

The image shows a multi-story building facade with large glass windows. The top window shows a bright outdoor scene with a bridge structure. Below the window is a white horizontal band with red borders. The text is centered on this band. Below the band is another window showing an interior study area with a table and chairs.

**Syracuse University College of Law
H. Douglas Barclay Law Library
2008-2009**

Law Library Services for

College of Law Adjunct Faculty



COLLEGE OF LAW
H. DOUGLAS BARCLAY LAW LIBRARY

.....

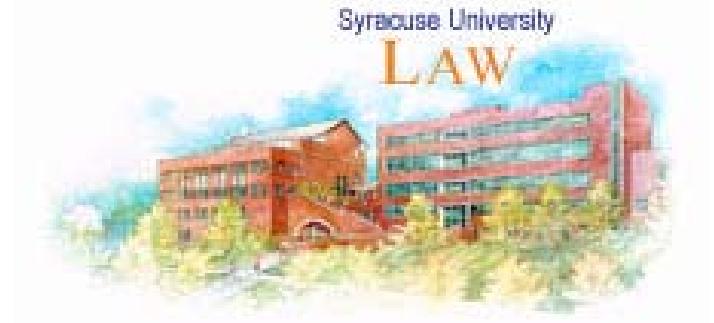
Memo

To: College of Law Adjunct Faculty
From: Thomas R. French
Professor of Law & Associate Dean, Barclay Law Library
Date: August 18, 2008

On behalf of the H. Douglas Barclay Law Library staff I would like to welcome you to the College of Law and offer our assistance in your research and teaching endeavors at Syracuse. Enclosed you will find a packet of materials that we have prepared for you to help acquaint you with the resources and services that the library provides. Please look through these materials to learn more about our library and all that it has to offer.

***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.



- ❖ **Library Fact Sheet**
- ❖ **Directory of Library 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

- ◆ 473,000 volumes in print and microform
- ◆ 91,000 titles
- ◆ 2,200 serial titles
- ◆ Over 3,300 audio and video titles
- ◆ 388 seats in 35,600 sq. foot facility
- ◆ 21 staff members
- ◆ Hours: Mon.-Thurs. 8 am to 12 am
Friday 8 am to 10 pm
Saturday 9 am to 10 pm
Sunday 9 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.
- ◆ 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
*Professor of Law, Associate Dean for the
H. Douglas Barclay Law Library*
trfrench@law.syr.edu 530AA 443-1221

Jan Fleckenstein
*Associate Director &
Head of Library Information Systems*
jflecken@law.syr.edu 530AB 443-9531

TBA
Office Coordinator
530A 443-9571

Librarians and Staff

Ann Mithun
Library Technician – Cataloging
amidthu@law.syr.edu 551 443-1777

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

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

Enid L. Darby
Collection Management Supervisor
eldarby@law.syr.edu 552 443-9564

Michael B. Dermody
Library Technician - Acquisitions
mbdermod@law.syr.edu 552 443-9564

Christine M. Demetros
Reference / Student Services Librarian
cmdemetr@law.syr.edu 330GB 443-1706

Bethany Marie Dietrich
Library Technician - Circulation
bmdietri@law.syr.edu 330B 443-1708

Gregory P. Ewing
Reference Librarian
gpewing@law.syr.edu 330GB 443-9582

Kimberly Halsey,
Library Technician-Accounts Payable
kahalsey@law.syr.edu 552 443-9564

Larry Hart
Library Assistant
lhart@law.syr.edu 552 443-9564

Thaddeus J. Holynski
Reference Librarian
tjholyns@law.syr.edu 330GA 443-9453

Donna C. Movsoovich
Catalog Librarian
dcmovsov@law.syr.edu 551 443-1777

Andrea Rabbia
Technical Services Librarian
arrabbia@law.syr.edu 554 443-9562

Wendy E. Scott
Assistant Director for Faculty & Outreach Services
wescott@law.syr.edu 330D 443-9569

Eric W. Shute
Library Technician - Circulation
ewshute@law.syr.edu 330B 443-1708

Nancy A. Ward
Library Technician – Serials & Gov. Docs.
naward@law.syr.edu 552 443-9564

Robert J. Weiner
Electronic Services Librarian
rjweiner@law.syr.edu 553 443-5424

TBA
Reference / Educational Technology Librarian
330F 443-6351



College of Law
H. Douglas Barclay Law Library

•••••

Library Hours for FALL 2008

Regular Hours

	Mon. – Thurs. 8 am – Mid	Fri. 8 am – 10 pm	Sat. 9 am - 10pm	Sun. 9 am – Mid.
August 18 - 19 1L Student Orientation			Monday - Tuesday	8 am - 5 pm
August 20 1L Student Orientation			Wednesday	8 am - Midnight
August 21 1st Day of Classes for 1L's			Thursday	8 am – Midnight
August 22			Friday	8 am - 5 pm
August 23			Saturday	9 am - 5 pm
August 24 Regular Hours Begin			Sunday	9 am - Midnight
August 25 1st Day of Classes for 2 & 3L's			Monday	Regular Hours
August 26 - August 29				Regular Hours
August 30			Saturday	9 am – 5 pm
August 31			Sunday	9 am – 5 pm
September 1 Labor Day			Monday	Closed
September 2 – September 29				Regular Hours
September 30 Eid Ul-Fitr (No Classes)			Tuesday	Regular Hours
October 1 – October 8				Regular Hours
October 9 Yom Kippur (No Classes)			Thursday	Regular Hours
October 10 – November 25				Regular Hours
November 26				8 am -5 pm
November 27 – November 29			Thanksgiving Holiday	Closed
November 30 - December 5				Regular Hours
December 6 - 7 Reading Days			Extended Hours: Saturday	9 am – Midnight
			Extended Hours: Sunday	9 am – 1 am
December 8 - 18 Examination Period			Extended Hours: Mon.-Thurs.	8 am – 1 am
			Extended Hours: Friday	8 am – 12 am
			Extended Hours: Saturday	9 am – 12 am
			Extended Hours: Sunday	9 am – 1 am
December 19 Last Day of Examinations			Friday	8 am – 5 pm
December 20 - 21			Saturday - Sunday	Closed
December 22 - 23			Monday - Tuesday	8 am – 5 pm
December 24 – December 28			Wednesday - Sunday	Closed
December 29 – December 31			Monday – Wednesday	9:30 am - 4:00 pm
January 1 New Years Day			Thursday	Closed
January 2			Friday	8 am – 5 pm
January 3 - 4			Saturday - Sunday	Closed
January 5 - 9				8 am – 5 pm
January 10			Saturday	9 am – 5 pm
January 11			Sunday	9 am – Midnight
January 12 Spring Semester Begins			Monday	Regular Hours

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

STACK 1

New York Collection
(KFN)
Photocopier

CLASSIFIED MATERIALS

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. –Wvo. & 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 3568.34

Includes:

Torts	KF1246 - 1327
Corporations	KF1384 -1480
Bankruptcy	KF1501 - 1548
Regulation of Industry,	
Trade & Commerce	KF1600 – 2289
Intellectual Property	KF2971 – 3193
Labor Law	KF3301 -3568

FLOOR 5: KF3684.4 – KF9827

Includes:

Labor Law	KF3568 - 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

Updated 10/25/07

FLOOR 3 (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

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

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

STACK 4

Classified Materials:
KF 1196 -- KF 3372

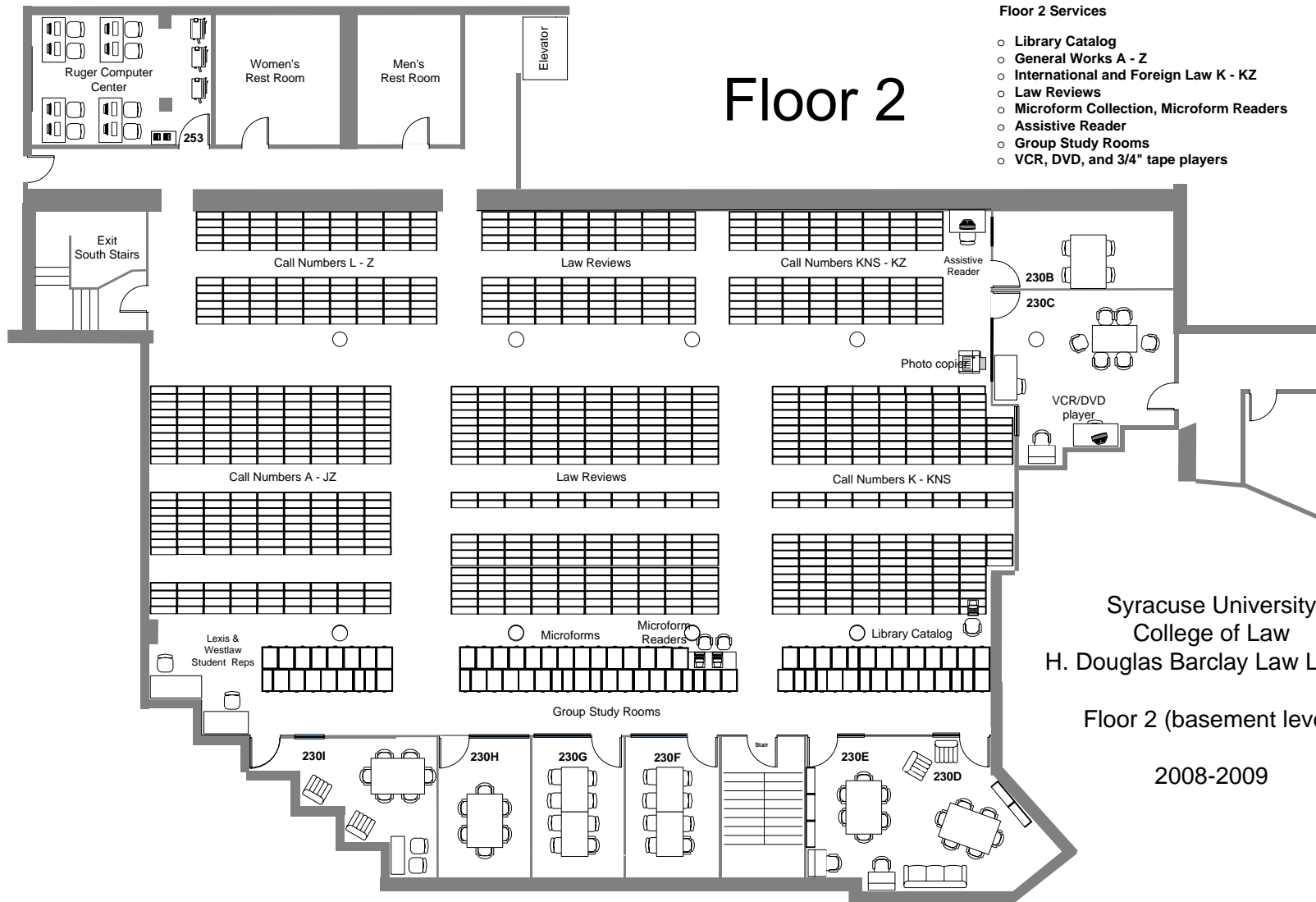
Group Study Rooms: Floor 2. :Sign up for use at the Circulation Desk.

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/>



Floor 2 Services

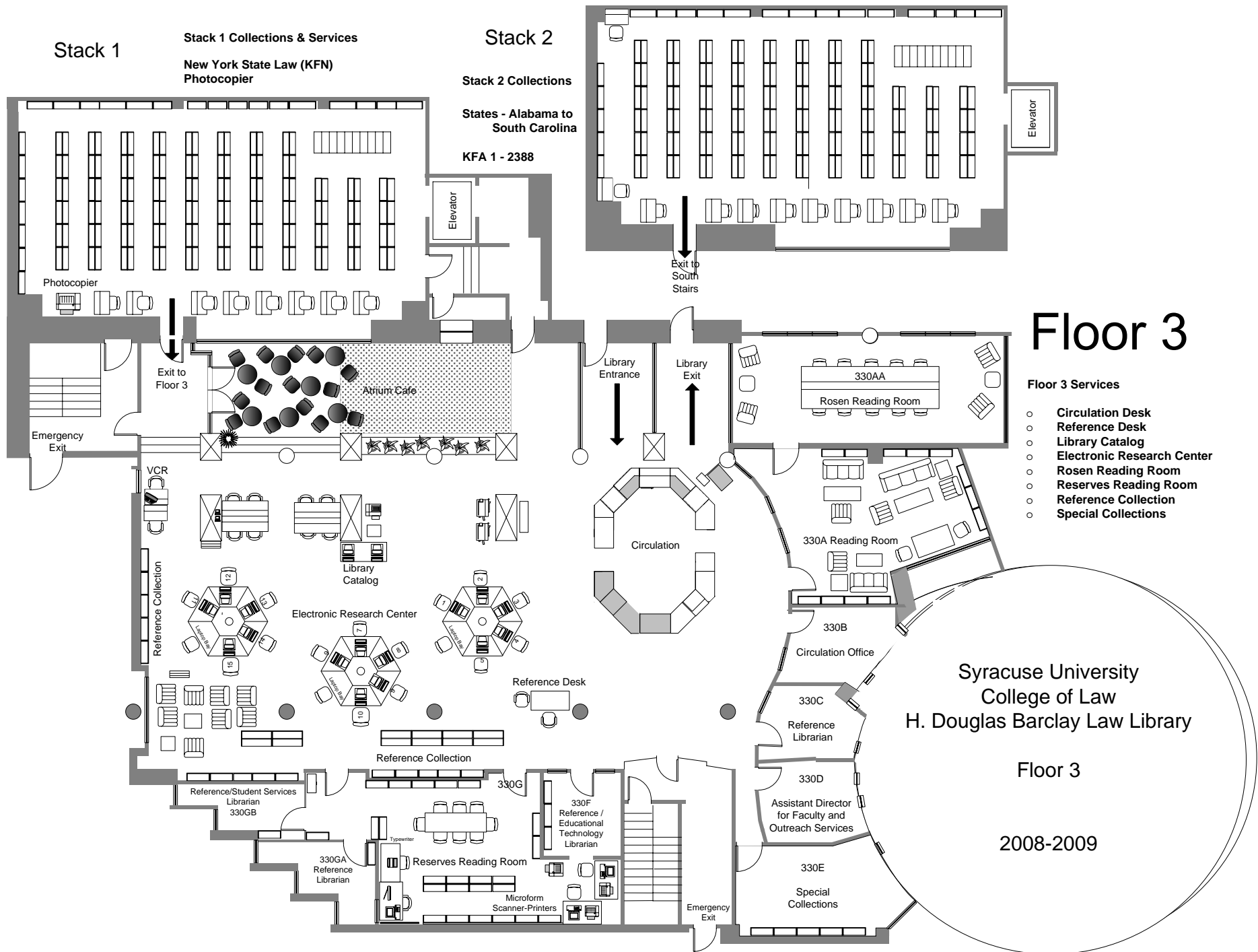
- Library Catalog
- General Works A - Z
- International and Foreign Law K - KZ
- Law Reviews
- Microform Collection, Microform Readers
- Assistive Reader
- Group Study Rooms
- VCR, DVD, and 3/4" tape players

Floor 2

Syracuse University
College of Law
H. Douglas Barclay Law Library

Floor 2 (basement level)

2008-2009



Stack 1

Stack 1 Collections & Services

New York State Law (KFN)
Photocopier

Stack 2

Stack 2 Collections

States - Alabama to South Carolina

KFA 1 - 2388

Floor 3

Floor 3 Services

- Circulation Desk
- Reference Desk
- Library Catalog
- Electronic Research Center
- Rosen Reading Room
- Reserves Reading Room
- Reference Collection
- Special Collections

Syracuse University
College of Law
H. Douglas Barclay Law Library

Floor 3

2008-2009

Photocopier

Exit to Floor 3

Atrium Cafe

Emergency Exit

VCR

Reference Collection

Library Catalog

Electronic Research Center

Reference Desk

Reference Collection

Reference/Student Services Librarian
330GB

330GA Reference Librarian

Reserves Reading Room

Microform Scanner-Printers

Emergency Exit

Library Entrance

Library Exit

Circulation

330A Reading Room

330B

Circulation Office

330C

Reference Librarian

330D

Assistant Director for Faculty and Outreach Services

330E

Special Collections

330G

330F Reference / Educational Technology Librarian

Typewriter

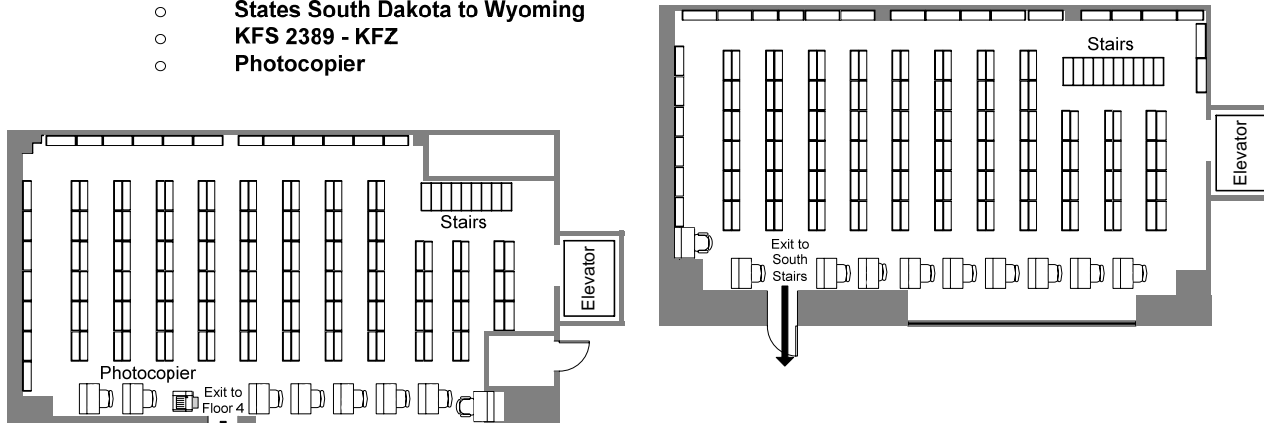
Elevator

Elevator

Exit to South Stairs

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

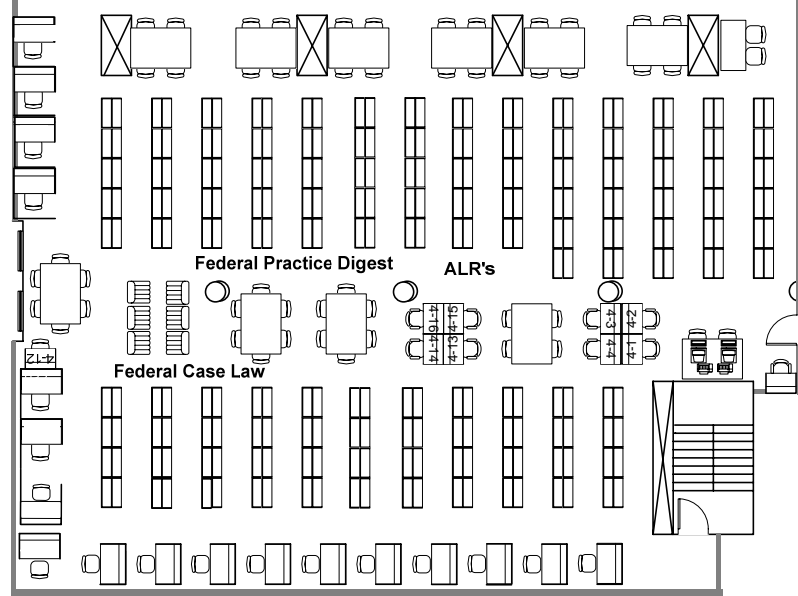
- Stack 4 Stack 4 Collections**
- KF 1196 - KF 3372



Floor 4

Floor 4 Collections - KF 1 - 139

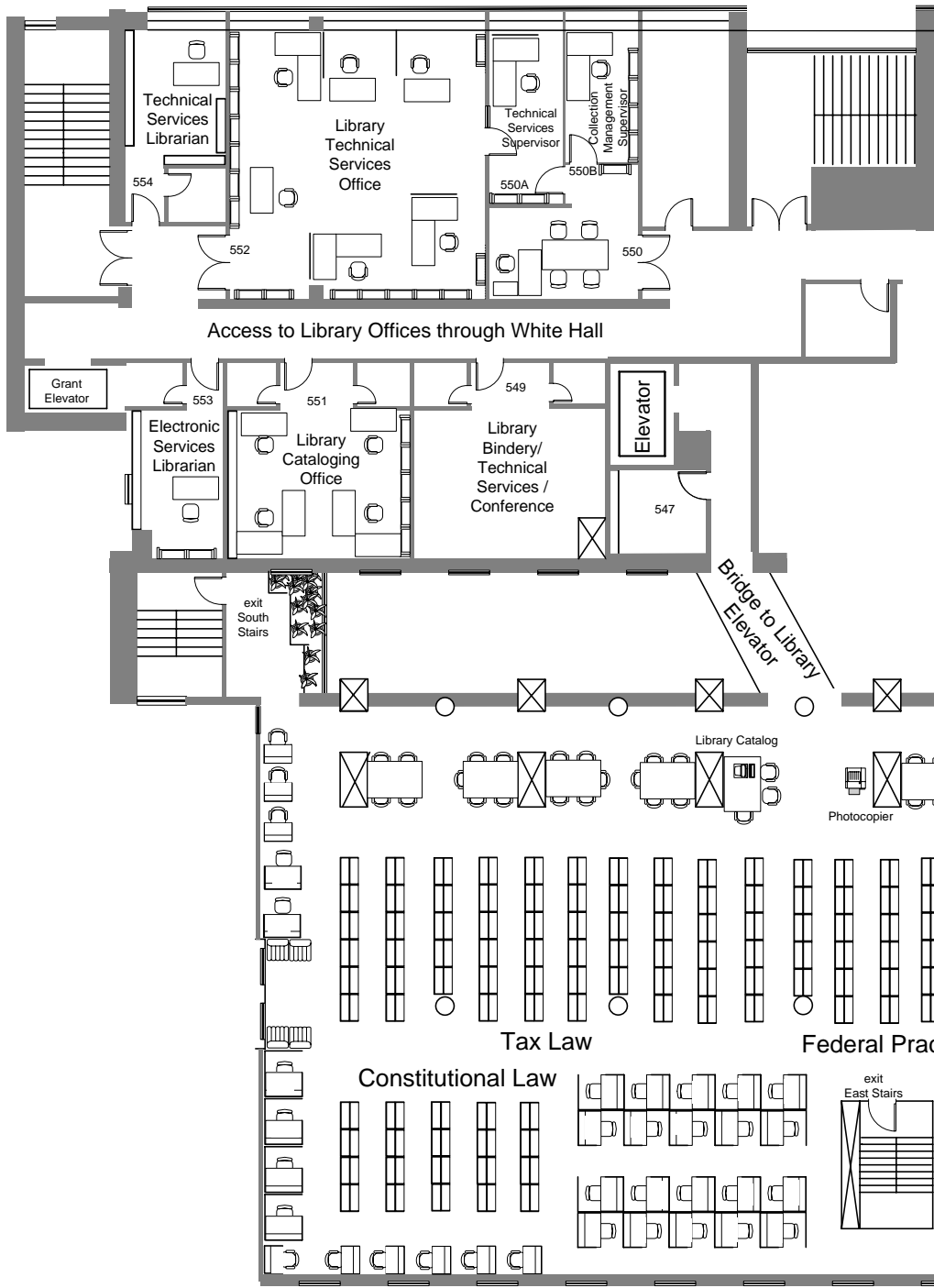
- Federal Statutes and Codes
- Federal Register and CFR
- Federal Case Law
- ALR
- Regional Reporters
- Library Catalog



Syracuse University
College of Law
H. Douglas Barclay Law Library

Floor 4
Stacks 3 & 4

2008-2009



Floor 5

Floor 5 Collections and Services

- KF 3372 - 9999**
- Wired Network Access**
- Back Issues of Newspapers**
- Library Catalog**
- Photocopier**
- Library Administrative Offices**
- Library Technical Services (in White Hall)**

530A Associate Dean,
Barclay Law
Library

Law Library
Administrative
Offices

Syracuse University
College of Law
H. Douglas Barclay Law Library

Floor 5
2008-2009

Access to Library Offices through White Hall

Bridge to Library
Elevator

Tax Law

Federal Practice

Constitutional Law

exit
East Stairs

exit
South
Stairs

Grant
Elevator

Elevator

Technical
Services
Librarian

Library
Technical
Services
Office

Technical
Services
Supervisor

Collection
Management
Supervisor

554

552

550A

550B

550

553

551

549

547

Electronic
Services
Librarian

Library
Cataloging
Office

Library
Bindery/
Technical
Services /
Conference

Library Catalog
Photocopier

530A Associate Dean,
Barclay Law
Library

Law Library
Administrative
Offices

Constitutional Law

exit
East Stairs

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://its.syr.edu/instructional-svcs/fac_quicklinks.cfm

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

Office of Institutional Research and Assessment

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

The Office of Institutional Research and Assessment (OIRA) works with faculty and staff to develop and implement research and assessment initiatives, provides exam scanning and scoring services, and assists with the development and analysis of student rating forms (i.e., course evaluations).

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://gafc.syr.edu/>

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



Collections

- ❖ **Collection Development**
- ❖ **Online Catalog: SUMMIT**

COLLECTION DEVELOPMENT

Collection Review

Faculty 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.

Suggestions for Library Acquisitions

Please submit suggestions for library acquisitions to your liaison librarian. The Law Library will email you when titles approved for purchase have become available. 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

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 Greg Ewing at gpewing@law.syr.edu or circ@law.syr.edu.

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.aspx>. 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, which is now located in Room 330G. 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/facultyReserve.aspx>.

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.aspx>. 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**
- ❖ **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 discuss your research project.

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.

- 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>.

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, 2008. Check the web site often for the most current collection.

Federal Law Research Guides

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

State Law Research Guides

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

This guide was prepared by librarians at the New York State Library as a guide for anyone seeking to compile a legislative history of a New York State law. It provides a summary of appropriate reference sources and materials, most of which are available at the New York State Library.

International Law Research Guides

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

Research Methods & Case Research

Tips for Shepardizing Cases
Tips for Form & Accuracy Research

American Law Reports (ALR)
West Case Reporters & Digests
Supreme Court Case Research
Lexis And Westlaw Searches
Successful Legal Research on the Job
Citing Electronic Resources
Law Review Preemption Checklist

Secondary Sources Guides

Secondary Sources
Looseleafs

Topical Guides

Banking Law
Bankruptcy Law
Bioethics and Law
Corporation Law
Disability Law
Education Law
Elder Law
Employment Discrimination
Family Law
Insurance Law
National/Homeland Security & Terrorism
Professional Responsibility
Professional Responsibility: Researching State Lawyer Ethics Rules
Race and Law
Researching Family Law in New York



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

Law Library Electronic Resources For Faculty Research and Instructional Support

Along with Lexis and Westlaw, the Law Library provides additional 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.aspx>. Remote access to library electronic resources is available through this section (using your NetID login), 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 8/07/08, but subject to change):

ABA/BNA Lawyers' Manual on Professional Conduct
Alternative Investment Law Report
Antitrust and Trade Regulation Daily
Antitrust and Trade Regulation Report
Banking Daily
Banking Report
Bankruptcy Law Daily
Bankruptcy Law Reporter
Benefits Practice Center
BioTech Watch
Broker/Dealer Compliance Report
Chemical Regulation Daily
Chemical Regulation Reporter
Class Action Litigation Report
Computer Technology Law Report
Construction Labor Report
Corporate Accountability Report
Corporate Accountability & Fraud Daily
Corporate Governance Report
Corporate Law Daily
Corporate Practice Library:
 Corporate Counsel Weekly
Criminal Law Reporter
Daily Environment Report
Daily Labor Report

Daily Report for Executives
Daily Tax Report
Digital Discovery & e-Evidence
E-Commerce Law Daily
E-Commerce Tax Report
Electronic Commerce & Law Report
Employment Discrimination Report
Environment & Safety Library:
 EHS Update
 Environment Cases Alert
Environmental Due Diligence Memo
Environmental Due Diligence Report
Environment Reporter
Expert Evidence Report
Export Reference Guide
Family Law Reporter
Federal Contracts Daily
Federal Contracts Report
Federal Environment & Safety Regulatory Monitoring Report:
 E&S FedRegToday
Government Employee Relations Report
HazMat Transportation News
Health Care Daily Report
Health Care Fraud Report
Health Care Fraud Alert

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

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 use the lessons from the CALI DVD. CALI DVDs 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.

Courtroom Connect

A new resource recently launched for law schools, Courtroom Connect provides digital recordings of legal opinions and trial video from major court proceedings. The most commonly read opinions from leading casebooks are recorded in MP3 format using professional voice talent. Users can download the audio files and listen to them on their iPods, computer or other MP3 devices. Major trial proceedings will also be available through online streaming video, often accompanied by synchronized presentation of digital evidence.

The audio opinions can augment traditional casebook reading and instruction in a format popular with next generation learners, as well as serve as an alternative resource for visually impaired students. The trial video can add a multimedia component to a standard classroom lecture or course reading assignment.

To access Courtroom Connect: Additional details will be available soon on accessing this new and exciting resource!

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, Foreign & International Law Resources Database, and World Trials.

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 Lexis Law School service) provides comprehensive congressional information and full text documents for legislative and public policy research. It includes the basic CIS indexing and abstracting of all congressional reports and documents, as well as most full-text reports and documents from 1995 to the present and the historical U.S. Serial Set Digital Collection containing full text documents from 1789-1969. All modules link together through a common interface providing seamless searching and linking between modules.

New Modules include:

- Congressional Hearings Digital Collection: (1824 – Present, Full-Text)
- U.S. Congressional Research Digital Collection, includes
 - CRS Reports (1916-Present, Full-Text)
 - Congressional Committee prints (1830-Present, Full-Text)

To Access LexisNexis Congressional and all modules: 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 or look for our Law Library News item.

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

Courtroom Connect

CQ Homeland Security

Environmental Law Reporter databases (ELR)

Foreign Law Guide

Hein Online

Index to Foreign Legal Periodicals

Index to Legal Periodicals and Books – Full Text and Retrospective Collections

IndexMaster

Lexis (Law School package)

LexisNexis Academic
LexisNexis Congressional
 U.S. Statutes at Large
 U.S. Serial Set Digital Collection
 U.S. Congressional Research Digital Collection
 Congressional Hearings Digital Collection
LLMC-Digital (Law Library Microform Consortium Digital Library)
Manupatra
New York Ethics Opinions Online
PACER (Public Access to Court Electronic Records)
RIA CheckPoint Tax Research Services
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 directly to the BarclayBlog at: <http://bllsulaw.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 'Faculty Services' Web Page

The Law Library has developed a comprehensive "Faculty Services" 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.

The screenshot shows the 'Services for Faculty' page on the Syracuse University College of Law website. The page is organized into several sections:

- Navigation:** Home, College Overview, Apply, Visit, Make a Gift, News, Search.
- Menu:** ACADEMICS, DEANS & FACULTY, STUDENT LIFE, ADMISSIONS, FINANCIAL AID, LAW LIBRARY, CAREER DEVELOPMENT, ALUMNI & FRIENDS.
- Left Sidebar:**
 - LAW LIBRARY:** ABOUT THE LIBRARY, STUDENT SERVICES, **FACULTY SERVICES**, ALUMNI & BAR SERVICES, SUMMIT CATALOG, PUBLICATIONS, COMMUNITY LEGAL RESOURCES, CONTACT.
 - LAW LIBRARY NEWS:**
 - August New Materials List Now Available
 - Fall 2008 Hours Posted
 - Summer Hours: July 28 - August 17
- Main Content Area:**
 - 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).**
 - Service Grid:**
 - About the Library:** 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
 - 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
 - University Services for Faculty:** SU Faculty Manual, SU Library, Faculty Computer & Media Services, Center in Support of Teaching & Learning, Office of Institutional Research and Assessment, Office of Sponsored Programs, Goldstein Faculty Center
 - Electronic Resources & Services:** BNA Email Notification Services, SSRN, CILP/SmartCILP, CALI, HeinOnline, Indexmaster, Westlaw and Lexis Guidelines
 - 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
 - Suggestions:**