

LIBRARY SERVICES FOR LAW FACULTY

In this guide we present information on services available to law faculty from the law library and other campus libraries. If you need assistance in an area that is not covered here or if you would like to ask questions about these services, please ask a library staff member:

Circulation	5-9002	
Reference	5-9005	e-mail: lawlib-ref@uiowa.edu
Interlibrary Loan	5-9015 or 5-9002	e-mail: lawlib-ill@uiowa.edu
Library Secretary	5-9104 or 353-5305	
Faculty Services Librarian - Sandy Keller	5-6829	e-mail: sandra-keller@uiowa.edu
Faculty Services Research Assistants (RAs)		e-mail: lawlib-facdelivery@iowa.uiowa.edu

The Law Library User's Guide gives additional information on library policies, staff, and locations. If you would like a print copy of the guide, please contact the Circulation Desk (phone: 5-9002).

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LAW LIBRARY CIRCULATION POLICIES

Loans and Loan Periods

Faculty may borrow Law Library materials to take to their offices or carrels (see the section on FACULTY CARRELS.) The loan period is based on the type of material:

Treatises	Due May 1
U.S. government documents	Due May 1
Reporters	Due at end of semester (date varies)
Journals and law reviews	Due at end of semester (date varies)

Materials marked Shelf Copy may not be borrowed. These include state codes, digests, some copies of reporters and journals, and high-use treatises. Materials in the Reference, Documents Reference, Tax Table and Index Table collections are also non-circulating.

Books checked out to an office are expected to remain in that office so that they may be retrieved and viewed by others for a short time if needed. Journals, reporters, and multi-volume treatises **may not** be taken out of the law building.

Recalls

All items that are checked out to another patron are subject to recall, but will ordinarily be due after two weeks from the time they are borrowed, giving each patron at least two weeks to use the item.

You may recall an item by going to its record in InfoHawk (<http://infohawk.uiowa.edu>):

- 1) Click on "Display Availability" at the top of the record.
- 2) Click on the "Recall" link at the right end of the call number line in the expanded record.
- 3) Type in your HawkID and password.
- 4) Choose the pickup location from the list of libraries. Pickup at Law is available only for items in the Law Library collection.

You may also recall an item by calling the Law Library Circulation Desk (**5-9002**).

When you are notified that your item is ready, you may call Law Library Circulation or e-mail the Faculty Services RAs (lawlib-facdelivery@iowa.uiowa.edu) to have it picked up from the library that is holding it and have it delivered to you. (See the section on FACULTY SERVICES on page 4 for more information on this Law Library service.)

If you receive notice that another borrower has recalled an item from you, please respond promptly. If you still need to use the item, please let the Law Library Circulation staff know so that they can arrange to return it to you as soon as possible. Failure to respond to a recall message may result in a loss of your borrowing privileges.

On occasion, a library staff member may need to retrieve a publication from you for brief use by another patron. We appreciate your cooperation in this process. If you are not in your office, the library staff member will enter the office, retrieve the publication, and leave a signed form showing the title of the item. It will be returned within twenty-four hours unless other arrangements have been made.

Returning and Renewing

At the end of each semester, all faculty who have borrowed law materials receive an e-mail notice that library materials will be due by either December 1, May 1 or August 1. Please return materials to the Circulation Desk or renew items there that you still wish to use.

If you have many items to renew, you may call the Circulation Desk (5-9002) to arrange for a library assistant to renew them in your office. (Please collect them in one place in your office.) Circulation staff or Faculty Services RAs can also pick up borrowed materials upon your request at any time during the semester. Items that are unreturned, lost or unaccounted for will be billed to the faculty member, in keeping with the general University policy regarding replacement of lost library materials.

Lost Library Materials

1. All Law Library materials checked out must be returned by their date due.
2. The Law Library charges users for material not returned to the Law Library when due. If materials are not returned, the borrower will be notified. Borrowers receive two notices via e-mail before a bill is issued. The following schedule is used for sending overdue and billing notices:

Date Due	First Notice	Second Notice	Billing
December 1	January 1	February 1	March 1
May 1	June 1	July 1	August 1
August 1	September 1	October 1	November 1
Two week loans	One week after date due	Two weeks after date due	Four weeks after date due
Three day loans	Three days after date due	Six days after date due	14 days after date due

3. Any correspondence concerning lost items should be directed to Law Library Circulation. However, all billing for lost items will be done through the University Cashier's Office.
4. Shortly after the billing notice is sent, the Law Library will process the billing for the missing item through the University Cashier's Office. The borrower will be charged, first, for the cost to replace the item, and, second, a \$10.00 processing fee for each item. If the item is returned to the Law Library after billing, but before a replacement has been purchased, the replacement charge will be credited to the borrower's account. However, the borrower is still responsible for paying the \$10.00 per item processing charge. Failure to return or pay for library books may result in the cancellation of Law Library borrowing privileges.

You can see a list of what you have on loan or on recall currently by going to InfoHawk and clicking on "My Account" near the top of the page. You will need to type in your HawkID and password.

Proxy Borrowers

If you wish to have a research assistant or secretary obtain books for you, you will need to complete and sign a proxy form giving him/her permission to do so and including the date it is to expire. Copies of the form are included with this guide.

After the proxy has returned the form to the Circulation Desk, he/she will be given a proxy card that will authorize checking out items from other University libraries as well as the Law Library. Faculty are ultimately responsible for any materials borrowed by proxies.

MATERIALS FROM OTHER UNIVERSITY OF IOWA LIBRARIES

Requesting Materials

Faculty may request items from other campus libraries by calling the Law Library Circulation Desk (5-9002) or e-mailing the Faculty Services RAs (lawlib-facdelivery@iowa.uiowa.edu). The RAs will check out materials with a proxy card and deliver them to your office or your secretary's office, or your mailbox if no one is in. They can also copy materials for you at the other libraries. (See the section on FACULTY SERVICES below.) During the times that the RAs are not working, materials from other campus libraries will be sent through the library courier service, which may take a little longer.

Circulation Policies

The University Libraries maintain their own circulation policies, which differ from those at the Law Library. You can see detailed information at their web site: <http://www.lib.uiowa.edu/about/policies/circulation.html>.

The University Libraries policy is that books loaned to faculty, who have a longer loan period, **may not be renewed by phone or e-mail**, but must be brought to the lending library or another branch library. **Journals may be renewed online by going to the "My Account" link near the top of the search screen.** Faculty Services RAs will renew books for you upon request. If an item is lost or damaged between the Law Library and the other library, the faculty member is responsible for any fines imposed by the lending library.

If you receive a recall notice from one of the University Libraries, you will want to **return the recalled item quickly**, as a **four-dollar-per-day (\$4.00) fine** is charged for late returns. The new due date will be on the notice.

Returning Materials

When you have finished with an item, you may:

- 1) return it to the Law Library Circulation Desk,
- 2) return it directly to the other library or
- 3) ask the RAs to return it for you.

NOTE: In all cases, you remain responsible for an item until it is checked back in at the home library.

FACULTY SERVICES - DOCUMENT DELIVERY PLUS

The Law Library employs law students as Faculty Services RAs. They are available during academic semesters and summer sessions.

Services

RAs will provide these services upon your request:

- retrieve books, articles, and other research materials from the Law Library and other University libraries and deliver them to your office or your secretary's office if you are not in
- find and print materials from online sources such as the internet, LexisNexis, Westlaw, and other databases
- photocopy articles, chapters, etc. or arrange for photocopying at the Copy Center using the professor's account
- pick up books from a faculty office and return them to the Law Library or other campus libraries; they will also renew books for you at these libraries
- perform basic research such as compilation of bibliographies as time permits

Placing Requests

You may e-mail requests to: lawlib-facdelivery@iowa.uiowa.edu or place a list of needed items in the RA box at the Circulation Desk. During examination or interim periods, when RAs do not work, requests will be filled by the Faculty Services Librarian or other Reference staff.

All requests should include sufficient information to identify the items, such as author(s), title, publication date, edition (and whether another edition is acceptable), volume, and page. If you do not have this information, the RAs will attempt to locate materials with a partial citation.

Policies

Whenever possible, the RAs will fill requests in the order received and deliver materials within 24 hours Monday through Friday. Law Library items will be retrieved before those from other libraries.

When demand is heavy, pending requests for a small number of items will be filled before long lists. If you are submitting a long list of items, please note any higher priority titles and indicate how soon materials are needed.

If you have any questions about these services, please direct them to **Sandy Keller (5-6829)**, e-mail sandra-keller@uiowa.edu.

LIBRARY CATALOGS

InfoHawk

The InfoHawk catalog (<http://infohawk.uiowa.edu>) is the shared online catalog of the Law Library and the University Libraries system, which comprises the Main Library and departmental and subject libraries. It contains records for materials that are in the libraries or available from them, such as databases and web-based documents, and for titles that are on order or in processing.

Some of the holdings of the State Historical Society of Iowa libraries in Iowa City and Des Moines are also included in InfoHawk.

All titles held by the Law Library are in InfoHawk. Most University Libraries holdings are there as well, but some parts of the collections, particularly government documents, are only represented in card catalogs, so you may need to check with Main Library Reference (5-5299) or a departmental library, or ask a Law Library reference librarian for assistance (5-9005). A large proportion of the State Historical Society holdings, mainly less-frequently-used items, are not yet in InfoHawk.

Basic searching by author, title, subject, etc., is useful when you are certain about the spelling and wording. If you are not certain about the *complete* title, author's name, etc., or wish to avoid typing a very long entry, you can type in part of the text from the beginning. For example, typing "law and political" in the title search box will bring up all titles matching to that point, including "law and political science" and "law and political theory."

Using the **advanced search** method allows you to search by keywords and limit to certain publication dates, types of material (journal, for example) or library (Law). Click on the "Help" link in InfoHawk for search tips and strategies.

Other Libraries

You can also search the holdings of libraries outside the University by choosing "Library Catalogs," then "Other Library Catalogs" at the top of the InfoHawk screen.

Of particular interest in this list is a large union catalog that shows titles held by multiple libraries: WorldCat. WorldCat includes libraries from around the world and includes the Library of Congress.

WorldCat is useful for verifying information on a title that the University Libraries do not own or for preparing a comprehensive bibliography on a topic or by a particular author. WorldCat is used by interlibrary loan staff to identify locations for requesting loans.

NOTE: Databases available through InfoHawk are discussed in the DATABASES section on page 10 of this guide.

INTERLIBRARY LOAN

Through membership in several library consortia, including OCLC, the Center for Research Libraries, and CIC (Big Ten libraries, University of Chicago, University of Illinois at Chicago), the Law Library is able to borrow materials for you from libraries worldwide.

Please submit requests to **John Bergstrom**, Circulation/Interlibrary Loan Librarian, through e-mail (lawlib-ill@uiowa.edu or john-bergstrom@uiowa.edu) or by filling out an interlibrary loan form at the Circulation Desk.

Please allow for as much lead time as possible when submitting a request, as it may take as many as three to four weeks for items to arrive. Libraries may deny requests for certain types of items such as reference books or fragile materials or place restrictions on their use. You may discuss any special borrowing arrangements with John.

In many instances we are able to obtain photocopies of articles free of charge. The library has some funds to cover additional charges unless they are excessive. If your research is related to a grant, please provide a signed requisition form with the grant number so that charges can be billed to the appropriate fund.

RESERVE MATERIALS

Reserve materials are housed at the Circulation Desk. **Kevin Burford (5-9002)**, e-mail kevin-burford@uiowa.edu) manages the Reserve collection and can answer your questions about it.

Collection Contents

The Reserve collection comprises these groupings:

- 1) General Reserve - current hornbooks, nutshells, selected other research and study aids, restatements, Iowa practice materials and current Iowa legislative materials, shelved by Library of Congress call number.
- 2) Course Reserve - materials requested by faculty members for use by students in specific classes or programs, shelved alphabetically by faculty member or program. Electronic course materials should be uploaded to the course ICON website.
- 3) Exams - past law school exams placed on Reserve by professors, shelved by faculty member.

Circulation of Reserve Materials

Most items may be used in the library for four hours, or checked out overnight two hours before closing and returned within one hour after opening the next day. Faculty may make arrangements with Circulation staff to use Reserve items in their offices for longer periods, for example if they are needed for class preparation.

Placing Materials on Reserve

To place items on Course Reserve, please give Kevin the following information: *name of instructor, name of course; authors and titles* of books, articles, etc. You may leave the information for him at the Circulation Desk or let him know what you need by phone or e-mail.

Course reserve items may include Law Library materials, materials from other campus libraries, or personal copies. Kevin will request any campus library items you need from the other libraries. If you wish to provide electronic copies of readings to your students, please post copies or links on the course ICON website. If you need assistance with the latter, please contact **Becky Lutkenhaus** (5-9007; rebecca-lutkenhaus@uiowa.edu).

You are asked to provide photocopies of any other materials; generally two or three copies are enough. Please leave a one-inch margin so that they may be placed in three-hole folders.

For Exam Reserve, we ask that you provide the copies and leave a one-inch margin for placement in folders. Three copies of each exam are generally placed on Reserve, as they are heavily used. Exams on Reserve are listed in a notebook at the Circulation Desk.

Removal of Materials

Course Reserve items are generally kept on Reserve only for the semester that the course is being taught. At the end of the semester you will be sent a notice listing the items you had on Reserve and notifying you that they will be removed, with personal copies returned to you and library materials returned to the general collection.

A list of reserves for a course may be retrieved through InfoHawk by clicking on “Course Reserves” near the top of the search page.

CURRENT AWARENESS

Routing

Faculty members may have up to ten journals or other serials routed to them at their request. Please examine these items quickly, note or copy any articles of interest, and then return routed materials to the library within 48 hours of receipt, since some publications are routed to several faculty members.

In order to have materials routed to you, you will need to fill out an “Authorization for Routing of Library Items” form (a copy is included with this guide). Once this has been returned to the Circulation Desk, you may give your routing requests to **John Bergstrom**, Circulation/Interlibrary Loan Librarian (5-9015, e-mail john-bergstrom@uiowa.edu).

Acquisitions List

The Law Library posts a monthly list of recent library acquisitions on its web site, with archived lists back to 2004: <http://www.law.uiowa.edu/library/newacquisitions.php>. You may call the Circulation Desk (5-9002) or e-mail the Faculty Services RA s (lawlib-facdelivery@iowa.uiowa.edu) to have any titles on these lists checked out and brought to you.

Current Awareness Services and Web Sites

There are several publications or services that can help with current awareness. Some of those available to law faculty are described here, but if there are particular topical areas for which you would like to receive updates, please discuss your need with a member of the reference staff (phone 5-9005, e-mail lawlib-ref@uiowa.edu):

Legal Scholarship Network (<http://www.ssrn.com/lrn/index.html>) Provides abstracts of working papers and final drafts of articles, and the opportunity to sign up for subscriptions to e-journals with full text articles.

Berkeley Electronic Press (bepress) Legal Repository (<http://law.bepress.com/repository>) Working papers and preprints, plus articles from bepress peer-reviewed journals. You may set up personalized e-mail notification of new works in specified subject areas.

BNA's Law School Professional Information Center (http://www.law.uiowa.edu/library/database_list.php) This collection provides electronic access to over 100 of BNA's information services, which cover a variety of legal, regulatory, economic, and international topics. You may sign up for e-mail summaries from BNA news services and reference libraries to which the Law Library subscribes. On the main BNA page go to Home>Law School Administrator Resources. Sign Up for E-mail Updates.

Current Index to Legal Periodicals/SmartCILP (<http://lib.law.washington.edu/cilp/cilp.html>) CILP, a product from the University of Washington Law Library, provides access to article citations from over 570 current legal journals 4-6 weeks before they are available in commercial indexes. Article titles are classified under more than 100 subject headings so that one may receive a list of article citations by subject or one may select the journals from which to receive tables of contents. To request CILP on a weekly basis via e-mail, contact **Mary Ann Nelson** (5-9016; mary-nelson@uiowa.edu).

An automated version of CILP, called SmartCILP, allows the user to choose the subjects and journals online. An e-mail is sent automatically each week. To register for SmartCILP, go to: <http://lib.law.washington.edu/cilp/scilp.html> and click on "Create/Change a SmartCILP Profile." Fill out the form with your name and UI e-mail address; Affiliation is **cilp**; the Authorization Code is **c!lp42**. (that is an "!" symbol). The profile can be changed as often as every week to meet new research needs.

Contents Pages from Law Reviews and Other Scholarly Journals at the Tarlton Law Library, University of Texas (http://tarlton.law.utexas.edu/tallons/content_search.html) This is a searchable database of tables of contents of the most recent three months worth of issues from publications related to law including international journals.

European Integration Current Contents (<http://centers.law.nyu.edu/jmtoc/index.cfm>) from the Jean Monnet Center for International and Regional Economic Law and Justice at NYU. Provides tables of contents of new journal issues received at the European University Institute and NYU libraries, with back-issue information for most journals.

Westlaw Alerts (<http://westlaw.com> - choose "Alert Center" in the upper right dark blue ribbon area at the top right of the research screen) Allows you to set up several kinds of alerts from your Westlaw search, including WestClip, KeyCite, and Docket.

LexisNexis Alerts (<http://www.lexis.com> - choose the "Alerts" tab at the top of the research screen to access your Alerts.) Allows you to run a predefined LexisNexis search on the schedule of your choice. Conduct a search and then click on the "Save as Alert" link under the numbers of documents retrieved.

CCH Tracker News (see CCH Business and Finance, Internet Research Network, and Tax Research Network on the Electronic Resources page) - click on the "set up tracker services" link at the right of the welcome page for each of these databases.

Current Law Journal Content at the Washington & Lee Law School Library (<http://lawlib.wlu.edu/CLJC/index.aspx>). Contains table of contents information primarily for English language law journals worldwide from 2005 onward, with information back to 2000 being added. You can set up a profile to search citations by key words in defined journals and receive results by e-mail or RSS.

Law Library Faculty Services RAs can deliver copies of contents pages for selected journals received by the library to your office or secretary. Please ask **Sandy Keller**, Reference and Faculty Services Librarian (5-6829, e-mail sandra-keller@uiowa.edu), about setting up this service.

DATABASES

The list of databases providing indexing, full-text documents and other information that are available to Law School users is long and growing. A few Law Library databases are on CD-ROM, but most are internet-accessible.

CD-ROM

CD-ROM databases are primarily available at a dedicated computer in the center of the second floor of the library near the Reference Desk. Here are descriptions of those likely to be of most interest:

Bibliography of Early American Law (BEAL) Covers beginnings of American history through 1860. Lists treatises, bibliographies, commentaries, digests, lectures, civil and criminal trials, and other legal literature. Includes U.S.-published works on foreign, comparative and international law.

Current Legal Information Provides indexing of British legal materials. Indexes include *Current Law* (1986 -), *Legal Journals Index* (1986 -), and *Financial Journals Index* (1992 -).

Index to United Nations Documents and Publications (online version is AccessUN, <http://infoweb.newsbank.com>) Indexes the UN documents microfiche collection held by the library, sales publications, UN periodical articles, and treaties in the *United Nations Treaty Series*.

Includes full text of resolutions of the General Assembly, Security Council, Economic and Social Council, and Commission on Human Rights (superseded by the Human Rights Council); selected voting records documents; documents related to crisis areas and peacekeeping; Secretary-General statements and reports. Years covered vary. AccessUN includes, in addition, links to web sites with the text of documents.

Martindale-Hubbell Law Digest Summarizes laws on a variety of legal topics. Jurisdictions are divided into five parts as follows: Digest of Laws of the States, District of Columbia, Puerto Rico, and U.S. Virgin Islands, Digest of U.S. Federal, Copyright, Patent, and Trademark Laws, Appendix of U.S. Uniform and Model Acts (contains the complete full text of the acts), Digest of Laws, International Section (covers 80 countries and European Union law), Selected International Conventions

United Nations Master Treaty Index Indexes current treaties and international agreements registered or recorded and filed with the UN Secretariat, including those published in the *United Nations Treaty Series*. Does not include information on subsequent treaty activities.

United Nations Yearbook Collection (1946-Current) Gives details of the activities of the UN and its organs, programs and bodies, with full text of resolutions and presidential statements, summaries of major reports and citations to documents.

Law Library Web Site

A list of databases related to law that are available to law school patrons is on the Law Library web site: http://www.law.uiowa.edu/library/database_list.php. Brief database descriptions are included below. A note to “contact a reference librarian for access” indicates that a username and password are needed.

19th Century Masterfile Includes all 4 volumes of the *Index to Legal Periodical Literature* 1786 - 1922.

ABI/INFORM Global A searchable index of business periodicals covering advertising, marketing, economics, human resources, finance, tax, and more. Provides access to the full text content of many of these periodicals including coverage of the Wall Street Journal since 1984.

Access World News Provides access to full text articles from the electronic editions of U.S. and international newspapers. Includes *The New York Times*, *Chicago Tribune*, *Cedar Rapids Gazette*, and *Des Moines Register*.

All South African Law Reports Consolidated Indexes and reported cases since 1996. Includes the full text of leading judgments. (contact a Reference Librarian for access)

America: History and Life Focuses on the history and culture of the United States and Canada from prehistory to the present. Indexes and abstracts journal articles, book reviews, dissertations, and other materials published since 1954. Contains titles from **Historical Abstracts**.

American State Papers This searchable, digitized collection contains the legislative and executive documents of Congress from 1789-1838. These primary source materials provide insights into significant events in American history and are considered the precursor to the U.S. Congressional Serial Set.

Arbitration Law Online International commercial arbitration and dispute resolution. Includes laws, rules, treaties and conventions, arbitral and judicial decisions, treatises, journals, newsletters, monographs and a roster of arbitrators. (contact a Reference Librarian for access)

Berkeley Electronic Press (bepress) Provides full text electronic access to peer reviewed journals in a range of disciplines including economics, law, health, political science, and technology.

BNA Law School Professional Information Center (see also under CURRENT AWARENESS) Newsletters and reference libraries on a wide range of legal, regulatory, economic, and international subjects.

Business Source Complete Indexes and abstracts scholarly business journals dating as far back as 1886. Full text coverage is available for many titles.

Canada Statute Service Contains the full text of all consolidated federal statutes and regulations (except the Income Tax Act); the Canada Statute Citator, and a complete amendment history for each statute since the 1985 revision including amendments that have received Royal Assent but are not yet in force. At the publisher's contents page, click on **Canada Statute Service**.

Canadian Human Rights Reporter Reported and unreported decisions. The database covers decisions from volume 1 (1980) to the current year.

Catalog of U.S. Government Publications A finding tool for electronic and print publications from the legislative, executive, and judicial branches of the U.S. government. The records currently date from July 1976 to the present. Search for U.S. governmental publications by agency, title, subject, or keyword. Use the advanced search for more searching options. If the full text of a publication is available for free on the internet, the catalog will provide a link to it.

CCH Business and Finance Topics covered are: securities, corporate governance, mergers & acquisitions, exchanges and self regulated organizations, intellectual property/computer and internet law, federal energy guidelines, government contracts, antitrust and trade regulation, transportation law, international business, and banking.

CCH Internet Research NetWork Also known as "CCH Health and Human Resources Research Network." Search topics include human resources management, payroll, pension/benefits, employment law, safety/OSHA, workers' compensation, health law, and food and drug.

CCH Tax Research NetWork Federal and state CCH tax materials including codes, regulations, forms, IRS Letter Rulings, and current news.

Checkpoint Research tool for tax and accounting information from RIA, including federal, state, and international. You can register for a personal account that allows you to customize the database and save searches. **Becky Lutkenhaus**, Head Student Computer Services Librarian (5-9007, rebecca-lutkenhaus@uiowa.edu), can help you set up an account with a permanent password.

Columbia International Affairs Online Includes a wide range of international affairs scholarship generated since 1991 including working papers from university research institutes, occasional papers series from NGOs, foundation funded research projects, proceedings from conferences, books, journals, and policy briefs.

Congressional Research Service Digital Collection The Congressional Research Service provides Congressional members, committees, and staff with research and analysis on public policy issues. Go to LexisNexis Congressional. Choose the “Advanced Search” tab and check “CRS Reports” under “Search within.”

Constitutions of the Countries of the World Contains the full text for the constitutions of 192 countries.

CQ Electronic Library A full text resource for researching American government, politics, public policy, and current affairs. Information is divided into collections, including one on Congress and another on the Supreme Court. It also includes electronic versions of the *CQ Researcher*, *CQ Almanac*, and the *Political Handbook of the World*.

Early English Books Online (EEBO) Digital facsimile page images of virtually every work printed in England, Ireland, Scotland, Wales and British North America and works in English printed elsewhere from 1473-1700.

EBSCOhost A collection of databases, including *Academic Search Elite*, which offers full text of scholarly journals covering the social sciences, humanities, general science, multi-cultural studies, education, and more.

EconLit Indexes journal articles, essays, research papers, books, dissertations, book reviews, and working papers from 1969-present. Subjects covered include accounting, consumer economics, monetary policy, labor, marketing, demographics, modeling, economic theory, and planning.

Environmental Law Reporter Covers environmental law and the law of natural resources, toxic torts, energy, health and safety, and land use. Original source documents, editorial summaries, and expert analysis on state, federal, and international issues. (contact a Reference Librarian for access)

Factiva Contains a wide variety of business and economic information including news, stock market quotes, industry reports, market research profiles, and financial data.

Foreign Law: Current Sources of Codes and Basic Legislation in Jurisdictions of the World Provides information on sources of foreign law, including citations to legislation, the existence of English translations, indications of currentness, and references to secondary sources in English.

Global Jurist Offers a forum for scholarly cyber-debate on issues of comparative law, law and economics, international law, law and development, and legal anthropology.

Global Legal Information Network (GLIN) A database of laws, regulations, and complementary legal sources. Documents are from official texts contributed by the member governments and deposited at the Library of Congress. (contact a Reference Librarian for access)

Google Scholar Provides a search of scholarly literature across many disciplines. Click on the "Ulowa InfoLink: Full Text" link next to each citation in your results list for InfoLink services including full text (when available), links to the InfoHawk Catalog, Interlibrary Loan requests and more.

Government Gazettes of South Africa Provides full text access to the Government Gazettes from 1994 to the present. Includes regulations, proclamations, and notices.

Health Policy Tracking Service Reports on state and federal policies affecting the quality, delivery and financing of health services in the public/government and private sectors, including health care facilities, insurers, pharmaceutical manufacturers and corporations seeking to control costs while providing access to care. (contact a Reference Librarian for access)

HeinOnline Full text of selected U.S. and international resources with emphasis on historical coverage; new modules continually added. Highlights include: Law Journal Library – selected journals from the beginning of publication, currency varies; AALS; ALI – restatements and drafts, proceedings; Code of Federal Regulations and Federal Register; English Reports; Foreign and International – yearbooks, tribunal decisions; Legal Classics – treatises, trials; Uniform State Laws – texts, drafts, proceedings; Session Laws – states and U.S. Statutes at Large; Treaties and Agreements – texts and indices; U.S. Code – historical editions; U.S. Congressional – Congressional Record and antecedents; U.S. Federal Agency – decisions, GPO best-sellers such as the Statistical Abstract and Sentencing Commission Guidelines; U.S. Federal Legislative History; U.S.

Presidential - papers, executive orders; U.S. Supreme Court – U.S. Reports, treatises.

Index to Foreign Legal Periodicals Provides indexing of selected legal periodicals and essay collections dealing with international law, comparative law, and the law of jurisdictions other than the United States, the United Kingdom, Canada or Australia. Covers U.S. and non-U.S. publications.

Index to Legal Periodicals Indexes over 750 retrospective and over 1,000 current legal periodical titles published in the United States, the United Kingdom, and commonwealth countries. Full text available for many of the articles indexed.

IndexMaster Collection of indexes and tables of contents from thousands of legal treatises. (contact a Reference Librarian for access)

InterAm Database Produced by the National Law Center for Inter-American Free Trade, this is a collection of laws, regulations, case law, and secondary source materials for countries in the Americas. (contact a Reference Librarian for access)

International Bureau of Fiscal Documentation (IBFD) Access to these tax databases: Tax Treaties; Tax Treaty Case Law; Intellectual Property Taxation; European Tax Surveys; Canada Taxation & Investment; China Taxation & Investment; and European VAT Directives (contact a Reference Librarian for access)

International Law in Domestic Courts Reprints and analyzes important cases from domestic courts around the world that impact public international law. Cases are drawn from over 60 jurisdictions and coverage dates back to 2000. For non-English cases, translations of key passages appear alongside the full text of the judgments in the original language.

ISI Web of Knowledge A citation database that includes the *Web of Science* (*Science Citation Index*, *Social Science Citation Index*, and *Arts and Humanities Citation Index*). General searches are possible as well, such as finding articles by subject or author.

iSinoLaw Provides English translations of all the major Chinese business laws and regulations. Topics include: Constitution and Basic Laws, Civil and Commercial Laws, Intellectual Property Rights, Administrative Laws, and Other laws. (contact a Reference Librarian for access)

JSTOR Full-text access to back issues of scholarly journals in history, economics, political science, philosophy, mathematics and other fields of the humanities and social sciences. Back issues only, excluding most recent 3-5 years. Coverage varies for each title.

Legal Scholarship Network (see also under CURRENT AWARENESS)
Abstracts of working papers as well as articles accepted for publication in various areas of law. Purpose is to inform readers of works in progress.

LegalTrac Indexes articles found in all major U.S. law reviews, specialty law and bar association journals and legal newspapers. Also included are British Commonwealth, European Union and international law.

LexisNexis Congressional Indexes U.S. Congressional materials - bills, laws, hearing transcripts, committee prints, committee reports and documents, the *Congressional Record*. Some links to full text.

LexisNexis Government Periodicals Index Helps you locate articles from journals and magazines published by U.S. government agencies from 1988 to the present on issues relating to public policy, commerce, and science-based topics of general interest for both consumers and researchers. The index is updated quarterly and is searchable by subject, keyword, author and title.

LexisNexis Statistical Index and abstracts of statistical information from U.S. government publications, state and private sources, and documents from international organizations. Full text or web links provided for some citations.

LLMC Digital Library Historical materials including legislative, executive and judicial documents from the U.S. federal, state, and territorial governments; Anglo-American legal journals and treatises; documents from foreign jurisdictions; materials on international law and organizations; subject collections on canon law, military law, Native American law, and British Empire studies.

Lloyd's Law Reports A searchable database of *Lloyd's Law Reports Insurance*, *Reinsurance*, and *Professional Negligence* case reporting series. (contact a Reference Librarian for access)

Making of Modern Law Digital archive of over 22,000 legal treatises on U.S. and British law published from 1800 through 1926. Full-text searching.

Making of Modern Law Digital Archive - Trials This collection provides access to digitized versions of published trial collections, official trial documents including briefs and arguments, and records of legislative and administrative proceedings that examine historically important trials. Most of the titles were originally published in English in the U.S. or Great Britain but the collection also contains selected non-English language materials from other jurisdictions.

Max Planck Encyclopedia of Public International Law This resource is a fully revised version of the 1992 print edition of the *Encyclopedia of Public International Law* currently on Law Course Reserve at JX1226 .E5 1992. This new electronic edition contains 1,700 articles and includes over 700 new topics not addressed in the previous edition. It also expands coverage in the areas of international criminal law, international dispute settlement, trade law, and environmental law.

New York Times (ProQuest Historical Newspapers) Allows full text access to the New York Times from 1851-2004. All documents display as PDF images.

Newspaper Source Updated daily, this full text collection provides access to articles from regional U.S. newspapers, international newspapers, newswires, newspaper columns, and other sources.

Official Documents of the United Nations Provides access to the resolutions of the General Assembly, Security Council, Economic and Social Council, and the Trusteeship Council from 1946 onwards; covers all other types of official UN documentation back to 1993. The database does NOT include press releases, the UN Treaty Series, or sales publications. For an index to UN documents covering a broader time period, consult the electronic resource AccessUN.

Oxford Reports on International Human Rights Law Includes the full text of decisions and awards from the European Court of Human Rights, Inter-American Commission and Court of Human Rights, African Court of Human and Peoples Rights, and the UN's Human Rights Committee, Committee Against Torture, Committee on the Elimination of Racial Discrimination, and Committee on the Elimination of Discrimination Against Women.

Oxford Reference Online Over 130 subject dictionaries; the *World Encyclopedia*; English dictionaries; bilingual dictionaries of French, German, Spanish, and Italian; an expanding range of *Oxford Companions*; the *Oxford Dictionary of Quotations*; and timelines of events in 20th-century history.

Oxford Reports on International Criminal Law Provides updates on pending cases and access to decisions on substantive and procedural law from the International Criminal Court, International Criminal Tribunal for the former Yugoslavia, International Criminal Tribunal for Rwanda, Special Court for Sierra Leone, Iraqi Special Tribunal, and Extraordinary Chambers for Cambodia.

Oxford Reports on International Law in Domestic Courts Reprints and analyzes important cases from domestic courts around the world that impact public international law. Cases are drawn from over 60 jurisdictions and coverage dates back to 2000. For non-English cases, translations of key passages appear alongside the full text of the judgments in the original language.

PAIS International Index to the literature of public policy, social policy, and the social sciences.

Parliament Rolls of Medieval England Official records of the meetings of the English parliament from the reign of Edward I (1272 – 1307) until the reign of Henry VII (1485 – 1509) with a full translation of all the texts.

Philosopher's Index Provides indexing and abstracts for books, journal articles, and anthologies in all fields of philosophy including ethics, aesthetics, social philosophy, political philosophy, epistemology, and metaphysics and logic as well as material on the philosophy of law, religion, science, history, education, and language. Coverage begins in 1940.

PsycINFO Covers the professional and academic literature in psychology and related disciplines including medicine, psychiatry, nursing, sociology, education, pharmacology, physiology, and linguistics.

RefWorks A web-based tool that allows you to import references from online resources to create a personal citation database, which can then be used to produce bibliographies for your research projects.

Serial Set Database of texts from the bound, sequentially numbered volumes of the reports, documents, and journals of the U.S. Senate and House of Representatives. 1817-1969 currently available, eventually will include 1817 - 1980.

Social Science Research Network (SSRN) Provides access to working papers and article manuscripts that have been accepted for publication, often a year before they appear in print. Includes the Accounting Research Network, Economics Research Network, Financial Economics Network, and Legal Scholarship Network.

Social Services Abstracts Indexes and abstracts current research in social work, human services, and related areas including social welfare, social policy, and community development. Major areas of coverage include community and mental health services; crisis intervention; the family and social welfare; gerontology; poverty and homelessness; support groups/networks; violence, abuse and neglect; and welfare services. Coverage extends back to 1979.

Sociological Abstracts Indexes and abstracts journal articles, book reviews, books, book chapters, dissertations, and conference papers in sociology and related disciplines in the social and behavioral sciences from 1952 to the present.

Space Law: Basic Legal Documents Treaties and other documents on the international law of outer space.

Supreme Court Records & Briefs, 1832 - 1978 Digital archive of records and briefs for cases brought before the U.S. Supreme Court. Full-text searching.

Treaties and International Agreements Online (TIARA) Texts of treaties and international agreements, including international tax treaties.

United Nations Treaty Collection Registered treaties and international agreements entered into by any Member of the United Nations. (UI Law access only)

Westlaw Business Provides access to a variety of business law tools, including press releases and analyst reports, not available through the standard Westlaw research system. Allows users to customize financial and stock data.

WilsonWeb Access to the following indexes: *Art Full Text*, *Art Retrospective*, *Education Full Text*, *Essay and General Literature*, *Library Literature and Information Science Full Text*, *Readers' Guide Retrospective*, and *Short Story Index*.

Worldwide Tax & Commercial Law (RIA) Provides English translations of commercial codes, financial regulations, and other tax and business laws from countries around the world. Available through the **Checkpoint RIA** interface; click on "Table of Contents" and choose "International tax library."

Worldwide Tax Summaries Online PricewaterhouseCoopers portal to corporate and individual tax rates and rules in operation in over 100 countries. (contact a Reference Librarian for access)

You will also find links to some databases under "Foreign, Comparative & International Law" at our web site: <http://www.law.uiowa.edu/library/fcil.php>

InfoHawk

Other databases can be found through the InfoHawk search page. To see if the libraries have a particular journal in electronic format, search for the journal title in the InfoHawk catalog (<http://infohawk.uiowa.edu/>) and click on the link in the record if available.

By clicking on “Indexes and Abstracts” at the top of the InfoHawk screen, you can search “General Indexes” such as EBSCOhost that cover multiple disciplines, or “Specialized Indexes” to find indexes by subject. Many of these indexes also include at least some full text.

PHOTOCOPYING AND PRINTING

Photocopying

To make photocopies, a faculty member will log in to the copier with his/her Hawk ID and password. The number of copies made is tallied monthly and charges for the copies are processed through the Dean’s Office.

Accounts that allow faculty RAs to make photocopies for the faculty member will be set up by Apryl Betts in Law IT. To add money to the photocopying account, the RA must bring a requisition form filled out with the dollar amount to the Circulation Desk. To copy, the RA will enter his/her Hawk ID and password and choose the RA account.

You may direct any questions about photocopying to **Lisa Barnes**, Circulation Library Assistant (**5-9002**).

Printing by Research Assistants

If you would like your research assistant(s) to be able to print from sources such as internet sites or databases like HeinOnline, you may set up individual RA printing account(s) that will be billed to your faculty account. Here are the steps that need to be followed:

- 1) the RA will get a requisition form made out for the desired dollar amount from the faculty secretary;
- 2) you or your secretary will send an e-mail to Apryl Betts in Law IT to authorize the RA to print on your faculty RA account;
- 3) the RA will take the requisition form to the Circulation Desk to have the money added to your faculty RA account
- 4) when the RA is ready to print a document, he/she will choose the “shared account-[faculty name]” print option

FACULTY CARRELS

A limited number of enclosed and lockable carrels are available in the Law Library on the ground and third floors for **faculty research**. Carrels are assigned to individual faculty for a renewable maximum of one year, starting September 15, 2009. Library materials may be checked out to the carrel and kept there. If you would like to reserve a faculty carrel, please call **Mary Ann Nelson**, Executive Law Librarian (**5-9016**).

FACULTY BIBLIOGRAPHY

The Law Library produces and maintains a bibliography of the publications of all permanent members of the Law School faculty. A print version of the bibliography is published annually in October; the web version is also updated once per year at the same time (<http://www.law.uiowa.edu/library/documents/facultybibliography2008.pdf>) Individual bibliographies for faculty who choose to have the library maintain them are updated quarterly and located with the faculty profile on the College of Law web site.

Sandy Keller compiles the bibliography and sends requests to faculty for information on recent publications and for approval of the full bibliography prior to printing in the fall. Works included must have been published by the time of the update or be due to appear very shortly thereafter. Bibliography categories are: books and monographs, chapters in books, articles in law reviews and other scholarly journals, book reviews, statutory drafting, and reports to governmental bodies and professional associations, in print or digital format.

Faculty are requested to send two copies of any of the types of publications listed above to Arthur Bonfield for inclusion in the faculty display cases and the Faculty Collection in the library.

TRAINING FOR RESEARCH ASSISTANTS

Reference librarians offer special research instruction sessions for faculty research assistants. General sessions for any RA wishing to participate are announced periodically. You may also ask to have your RA(s) trained individually in general research techniques or in the use of resources specific to your research needs. Please call **Ted Potter**, Head of Public Services (**5-9017**), for more information on RA training.

The Research Assistant's Library Guide is posted on the law library's web site: <http://www.law.uiowa.edu/documents/raguide.pdf> and distributed to RAs through faculty secretaries. This guide answers questions that RAs often have about working with the Law Library and other libraries to meet the needs of faculty employers. It also gives some research tips and describes resources that they might need while conducting research for faculty.

