

**The Faculty Research Assistant's Library Guide
FAQ'S and TIPS**

Table of Contents

Introduction.....	3
Borrowing Library Materials for Your Professor	3
Photocopying and Printing.....	4
Getting Help and Getting Around.....	5
Research Tips.....	5
People and Organizations	6
Law Library Electronic Resources.....	7
Main Library Electronic Resources	7
Law Library Pathfinders	7
Law Library Jurisdictional Resources	7
Other Useful Research Tools:.....	7
Library of Congress Call Numbers--UWashington Gallagher Law Library	7
US Government Websites--Federal--Executive Branch.....	7
US Government Websites--Federal--Legislative and Judicial Branches.....	8
Library of Congress/CIA Websites.....	8
American State-Oriented Websites.....	8
Legal Information Institutes (The "LIIs").....	8
Abbreviations and Citations.....	9
Legal Systems/Comparative Law	9
Important UIowa Foreign Law Fee-Based Resources	9
Important International and Foreign Law Databases and Aggregators	9
International Law-Oriented Blogs/Feeds.....	9
United Nations Resources.....	10
Treaties/Conventions	10
Judiciary.....	10
United Nations	10
UN Specialized Websites.....	10
UN Specialized Topical Sites	10
Non-UN Websites with UN Documents.....	11

European Union Resources (Including European Court of Justice)	11
Five Research Resources	11
Five Must-Know Websites	11
Five Important EU Treaties	11
The Five Major Institutions of the EU	12
Five Important Publications	12
Council of Europe Resources (Including European Court of Human Rights).....	12
Treaty Resources.....	12
Treaties and Conventions in General	12
United States Federal Government Treaty Resources	12
United Nations Treaty Resources	13
General Treaty Resources on the Internet.....	13
Law Librarian Materials Containing Canned Bibliographies	13
Blogs	13
Think Tanks	14
Newspapers of Record	15
English Language.....	15
French	15
German.....	15
Italian	15
Vatican	15
Spain	15
Mexico	15
Argentina.....	15
Chile.....	15
South Africa	16
Egypt.....	16
China.....	16
Japan	16
Singapore	16
Newsmagazines-Websites.....	16

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

Introduction

Here's what you need to know to use library resources for your RA job. You'll learn about:

- Borrowing Books
- Photocopying
- Printing
- Other Campus Libraries
- Online Catalogs
- Finding information on people and organizations
- Finding full-text articles
- Using indexes

Please note: The University of Iowa Law Library, the University of Iowa College of Law, and the University of Iowa do not endorse any of the websites linked to by this Faculty RA Guide. In addition, lists of links do not imply a ranking of links.

Borrowing Library Materials for Your Professor

The RA Proxy Card This card is essential for borrowing books in your professor's name, both from the Law Library and from other campus libraries. Get your card as soon as possible so you will have it when you need it:

- 1) Ask for a *faculty authorization form* at the Law Library Circulation Desk
- 2) Give the form to your employer to sign
- 3) Return the signed form to the Law Library Circulation Desk.

Your new RA proxy card will be placed in your mail folder in approximately one day.

What if I left my RA proxy card at home? You can check out ***Law Library*** materials in the professor's name without your RA proxy card. ***Law Library Circulation Staff*** may ask to see an ID. ***MAIN LIBRARY AND THE BRANCH LIBRARIES WILL NOT ALLOW YOU TO CHECK OUT MATERIALS FOR YOUR FACULTY EMPLOYER WITHOUT THE RA PROXY CARD.*** Do not check out materials for faculty with your student ID card, because you are personally responsible for those items.

What if I lose my RA proxy card? ***REPORT THE LOSS TO THE LAW LIBRARY CIRCULATION DESK ASAP.*** A reported lost card's code number is immediately disabled, so you must get and use a replacement card.

Who is responsible for library materials after they are checked out? The faculty member is ultimately responsible for materials checked out in his/her name, including returning or renewing books by the due date, so please deliver them to the faculty member as soon as possible. Materials must be kept in the faculty office, rather than your carrel, so that Law Library Circulation Staff can retrieve them if necessary.

Can I have books from another University of Iowa library brought to the Law Library for my professor? Yes. Submit the request at the Law Library Circulation Desk for books and other materials from other UIowa libraries. Delivery takes several days. It may be faster for you yourself to get the item, using your faculty proxy card. Note: Other UIowa libraries have their own rules about loan periods and what may circulate.

How can I get a book for my professor that is already checked out? Find the record for the book in InfoHawk, the UIowa libraries' catalog (<http://infohawk.uiowa.edu>). Click on the *location* information, then on "Recall." Follow the instructions that come up. Your *user ID and password* are the *middle nine numbers* on the bar code of your proxy card. Once you receive an email notice saying the book is available, you must retrieve the item at the UIowa library that owns it. *Note:* A book may be recalled after the borrower has had it for two weeks. If you only need the book for a short time, see a Law Library Circulation or Reference staff member.

Can I get books or photocopies through interlibrary loan (ILL) for my professor? Yes. You may request books, microfilm or microfiche, and photocopies of journal articles or brief portions of books from libraries outside the University. Lending policies vary. Please check InfoHawk first to make sure the item is not in the UIowa Library System. Complete an interlibrary loan request form at the Circulation Desk with as much information as possible, such as the title of the article and journal or book, author, volume, pages, date. ILL delivery may take as long as three weeks. The ILL is routed to the professor unless you note otherwise on your ILL request form.

Photocopying and Printing

The Law School now uses PaperCut software to manage print accounts that allow both photocopying and printing from computers. Use the following links for information on photocopying or printing for your faculty employer:

<http://www.law.uiowa.edu/documents/generalpapercutinfo.pdf>

<http://www.law.uiowa.edu/documents/addingfundstopersonalaccounts.pdf>

Caution: If you are using free **Westlaw** or **LexisNexis** printing, use the print function *within the database* to send documents to the dedicated printer. **DO NOT USE THE BROWSER PRINT FUNCTION, BECAUSE THE HAWKID ACCOUNT WILL BE CHARGED.**

How do I pay for making copies from microfiche, microfilm, or CD-ROMs? You may need to make paper copies from microfiche or microfilm or printouts from CD-ROMs in the Law Library's Special Services audio-visual room (Room 130). You will need to bring written permission from the professor, which will be kept on file, in order to charge these to his/her account.

May I send library materials to the Copy Center? Yes. Bring materials to be photocopied to the Circulation Desk and fill out Copy Center forms with the professor's name and the pages to be copied. The Copy Center may not be able to copy some materials because of copyright restrictions. Library staff will take the books to and from the Copy Center (Room 180), **BUT YOU**

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

MUST PICK UP THE COPIES AT THE COPY CENTER. If you want to know when copies are ready, please call the Copy Center staff. Hours are 8:00 AM to 4:00 PM Monday through Friday. They are closed for lunch from noon until 1:00 PM.

Getting Help and Getting Around

See the reference librarians for help with your RA research, even if you've got a non-law question. If we're not at the Reference Desk, the Circulation Desk Staff will page us.

Law Library Basics

Main Library Basics

The Main Library's holdings are mostly in the humanities and social sciences. Important Main Library departments:

Reference and Media Services (current and microfilmed newspapers and microfiche) - Main Floor;

Current and Bound Periodicals, Special Collections - Third Floor.

Government Documents (full depository) - Third Floor

European Union Documents (full depository) - Third Floor

United Nations Documents (full depository) - Third Floor

Research Tips

FAST WAY TO CHECK CITATION FORMAT: SEARCH AS AN EXACT PHRASE IN LEXIS OR WESTLAW AND SEE HOW SOMEONE ELSE CITED THE SOURCE.

USING **INFOHAWK BIBLIOGRAPHIC RECORDS ("BIB" RECORDS)**: "Bib Records" give you an item's location number ("Library of Congress Call Number"). These numbers are also found on the ends of the rows of shelves, and on the spines of the books themselves. These numbers help you to locate an item.

Law Library First Floor: KF (American treatises are found on the Law Library's First Floor)

Law Library Second Floor K, KF (American federal case and statutory law (i.e., "primary law"); most American law reviews and journals ("secondary sources"))

Law Library Third Floor: "KFA," "KFC," etc, (American state law items)

Law Library Ground Floor: A-J; Ks without Fs (i.e., non-American: KD, KK, etc.); L-Z

BUT, Bib Records are *so much more* than just Library of Congress Call Numbers. Your Bib Record gives you incredible value added materials:

- Subject links
- Author links
- Book title links
- URLS

If something is checked out: To see which volumes or issues of a title a library has or whether an item is checked out, click on the information in the **Location** part of the record or on **Display Availability**. For journals, scroll down far enough to see the most recent information.

Keyword searching in the “Advanced Search” mode is helpful if you are not sure you have the exact title or author, or when you are searching by topic. Use the librarian’s trick - look at the Subject links in the records you retrieve with a keyword search and click on them to find additional titles.

Most materials in the Law Library and other University Libraries are cataloged in InfoHawk. See a reference librarian for help with items you cannot find as they may be listed in a different resource. InfoHawk gives bib records for:

- Books
- Government Documents
- Databases
- Microforms
- Video Materials
- Audio Materials
- Journals and Magazines

People and Organizations

If your faculty employer wants you to find a person (usually a law professor or attorney), Google the name as an exact phrase, and limit the domain to ".org" for attorneys and ".edu" for law professors (to make this easier, use the Google "Advanced Search" screen). Your exact phrase search will often find a CV, profile, and/or list of publications.

You might also use Martindale-Hubbell on Lexis, and the West Legal Directory on Westlaw.

See a reference librarian if you still can't locate the person in question.

For organizations, try the following links:

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

US Government Federal and State Webpages

International Organizations (University of Colorado Norlin University Library)

Worldwide NGO Directory (WANGO)

See a reference librarian if you still can't locate the entity in question.

Law Library Electronic Resources

Here's the entire alphabetized list

Here's the topical dropdown menu

Main Library Electronic Resources

Here's the entire alphabetized list

Here's the topical menu

Law Library Pathfinders

Law Library Jurisdictional Resources (including all 50 US States, Commonwealth of Puerto Rico, Guam, the Northern Mariana Islands, and the US Virgin Islands)

Other Useful Research Tools:

Library of Congress Call Numbers--UWashington Gallagher Law Library

Library of Congress Call Numbers (including broad legal categories)

Library of Congress Call Numbers for Law--US States

Library of Congress Call Numbers for Foreign Law (current and historical numbers and countries)

US Government Websites – Federal - Executive Branch

GPO Access—US Govt. Printing Office megasite

(GPO access is migrating to the Federal Digital System (FDsys))

White House

State Department

State Department's Treaties in Force publication

IRS Tax Treaties

US Trade Representative - Trade Agreements

Department of Justice

CIA World Factbook

United States Statistical Abstract

US Department of Justice

US Securities and Exchange Commission

US Treasury Department
US Federal Reserve System

US Government Websites – Federal - Legislative and Judicial Branches

Thomas - Website of the Library of Congress

US House of Representatives

US House Committees

US Senate

US Senate Committees

US Government Accountability Office (GAO)

Congressional Budget Office

United States Supreme Court

US Courts

Pacer (Electronic Access to US Courts; includes docket sheets and pleadings)

USA.gov

Library of Congress/CIA Websites

CIA World Factbook

Law Library of Congress

Law Library of Congress Guide to Law Online

Law Library of Congress Guide to Law Online (International and Multinational)

Law Library of Congress Guide to Law Online (Nations of the World)

Library of Congress Country Studies

Library of Congress Country Profiles

Library of Congress Portals to the World

American State-Oriented Websites

National Conference of State Legislatures

National Governors Association

National Center for State Courts

UIowa Law Library State Legal Research Pathfinders

State Court Website Links

National Association of State Budget Officers (NASBO)

State Legislative History Research Guides (University of Indiana School of Law)

Legal Information Institutes (The "LIIs")

Cornell Legal Information Institute

Canadian Legal Information Institute (CanLII)

British and Irish Legal Information Institute (BAII)

Australasian Legal Information Institute (AustLII)

New Zealand Legal Information Institute (NZLII)

World Legal Information Institute (WorldLII)

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

Abbreviations and Citations

Cardiff Index to Legal Abbreviations

NYU Journal of International Law and Politics (Purple Book)

Bluebook

Legal Systems/Comparative Law

JuriGlobe--World Legal Systems (University of Ottawa)

Hague Conference on Private International Law

Important UIowa Foreign Law Fee-Based Resources

Constitutions of the Countries of the World (fee-based)

Foreign Law Guide: Current Sources of Codes and Basic Legislation in Jurisdictions of the World (fee-based)

Max Planck Encyclopedia of Public International Law (fee-based)

Index to Legal Periodicals (fee-based)

Index to Foreign Legal Periodicals (fee-based)

Legal Trac (fee-based)

Important International and Foreign Law Databases and Aggregators

American Society of International Law (ASIL)

American Society of International Law Electronic Resource Guide

Electronic Information System for International Law (EISIL) (sponsored by ASIL)

GlobaLex

NYU Guide to Foreign and International Legal Databases

Legal Research on International Law Issues Using the Internet (Lyonette Louis-Jacques at University of Chicago)

University of Iowa Law Library Research Guides ("pathfinders")

Georgetown Law Library Research Guides

Columbia Law School

Government Gazettes Online (University of Michigan)

International Law-Oriented Blogs/Feeds

Opinio Juris

UN Pulse

DocuTicker

United Nations Resources

Treaties/Conventions

1. [UN Treaties Website](#)
2. [Office of the High Commissioner for Human Rights](#)
3. [Treaty Research \(UN Documentation Research Guide\)](#)
4. [League of Nations Treaty Series](#)
5. [WIPO-Administered Treaties \(World Intellectual Property Organization\)](#)
6. [International Labour Standards \(International Labour Organization\)](#)
7. [UNESCO Legal Instruments \(United Nations Educational, Scientific and Cultural Organization\)](#)
8. [UNCITRAL \(UN Commission on International Trade Law\)](#)
9. [International Humanitarian Law \(Intl. Committee of the Red Cross \(ICRC\)\)](#)

Judiciary

1. [International Court of Justice \(ICJ\)](#)
2. [International Tribunal for the Law of the Sea \(ITLOS\)](#)
3. [International Criminal Court \(ICC\)](#)
4. [International Criminal Tribunal for the Former Yugoslavia \(ICTY\)](#)
5. [International Criminal Tribunal for Rwanda \(ICTR\)](#)
6. [Permanent Court of International Justice \(League of Nations\)](#)

United Nations (here is the link to the main UN webpage) (The original six major components of the UN)

1. [General Assembly](#)
2. [Security Council](#)
3. [International Court of Justice](#)
4. [Economic and Social Council \(ECOSOC\)](#)
5. [Trusteeship Council](#)
6. [Secretariat](#)

UN Specialized Websites

1. [UN Documentation Center](#)
2. [UN Documents Research Guide](#)
3. [Official Document System of the UN](#)
4. [UNBisnet](#)
5. [UN Pulse](#)

UN Specialized Topical Sites

1. [UN Office of the UN High Commissioner for Human Rights](#)
2. [Research Library \(Part of UN Audiovisual Library of International Law\)](#)
3. [Dag Hammarskjöld Library - UN Headquarters](#)
4. [International Law Commission \(UN\)](#)
5. [FAOLEX \(Food and Agriculture Organization \(FAO\) of the United Nations\)](#)
6. [ECOLEX \(FAO; Intl. Union for Conservation of Nature \(IUCN\); UN Environment Programme \(UNEP\)](#)

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

Non-UN Websites with UN Documents

1. [EISIL](#)
2. [Documentation Center of the Netherlands Institute of Human Rights](#)
3. [University of Minnesota Human Rights Library](#)
4. Fletcher Multilaterals Project.

European Union Resources (Including European Court of Justice)

Five Research Resources

1. [CIA World Factbook Entry on the European Union](#)
2. [Globalex--European Union Legal Materials: An Infrequent User's Guide, by Duncan Alford](#)
3. [Foreign Law Guide: Current Sources of Codes and Basic Legislation in Jurisdictions of the World \(Reynolds & Flores\)](#)
4. European Union Law Nutshell (U.S.) Law Library KJE 949 .F55 2008
5. U. Law in a Nutshell (Nutshell Series) (U.K.) (shorter than U.S. version) Law Library KJE 949 .C87 2006

Five Must-Know Websites

1. [Europa](#)-General EU Website
2. [Eur-Lex](#)-General EU Law Website (links to cases on CURIA) and [Pre-Lex](#) (for pending legislation)
3. [CURIA](#), or CVRIA (European Court of Justice and Court of First Instance-case law)
4. [EU Delegation to the US](#) (I've linked to the A-Z index rather than the homepage. It's good to know about the index, and it's got up front and center the quick link to the LAW sources)
5. [US Mission to the European Union](#)

Five Important EU Treaties

1. [Rome](#)
2. [Maastricht](#)
3. [Amsterdam](#)
4. [Nice](#)
5. [Lisbon](#)

The Five Major Institutions of the EU

1. [European Commission](#)
2. [Council of the European Union](#)
3. [European Parliament](#)
4. [European Court of Justice](#)
5. [European Court of Auditors](#)

Five Important Publications

1. [Official Journal of the European Union L series](#)
2. C series (see above)
3. S series (see above)
(The Law Library carries the Official Journal of the European Union in both hard copy and on CD-ROM. Check InfoHawk for more details)
4. [European Journal of International Law](#)
5. [Jean Monnet Center--Research Papers](#)

Council of Europe Resources (Including European Court of Human Rights)

[Council of Europe](#)

[European Court of Human Rights \(ECHR\)](#)

[European Court of Human Rights Basic Texts](#)

[European Court of Human Rights Cases](#)

[European Court of Human Rights HUDOC](#)

Treaty Resources

Treaties and Conventions in General

[American Society of International Law \(ASIL\) Guide to Electronic Resources for International Law \(TREATIES\)](#)

[International Legal Materials \(HeinOnline\)](#)

[Treaties and International Agreements Online \(TIARA\)](#)

United States Federal Government Treaty Resources

[Treaties in Force 2009 \(US State Department\)](#)

[US Income Tax Treaties A-Z \(US Internal Revenue Service\)](#)

[United States Treaties and Other International Agreements \(UST\) \(HeinOnline\) \(Law Library Electronic Resources Page\)](#)

[Statutes at Large \(HeinOnline\) \(Law Library Electronic Resources Page\)](#)

[US State Department Office of Treaty Affairs-Main Website](#)

[US State Department--Multilateral Treaties for Which the United States is Depositary](#)

[US State Department--Treaties and Other International Acts Series \(TIAS\) \(Limited Coverage\)](#)

[US State Department--US Collective Defense Agreements](#)

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

United Nations Treaty Resources

[United Nations Treaty Collection Homepage](#)

[United Nations Documentation: Research Guide: Treaties](#)

[Multilateral Treaties Deposited with the Secretary General \(MTDSG\)--Status of Treaties](#)

[United Nations Treaty Series \(UNTS\)](#)

[Monthly Statement of Treaties and International Agreements](#)

[UN Landmark Documents](#)

[League of Nations Treaty Series \(LNTS\)](#)

General Treaty Resources on the Internet

[Electronic Information System for International Law \(EISIL\)](#)

[Fletcher Multilaterals Project \(Tufts University\)](#) (Tufts' Fletcher School of Law and Diplomacy)

[Yale University's Avalon Treaty Project](#)

Law Librarian Materials Containing Canned Bibliographies

International Journal of Legal Information (HeinOnLine; Law Library Stacks Z675 .L2 I58 (back northwest corner of ground floor, in compact shelving))

Law Library Journal (HeinOnLine; Law Library Stacks K12 .A933 (2nd floor law journals section))

Blogs

[Acton Institute](#)

[Department of Commerce Blog](#)

[Congressional Budget Office--Director's Blog](#)

FINANCIAL TIMES BLOGS (Selected)

- [Beyond BRICs](#)
- [John Gapper's Blog](#)
- [Economist's Forum](#)
- [Energy Source](#)
- [FTAlphaVille](#)
- [FTDotComment](#)
- [Martin Wolf's Exchange](#)
- [Money Supply Blog](#)
- [Undercover Economist](#)

[Financial Crisis Timeline](#) (by St. Louis Federal Reserve Bank)

[Hunton and Williams Financial Industry Recovery Center](#)

WALL STREET JOURNAL BLOGS (Selected)

- [Bankruptcy Beat](#)
- [Deal Journal](#) (Business deals)
- [Developments](#) (Real estate)
- [Digits](#) (Technology news)
- [Financial Adviser](#)
- [Law Blog](#)
- [MarketBeat](#)
- [Numbers Guy](#) (On data analysis)
- [Private Equity Beat](#)
- [Real Time Economics](#)
- [The Source](#) (Blog-like financial newspaper)
- [Venture Capital Dispatch](#)
- [Wealth Report](#)

Think Tanks

[American Enterprise Institute](#) (Home page)

[Aspen Institute](#) (Listing of policy initiatives)

[Brookings Institution](#) (Web page on economic issues)

[Cato Institute](#) (Home page)

[Center for American Progress](#) (Home page)

[Center on Budget and Policy Priorities](#) (Research initiatives)

[Committee for Economic Development](#) (Research reports)

[Global Financial Integrity](#) (Home page)

[Group of Thirty](#) (Consultative Group on International Economic and Monetary Affairs, Inc.)
(Publications page)

[Heritage Foundation](#) (Research page)

[Hoover Institution-Stanford University](#) (Home page)

[Institute for Policy Studies](#) (Global Economy Initiative)

[Joint Center for Political and Economic Studies](#) (Economics and business publications)

[Manhattan Institute for Policy Research](#) (Publications page)

[National Center for Policy Analysis](#) (Home page)

[Pew Research Center-Publications on Economics](#)

[Peterson Institute for International Economics](#) (Home page)

[Progressive Policy Institute](#) (Home page)

[Von Mises Institute](#) (Home page)

The Faculty Research Assistant's Library Guide FAQ'S and TIPS

Newspapers of Record

English Language

New York Times

Wall Street Journal

Washington Post

London Times

London Daily Telegraph

Manchester Guardian

Financial Times

International Herald Tribune

Toronto Globe and Mail

Jerusalem Post

French

Le Monde

Le Figaro

German

Frankfurter Allgemeine Zeitung (FAZ) (Germany)

Neue Zürcher Zeitung (Switzerland)

Italian

Corriere della Sera

La Stampa

La Repubblica

Vatican

L'Osservatore Romano (multiple language editions)

Spain

El Pais

Diario ABC

El Mundo

Mexico

Excelsior

El Universal

Argentina

Clarín

La Nación

Chile

El Mercurio

South Africa

South Africa—Cape Times

Egypt

Al-Ahram Weekly

China

People's Daily

South China Morning Post (Hong Kong)

Japan

Asahi Shimbun

Singapore

Straits Times

Newsmagazines – Websites

Economist

Der Spiegel Online (English language edition)

British Broadcasting Corporation--World Service

Deutsche Welle (English language website)