

## 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 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.

*Don Ford* (office 322; [donald-ford@uiowa.edu](mailto:donald-ford@uiowa.edu)) specializes in *foreign, comparative and international law (FCIL)*; other reference librarians may be able to help with FCIL as well.

[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:

[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](#)

[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 \(WorldLII\)](#)

### **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 \(EISIL\) \(sponsored by ASIL\)](#)

[GlobalLex](#)

[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 \(University of Michigan\)](#)

## **Blogs/Feeds**

[Opinio Juris](#)

[UN Pulse](#)

[DocuTicker](#)

## **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))

## **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](#)

[Canadian Broadcasting Corporation](#)

[Deutsche Welle](#) (English language website)