

# THE RESEARCH ASSISTANT'S LIBRARY GUIDE

## FAQ'S AND TIPS

### INTRODUCTION

This guide tells you what you will need to know to use library resources on behalf of the professor for whom you work. It answers questions about borrowing books and other materials, photocopying, and printing. The research tips will help you use other libraries on campus, check online catalogs, find information on people and organizations, and tap into online periodical indexes and full-text article sources.

### 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 it to the desk.

Your new card will be placed in your mail folder in a day or less.

What if I left my card at home? You can check out *Law Library* materials in the professor's name without your RA card. Staff may ask to see an ID, and it often takes longer. *Main Library and the branch libraries will not* allow you to check out materials for your faculty employer without the proxy card. Avoid checking out materials for faculty with your student ID card, because you are personally responsible for those items, whereas the proxy card provides for the faculty member to be responsible.

What if I lose my card? Please report the loss to the Circulation staff as soon as possible so no one else can charge items in the faculty member's name. The lost card's code number will be disabled, so you will not be able to use it if it turns up - only the replacement card will be valid.

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. Materials must be kept in the faculty office, rather than your carrel, so that staff may find them if necessary.

Can I have books in another University of Iowa library brought to the Law Library for my professor? You may place a request at the Circulation Desk for books and other materials from other libraries, but for quickest retrieval you may wish to find the material yourself at the library and check it out with your proxy card. *Note:* Other 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 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. You will need to pick the item up at the library that owns it when you receive notice that it has come in. *Note:* A book may be recalled after the borrower has had it for two weeks. If you need it for only a short time, such as to make photocopies, see a Circulation or Reference staff member, who will attempt to retrieve the book if it is in the building for you to use in the library.

Can I get books or photocopies through interlibrary loan for my professor? You may request books, microfilm or microfiche, and photocopies of journal articles or brief portions of books from libraries outside the University. Policies vary on what they will lend. Please check InfoHawk first to make sure the item is not in a University of Iowa library. Fill out 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. It may take as long as three weeks for materials to arrive. They will be routed to the professor unless you note on the request form that you wish to be notified.

## **PHOTOCOPYING AND PRINTING**

How can I make photocopies and charge them to the professor? Ask the faculty secretary for a blue requisition form that will authorize you to buy a copicard at the Circulation Desk. The secretary can also obtain a copicard for you to use if you need to photocopy at other libraries. The other libraries use a different brand of copicard and our cards cannot be used with their copiers.

How can I print documents from the Internet or other sources and charge them to the professor?

- 1) Ask the faculty member or secretary for a blue requisition form with the cost center number and a dollar amount for printing.
- 2) Take the form to the College of Law ITS office where a HawkID will be created for you as RA and connected to the professor.
- 3) Take the form to the Law Library Circulation Desk and ask a staff member to deposit the dollar amount in your faculty RA account.
- 4) Sign on with the RA HawkID user name and password to print from the computer lab, computer carrels, or a study carrel with your laptop.

*Caution:* If you are printing from WESTLAW or LEXIS, which is free, use the print function *within the database* to send documents to its dedicated printer, not the browser print function, or 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 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 must pick up the copies at the Copy Center. If you want to know when copies might be ready, please ask Copy Center staff. Hours are 8:00 AM to 4:00 PM Monday through Friday. They are closed over the noon hour.

## **GETTING HELP AND GETTING AROUND**

We encourage you to see a reference librarian for help with your RA research, even if it involves non-law subject areas. If you don't find one of us at the Reference Desk, see Circulation staff, who will page a librarian if there is one on duty.

*Don Ford* (office 322) specializes in *foreign, comparative and international law*, but other reference librarians may also be able to answer questions in these areas.

To find information about *other libraries on campus*, go to <http://www.lib.uiowa.edu/locations/index.html> and follow the links to library hours, locations, and floor plans. You can also go to any InfoHawk page and click on “Library Information” in the black toolbar.

The Main Library’s holdings are mostly in the humanities and social sciences. Areas you may need to visit: *Reference and Media Services* (current and microfilmed newspapers and microfiche) - Main Floor; *Current Periodicals* - Second Floor; and *Bound Periodicals, Special Collections and Government Publications* - Third Floor.

The Law Library has large collections of U.S. federal, United Nations, and European Union documents, but Main Library Government Publications is a full depository for all of these bodies, so it’s a good place to look for items we don’t have.

## RESEARCH TIPS

Here are some resources that R.A.’s often need when they go beyond familiar legal research. These will give you a start on researching law-related topics, finding information needed to get a book or article ready for publication, or finding a human resource.

### Locating Library Materials and Checking Citations

These databases - *InfoHawk* and *OCLC FirstSearch (WorldCat)* - will be useful early in the research, when you are looking for particular titles or for materials on a topic. Later, when checking citations, you can use them to fill in missing information or to verify information (watch the spelling!) on authors, titles, dates, or publishers.

*InfoHawk* (<http://infohawk.uiowa.edu>) has records for books, government documents, databases, microforms, video and audio materials, and journal titles held by or available from all of the University of Iowa libraries. Each record includes the name of the library and the collection, where appropriate (such as *Law Reference*), and a call number or other number used to identify the item. Records for web-based databases or documents will have the URL as a link.

In order to see which volumes or issues of a title the 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, be sure to 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.

*OCLC FirstSearch (WorldCat)* (<http://www.lib.uiowa.edu/eresources/libcats.asp>) shows the holdings of many U.S. and some foreign libraries. Library staff use OCLC to fill interlibrary loan requests, so if you find an item you need in this catalog, please attach a printout to your ILL request.

For finding or verifying citations of journal *articles*, see the information below on *indexes*.

### People and Organizations

The most recent *Law Library* edition of the book titles listed below is in the *Reference* area near the elevator on Level 2. Another library on campus may have a more recent edition. This is only a selection of the directories we have. For Westlaw and Lexis, file names are given that may be typed in under “Search these databases” (WL) or “Find a Source” (LX).

Try googling the individual by name or search the web site of the university, institute, association, or government body with which h/she is associated. You will often find a CV, profile, and/or list of publications.

#### General

Who's who in America. E176 .W642, also on WESTLAW: MARQUIS  
Sources listed at “Legal>Reference>Biographies” in the LEXIS directory

#### Lawyers

Who's who in American law. KF372 .W48 (biographies and addresses)  
Martindale-Hubbell law directory. KF190 .M3, also on LEXIS: Martindale-Hubbell Law Directory Listings  
and at <http://martindale.com>.

#### Academic

AALS directory of law teachers. KF266 .D552 (biographies; addresses and phone numbers of law schools)  
World of learning. AS2 .W6 (addresses, phone numbers of universities, institutes, research centers)

#### Government

The American bench. KF8700 .A19A47 (biographies, addresses, phone numbers of U.S. judges. See also other judicial directories under KF8700)  
Federal yellow book. JK6 .F41 (Other titles in the Yellow book series cover state, municipal, and other government departments and employees)  
Federal regulatory directory. JK6 .F39  
Congressional yellow book. JK1012 .C6  
“Member Biographical Profiles - Current Congress”. LEXIS, under “Legal>Legislation & Politics- U.S. & U.K.>U.S. Congress”  
“Congressional Member Profile Information”. LEXIS, under “Legal>Legislation & Politics- U.S. & U.K.>U.S. Congress”  
U.S. government manual. JK421 .A3, also at GPO Access, <http://www.gpoaccess.gov/gmanual/index.html> (federal agency functions, organization, addresses, phone numbers)  
Washington information directory. F192.3 .W33; also in CQ Press Political reference suite <http://proxy.lib.uiowa.edu/login?url=http://library.cqpress.com/prs/> (government and other D.C. organizations)  
Sources listed at “U.S. Political Biographies and Directories” in LEXIS

#### Associations

Encyclopedia of associations. AS22.E5, also on WESTLAW: EOA and Associations Unlimited  
<http://purl.lib.uiowa.edu/gale/au> (addresses, phone numbers, description)  
Yearbook of international organizations. JX1904 .A42 (addresses, phone numbers, description)

#### [Indexes to Periodicals and Other Publications](#)

## InfoHawk

InfoHawk can lead you to citations to periodical articles, documents, conference papers, theses, and other writings. At any search page, go to "Indexes and Abstracts" on the black toolbar. Choose "General Indexes" to find links to large multi-disciplinary Indexes. Choose "Specialized Indexes" to go to a list of topics; click on the topic for indexes that cover that area. Here are some favorites for law-related research. You can go to them directly by choosing "Alphabetical List" under "Indexes and Abstracts" or searching for the title of the index in the InfoHawk catalog.

[Academic Search Elite](#) (multi-disciplinary; indexes scholarly journals; full text for many)

[America: History and Life](#) (United States and Canadian history; abstracts from journals and citations of books and dissertations)

[Digital Dissertations](#) (abstracts of doctoral dissertations and master's theses; University of Iowa dissertations 1997- full-text)

[EBSCOHost](#) (includes [Academic Search Elite](#) and other indexes; abstracts and indexing for scholarly journals, general reference texts, newspapers; full text for many)

[ERIC](#) (journals, research documents dealing with education)

[Historical Abstracts](#) (world history *excluding U.S. and Canada*; also on WESTLAW: HIST-ABS to Apr. 2006)

[Ingenta Connect](#) (some law, mostly other subjects)

[ISI Web of Knowledge](#) (social sciences, general sciences, and humanities; find where a work has been cited or search by subject; also on WESTLAW: SOCSCISRCH, SCISEARCH, and ART-HUM)

[LexisNexis Congressional](#) (indexes hearings, reports, documents, bills, the Congressional Record; some full text; print version in the CIS indexes, LAW Documents Reference Z1223.Z7 C6, Level G)

[LexisNexis Statistical](#) (indexes and abstracts U.S. and international statistics sources; the U.S. federal part is also in print as [American Statistics Index](#), Law Reference, Z1223 .Z7A46)

[MEDLINE](#) (medical journals; also on WESTLAW: MEDLINE and LEXIS: MEDLNE)

[PAIS International](#) (Public Affairs Information Service; indexes materials on public and social policy; also on WESTLAW: PAIS and in print at Law Library Index Tables, Z7161 .P861)

[PsycINFO](#) (indexes and abstracts journal articles, book chapters and books in psychology and related fields)

[Social Work Abstracts](#)

[Sociological Abstracts](#)

[WilsonWeb](#) (applied science and technology, art, education, essays and general literature, information science, short story index; some abstracts and full text)

## Law Library Home Page

Several of the indexes listed above under InfoHawk are also linked on the Law Library home page:

<http://www.law.uiowa.edu/library/databases.php>. Other indexes here you will want to use:

[Index to Legal Periodicals](#) (this version covers 19<sup>th</sup> century to the present; 1981- also in LEXIS and WESTLAW [ILP])

[LegalTrac](#) (legal journals and newspapers, some overlap with ILP; also in LEXIS as Legal Resource Index)

## CD-ROM's

Several indexes are on CD-ROM at a computer on Level 2 near the reference desk, such as the [Index to Foreign Legal Periodicals](#) (also covers U.S. journals on foreign, comparative and international law), [Index to United Nations Documents and Publications](#) (indexes the library's UN microfiche), and [United Nations Master Treaty Index](#).

## Full Text Online

Several databases on InfoHawk and the Law Library web site, plus some indexes above as noted, provide the full text of articles or other materials such as newsletters or treaties. Many of these are in pdf format, which reproduces text as printed, with page breaks (good for citing) and illustrations. As well as getting texts for known citations, you can usually search for authors, title words, or words in the abstract or text.

To find out if the text of a periodical is available online through the University Libraries, go to InfoHawk, choose "Full Text" in the black toolbar, then "E-journals". Enter all or part of the name of a journal or newspaper; you will see a list of databases that include it and the years they cover. Enter the citation in the search boxes for an appropriate database to link to the text. You can also find the journal title in the InfoHawk catalog and click on the URL or the yellow InfoLink button in the record.

Another way to find newspaper text is to click on "Reference Sources" on the InfoHawk toolbar, then "By type">"News and Newspapers".

NOTE: Although Lexis and Westlaw both have full-text law review files, *many journals are not included* and those that are begin in the 1980s or later.

Frequently-used full-text sources (LL=available from Law Library only):

BNA (newsletters and primary sources in many areas of U.S. and international law) LL

CCH Business and Finance (securities, corporate governance, mergers & acquisitions, intellectual property, government contracts, antitrust and trade regulation, transportation, international business, banking)

CCH Internet Research NetWork (human resources management, payroll, pension/benefits, employment law, safety/OSHA, workers' compensation, health law, food & drug)

CCH Tax Research NetWork (federal and state tax materials including codes, regulations, forms, IRS Letter Rulings, commentary, and current news)

ERIC Full-text Documents (education research, 1993- . Main Library has microfiche 1966-2004)

HeinOnline (back issues of legal periodicals; federal regulations; treaties; Statutes at Large; U.S. Reports; legislative histories; Congressional debates; the most recent years excluded for some journal titles)

Journals@Ovid (mostly medical)

JSTOR (back issues of social sciences and humanities journals, most recent years excluded)

Legal Scholarship Network (abstracts and texts of working papers on various legal topics)

Project Muse (social sciences and humanities journals)

TIARA (Treaties and International Agreements Online - treaties to which U.S. is a party and tax treaties)

United Nations Treaty Collection (status and text of treaties registered with the UN)

U.S. Congressional Serial Set, 1817-1980 (House and Senate reports and documents)

## Books and Book Reviews

Bowker's Global Books in Print (information on books and other materials published in the U.S. and other English-speaking countries, including forthcoming titles)

Book Review Index (WESTLAW: BRI; gives citations to reviews of books found in journals, newspapers, and other periodicals)