

# Research Assistant Guide

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2010

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## The Law Library Wants to Help You!

Congratulations! You're now the research assistant for a member of the law faculty. As an RA, you may need to research in unfamiliar areas, do more in-depth research than you are used to, find unfamiliar sources, and/or cite check. This guide is intended to introduce you to the many ways that the Library can help you accomplish these things successfully.

For tips on being a successful RA, you might find this article helpful: Mark E. Wojcik, *Should You Be a Faculty Research Assistant?*, STUDENT LAW., Sept. 2007, at 35, available at [http://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=1265844](http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1265844).

## Checking Out Materials

As a faculty research assistant, you have three different options when it comes to checking out materials:

1. **Your individual library account.** As a law student, you have access to and borrowing privileges at the Law Library and other UC libraries. If you will be using the materials, use either this option or check materials out to a carrel. All material charged on your individual library account is **your** responsibility.
2. **Carrels.** As a faculty research assistant, you are eligible to reserve a carrel and check material out to that carrel. Non-circulating items generally may not be checked out, but many non-circulating items may be checked out to a carrel. Materials checked out to a carrel are subject to recall, but barring a recall, may be checked out for a semester. Interlibrary loan materials may not be checked out to a carrel. Any items checked out to a Carrel **MUST** have a "Checked Out to Carrel" flag in them; otherwise the librarians will remove them from the carrel. These flags are available at the circulation desk. For carrel information, see the Head of Access Services, Vicki Fleischer.
3. **Authorized Borrower for a faculty member.** This enables you to check out materials on behalf of a faculty member. We will need to verify that you have permission to check out materials on behalf of your professor so you should have your professor fill out the [Faculty Authorized Borrower Form](#). All material charged on that card is the responsibility of the faculty member who has authorized the borrowing.

# Researching and/or Finding Sources

## General Resources

Check to see if someone has written a research guide on the topic. The law librarians have written guides that we post on the Law Library's website. We also link to research guides that others have created. *See*, Research Resources, <http://www.law.uc.edu/library/guides> (last visited Nov. 22, 2010). For interdisciplinary subjects, check one of the UC Library Subject Guides, [http://www.libraries.uc.edu/research/subject\\_resources/index.html](http://www.libraries.uc.edu/research/subject_resources/index.html) (last visited Nov. 22, 2010). The subject guides are developed by UC librarians who specialize in that subject in order to find applicable indexes and full-text sources that you will then need to search. Remember that not everything is electronic! Each subject guide will also have the contact information of the subject specialist who developed that guide.

Also, check to see if someone has written a bibliography for the particular topic. This could be in book or article form. For example, Susan M. Boland & Therese Clarke Arado, *O Brave New World - Electronic Voting Machines and Internet Voting: An Annotated Bibliography*, 27 N. ILL. U. L. REV. 313 (2007).

## Decoding Abbreviations

If looking for materials, or researching in secondary sources, you may find confusing abbreviations used in the footnotes. Use the following selected resources to help you identify the sources being abbreviated. Please note that many of these sources cover abbreviations as they might appear "in the wild," not necessarily *Bluebook* correct abbreviations.

- MARY MILES PRINCE, PRINCE'S BEIBER DICTIONARY OF LEGAL ABBREVIATIONS (6<sup>th</sup> ed. 2009). **Reference KF 246 .B46 2009**
  - 5<sup>th</sup> edition available on Lexis at Reference > Law > [Bieber's Dictionary of Legal Abbreviations](#)  
*Generally the go-to source for American legal abbreviations, although it covers more.*
- THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia Law Review Ass'n et al. eds, 19<sup>th</sup> ed. 2010). Multiple copies on **Reserves KF 245 .M68 2010**
- PETER CLINCH, CARDIFF INDEX TO LEGAL ABBREVIATIONS, <http://www.legalabbrevs.cardiff.ac.uk/about.jsp> (Autumn 2009).  
*Covering abbreviations used in the United Kingdom, the Commonwealth, and the United States.*

- M.G. Gallagher Law Library, University of Washington, Bluebook Abbreviations of Law Review Titles, <http://lib.law.washington.edu/cilp/abbrev.html> (last visited Nov. 22, 2010).
- NEW YORK UNIVERSITY SCHOOL OF LAW, JOURNAL OF INTERNATIONAL LAW AND POLITICS, GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS (2d ed. 2009). **Reference K 89 .G85 2009**
- NOBLE'S INTERNATIONAL GUIDE TO THE LAW REPORTS (Scott Noble ed. 2002). **Reference K 89 .N63 2002**
- DONALD RAISTRICK, INDEX TO LEGAL CITATIONS AND ABBREVIATIONS (3d ed. 2008). **KD 400 .R35 2008**  
*Covers abbreviations used in the United Kingdom, the Commonwealth, Europe, and the United States.*
- ADOLF SPRUDZS, FOREIGN LAW ABBREVIATIONS: FRENCH (1967). **KJV 48 .S67 1967**
- ADOLF SPRUDZS, ITALIAN ABBREVIATIONS AND SYMBOLS: LAW AND RELATED SUBJECTS (1969). **KKH 48 .S67 1969**
- ARTURO L. TORRES & FRANCISCO AVALOS, LATIN AMERICAN LEGAL ABBREVIATIONS: A COMPREHENSIVE SPANISH/PORTUGUESE DICTIONARY WITH ENGLISH TRANSLATIONS (1989). **KG 25 .T67 1989**
- WORLD DICTIONARY OF LEGAL ABBREVIATIONS (Igor I. Kavass & Mary Miles Prince eds.) **Reference K 89 .K38 1994**  
*4 volume loose-leaf set.*

## Finding Books

### UCLID

- Use [UCLID](#), the UC Libraries' catalog.
  - Searching
    - Search by Keyword (the default and within this you can keyword search specific fields such as author or title)
    - Exact Title
    - Exact Author
    - A specific journal (not a journal article but the journal itself)
    - Number (ISBN, OCLC, Call numbers etc.).
    - Optional limits allow you to restrict by things like date, language, location, etc.
    - [How to Find a Book Tutorial](#) (last visited Nov. 22, 2010).

- Checking Out Books from UCLID & Circulation Policies
  - Refer back to the three [Checking Out Materials](#) options.
  - Non-circulating items generally may not be checked out. Exceptions may be made for a faculty member. Some non-circulating items may be checked out to a carrel. See Vicki Fleischer, the Head of Access Services for more information on checking out these materials.
  - Circulating items are due at the end of the semester. Renewals may be made in person, online, or by telephone at 556-3016.
  - Any items checked out to a Carrel **MUST** have a “Checked Out to Carrel” flag in them; otherwise the librarians will remove them from the carrel. These flags are available at the circulation desk.
  - Items can be requested from any of UC’s Libraries through [UCLID](#) and delivered to the Law Library. Make sure you select the Law Library as your pick-up location. If you request an item from a UC Library, be aware that it may take 3 or more days to arrive. If you need the item sooner, you may want to travel to that UC Library to check out the book rather than request it through UCLID.
  - Items **MUST** be checked out before they can be taken from the library or stored in a faculty office, or at a carrel.

## OhioLINK

- Books not in UCLID – Search [OhioLINK](#)  
*Make sure that the book is not available through UCLID **before** searching OhioLINK.*
  - Searching
    - From UCLID, click the Search OhioLINK button or
    - Search OhioLINK, <http://olc1.ohiolink.edu/search/> directly by Keyword (the default and by clicking on Advanced Keyword Search, you can keyword search specific fields such as author or title)
      - Exact Title
      - Exact Author
      - Subject,
      - Number (click on the All Search Options link to see how to access this).
  - Checking Out [OhioLINK](#) Material
    - Click the Request Item button, select U of Cincinnati as your school, and then enter your UC ID and password.
    - Circulating items are generally due within 21 days. Items may generally be renewed four times. To renew, go to [UCLID](#) and access your library record or see Vicki Fleischer, the Head of Access Services.
    - Items may be picked up at the Circulation Desk. Be aware that items can take 3-5 days to arrive.

- Any items checked out to a Carrel must have a “Checked Out to Carrel” flag in them; otherwise the librarians will remove them from the carrel. These flags are available at the circulation desk.

## WorldCat

- Books not in UCLID or OhioLINK – Search WorldCat and fill out an [Interlibrary Loan \(ILL\) form](#).
  - Searching
    - Use the WorldCat link from the Law Library’s webpage <http://www.law.uc.edu/library/> (must be on-campus or authenticate from [off-campus](#)).  
This is researcher oriented and allows for more sophisticated searching.
    - Use <http://www.worldcat.org>. This is a general web-based search form and does not allow for as many search options (go to the Advanced Search to see what options are available).
  - Checking Out Material Found Through WorldCat
    - Print out the WorldCat information page for that source.
    - Fill out the appropriate Interlibrary Loan form, <http://www.law.uc.edu/Library/Circulation>, attach the information page from WorldCat to it, and turn it in to the Circulation Desk.
      - 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).
    - Circulation loan periods will vary. Renewal options will also vary.
    - Please note that 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.
      - The lending library charges more than the Law Library is willing to pay for an item.
    - Items for faculty can be picked up from the Circulation Desk and should be returned to the Circulation Desk. *It is very important to return ILL material on time because late returns damage the Law Library’s reputation with other libraries and could result in their refusal to lend materials to us in the future.*

## Other Resources for Finding Books

- Google Books, <http://books.google.com/bkshp?hl=en&tab=wp> (last visited Nov. 22, 2010).  
*As part of its Google Books project, Google has been digitizing books and allowing users to search them. If the book is in the public domain or a publisher has given permission, Google may allow full-text PDF access to all or part of the book.*
  - Use the Advanced Book Search link for the most effective and efficient searching.
  - If you see a Find in a Library link under the Get This Book section, it will take you to [WorldCat](#).
- LAW BOOKS & SERIALS IN PRINT (2008). **Reference KF1. B68**  
*This is a resource for finding current legal books, serials and multimedia publications. Publications are classified under the Library of Congress legal subject headings. Then check UCLID, OhioLINK, and WorldCat to get the book.*
- [BOOKS IN PRINT](#) (must use on-campus or authenticate from [off-campus](#)):  
*Bibliographic database that offers information on more than 7.5 million U.S. book, audio book, and video titles, as well as 10 million international titles. Use the Advanced Search feature to limit your search using specific criteria. Then check UCLID, OhioLINK, and WorldCat to get the book.*
- Books available through Lexis & Westlaw
  - Lexis:
    - If looking for a specific book, use the Find a Source on Lexis and search or browse by title.
    - If browsing books, click on Secondary Legal > Area of Law Treatises; or
    - Click on Secondary Legal and then select a particular publisher, ex:
      - Secondary Legal > Matthew Bender(R)
      - Secondary Legal > Aspen Publishers
      - Secondary Legal > BNA
      - Secondary Legal > John Wiley
      - Secondary Legal > PLI
    - If you want books arranged by subject, click on Area of Law by Topic > [Click on the appropriate a topic] > Search Analysis, Law Reviews & Journals
  - Westlaw
    - If looking for a specific book, use the Directory search box or IDEN or
    - From the directory, chose Treatises, CLEs, Practice Guides section.
    - If you want books arranged by subject, go to the Directory > Topical Materials by Area of Practice > [Click on the appropriate topic] > Forms, Treatises, CLEs and Other Practice Material
- OAIster, <http://www.oclc.org/oaister/> (last visited June 11, 2010).



*OAIster contains records of digital resources from open-archive collections throughout the world. It includes much more than just articles.*

## Finding Articles

### Full-Text Legal Periodical Sources

If you have a specific article citation, check the full-text sources listed here and under [Non-Legal Periodicals](#) before requesting something through Interlibrary Loan.

- Hein Online (must be on-campus or authenticate from [off-campus](#)):  
*Hein Online contains more than 1,200 law and law-related periodicals. Coverage is from the first issue published for all periodicals and goes through the most-currently published issues allowed based on contracts with publishers. Therefore, in some cases the current issues are available, but generally a user will notice a one-volume delay.*
  - Access through the Law Library's Quick Links for Research:  
<http://www.law.uc.edu/library/>
- Lexis  
*Date coverage of legal periodicals on Lexis varies depending on the periodical.*
  - Search for a known publication using Get A Document By Citation. Use the [Citation Format link](#) to find a citation template since Lexis can be picky about citations.
  - Search Lexis Source [US & Canadian Law Reviews, Combined](#) (go to Legal > Secondary Legal > [US & Canadian Law Reviews, Combined](#)) and
  - Lexis Source [International Law Review Articles, Combined](#) (go to Legal > Area of Law - By Topic > International Law > Search Law Reviews & Journals > [International Law Review Articles, Combined](#) )
- Westlaw  
*Date coverage of legal periodicals on Westlaw varies depending on the periodical.*
  - Search for a known publication using Find by Citation.
  - Search Database identifier [JLR](#) (go to Directory > Legal Periodicals & Current Awareness > [JLR](#)).
  - Database identifier [World-JLR](#) (go to Directory > Legal Periodicals & Current Awareness > [World-JLR](#)).
- [Ebsco Legal Collection](#) (must be on-campus or authenticate from [off-campus](#)).  
*This database contains the full text of more than 300 scholarly law journals.*
- Social Science Research Network (SSRN), <http://www.ssrn.com> (last visited Nov. 22, 2010).
  - *SSRN is a for-profit collection designed to promote greater dissemination of social science research. In the Legal Scholarship Network, scholars will often*

*post pre-publication drafts of papers and law review articles. Most, but not all, of these papers are available for free downloading.*

- To browse subjects, look at <http://papers.ssrn.com/sol3/displayjel.cfm>. Law & Economics are listed under K. You can also search by author, title, or find keywords in the abstract. You cannot search full-text.
- Berkeley Electronic Press (BePress), <http://law.bepress.com/repository/> (last visited Nov. 22, 2010).
  - *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, institution, etc.
- New England Law Library Consortium (NELLCO) Legal Scholarship Repository, <http://lsr.nellco.org/> (last visited Nov. 22, 2010).
  - *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.*
  - Search or browse by author, discipline (subject), recent additions, or top downloads.
  - You can set up notification alerts of new articles posted at [http://law.bepress.com/repository/search\\_by\\_subject.html](http://law.bepress.com/repository/search_by_subject.html). This does require free registration.

## Legal Periodical Indexes

Note that these are indexes, not full-text sources. The index will give you the citation to an article which you would then need to retrieve if you wanted to review the full-text. There may be some overlap in coverage by the indexes but each covers some periodicals that the others do not.

- Current Law Index / LegalTrac / Legal Resource Index (LRI)  
*This periodical index goes back to 1980. It is an index to over 800 law journals from the United States and several countries of the Commonwealth. You can search by subject, author/title, and a separate Table of Cases and Table of Statutes.*
  - Current Law Index is the print version **4<sup>th</sup> Floor Law Periodicals K33 .C87**
  - Legal Resource Index is an electronic version found in Westlaw --Database identifier: [LRI](#)
  - The Law Library does not own the web based version of this product called LegalTrac.
- Index to Legal Periodicals (ILP)

*This periodical index goes back to 1908. Legal periodicals published in the United States, Canada, Great Britain, Ireland, Australia and New Zealand are covered. Search by author and subject.*

- Index to Legal Periodicals (in print) **4<sup>th</sup> Floor Law Periodicals K33 .I53**
- Lexis Source [Index to Legal Periodicals](#) (going back to 1978).
- Westlaw Database Identifier [ILP](#) (going back to 1981).
- Predecessor to ILP -- *Index to Legal Periodical Literature* back to 1803 available **4<sup>th</sup> Floor Law Periodicals K33 .I5**.
- Current Index to Legal Periodicals (CILP)  
*CILP is a current awareness tool where over 500 selected law review articles are indexed. When retrieving them on Westlaw, you will see a key to the citations, then that week's articles organized by subject. You can scan the entire week's issue or do a specific topic search using the topic, TO field.*
  - Westlaw: [CILP](#) (last 8 weeks available)
- Index to Foreign Legal Periodicals (ILFP)  
*This index, which goes back to 1960, covers non-US periodicals, with an emphasis on non-commonwealth countries. It provides indexing of public and private international law, as well as comparative and foreign law.*
  - Print available at **4<sup>th</sup> Floor Law Periodicals K33 .I38**
  - Electronic version (through OVID) (must be on-campus or authenticate from off-campus): <http://bit.ly/9hkEW2>
    - If the link leads you to a page that says the session has expired, (1) click the Start OvidSP button (ignore the username and password boxes); (2) click the Continue button; and (3) find and click on the link to Index to Foreign Legal Periodicals.
    - There are a very limited number of concurrent user licenses so be aware that if all licenses are in use, you will not be able to access the database at that time. Try again at a later time.
- Current Law Journal Content  
*Contains table of contents information for English language law journals from 2005 onwards. There is a project underway to extend the coverage back to 2000. You can set up an RSS feed.*
  - <http://lawlib.wlu.edu/CLJC/index.aspx>
- Index to Federal Tax Articles **KF 6271 .G64**  
*This index covers federal income, estate, and gift taxation articles. Articles indexed appear in legal, tax, economic, and non-periodical publications. Proceedings of major tax institutes are also included. Search by author and subject.*
- Index to Periodical Articles Related to Law: Thirty Year Cumulation, Volumes 1-30 (1958-1988)  
*Indexes articles selected from those not included in the Index to Legal Periodicals or Index to Foreign Legal Periodicals.*

- Poole's Index to Periodical Literature (1802-1907).
  - **Print available from off-site storage** or if you have a Hamilton County library card from the public library's site.
  - [Poole's Plus](#) (must be on-campus or authenticate from [off-campus](#)).

## Non-Legal Periodicals

If writing about an interdisciplinary topic, you may need to check non-legal periodicals. The sources that you would check will differ depending on the topic chosen. The following are some selected, general resources for non-legal periodicals.

- UC Library Subject Guides, [http://www.libraries.uc.edu/research/subject\\_resources/index.html](http://www.libraries.uc.edu/research/subject_resources/index.html) (last visited June 11, 2010).  
*UC Libraries subscribe to an array of periodical indexes and full-text sources. Consult one of the subject guides developed by a UC librarian who specializes in that subject in order to find applicable indexes and full-text sources that you will then need to search. Remember that not everything is electronic! Each subject guide will also have the contact information of the subject specialist who developed that guide.*
- Browse UC Library E-Journals by Subject, <http://www.libraries.uc.edu/#tabview=tab2> (last visited Nov. 22, 2010).  
*Remember that not everything is electronic so be sure and use the subject guides too!*
- Google Scholar, <http://scholar.google.com/> (last visited Nov. 22, 2010). *Google Scholar may or may not provide you with the full-text of the article. One very useful feature of Google Scholar is that it can link you to a full-text resource available through a UC Library subscription. Google Scholar does have an option to search Legal Opinions and Journals but there is no way to separate out and search just legal journals. Searching Legal Opinions and Journals will quickly overwhelm you with cases, therefore it is not recommended for searching legal periodical articles.*
  - To do more efficient searching, use the [Advanced Scholar Search](#).
- [JSTOR](#) (must be on-campus or authenticate from [off-campus](#)):  
*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. As with any electronic database, date coverage of journals will vary. For the most efficient searching, use the Advanced Search.*
- [Project Muse](#) (must be on-campus or authenticate from [off-campus](#)):  
*Project Muse contains full-text access to scholarly social science and humanities journals. HRQ can be found there! As with any electronic database, date coverage of journals will vary. For the most efficient searching, use the Advanced Search.*
- OAIster, <http://www.oclc.org/oaister/> (last visited Nov. 22, 2010).

*While SSRN, BePress, and NELLCO are specific sources for legal preprints and working papers, OALster contains records of digital resources from open-archive collections throughout the world. It includes much more than just articles.*

- Additionally, check [UCLID](#) and the [UC Article Linker](#).
  - For [UCLID](#), search for the journal, not the specific article by clicking on the Journal tab.
    - Choose e-journal to look for an electronic version and Library Catalog for print. Check both.
      - [Tutorial on How to Find an E-journal](#).
  - If using the [UC Article Linker](#), fill in as much of the information as you can in order to search.
- If the article is unavailable through the above methods, and you need to request an article through Interlibrary Loan, fill out the [ILL Form for Articles](#). Articles are usually sent electronically within a week of a request but some libraries still send articles by US mail. These articles may take up to two weeks or more to arrive. If we place an ILL request for an article that arrives by e-mail, it will be forwarded to your e-mail address. Articles that arrive through the US mail can be picked up at the Circulation Desk.

## **Finding Statutes**

### **Codes**

The Law Library subscribes to print codes from all fifty states plus the Federal codes, but be aware that codes from non-Ohio states may be the annotated (and unofficial) codes. The Ohio codes are found in the Ohio 1 Collection. The non-Ohio state codes can be found on the 4<sup>th</sup> floor in the States Collection. Annotated codes make better research tools because of the annotations, more frequent updating, and superior indexing. The Library also must take things like budget constraints into account when deciding on which annotated code to purchase if more than one is available. Although Bluebook rule 12.2.1 states the preferred citation is to an official code, it does allow citation to an unofficial code. The United States Code (official), United States Code Annotated (USCA), and the United States Code Service (USCS) are available in the Federal Materials Room.

Codes are also available on Lexis and Westlaw. Take advantage of features available online such as Tables of Contents, Popular Name Tables, and indexes since they can make researching in statutory codes much easier than keyword searching. Hein Online's [United States Code library](#) (must use on-campus or authenticate from [off-campus](#)) and GPO Access, <http://www.gpoaccess.gov/uscode/index.html> provide online versions of the United States Code (the official code).

## 50-State Surveys and Other Useful Tools

If you need to research a particular issue as treated by multiple state statutes there are several useful tools that may save you a lot of work. Just be aware that these may only address selected narrow topics and that they may not be current. Be sure to locate the date of the survey or latest revisions.

- [50-State Surveys on Westlaw](#)
  - Go to Site Map > Find a Document > [50 State Surveys](#)
    - It is probably easier to browse the surveys but you can also do searches.
- 50 State Multi-Jurisdictional Surveys on Lexis
  - [LexisNexis 50 State Surveys, Legislation & Regulations](#)
  - [Multi-Jurisdictional Surveys by Topic with Analysis](#)
- National Conference of State Legislatures, <http://www.ncsl.org> (last visited Nov. 22, 2010). *Look under Issues & Research.*
- CHERYL RAE NYBERG, SUBJECT COMPILATION OF STATE LAWS (yearly). **Reference KF 240 S279** *Provides citations to law review articles, books, and other sources in which state statutes are compared. It is not cumulative so you would want to check each year. The latest year available at the time this packet was written is 2008-2009.*
- NATIONAL SURVEY OF STATE LAWS (Richard A. Leiter ed., 6<sup>th</sup> ed. 2008). Available in print at or as an [e-book through OhioLINK](#) (must use on-campus or authenticate from [off-campus](#)). Some of the Westlaw 50-State Surveys are based on this.
- JON S. SCHULTZ, STATUTES COMPARED: A U.S., CANADIAN, MULTINATIONAL RESEARCH GUIDE TO STATUTES BY SUBJECT (2d ed. last updated 2004). **Reference KF 1 .S36 Current**

## Session Laws

Bills enacted into law are known as session laws. Eventually these session laws are arranged by subject and codified. If you need to locate a session law, use the following sources:

- The Law Library has access to Ohio session laws in print, *Laws of Ohio*, in the **Ohio 2 Collection at KFO 25 .A22**. They are also accessible through the Ohio General Assembly website, <http://www.legislature.state.oh.us/> (last visited June 17, 2010); [Hein Online Session Laws Library](#) (must use on-campus or authenticate from [off-campus](#)); Lexis; and Westlaw.

- To access session laws from other states or territories, go to the [Hein Online Session Laws Library](#) (must use on-campus or authenticate from [off-campus](#)); State Session Laws on microfiche on the 4<sup>th</sup> floor; Lexis; Westlaw; or the state legislature's website (a good source for links to these is the Law Librarians' Society of Washington DC, State Legislatures, State Laws, and State Regulations, <http://www.llsdc.org/state-leg/> (last visited June 17, 2010).
- Federal session laws can be found
  - *United States Statutes at Large* (official publication) in the **Federal Materials Room KF 50 .U52**
    - [Hein Online's U.S. Statutes at Large library](#) (must use on-campus or authenticate from [off-campus](#))
    - GPO Access, <http://www.gpoaccess.gov/statutes/index.html>
  - *United States Code Congressional & Administrative News (USCCAN)* in the **Federal Materials Room KF 48 .W45**;
    - Westlaw Database Identifier [USCCAN-PL](#) (go to Directory > U.S. Federal Materials > Federal Statutes > U.S. Code Congressional & Administrative News > [USCCAN-PL](#))
  - Lexis Source [USCS-Public Laws](#) (go to Federal Legal - U.S. > Find Statutes, Regulations, Administrative Materials & Court Rules > United States Code Service (USCS) Materials > [USCS-Public Laws](#))

## Finding Legislative History

For information on finding legislative history, use the following research guides & resources:

- Ron Jones, Ohio Legislative History Guide, <http://www.law.uc.edu/library/guides/ohio-legislative-history-guide> (last visited Nov. 22, 2010).
- Ron Jones, Federal Legislative History Guide, (2005), [http://www.law.uc.edu/sites/default/files/fedgovcurrent05uc\\_0.pdf](http://www.law.uc.edu/sites/default/files/fedgovcurrent05uc_0.pdf) (last visited Nov. 22, 2010).
- Jennifer Bryan Morgan, State Legislative History Research Guides on the Web, <http://bit.ly/a0V2hQ> (last visited Nov. 22, 2010).
- Pre-compiled Legislative Histories – somebody else may already have put one together!
  - Hein Online (must use on-campus or authenticate from [off-campus](#)) [Sources of Compiled Legislative Histories database](#)
  - Hein Online (must use on-campus or authenticate from [off-campus](#)) [U.S. Federal Legislative History Title Collection](#)
  - GAO Federal Legislative Histories Westlaw Database Identifier [FED-LH](#) (go to U.S. Federal Materials > Legislative History > [GAO Federal Legislative Histories](#))



- [Arnold & Porter Collection of Legislative Histories](#) available on Westlaw by going to the Directory > U.S. Federal Materials
- Check [UCLID](#) for books in our collection: In the keyword search fields, enter the name of the law or topic you are searching, and the words "legislative history" (include the quotation marks).
- Tracking Bills
  - Federal
    - CCH CONGRESSIONAL INDEX **Reference KF49 .C6**  
*A loose-leaf with useful indexes, status tables, and more.*
    - Thomas, <http://thomas.loc.gov> (last visited Nov. 22, 2010) (search Bill Summary & Status).
    - GovTrack.us, <http://www.govtrack.us/> (last visited Nov. 22, 2010).
    - OpenCongress, <http://www.opencongress.org/> (last visited Nov. 22, 2010).
    - [LexisNexis Congressional](#) (must use on-campus or authenticate from [off-campus](#))
    - Lexis
      - Lexis Source [Bill Tracking Report – Current Congress](#) (Go to Federal Legal - U.S. > Legislative Histories & Materials > [Bill Tracking Report - Current Congress](#))
      - Lexis Source [Legislative & Regulatory Impact](#) (Go to Federal Legal – US > [Legislative Impact® & Regulatory Impact](#))
    - Westlaw
      - Database Identifiers [US-BILLTRK](#), and [CONG-BILLTXT](#) (Go to Directory > U.S. Federal Materials > Bill Tracking)
  - States
    - Lexis & Westlaw – just as Lexis & Westlaw have bill tracking for Federal material, they also have it for the states. Locate the appropriate jurisdiction to find the applicable database.
    - State websites – many state websites have bill tracking capabilities. A good source for links to these is AALL's Government Relations Committee, Bill Tracking, <http://aallnet.org/committee/govr/billtrack.htm> (last visited Nov. 22, 2010).
    - National Conference of State Legislatures, <http://www.ncsl.org> (last visited Nov. 22, 2010). *Look under Issues & Research.*

## Finding Administrative Law

With the exception of Federal, Ohio, and selected Indiana and Kentucky material, the Law Library primarily relies on electronic versions of administrative law materials.



## Administrative Codes & Registers

Administrative codes are the subject organization of regulations. A register is usually a chronological publication and includes notices and proposed regulations as well as final regulations.

- Code of Federal Regulations (CFR)
  - Current print CFR is located in the Federal Materials Room
  - GPO Access, <http://www.gpoaccess.gov/cfr/index.html> (last visited Nov. 22, 2010).
  - e-CFR, <http://ecfr.gpoaccess.gov> (last visited Nov. 22, 2010).
  - Hein Online (must use on-campus or authenticate from [off-campus](#)) [Code of Federal Regulations Library](#)
  - Lexis Source [CFR- Code of Federal Regulations](#)
  - Westlaw Database Identifier [CFR](#) (go to Directory > U.S. Federal Materials > Administrative Rules & Regulations > [Code of Federal Regulations - Current Version](#))
- Federal Register
  - Last five years in print in the **Federal Materials Room at KF70 .A2**, full run in microfiche on 4<sup>th</sup> floor.
  - GPO Access, <http://www.gpoaccess.gov/fr/index.html> (last visited June 17, 2010).
  - Hein Online (must use on-campus or authenticate from [off-campus](#)) [Federal Register Library](#)
  - Lexis Source [FR- Federal Register](#)
  - Westlaw Database Identifier [FR](#) (Go to Directory > U.S. Federal Materials > Administrative Rules & Regulations > [Federal Register 1981 - Current](#))
- Ohio
  - Current print Ohio Administrative Code located in the **Ohio 1 Collection at KFO 440 .O37 1994**
  - Lawriter Ohio Laws & Rules, <http://codes.ohio.gov/oac> (last visited Nov. 22, 2010).
  - Lexis Source [OH – Ohio Administrative Code](#) (go to States Legal - U.S. > Ohio > Find Statutes, Regulations, Administrative Materials & Court Rules > [OH - Ohio Administrative Code](#))
  - Westlaw Database Identifier [OH-ADC](#) (go to Directory > U.S. State Materials > Ohio > Administrative & Executive Materials > [Ohio Administrative Code, Approved Edition](#))
- Other states
  - Use Lexis, Westlaw, or go to the state government website. A good listing of Administrative Codes and Registers is at the Administrative Codes and Registers Section of the National Association of Secretaries of State,

<http://www.administrativerules.org/> (click on codes and registers) (last visited Nov. 22, 2010).

- Tracking Regulations
  - Federal
    - Regulations.gov, <http://www.regulations.gov/> (last visited Nov. 22, 2010).
    - RegInfo.gov, <http://www.reginfo.gov/public/> (last visited Nov. 22, 2010).
    - Justia Regulation Tracker, <http://regulations.justia.com/> (last visited Nov. 22, 2010). *This site is currently in Beta.*
    - Open Regs, <http://openregs.com/> (last visited Nov. 22, 2010).
    - Lexis Source [Legislative & Regulatory Impact](#) (go to Federal Legal – US > Legislative Impact® & Regulatory Impact)
    - Westlaw Database Identifier [US-REGTRK](#) (go to Directory > U.S. Federal Materials > Administrative Rules & Regulations > [Federal Regulation Tracking](#))
  - States
    - Lexis & Westlaw – just as Lexis & Westlaw have bill tracking for Federal material, they also have it for the states. Locate the appropriate jurisdiction to find the appropriate database.
    - State websites – some state websites have regulation tracking capabilities.

## Administrative Decisions, Orders, and Opinions

Agency decisions, orders, and opinions are much more difficult to find than statutes, cases, or regulations. Generally, check UCLID, the agency's website, Lexis & Westlaw, and other commercial publishing sources such as CCH and BNA.

- Federal
  - ROBERT C. BERRING & ELIZABETH A. EDINGER, FINDING THE LAW (2005)  
**Reserves KF 240 .B45 2005**  
*Appendix C, Sources of Federal Regulatory Agency Rules, Regulations and Adjudications, has a nice chart of Federal agencies that lists any official publication of agency decisions.*
  - UCLID – Look up the reporter found in Appendix C for either a hardcopy or a link to the decisions on the web.
  - University of Virginia Library, Government Information Sources, [http://www2.lib.virginia.edu/govtinfo/fed\\_decisions\\_agency.html](http://www2.lib.virginia.edu/govtinfo/fed_decisions_agency.html) (last visited Nov. 22, 2010).  
*This website lists Federal agencies and links to where the decisions, orders, opinions, and other actions can be found.*
  - BNA Online Publications (must be on-campus or authenticate from [off-campus](#))

- Go to Law Library's Quick Links for Research and click on the [BNA Online Publications](#) link, or if accessing off-campus, choose the appropriate BNA library from the drop-down menu.
  - Look for Guidance and Agency documents.
- [CCH Online Publications](#) (must be on-campus or authenticate from [off-campus](#))
  - Choose the appropriate practice area and then click browse. Look for the appropriate agency decisions, orders, and opinions.
- Lexis
  - Go to Federal Legal - U.S. > Find Statutes, Regulations, Administrative Materials & Court Rules > [Administrative Agency Materials](#)
- Westlaw
  - Go to Directory > U.S. Federal Materials > [Federal Administrative Decisions](#)
- States
  - Visit the appropriate state government portal and look for a list of state agencies. Go to the agency in which you are interested and look for decisions, opinions, or orders.
    - State of Ohio Agencies, <http://ohio.gov/agencies/> (last visited Nov. 22, 2010).
  - Lexis & Westlaw
    - Go to the appropriate state and look for the category agency materials (it will be called something slightly different in each service). Find the decisions, opinions or orders for the agency in which you are interested.

## **Finding International, Foreign, and Comparative Law Materials**

Obviously this is much too broad of a category to adequately address in this packet. Your first step should be to look for a research guide that fits your area of law or jurisdiction. You will find the following resources extremely helpful:

- James W. Hart & Ron Jones, International Law Guide (2006), <http://www.law.uc.edu/sites/default/files/INTERNATIONALLAW.pdf>.
- James W. Hart, International Human Rights Research (2008 rev. ed.), <http://www.law.uc.edu/sites/default/files/InternatlHumRgtsRes.pdf>.
- Ron Jones, Treaty Research (2005), <http://www.law.uc.edu/sites/default/files/treatyresearch.pdf>.

- Ron Jones, Introduction to the United Nations Documentation System (2005), <http://www.law.uc.edu/sites/default/files/undocsys.pdf>.
- American Association of International Law, ASIL Electronic Resource Guide, <http://www.asil.org/erghome.cfm> (last visited Nov. 22, 2010).
- The American Society for International Law, Electronic Information System (EISIL), <http://www.eisil.org> (last visited Nov. 22, 2010).
- CLAIRE M. GERMAIN, GERMAIN'S TRANSNATIONAL LAW RESEARCH: A GUIDE FOR ATTORNEYS. **Reference K 85 .G47 1991**
- GEORGE WASHINGTON UNIVERSITY INTERNATIONAL LAW REVIEW, GUIDE TO INTERNATIONAL LEGAL RESEARCH (2009). **Reference and Stacks KZ 1234 .G85**
- Law Library of Congress, Global Legal Information Network (GLIN) <http://www.glin.gov/> (last visited Nov. 22, 2010).
- LLRX.com, Comparative/Foreign Law, <http://www.llrx.com/category/1050> (last visited Nov. 22, 2010).
- Hauser Global Law School Program, Globalex, <http://www.nyulawglobal.org/Globalex/> (last visited Nov. 22, 2010).
- THOMAS H. REYNOLDS & ARTURO A. FLORES, FOREIGN LAW: CURRENT SOURCES OF CODES AND BASIC LEGISLATION IN JURISDICTIONS OF THE WORLD (updated here in print **Reference K 38 .R49 1989** until 2007).

## Evaluating Sources

It is very important to critically examine any source you intend to use, but particularly important for those found on the Internet. Use the CAST method of evaluation: (1) Credibility, (2) Accuracy, (3) Scope, and (4) Time.

When examining credibility consider things like:

- Who is the author/publisher?
- What is the author's education, training and experience?
- If it is an organization, is the organization known and respected?
- What is the organization's purpose or mission?

When examining accuracy consider things like:

- What is the source of the data and is it trustworthy?
- Are the sources cited? Are the sources trustworthy?
- Can the data be corroborated or confirmed?

- Are there obvious errors in the information correct?
- Is the information factual in nature or opinion? On what are the opinions based?
- Is the information of consistent quality?

When examining scope consider things like:

- Are there political or ideological biases that need to be taken into account?
- Which aspects of the subject are covered and which are left out?
- Is the level of detail provided appropriate?
- Who is the intended audience?

When examining the time factor, consider things like:

- Is the document page or webpage dated?
- Is the information limited to certain time periods?
- When was it last updated?
- Is it the type of material that needs to be updated frequently?

## Keeping Current

### New Articles

- Current Index to Legal Periodicals (CILP)
  - *CILP is a current awareness tool where over 500 selected law review articles are indexed. When retrieving them on Westlaw, you will see a key to the citations, then that week's articles organized by subject. You can scan the entire week's issue or do a specific topic search using the topic, TO field.*
  - Westlaw: [CILP](#) (last 8 weeks available)
- Social Science Research Network (SSRN), <http://www.ssrn.com> (last visited Nov. 22, 2010).
  - *SSRN is a for-profit collection designed to promote greater dissemination of social science research. In the Legal Scholarship Network, scholars will often post pre-publication drafts of papers and law review articles. Most, but not all, of these papers are available for free downloading.*
  - To browse subjects, look at <http://papers.ssrn.com/sol3/displayjel.cfm>. Law & Economics are listed under K. You can also search by author, title, or find keywords in the abstract. You cannot search full-text.
- Berkeley Electronic Press (BePress), <http://law.bepress.com/repository/> (last visited Nov. 22, 2010).
  - *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, institution, etc.

- You can set up notification alerts of new articles posted at [http://law.bepress.com/repository/search\\_by\\_subject.html](http://law.bepress.com/repository/search_by_subject.html). This does require free registration.
- New England Law Library Consortium (NELLCO) Legal Scholarship Repository, <http://lsr.nellco.org/> (last visited Nov. 22, 2010).
  - *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.

## Newsletters & Newspapers

- BNA's Topical Newsletters
  - *BNA publishes over 85 current report services that track news, topics and trends. You can even subscribe to email alerts or an RSS feed.*
  - BNA Online Publications (must be on-campus or authenticate from off-campus):
    - Law Library's Quick Links for Research: <http://www.law.uc.edu/library/>
    - Choose the appropriate newsletter link.
  - BNA Current Reports How to Card, [http://www.bna.com/training/workbooks/notifications\\_howto.pdf](http://www.bna.com/training/workbooks/notifications_howto.pdf) (last visited June 4, 2010).
- Mealey's Newsletters (through Lexis)
  - *Mealey's reports include case summaries, commentaries, and breaking news across different practice areas. You can set up an RSS feed at <http://www.lexis.org/mealeys/RSSFeeds.aspx>.*
  - To view available Mealey's Reports, look under Legal > Secondary Legal > [Mealey Reports](#)
- Andrews Publications Newsletters (through Westlaw, current versions now under Westlaw Journal "subject").
  - To view available newsletters, go to the Directory and look under All Databases > Legal Periodicals & Current Awareness > [Andrews Publications Newsletters](#).
- CCH Topical Newsletters
  - *CCH is a subsidiary of Wolters Kluwer publishing company and it is well known for business, tax, and health resources.*
  - [CCH Online Publications](#) (must be on-campus or authenticate from [off-campus](#)):
    - Go to the Law Library's Quick Links for Research: <http://www.law.uc.edu/library/> and then click [CCH Online Publications](#).
    - Find and click on the Browse feature in the left corner. Find and click on your topical area of interest. This will expand the category. Click on the News link.

- Other Newsletters
  - Westlaw
    - Go to the Directory > Legal Periodicals & Current Awareness > [Legal Newsletters Listed by Title](#)
  - Lexis
    - Emerging Issues Analysis
      - Go to Secondary Legal > [Emerging Issues Analysis](#)
  - Legal & Other Newspapers
    - Lexis: Check under the News & Business tab
    - Westlaw:
      - Go to the Directory > Business and News or
      - to the Directory > Legal Periodicals & Current Awareness > Westlaw Highlights & Bulletins
  - UC Libraries Newspaper Resources, <http://www.libraries.uc.edu/research/articles/newspapers.html> (last visited June 4, 2010).

## Blogs

- BNA Web Watch
  - Provides links to government, industry, and academic documents on topics that span the breadth of BNA coverage. Why is it better than Google? Experts have pre-selected them.
  - <http://webwatch.bna.com/> (must be on-campus or authenticate from [off-campus](#)).
- Howard J. Bashman, How Appealing, <http://howappealing.law.com/> (last visited Nov. 22, 2010).
- Law Professor Blogs, <http://www.lawprofessorblogs.com/> (last visited June 5, 2010).
  - A network of blogs that are edited by faculty and other scholars. Our own Prof. Caron is Publisher & Editor-in-Chief.
- SCOTUSBlog, <http://www.scotusblog.com/> (last visited Nov. 22, 2010).
  - If it relates to the Supreme Court, this is the go-to blog.
- Find more blogs at: <http://www.blawg.com> (last visited Nov. 22, 2010).

## Citation & Cite Checking Help

*The Bluebook* is the citation manual used most often for law journals, although there are some that have adopted *ALWD*. See *ALWD*, *ALWD Adoptions*, <http://www.alwd.org/publications/adoptions.html#A3>, (last visited Nov. 22, 2010). The 19<sup>th</sup> edition is brand new for 2010. Although some of these citation resources refer to the 18<sup>th</sup> edition, they will still be helpful even with the new edition. Just be sure and check with the 19<sup>th</sup> edition for any changes.

- ALWD / Bluebook and Bluebook / ALWD Conversion Charts,  
[http://www.alwd.org/PDF/CitationManual\\_3rd/ALWDBluebook%20andBluebookALWD%20RuleConversion%20ChartsALWDBLUEBOOKRUL.pdf](http://www.alwd.org/PDF/CitationManual_3rd/ALWDBluebook%20andBluebookALWD%20RuleConversion%20ChartsALWDBLUEBOOKRUL.pdf) (last visited June 14, 2010).  
*If you are familiar with one and not the other citation manual, these charts comparing the 3<sup>rd</sup> edition of ALWD and the 18<sup>th</sup> edition Bluebook are very useful.*
- ALWD / Bluebook Comparison Charts,  
[http://www.alwd.org/PDF/CitationManual\\_3rd/ALWD-Bluebook%20Comparison%20Charts.pdf](http://www.alwd.org/PDF/CitationManual_3rd/ALWD-Bluebook%20Comparison%20Charts.pdf) (last visited Nov. 22, 2010).  
*If you are familiar with one and not the other citation manual, these charts comparing the 3<sup>rd</sup> edition of ALWD and the 18<sup>th</sup> edition Bluebook are very useful.*
- THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia Law Review Ass'n et al. eds., 19<sup>th</sup> ed. 2010). Multiple copies on **Reserves KF 245 .M68 2010**
- LINDA J. BARRIS, UNDERSTANDING AND MASTERING BLUEBOOK CITATION: A GUIDE FOR STUDENTS AND PRACTITIONERS (2007). **Reserves KF 245 .37 2007**
- LARRY L. TEPLY, LEGAL WRITING CITATION IN A NUTSHELL (2008). **Reserves KF 245 .T46 2008**
- M.G. Gallagher Law Library, University of Washington, Bluebook Abbreviations of Law Review Titles, <http://lib.law.washington.edu/cilp/abbrev.html> (last visited Nov. 22, 2010).
- PETER W. MARTIN, BASIC LEGAL CITATION (Online ed. 2010)  
<http://www.law.cornell.edu/citation/>. *Note that this is geared toward practitioner citation and so does not use the law review typefaces and fonts.*
- MARY MILES PRINCE, PRINCE'S DICTIONARY OF LEGAL CITATIONS (7<sup>th</sup> ed. 2006). **Reference KF 246 .B45 2006**  
*Note that this uses practitioner style so it does not show law review fonts and typeface.*
- Zotero is a Firefox extension that enables you to collect, manage, cite, and share your web-based research sources. You can get Zotero at <http://www.zotero.org>. It has a Bluebook Law Review style repository that you can install, [http://www.zotero.org/styles/bluebook\\_lawrev/dev](http://www.zotero.org/styles/bluebook_lawrev/dev). There is a Bluebook Law Review forum as well.

*The Bluebook* is not as helpful as one might wish when it comes to international citations. Supplement *The Bluebook* with the following:



- NEW YORK UNIVERSITY SCHOOL OF LAW, JOURNAL OF INTERNATIONAL LAW AND POLITICS, GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS (2d ed. 2009).  
**Reference K 89 .G85 2009**
- Washington University Global Studies Law Review, International Citation Manual, <http://law.wustl.edu/wugslr/index.aspx?id=5512> (last visited Nov. 22, 2010).
- University of Minnesota Law Library, Frequently Cited Treatises & Other International Instruments, <http://library.law.umn.edu/researchguides/most-cited.html> (last visited Nov. 22, 2010).

## Where to Go for Help

Remember that the Law Library wants to help you! While we cannot do the research for you, we can offer resources and assistance. Please feel free to ask ANY of the librarians for help – not just the liaison!

Library Faculty Member:	Liaison for:
Jim Hart Senior Reference Librarian 513-556-0160 310D (office) <a href="mailto:james.hart@uc.edu">james.hart@uc.edu</a>	Prof. Aaron Prof. Bettman Prof. Bryant Prof. Cogen Prof. Godsey Prof. Lockwood Prof. McMahon Prof. Mickles Prof. Schneider Prof. Tarkington
Ron Jones Electronic Resources & Instructional Services Librarian 513-556-0158 314C (office) <a href="mailto:ronald.jones@uc.edu">ronald.jones@uc.edu</a>	Prof. Armstrong Prof. Black Prof. Christenson Prof. Eisele Prof. Lassiter Prof. Malloy Prof. Mank Prof. Murphy Prof. Solimine
Shannon Kemen Reference Librarian 513-556-6407 310F (office) <a href="mailto:shannon.kemen@uc.edu">shannon.kemen@uc.edu</a>	Prof. Bai Prof. Caron Prof. Goldfarb Prof. Hubbard Prof. Kalsem Prof. Miller Dr. Mossman Prof. Pierre-Louis

	Prof. Williams
Susan Boland Associate Director for Public and Research Services 513-556-4407 315 (office) <a href="mailto:susan.boland@uc.edu">susan.boland@uc.edu</a>	Prof. Bergin Prof. Bradley Prof. Drew Assoc. Dean Houh Prof. Lenhart Prof. Smith Adjunct Faculty
Ken Hirsh Director, Law Library & Information Technology Professor of Clinical Law 513-556-0159 314B (office) <a href="mailto:ken.hirsh@uc.edu">ken.hirsh@uc.edu</a>	Dean Bilonis Assoc. Dean Oliver Dean Emeritus Tomain President Williams

For specific circulation or interlibrary loan questions:

Vicki Fleischer  
Head of Access Services  
513-556-1332  
316A (office)  
[victoria.fleischer@uc.edu](mailto:victoria.fleischer@uc.edu)

For technology questions:

Alan Wheeler Computer Support Specialist 513-556-4419 2M30C (office) <a href="mailto:j.alan.wheeler@uc.edu">j.alan.wheeler@uc.edu</a>	Bill Kimbelton Systems Administrator 513-556-0430 2M30B (office) <a href="mailto:william.kimbelton@uc.edu">william.kimbelton@uc.edu</a>	Josh Heinrich A/V and Multimedia Support Specialist 513-556-0161 210C (office) <a href="mailto:joshua.heinrich@uc.edu">joshua.heinrich@uc.edu</a>	John Hopkins Associate Director for Information Technology 513-556-0153 314A (office) <a href="mailto:john.hopkins@uc.edu">john.hopkins@uc.edu</a>
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