contains 55,400 entries of non-print material. Indexes are available for subject, author, title, publisher, serial searching. All indexes arranged alphabetically. Each entry contains has author, title, edition, date, price, Library of Congress Control number, and International Standard Book number information. The Serials index includes a comprehensive online service listing

World Cat ("Other Library Catalogs and Web Sites") is available via a link from Syracuse University's Summit online catalog @ <http://summit.syr.edu>

It can be used for locating library holdings worldwide and for determining what books have been published by a particular author. It also provides data about which libraries own the resource.

American Association of University Presses - www.aaupnet.org

American Association of University Presses (AAUP) is a not-for-profit publisher of academic and scholarly works. It offers the following categories of information:

- a. **Membership Directory** includes contact information for individual University Presses.
- b. **Bibliography** re: Scholarly publishing in University Academic Presses
- c. **Electronic Publishing** information

Click on "Resources" for a list of offerings by AAUP. Contents include, among others:

A bibliography of books and articles relating to all aspects of scholarly publishing, from editing to journals to finding your feet as a first time author.

A growing list of the electronic publishing projects being undertaken by university presses.

Many University Press have their own websites designed to search for their offerings by subject or topic. *See for example:*

Harvard University Press (<http://www.hup.harvard.edu/index.html>) for a list of legal publications with brief descriptions.

University of Michigan Press (<http://www.press.umich.edu/subject.do?id=317.196>). for "Law" and "Law and Legal Studies" publications with brief descriptions

B. Publishing Contracts

Bunnin, Brad, *The Writer's Legal Companion* (Addison-Wesley Pub. Co. 1988) Law [KF3084.Z9 B86 1988](#)

Offers a guide to the various aspects of publishing law. Contains discussion of different areas of publishing law, provides sample materials such as sample copyright forms, and a glossary of publishing terms.

August 2007

Farber, Donald C. *Entertainment Industry Contracts: Negotiating and Drafting Guide*, (M. Bender, c1986- 10 v. (loose-leaf)) Law [KF2932 .E57](#)

Includes form contracts with accompanying notes and annotations are found in volume 3. This work is designed as a practitioner's manual for attorneys dealing with book publishing contracts.

Balkin, Richard, *How to Understand and Negotiate a Book Contract or Magazine Agreement* (Writer's Digest Books 1985) Law [KF3084 .B35 1985](#)

Contains tips on negotiating book contracts and magazine agreements. Offers instructions on different types of negotiations and agreements/contracts. Also provides tips on negotiations and representation. Includes an index and a table of contents.

[Crawford, Tad](#), *Business & Legal Forms for Authors & Self-Publishers* (Writer's Digest Books 1990) Law [KF3084 .C72 1990](#)

This resource is a book of forms. Choose a form and follow the instructions and advice provided by the accompanying notes.

DuBoff, Leonard D., *The Law (In Plain English) For Writers*, 4th ed., Sphinx Pub., 2005. Reference - Community Legal Resource Center KF390.A96 D83 2005.

Hart, Jonathan D., *Web Law : A Field Guide To Internet Publishing*, Bradford Pub. Co., 2005. KF2750 .H37 2005

Kirsch, Jonathan, *Kirsch's Handbook of Publishing Law* (Acrobat Books 1995) Law KF3084.K57 1996

This handbook covers legal issues in publishing. It follows the course of a typical book project and explains how basic principles of law apply. Contents include: clause by clause analysis of a standard publishing contract, coverage of the latest developments in electronic and multimedia rights, boxed anecdotes, pointers, instructive examples, and sample forms.

[Kozak, Ellen M](#), *Every Writer's Guide To Copyright And Publishing Law*, 3rd ed. H. Holt, 2004

Reference - Community Legal Resource Center KF3020.Z9 K685 2004

Lindey, Alexander, *Lindey On Entertainment, Publishing, and the Arts: Agreements and the Law*, 2nd ed. (C. Boardman, 1980 -) 5 vols. KF2992 .L5

This is an introduction to contract drafting in the entertainment industry. It includes forms with author commentary to assist research, drafting and use of particular forms.

Polking, Kirk, *The Writer's Friendly Legal Guide* (Writer's Digest Books 1989) Law KF3084.L36 1989

This is a guide to different areas of law that affect writing. It includes a general index and a Quick Information Finder for locating relevant information.

C. Publishers And Vendors

Svengalis, Kendall F. *Legal Information Buyer's Guide & Reference Manual* (Rhode Island LawPress 1996-) KF 1 .S84

This resource offers a current annotated list of legal publications with descriptions of content, price, contact information. It also includes information about a variety of formats: treatises, loose-leaf, periodicals, newsletters, online sources etc. by subject category.

Acqweb's Directory of Publishers and Vendors –
<http://acqweb.library.vanderbilt.edu/pubr.html>

Publisher information arranged alphabetically, geographically, by subject, links to other sites with information about the publishing industry.

III. STYLE MANUALS

Martin, Peter W. *Introduction to Basic Legal Citation* (LII 2006 ed) at
<http://www.law.cornell.edu/citation/>

This resource provides descriptions of citing to specific types of documents, different types of citations, examples of citations, and common abbreviations.

The Bluebook: A Uniform System of Citation, 18th ed KF245 .B58 2005.

Prince, Mary Miles, *Prince's Bieber Dictionary of Legal Citations: Reference Guide for Attorneys, Legal Secretaries, Paralegals, and Law Students* 6th ed (W.S. Hein 2001) KF245 .P73 2001

Dickerson, Darby, *ALWD Citation Manual: A Professional System of Citation* 3rd Ed. (Aspen Law and Business 2006) KF245 .A45 2006

Garner, Brian A. *The Elements of Legal Style* 2nd ed (Oxford University Press 2002) KF250 .G37 2002

Garner, Brian A. *The Redbook: A Manual on Legal Style* 2nd ed (West Group 2002) KF250 .G375 2002

Chicago Manual of Style 14th ed (University of Chicago Press 2003) Z253 .U69 2003

Oxford Style Manual (Oxford University Press 2003) PN147 .O88 2003

Richmond, Jane N. *Legal Writing: Form and Function* (National Institute for Trial Advocacy 2002) KF250 .R53 2002

Online Style Manual – Arizona State University Library at
<http://www.asu.edu/lib/noble/library/style.htm>

The Arizona State Library provides a style manual in PDF format for publishing in various academic fields. Although this is not specifically written for publishing in law, it provides a good overview for publishing in academia.

IV. TWO FREQUENTLY ASKED QUESTIONS

What resources and databases are available to researchers who want to conduct citation analysis on a particular author?

Answer: An author can see where his work has been cited in law reviews, news sources, cases, books etc. by conducting, for example, searches in specific Lexis, Westlaw and Hein Online databases. Other online services are available depending on subject matter.

- a. For Westlaw, start with a broad search in the TP-ALL database using the name of the author in this format using a **terms and connectors** search: John /3 Doe (if there is no middle initial then the search should be performed as a phrase using the **Terms and Connectors** search: "John Doe")
- b. Searches can be limited by date so that it is possible to see the number of times a particular author has been cited in the literature during any time period.

What is the traditional and most reliable method for citation analysis of law review articles?

Answer: **Shepard's Law Review Citations**. This service is not universally available online. The law library's print subscription is located by the reference collection on floor 3, call number: K 32 .S53. This service includes case citations as well as citations to the original article published in law reviews.

LAW LIBRARY RESEARCH GUIDES

The following legal research guides were developed by Barclay Law Library librarians to assist law students and other library patrons in conducting legal research at the Barclay Law Library. The guides provide information about print and electronic resources in our collection as well as research tools available on the Internet.

The guides are available in PDF format on the Law Library's web site at <http://www.law.syr.edu/lawlibrary/electronic/researchguides.asp> and in hard copy on Floor 3 of the library across from the Reference Desk. Listed below are titles available as of August 2007. Check the web site often for the most current collection.

Federal Law Research Guides

Federal Administrative Law [PDF]
Federal Legislative History [PDF]
Federal Statutory Law [PDF]
Appellate Advocacy Research [PDF]
How to Research Securities Regulations [PDF]
Beginning Federal Tax Research [PDF]

State Law Research Guides

New York State Legislative History [PDF]
New York State Legal Research [PDF]
Introduction to the Court System [PDF]
New York Form Research Guide [PDF]
Appellate Advocacy Research [PDF]
How to Research Securities Regulations [PDF]
Legislative Retrieval System [PDF]
Researching Family Law in New York [PDF]
The Legislative History of a New York State Law

International Law Research Guides

International, Comparative & Foreign Disability Law Research [PDF]
International and Comparative Labor & Employment Law [PDF]
Introduction to International Law Research [PDF]

Research Methods & Case Research

Tips for Shepardizing Cases [PDF]
Tips for Form & Accuracy Research [PDF]
American Law Reports (ALR) [PDF]
West Case Reporters & Digests [PDF]
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National/Homeland Security & Terrorism Research Guide [PDF]
Professional Responsibility Research Guide [PDF]
Professional Responsibility: Researching State Lawyer Ethics Rules [PDF]
Researching Family Law in New York[PDF]



- ❖ **Electronic Resources**
- ❖ **Westlaw / Lexis Guidelines**
- ❖ **BarclayBlog for COL Faculty**
- ❖ **Services for Faculty Web Page**

Law Library Electronic Resources For Faculty Research and Instructional Support

In addition to LexisNexis and Westlaw, the Law Library provides other electronic resources in support of College of Law faculty research and instruction. This selective list includes a brief product description and indicates how faculty members may subscribe and/or access the resource.

These resources, as well as additional databases, are accessible from the Electronic Resources section of the Law Library's homepage at <http://www.law.syr.edu/lawlibrary/index.asp>. Remote access to library electronic resources is available through this section (using your NetID), as well as through remote access to your College of Law office computer. Questions may be directed to your liaison librarian or to Robert Weiner, Electronic Services Librarian, at rjweiner@law.syr.edu or 443-5424.

BNA E-mail Notification Services (Bureau of National Affairs)

The Law Library currently subscribes to all of the BNA web-based services. E-mail notifications provide alerts to the newly published electronic issues with links to the full text of articles.

E-mail notifications are available for the following electronic BNA products (current as of 8/06/07, but subject to change):

ABA/BNA Lawyers' Manual on Professional Conduct	Daily Report for Executives
Antitrust and Trade Regulation Daily	Daily Tax Report
Antitrust and Trade Regulation Report	Digital Discovery & e-Evidence
Banking Daily	E-Commerce Law Daily
Banking Report	E-Commerce Tax Report
Bankruptcy Law Daily	Electronic Commerce & Law Report
Bankruptcy Law Reporter	Employment Discrimination Report
Benefits Practice Center	Environment & Safety Library:
BioTech Watch	EHS Update
Broker/Dealer Compliance Report	Environment Cases Alert
Chemical Regulation Daily	Environmental Due Diligence Memo
Chemical Regulation Reporter	Environmental Due Diligence Report
Class Action Litigation Report	Environment Reporter
Computer Technology Law Report	Expert Evidence Report
Construction Labor Report	Export Reference Guide
Corporate Accountability Report	Family Law Reporter
Corporate Accountability & Fraud Daily	Federal Contracts Daily
Corporate Governance Report	Federal Contracts Report
Corporate Law Daily	Federal Environment & Safety Regulatory Monitoring Report:
Corporate Practice Library:	E&S FedRegToday
Corporate Counsel Weekly	Government Employee Relations Report
Criminal Law Reporter	HazMat Transportation News
Daily Environment Report	Health Care Daily Report
Daily Labor Report	Health Care Fraud Report

Health Care Fraud Alert
 Health Care Policy Report
 Health Law & Business Library
 Health Law Reporter
 Health Plan & Provider Report
 Homeland Security Briefing
 Human Resources Report
 International Business & Finance Daily
 International Environment Daily
 International Tax Monitor
 International Trade Reporter
 International Environment Reporter
 Labor Relations Reporter
 Americans with Disabilities Cases
 Fair Employment Practices Cases
 Individual Employment Rights Cases
 Labor Arbitration & Dispute Settlements
 Labor-Management – Decisions of the
 NLRB
 Labor-Management – Decisions of the
 Courts
 Wages and Hours Cases
 Labor Relations Week
 Life Sciences Law & Industry Report
 Media Law Case Alert
 Medical Devices Law & Industry Report
 Medical Research Law & Policy Report
 Medicare Report
 Mergers & Acquisitions Law Report
 Money & Politics Report
 Occupational Safety & Health Daily
 Occupational Safety & Health Reporter
 Patent Trademark and Copyright Journal
 Patent Trademark & Copyright Law Daily
 Pension & Benefits Daily
 Pension & Benefits Reporter
 Pharmaceutical Law & Industry Report
 Privacy & Security Law Report
 Privacy Law Watch
 Product Liability Daily
 Product Safety & Liability Reporter
 Right To Know Planning Guide
 Securities Law Daily
 Securities Regulation & Law Report
 State Environment & Safety Report
 E&S StateReg Today
 State Environment Daily
 Telecommunications Monitor
 Tax Planning International Asia-Pacific Focus
 Tax Planning International European Union
 Focus
 Tax Planning International Indirect Taxes
 Tax Planning International Review
 Tax Planning International Transfer Pricing
 TM Transfer Pricing Report
 TM Weekly Report

TM Weekly State Tax Report
 Toxics Law Daily
 Toxics Law Reporter
 Transportation Watch
 U.S. Law Week
 U.S. Law Week- Supreme Court Today
 U.S. Patents Quarterly
 White Collar Crime Report
 Workplace Law Report
 World Communications Regulation Report
 World Intellectual Property Report
 World Securities Law Report
 WTO Reporter

To Subscribe to BNA E-mail Notification Services: Contact Robert Weiner, Electronic Services Librarian, at rjweiner@law.syr.edu or 443-5424.

To Access BNA Electronic Publications and Research Databases: From the Electronic Resources section of the Law Library's homepage, select Topical Resources and then Bureau of National Affairs.

CALI (Center for Computer-Assisted Legal Instruction)

Faculty have access to the CALI collection of more than 600 interactive, electronic lessons covering virtually all legal education subject areas. Students and faculty can access the lessons directly from the CALI website or download the lessons from the CALI CD-Rom. CALI CDs are given to first-year students by the Law Library. To access the lessons via the web, students and faculty must register on the CALI website. Once registered, faculty can create lessons, customize existing lessons, link to individual lessons from course web pages and track student usage/scoring.

To Access CALI: College of Law faculty and students must register on the CALI website in order to access the lessons and other services via the web. To register, point your web browser to <http://www.cali.org> and select Not a registered user yet? The registration form should be completed using SYRACUfac206 (case sensitive) as the authorization code. (Please do not distribute the faculty authorization code to students. The student authorization code is SYRACUstu206.)

CILP and the SmartCILP Notification Service (Current Index to Legal Periodicals)

The Law Library subscribes to this electronic index and tables of content service of the University of Washington Law Library. Generally available weeks before commercial vendors, CILP indexes more than 500 legal publications within 100 subject headings. All citations are in bluebook form.

To Access CILP: From the Electronic Resources section of the Law Library's homepage, select Indexes and then Current Index to Legal Periodicals.

Faculty have the option of creating a SmartCILP profile which provides a customized version of CILP containing only those subject areas and/or journal titles of interest. Subscribers receive a weekly e-mail version of CILP containing only the selected material.

To Create a SmartCILP Subscription Profile: Point your web browser to <http://lib.law.washington.edu/cilp/scilp.html> and select Create or Change a SmartCILP profile (with proper authorization code only.) For affiliation, enter Syracuse University Law Library; for authorization code, enter 2737.

HeinOnline

Hein's historical collection of law journal content has been digitized for easy web access. Unlike other vendors, Hein displays text as it appeared in the original source (as PDF files) making citation and footnote examination comparable to print research. Searching is available by author, title, citation, or key word (full text searching). HeinOnline is one of the only sources of the historic Federal Register and also includes U.S. Attorney General Opinions, Treaties and Agreements, U.S. Federal Legislative History Library, Legal Classics, and more.

To Access HeinOnline: From the Electronic Resources section of the Law Library's home page, select Full-Text Legal Databases and then HeinOnline.

IndexMaster

IndexMaster compiles the indices and/or tables of content of secondary source material into a searchable database. Materials include treatises, practice guides, and other resources. When attempting to locate relevant resources, researchers can search by subject area and examine the actual indices and content tables to determine relevancy before actively pursuing the resource for purchase or through interlibrary loan.

To Access Indexmaster: From the Electronic Resources section of the Law Library's homepage, select Indexes and then IndexMaster.

LexisNexis Congressional

This web resource consisting of several modules (not available through the full LexisNexis online service) provides comprehensive congressional information and full text documents for legislative and public policy research. It includes the CIS indexing and abstracting of congressional reports and documents, as well as the full text of prints and reports from 1995 forward. New for the Law Library this year is the LexisNexis U.S. Serial Set Digital Collection, which, along with the Historical Indexes module, provides full text access to congressional reports, documents and other material from 1789 to 1969. The Law Library also subscribes to the LexisNexis U.S. Statutes at Large module. All modules link together through a common interface providing seamless searching and linking between modules.

To Access LexisNexis Congressional and the LexisNexis U.S. Serial Set Digital Collection: Select Federal Resources and then LexisNexis Congressional from the Electronic Resources section of the Law Library's home page.

LLMC-Digital (Law Library Microform Consortium Digital Library)

LLMC-Digital contains digitized versions of many historical government documents and other federal collections, including administrative and judicial decisions, agency reports, treaties, presidential papers and more. It also includes some foreign and international digitized collections.

To Access LLMC-Digital: From the Electronic Resources section of the Law Library's homepage, select Federal Resources and then LLMC-Digital

New Library Acquisitions Bulletin

Each month the Law Library publishes an electronic list of new books, audio/visual, and journal titles acquired during the previous month. The Law Library publishes a news item on its homepage when a new bulletin is available.

To Access the New Library Acquisitions Bulletin: From the Law Library's homepage, select Summit Catalog and then New Library Acquisitions.

Social Science Research Network (SSRN)

The Law Library has a site license to the following SSRN networks: Legal Scholarship Network (LSN), the Economic Research Network (ERN), and the Financial Economics Network (FEN).

To Subscribe to the LSN, ERN, and FEN Journals and Abstracting Services: In order to subscribe to SSRN journals, users should register on the SSRN website. To register, point your web browser to <http://hq.ssrn.com> and follow the instructions for determining if an individual account already exists or if registration is necessary. Once an ID and password have been obtained, faculty may login to the SSRN website and manage journal subscriptions.

After a successful login, click Subscriptions in the menu on the left side of the page. At the bottom of the page, click the Join icon to "Join a Site License that has been acquired by your organization". In the Search Box, enter Syracuse University and click Search. Find the entry for Syracuse University and select See Departments until you reach the College of Law. Click on Join and you will be provided with the available network subscriptions. Make your selections and click Submit.

Return to the Subscriptions page. From each individual network, select the journals and subscriptions of interest. Users can update selections at any time.

Master List of Electronic Resources and Databases Licensed by the Law Library

Bureau of National Affairs (BNA)

BNA-All Law School package: Includes the following research libraries: Labor & Employment Law Library, Intellectual Property Library, Tax Management Library

CALI Lessons (Center for Computer-Assisted Legal Instruction)

CILP and SmartCILP (Current Index to Legal Periodicals)

Constitutions of the Countries of the World

CQ Homeland Security

Environmental Law Reporter databases (ELR)

Hein Online

Index to Foreign Legal Periodicals
Index to Legal Periodicals and Books
IndexMaster
LexisNexis
LexisNexis Congressional
 LexisNexis U.S. Statutes at Large
 LexisNexis U.S. Serial Set Digital Collection
LLMC-Digital (Law Library Microform Consortium Digital Library)
SSRN (Social Science Research Network)
 LSN (Legal Scholarship Network)
 ERN (Economic Research Network)
 FEN (Financial Economics Network)
Tax Analysts web publications
United Nations Treaty Collection
Westlaw
World Trade Online
Worldtradelaw.net

For more information, contact Robert Weiner, Electronic Services Librarian, at rjweiner@law.syr.edu or x5424.

WESTLAW / LEXIS GUIDELINES

Lexis / Westlaw Coordinator:
Ted Holynski, 443-9453; tjholyns@law.syr.edu

Full-time College of Law Faculty may request WESTLAW and LEXIS passwords and instructional materials from Reference Librarian Ted Holynski. In addition, faculty research assistants are granted full faculty privileges on both systems to facilitate faculty research. In the fall semester, research assistants are offered a schedule of training opportunities on WESTLAW and LEXIS.

Part time and adjunct College of Law Faculty may have access to passwords only for the semester or semesters in which they are teaching at the College of Law. These passwords should be used for law school related research only. Policies for visiting faculty and research fellows vary.

For special needs regarding faculty access to WESTLAW and LEXIS, please contact Ted Holynski.

Training and Troubleshooting

WESTLAW and LEXIS training and related assistance is normally provided by the Lexis and Westlaw Student Representatives. The Student Representatives work on the second floor of the Law Library. Their schedules, with contact information, are posted in the Barclay Computer Center, room 330G, at the beginning of each semester.

Passwords for Students from Outside of the College of Law

Non-law students registered for COL courses are eligible for temporary Westlaw and Lexis passwords, valid for the duration of the course. To obtain passwords, students should see the Westlaw & Lexis student representatives in the Barclay Law Library.

Research Assistance

Both WESTLAW and LEXIS have staff attorneys available through Customer Service who assist users with their research questions and problems. For LEXIS Customer Service, call 1-800-543-6862. For WESTLAW Customer Service, call 1-800-Westlaw. Also, the Law Library Reference Librarians are available to assist faculty with their online research reference needs.

Faculty WESTLAW & LEXIS Printing

WESTLAW and LEXIS printers, which permit dual column printing, are available for Faculty use. These printers may also be used by Research Assistants for Faculty research projects.

WESTLAW faculty laser print requests are sent to the WESTLAW faculty printer located in E.I. White Hall, Room 144. The print jobs, if not picked up shortly after printing, are stored in a WESTLAW organizer tray facing the laser printer.

LEXIS faculty laser print requests are sent to the LEXIS faculty printer located in E.I. White Hall Room 244. The print jobs, if not picked up shortly after printing, are placed in a LEXIS print out organizer tray. Print jobs not picked up within two weeks will be discarded.

WESTLAW & LEXIS Printing Problems

Problems with faculty Westlaw and Lexis printers should be directed to the Lexis and Westlaw Student Representatives during the normal school year. When the student representatives are not available, requests should be directed to College of Law Information Technology & Support Services at 443-9561 or via email to lawhelp@law.syr.edu. Should no one from this department be available, please contact Westlaw Customer Service at 1-800-WESTLAW or Lexis Customer Service at 1-800-543-6862.

When the printers are down, documents can be downloaded to your computer's hard-drive, or sent to an attached printer or email account.

Faculty Office Computer Problems:

All questions concerning individual faculty computer problems should be addressed to College of Law Information Technology & Support Services.

THE BARCLAYBLOG: LAW LIBRARY BLOG FOR FACULTY

The BarclayBlog is a quick and easy way to stay up-to-date about library services and events, legal news, new research resources, new information technologies, law related web sites, and new features on Westlaw and Lexis. The BarclayBlog is maintained by Wendy Scott, Assistant Director for Faculty & Outreach Services.

How Can You Access the BarclayBlog?

1. Our most popular option is the BarclayBlog email notification service.
To sign up, contact Wendy Scott (wescott@law.syr.edu)
2. OR, link to the BarclayBlog from the Law Library Faculty Services web page at: <http://www.law.syr.edu/lawlibrary/facultyservices/index.asp>
3. OR, link directly to the BarclayBlog at: <http://blsulaw.blogspot.com/>

Learn More About the BarclayBlog

What is a blog?

A blog, or web log, is basically a journal that is available on the web. The activity of updating a blog is "blogging" and someone who keeps a blog is a "blogger." Blogs are typically updated frequently. Postings on a blog are generally arranged in chronological order with the most recent additions featured most prominently.

What is the BarclayBlog?

The BarclayBlog is the Barclay Law Library's blog for College of Law Faculty. The blog is an easy way for faculty to stay up-to-date about law library events, programs and services, new internet research resources, law-related blogs, and updates about Westlaw, Lexis and our other licensed research databases.

How was the blog created?

The blog was created using Blogger.com, a free service available on the Internet.

Where do the messages on the BarclayBlog come from?

Wendy finds many of the posts through frequent scanning of authoritative web sites, electronic newsletters, and law-related blogs. Links and source information are always provided. In addition, library staff, faculty and colleagues and friends send Wendy suggestions and postings.

Please let Wendy know if you'd like to suggest a post or source for the blog.

How often is the blog updated?

The blog is updated at least several times a week, usually daily during the academic year.

Can faculty post a reply?

The BarclayBlog was created as a newsletter style blog, i.e., replies are not currently accepted. If you would like to comment on a blog post, please feel free to email your reply to Wendy and she will post it on the blog.

How long do posted messages stay on the blog?

Currently, the fifteen most current posts appear on the blog home page. You can see a list of recent posts on the left-hand navigation bar.

How can I access archived messages?

Archives contain all earlier posts grouped by month. An archive index appears on the left-hand side of the blog. You may also search the blog using the keyword search function at the top of the blog window. If you are interested in viewing an archived message and are unable to locate it using the search function, please email Wendy and she will locate the item for you.

Barclay Law Library 'Services to Faculty' Web Page

The Law Library has developed a comprehensive "Services to Faculty" web page (<http://www.law.syr.edu/lawlibrary/faculty/index.asp>.) The page provides detailed information about the Law Library's services to College of Law faculty in a format designed for easy access to: descriptions of services and resources; electronic forms; materials from Law Library programs for faculty; and links to University and other web sites of interest. Also new on the site are links to PDF versions of the *Law Library Services to College of Law Faculty* guide and the *Law Library Services to Adjunct Faculty* guide.

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LAW LIBRARY Services for Faculty Text Size: A A A

Home > Law Library > Services for Faculty

Welcome, Syracuse University College of Law Faculty

This site has been expressly created to support the research, teaching and scholarship activities of the Syracuse University College of Law Faculty. It is organized for quick access to information about the Law Library's services, facilities and programs.

For additional information, please consult the comprehensive [Law Library Services for Faculty Guide](#) [PDF] distributed to all College of Law Faculty. If you are an adjunct faculty member, please consult the [Law Library Services for Adjunct Faculty Guide](#) [PDF].

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SERVICES FOR STUDENTS
▶ **SERVICES FOR FACULTY**
SUMMIT CATALOG
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COMMUNITY LEGAL RESOURCES
CONTACT

LAW LIBRARY NEWS

- July 24 - August 20: Summer Hours
- Law Library Closed: July 1 - 4

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Services Guide, Staff Directory, Hours, Location Guide, Request a Display or Bulletin Board

Circulation & Access
Law Library Access, Loan Periods, Routing, Research Assistant Borrowing, Overdues, Recalls, Reserves, Exams, Interlibrary Loan

Courier Services
Office Delivery Service, Service From/To Other Libraries, Returns to Other Libraries

Faculty Liaison Program
Program Description, List of Faculty Liaison Librarians

Courier Services
Office Delivery Service, Service From/To Other Libraries, Returns to Other Libraries

Faculty Liaison Program
Program Description, List of Faculty Liaison Librarians

Research & Scholarship Support
Research & Instructional Services, Research Assistants, Research Support for Your Classes, Support for 1L Courses, Law Library Research Guides

Collections
Collection Development, Titles Purchased from Faculty Research Accounts, Selective Dissemination of Information, Casebooks, New Acquisitions Bulletin

Copyright, Faculty Publications Resources, Law Library Catalogs, Area Libraries

About SUMMIT, the Online Catalog

University Services for Faculty
SU Faculty Manual, SU Library, Faculty Computer & Media Services, Center in Support of Teaching & Learning, Office of Sponsored Programs, Goldstein Faculty Center

Electronic Resources & Services
BNA Email Notification Services, SSRN, CILP/SmartCILP, CALI, HeinOnline, Indexmaster, Loislaw

BarclayBlog, BarclayBlog Email Notification

Electronic Forms
Reserves, Copying, Purchase Request, Interlibrary Loan-Books, Interlibrary Loan-Periodicals

Law Library Programs for Faculty
Faculty Program Presentation Materials

Additional Links
JURIST: Legal Education Network, ABA Section on Legal Education, Berkeley Electronic Press Journals

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A Congressionally designated depository for U.S. Government documents