

# Library Services for College of Law Faculty

## Fall 2010 Semester Edition

For additional information, please visit the Marx Law Library website at  
<http://www.law.uc.edu/library>.

This brief guide describes Law Library services offered to the faculty at the College of Law. It is our hope that these services will provide the types of assistance you find helpful.

We welcome your suggestions and comments.

If you have any questions concerning Law Library services, please feel free to contact me:

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Director of the Law Library and Information Technology  
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Additional copies may be obtained from:  
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Associate Director of Public & Research Services  
University of Cincinnati College of Law  
Robert S. Marx Law Library  
513-556-4407  
[susan.boland@uc.edu](mailto:susan.boland@uc.edu)

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Robert S. Marx Law Library Quick Reference Numbers	
<b>Circulation Desk:</b> 556-3016	<b>Reference Desk:</b> 556-8078
<b>Library Hours:</b> 513-556-0163	<b>Computer Technical Support:</b> 556-4419
<b>Media Assistance:</b> 556-0161	<b>Server / Network / Password Questions:</b> 556-0430
<b>Book Purchase Requests:</b> 556-0156	<b>Lexis / Westlaw Passwords:</b> 556-0158
<b>Interlibrary Loan:</b> 556-1332	<b>Library Website:</b> <a href="http://www.law.uc.edu/library/">http://www.law.uc.edu/library/</a>

## Library & Reference Hours

Library hours are generally:

- Monday – Friday 8am – 10pm
- Saturday 9am – 10pm
- Sunday 10am – 10pm.

Reference hours are generally:

- Monday - Thursday 8:00 am to 8:00 pm
- Friday 8:00 am to 5:00 pm
- Sunday 2:00 to 6:00 pm.

The Law Library extends 24-hour key-card access to all students and faculty at the College of Law. Your UC photo I.D. authorizes you to remain in the Library after closing, or enter the Library when it is closed. To enter the Library when it is closed, swipe your I.D. card through the key-card reader mounted outside the library entrance located across from Classroom 302. Exit after hours through that same door.

## Faculty Liaison & Reference Service

To support faculty teaching and scholarship, each faculty member has a library liaison. Your liaison will help facilitate your use of the many resources the Law Library has to offer. A wide variety of research services are provided including, but not limited to: training faculty and RAs on electronic resources, locating materials, compiling bibliographies, developing Lexis and Westlaw searches, purchasing and acquiring requested books, assisting with research projects,

and helping faculty keep current in their research areas. Faculty members receive the highest priority by the reference librarians. Research results can be delivered directly to your office via your preferred method.

Liaison assignments are made at the beginning of each academic year. Your library liaison will contact you to answer any questions you may have about the program and discuss your needs for library services. If your liaison cannot provide the information you request directly, he or she will refer your request to the appropriate library department, and follow up on the request through its completion. Due to the expanded reference hours that the library is now offering, your library liaison may not be available some mornings and afternoons. If you have questions about the liaison program or your faculty library liaison is not available, please do not hesitate to contact Susan Boland at [susan.boland@uc.edu](mailto:susan.boland@uc.edu) (513) 556-4407.

## **Training on Resources**

Your liaison is available to provide personalized instruction on the use of databases and other resources for our faculty. We can also arrange for a representative from Lexis-Nexis, Westlaw, or other database vendors to meet with you. Feel free to request introductory, refresher, or more specialized training tailored to your immediate needs. This training can be arranged in your office at your convenience. Just contact your faculty library liaison.

The UC library also offers classes and workshops to all UC employees and students. These classes and workshops cover library resources and software applications. You can see a calendar of their offerings at <http://webcentral.uc.edu/hslclass/>.

## **RA Assistance and Training**

The reference librarians can provide custom database training and research advice to faculty research assistants. Consulting with a reference librarian saves the RA's time and ensures that faculty members receive quality research results. To take advantage of this service, please have your RA contact your faculty library liaison to arrange a consultation. We have also developed an RA Guide that can be distributed to your research assistant.

## **Classroom Instruction**

The reference librarians are available to provide presentations in the classroom on legal research sources and techniques, tours of the library, or customized research guides for your students. If you are interested in these services, please contact your faculty library liaison or Susan Boland at [susan.boland@uc.edu](mailto:susan.boland@uc.edu) (513) 556-4407.

## Media and Instructional Technology

The Law Library offers support for multimedia activities in the classroom. Media services include:

- Setting up microphones, TV/VCR/DVD equipment, overhead projectors, and slide projectors for classroom presentations;
- Assisting the videotaping of class lectures or broadcasts; and
- Assistance with using equipment in specialized multimedia classrooms (203, 204, Classrooms 100A and B, 104, 114, 118, 302).

To schedule multimedia services, please contact Joshua Heinrich in Media Services by emailing [law\\_av\\_supt@ucmail.uc.edu](mailto:law_av_supt@ucmail.uc.edu), or call 556-0161.

Faculty also have access to the services of the University's Faculty Technology Resources Center. FTRC was established by the University to provide faculty assistance with using technology to enhance the classroom experience. The Center's staff will aid faculty and their student assistants by providing equipment and training in the use of classroom technologies on a project-by-project basis. For more information regarding their services, visit their website at <http://www.uc.edu/ucit/departments/irc/ftrc/default.html>, call 556-1602, or e-mail [ftrc@uc.edu](mailto:ftrc@uc.edu).

## E-Course Management Solutions

If you wish to use an e-Course management product to support or supplement course-related materials, we can facilitate your access to The West Education Network (TWEN) and LEXIS-NEXIS Web Course products. For assistance with these, please contact Ron Jones, Electronic Resources & Instructional Services Librarian. Ron may be reached at 556-0158 or [ronald.jones@law.uc.edu](mailto:ronald.jones@law.uc.edu).

The University uses Blackboard as its interactive course management system. The Faculty Technology Resources Center staff can assist you in setting up a Blackboard course. <http://www.uc.edu/ucit/departments/irc/ftrc/default.html>, call 556-1602, or e-mail [ftrc@uc.edu](mailto:ftrc@uc.edu).

## Class Reserves

Material for courses can be placed on reserve by contacting Vicki Fleischer, Head of Access Services, [Victoria.fleischer@uc.edu](mailto:Victoria.fleischer@uc.edu) at (513) 556-1332. Examples of materials that can be placed on reserve are:

- Photocopied course materials;
- Personal copies of materials;
- Library materials, including books, videotapes or microforms; and
- Videotape or audiotape recordings of class sessions or presentations.

To expedite this process, provide the item you wish to be placed on reserve as well as the name of the course or seminar for which it is to be placed on reserve, and any restrictions on use. Copyright assistance information can be found at <http://www.libraries.uc.edu/copyright>. If it is an item from the Law Library's collection, please give your liaison or Vicki a citation for the item as well as the name of the course or seminar, and any restrictions on use.

## Exam File

The Law Library maintains a file of past exams for student use. Students frequently ask for old exams to help them study. Faculty members decide whether or not to make those exams available to the Library. To make exams available, please contact your liaison or Vicki Fleischer, Head of Access Services, at (513) 556-1332 or by email at [victoria.fleischer@uc.edu](mailto:victoria.fleischer@uc.edu).

## Circulation

All Law Library materials may circulate to faculty members. The Law Library loan period is normally from the date material is checked out until the end of the semester. The Law Library will renew materials checked out to you if you wish.

Loan periods for interlibrary loans, and items obtained from other UC libraries or OhioLINK are established by the lending libraries. OhioLINK items are generally due within 21 days and may be renewed four times. Please contact Vicki Fleischer, Head of Access Services, if you have any questions concerning library circulation services. Vicki may be reached at (513) 556-1332 or by email at [victoria.fleischer@uc.edu](mailto:victoria.fleischer@uc.edu).

If you would like to authorize your Research Assistant to check out materials on your behalf, please fill out and submit the [Faculty Authorized Borrower form](#) available on the Law Library's web page at <http://www.law.uc.edu/library/faculty%20authorized%20borrower.pdf>.

You can check your library record at <http://uclid.uc.edu/patroninfo/>. You will need to authenticate using the credentials (username and password) that you use for Central Login Services (for help with Central Login Services, see <https://www.uc.edu/UCAuthenticate/Help.aspx>).

## Requesting Material through UCLID, OhioLink, & Interlibrary Loan Service

Faculty may request the delivery of items from other UC libraries directly through [UCLID's](#) Request option. When you find a title owned by another UC library that you would like to check out, click on the *Request* button located near the top of the screen. You will need to authenticate using the authentication credentials (username and password) that you use for Central Login Services. Select *Law Library* as your pick-up library and click on the *Submit* button. Please feel

free to ask your library liaison to request delivery of items from other UC libraries if you would prefer not to do it yourself. Be aware that items can take up to 3 days to arrive. If you need it faster, please let us know. We will deliver the items upon arrival to your office or mailbox.

You may also request material from OhioLINK. From [UCLID](#), click the Search OhioLINK button or search [OhioLINK](#), <http://olc1.ohiolink.edu/search/> directly for an item. Click the *Request Item* button, select *U of Cincinnati* as your school, and then enter the UC ID and password that you use for Central Login Services. Please feel free to ask your library liaison to request delivery of items from OhioLINK if you would prefer not to do it yourself. Be aware that items can take 3-5 days to arrive. We will deliver the items upon arrival to your office or mailbox.

ILL (interlibrary loan) for books, articles, and other materials is also available. Your library liaison can request interlibrary loan material for you. Please provide your liaison with as much information about the needed publication as possible. You may find it convenient to use the ILL forms for [books](#) at <http://www.law.uc.edu/library/illbooks.pdf> and for [articles](#) at <http://www.law.uc.edu/library/illarticles.pdf> in your request. Please note that it can take ten days or more to receive an ILL (consider the time it takes for the Law Library to process the request, the system to match up the request with a library willing to lend the material, the lending library's time to process the request, and transportation time). We will deliver the items upon arrival to your office or mailbox.

It is not always possible to find a library willing or able to lend a requested item. The following reasons are typically why a request may not be possible to fill:

- Materials do not circulate off-premises (i.e., DVDs, CDs, or videotapes, microfilm or fiche, multi-volume sets, loose-leaf treatises, newspapers, newsletters, reference books, reserve items, rare books).
- Previous patrons of our library have failed to return ILL materials on time.

We will try to the very best of our ability to fulfill any ILL request you might have.

## Document Delivery and Pickup

The Law Library offers a document delivery service to faculty that allows faculty members to have library materials delivered directly to their mailboxes or offices. Requests can be submitted at the Circulation Desk and through your library liaisons. Library staff members will also pick up books that need to be returned to the Law Library or other libraries. The cart for this service is located near the faculty mailboxes. Please send books from other libraries to the Law Library at least 3 business days before the due date.



## Lexis and Westlaw Printers

Documents retrieved on Lexis and Westlaw can be e-mailed, saved electronically, sent to attached printers or to designated Lexis and Westlaw printers. If you print to one of the Lexis and Westlaw printers in the Library computer lab, Law Library staff will deliver these documents to your faculty mailboxes.

## Purchase Recommendations

The Law Library welcomes faculty recommendations of books, periodicals and digital resources for addition to our collections. To recommend or request a specific publication, please contact your liaison or Lisa Britt-Wernke, Acquisitions Librarian. Lisa may be reached at (513) 556-0156 or [lisa.britt@uc.edu](mailto:lisa.britt@uc.edu). The Technical Services staff will let you know when your order has been placed, and, if you wish, route the requested item to you after processing. Please let the person handling your request know if you need the requested publication by a specific date. If it is not possible to meet your deadline, she may ask if you would like the library to initiate an interlibrary loan request pending receipt of the requested publication.

## Current Awareness Services

The Law Library can arrange for you to receive current awareness services tailored to your interests. If you are interested in any of these services, please contact your library liaison. Some of those services include, but are not limited to:

- **Law Library New Acquisitions**

This list is currently available on the [Law Library's Facebook page](#). You may request that items on this list be routed to you.

- **Berkeley Electronic Press (BePress):**

[http://law.bepress.com/repository/search\\_by\\_subject.html](http://law.bepress.com/repository/search_by_subject.html)

One of the services that BePress offers is to act as a repository for working papers and preprints. You can browse the repository by recent publications, popular papers, and peer reviewed articles, or by institutions or subjects. You can also search full-text or fields such as author, title, subject, and institution. You can set up notification alerts of new articles on particular subjects.

- **BNA E-Mail Alerts**

BNA provides over 100 different email alerts to law faculty and students in all subjects - US Law Week, antitrust, banking, bankruptcy, criminal, environmental, family law, international trade, labor, taxation, to name a few.

- **Contents Pages:** [http://tarlton.law.utexas.edu/tallons/content\\_search.html](http://tarlton.law.utexas.edu/tallons/content_search.html)

A free service from the University of Texas at Austin, Jamail Center for Legal Research, Tarlton Law Library. Over 750 legal journals, both inside and outside



of the United States can be searched via keyword at this site. This site provides access to the journals' Table of Contents for the most recent three months.

- **Current Law Journal Content: an Index to Legal Periodicals:**  
<http://lawlib.wlu.edu/cljc/>  
A service of the Washington & Lee Law School, that lets you search or browse the tables of contents of over 1,000 journals.
- **InSITE:** <http://library2.lawschool.cornell.edu/insiteasp/default.asp>  
InSite is a current awareness service of Cornell Law Library. InSITE highlights selected law-related World Wide Web sites in two ways: as an annotated publication issued electronically and in print; and as a keyword-searchable database.
- **New England Law Library Consortium (NELLCO) Legal Scholarship Repository**  
**Current Awareness:** [http://lsr.nellco.org/search\\_by\\_subject.html](http://lsr.nellco.org/search_by_subject.html)  
Powered by BePress technology, this repository provides access for working papers, reports, lecture series, workshop presentations, and other scholarship created by faculty at NELLCO member schools. You can search or browse by author, discipline (subject), recent additions, or top downloads. You can set up notification alerts of new articles on particular subjects.
- **RSS Feeds for Blogs and/or News Sites**  
The Law Library can assist you in setting up RSS feeds for particular blogs or news sites in which you are interested.
- **SSRN (Social Science Research Network)**  
This service offers separate electronic journals with abstracts of working papers and articles on various legal topics. The Law Library will assist you in becoming a subscriber to the journals in your areas of interest.
- **LexisNexis Alert**  
Automatic searches of Lexis-Nexis databases can be set to run according to your needs and interests. Results can be delivered to you electronically or in hard copy.
- **Westclip**  
Automatic searches of Westlaw databases can be set up to run according to your needs and interests. Results can be delivered to you electronically or in hard copy.
- **SmartCILP**  
This service selectively lists articles indexed in the Current Index to Legal Periodicals (CILP) according to your subject interests. The Law Library will submit a profile for you, listing the subject headings and/or the periodicals that you wish to track. Based on this profile, you will receive weekly e-mail updates listing the new articles that are of interest to you.

## Routing

At the request of faculty, the Law Library routes serial items to faculty mailboxes. In order to be placed on the routing list for a serial, faculty should contact their liaison.

## Featured Electronic Resources

The Law Library provides a broad range of electronic databases accessible through your office or home computer. In addition to the databases we subscribe to, you also have access to University Library databases. Home access may require authentication through an IP domain proxy server or a Virtual Private Network (VPN). Your liaison will be happy to set up training sessions on these products if you are interested. Some featured electronic databases have been listed below:

- [BNA](#)  
The Law Library provides electronic access to some of the following BNA publications: ABA/BNA Lawyers' Manual on Professional Conduct, Antitrust & Trade Regulation Report, Criminal Law Reporter, Family Law Reporter, Labor and Employment Law Library, Securities Regulation & Law Report, U.S. Law Week.
- [CCH IntelliConnect](#)  
CCH IntelliConnect contains both primary legal sources and analytical materials on antitrust, banking, intellectual property, employee benefits, labor and employment law, products liability, securities, trade, tax, food and drug law, healthcare compliance, etc.
- [LexisNexis Congressional](#)  
LexisNexis Congressional is a comprehensive online source for Congressional hearings, legislation, and history. It includes detailed information about Congress, including member biographies, committee assignments, voting records, financial data, and the full-text of regulatory and statutory resources.
- [Hein Online](#)  
Through Hein Online, the Law Library provides full-text access to many U.S. as well as foreign and international law reviews and journals; the Federal Register; treaties and agreements; English Reports; Federal legislative history, and much more.
- [JStore](#)  
JSTOR is a non-profit digital archive of thousands of full-text scholarly journals. JSTOR primarily contains older content but has begun a new current scholarship initiative.
- [The Making of Modern Law](#)  
The Making of Modern Law features a fully searchable database of more than 21,000 Anglo-American legal works including casebooks, local practice manuals, form books, works for lay readers, pamphlets, letters, speeches and more from 1800 – 1926.
- [Project Muse](#)

Project Muse contains full-text access to scholarly social science and humanities journals.

## Computer Services and Support

The College of Law network provides access to a number of research and productivity tools on the desktop, including:

- UCLID, the online public access catalog;
- Westlaw and Lexis-Nexis databases;
- Web browser;
- Word processors (Word or WordPerfect);
- Spreadsheet (Excel) and presentation (PowerPoint) software;
- and Email services.

For more information about computer services, please contact John Hopkins, Associate Director for Information Technology. John may be reached at 556-0153 or [john.hopkins@uc.edu](mailto:john.hopkins@uc.edu). In addition, other members of the IT Systems team are available to assist you with specific requests or needs.

When requesting computer assistance or service, it is helpful to those assisting you to have as much information as possible about your needs. If your problem or request is urgent or time-sensitive, please let them know that as well. In case of a computer emergency, John Hopkins, Bill Kimbelton, or Alan Wheeler may be paged. To do so, please leave a message on the voice mail of the person you wish to page and follow any instructions you are given for paging them.

## Computer Hardware/Software

Alan Wheeler  
556-4419  
[j.alan.wheeler@uc.edu](mailto:j.alan.wheeler@uc.edu)

## Network Passwords/Questions

Bill Kimbelton  
556-0153  
[william.kimbelton@uc.edu](mailto:william.kimbelton@uc.edu)

## Email Questions

John Hopkins  
556-0153  
[john.hopkins@uc.edu](mailto:john.hopkins@uc.edu)



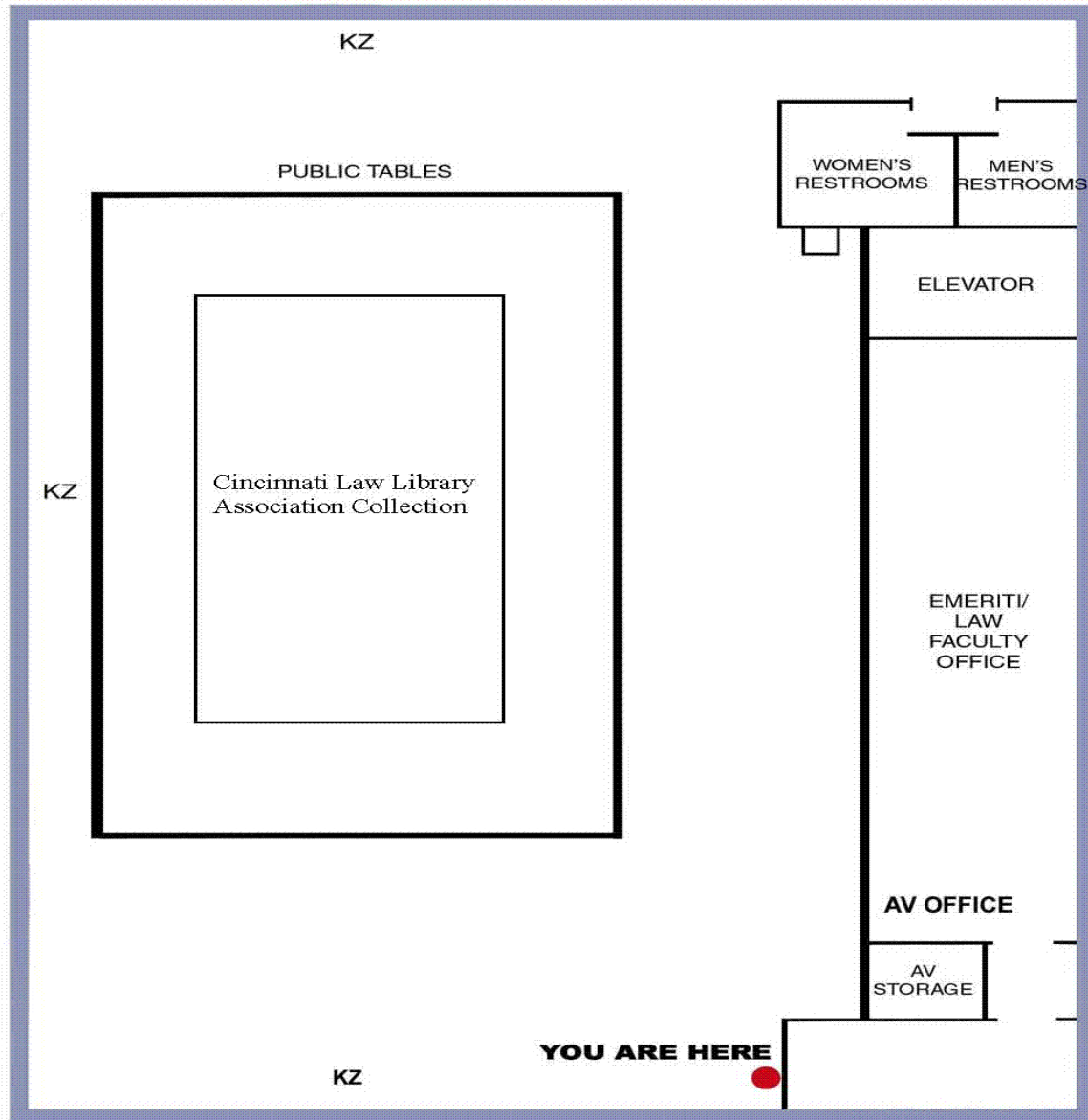
## Library Directory

- **Boland, Susan**  
Associate Director for Public and Research Services  
513-556-4407  
315 (office)  
[susan.boland@uc.edu](mailto:susan.boland@uc.edu)
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513-556-1332  
316A (office)  
[victoria.fleischer@uc.edu](mailto:victoria.fleischer@uc.edu)
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[james.hart@uc.edu](mailto:james.hart@uc.edu)
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- **Smith, Jan**  
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513-556-0154  
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[j.alan.wheeler@uc.edu](mailto:j.alan.wheeler@uc.edu)
- **Wiseman, Rhonda**  
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310E (office)  
[rhonda.wiseman@uc.edu](mailto:rhonda.wiseman@uc.edu)

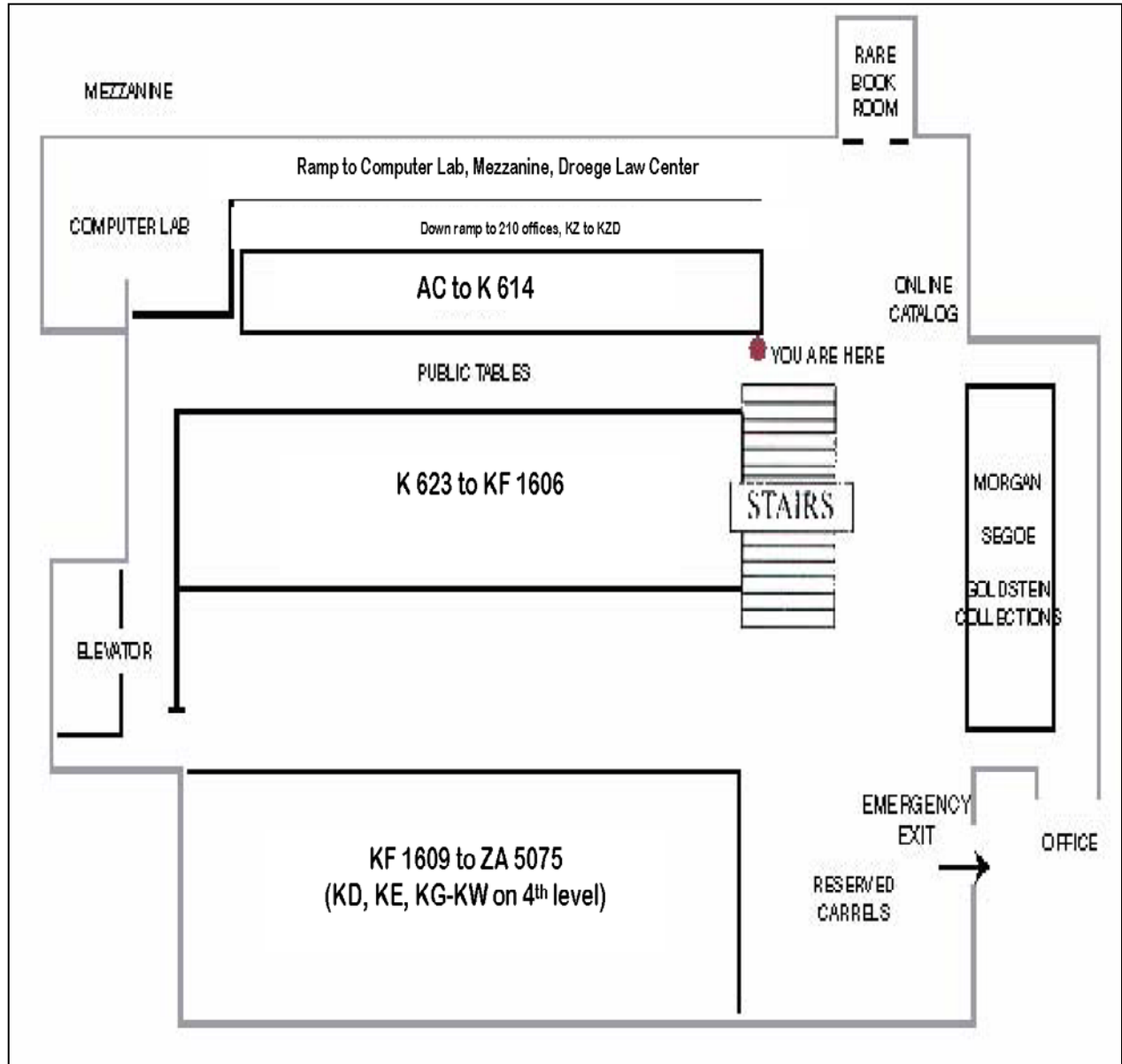
## Law Library Maps

### *Robert S. Marx Law Library 1<sup>st</sup> Floor*

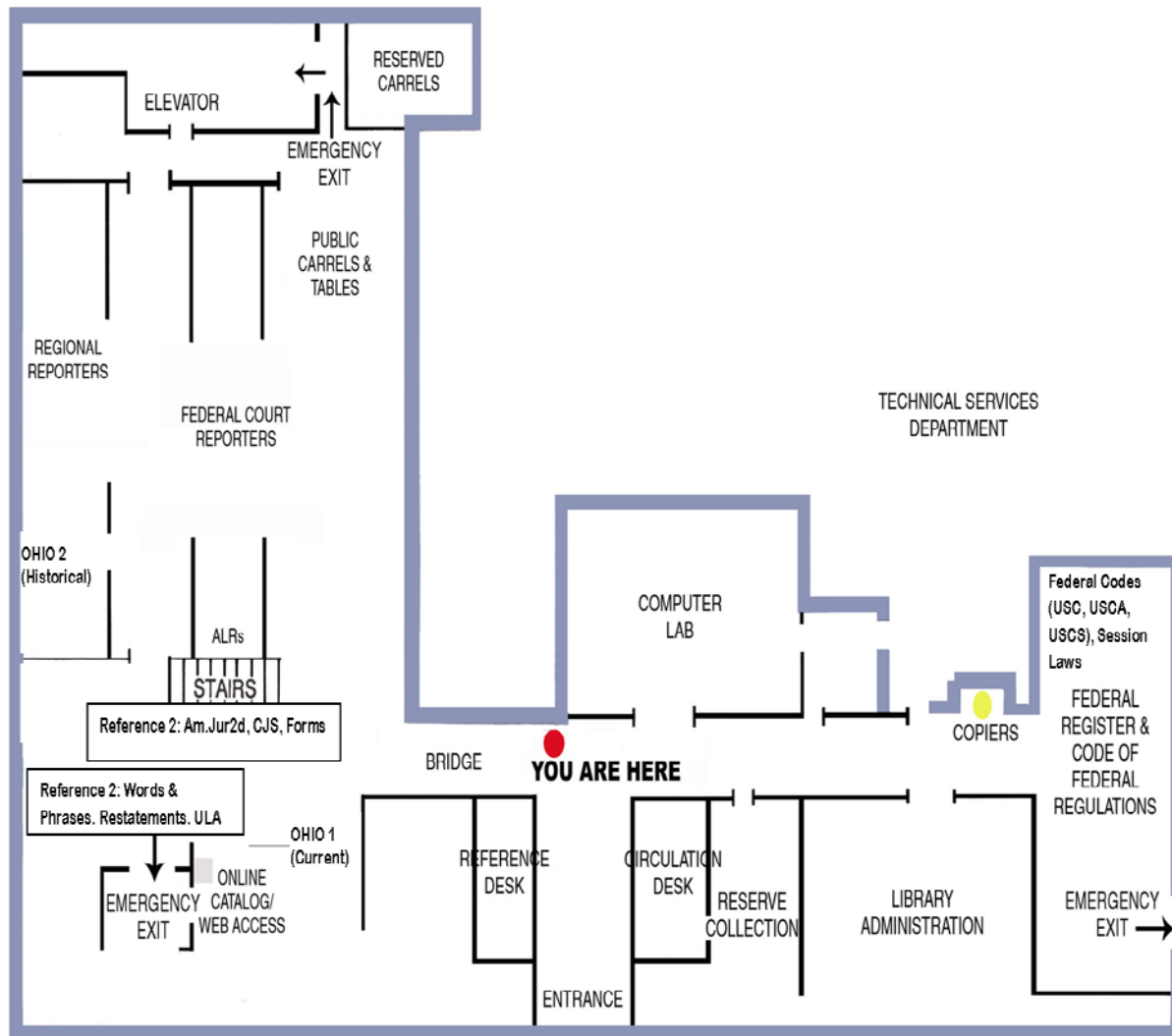




## *Robert S. Marx Law Library 2<sup>nd</sup> Floor*



## Robert S. Marx Law Library 3<sup>rd</sup> Floor



***Robert S. Marx Law Library 4<sup>th</sup> Floor***

