Library Orientation
for
Research Assistants

May 15, 2008
Jennifer L. Behrens
Today’s Agenda

- Renovation Update
- Borrowing for Faculty
- Finding Materials in the Library
- Finding Materials Online
- Interlibrary Loan
- Library Website Tour
- Q & A
Renovation Update

- Renovation is scheduled for completion in **August 2008**.
- Majority of Library’s print collection remains in inaccessible storage.
- We will discuss tips and tricks for obtaining the most commonly-requested faculty items online or from other libraries.
Borrowing for Faculty

► Ask your faculty member to write a note to the Law Library Circulation Desk, authorizing you to borrow library materials on his or her behalf.

► This will prevent you from accruing any overdue fines on your own account for materials from your RA work.

► In addition, faculty can borrow Duke Libraries materials for a longer period of time.
Finding Materials in the Library

Law Library

Welcome to the Duke Law Library website. Duke is ranked among the finest academic law libraries in the United States and offers its users the resources of an outstanding collection of legal materials, direct access to a variety of sources of electronic legal information, and the services of a highly-trained staff... » more about the Law Library

D.U.L.L. News

Library Renovation FAQ » more
Summer Library Hours in Effect » more
Lexis/Westlaw Summer Access » more

Services & Forms

Circulation Services
Exams on File
Faculty Services
Missing Item Report Form
Request Articles/Books
Faculty/Staff
Students

Research Help

Ask a Librarian
Duke Libraries Catalog
Legal Databases & Links
More Research Databases
Online Full-Text Journals
Research Guides

Catalog Search

Quicklinks

HeinOnline
LegalTrac
LexisNexis
Westlaw

Circulation Desk
(919) 613-7128
Reference Desk
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Law Library Locations

► Law Library Annex
  - General Collection items may be checked out
  - Reserve materials check out for 4-hour periods or overnight
  - Reference materials must be used in the Library

► Law Library – Unavailable
  - In inaccessible storage during renovation (even though it says “On Shelf”– we cannot retrieve it)
  - Look for copy at another campus library and request for delivery with your NetID
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Click the “Location/Request” link for the owning library.
Request for delivery to Law Library Annex with your NetID and password. You will receive an email when the item arrives (check status at “My Account” if you’re not sure).

When you pick up the item, ask the Circulation Desk staff to change the item over to your faculty member’s account.
Not available at Duke?

- **RA Cheat Sheet** handout provides tips for common questions.
- Library also has a research guide to “Locating Legal Materials in PDF”, for concerns about pinpoint citations.
Books online

Check the publisher…

- **CCH**: these will show up linked in the catalog as “**CCH Internet Research Network**”.
- **Hein**: these will be linked in the catalog.
- **Lexis**: Treatises published by Lexis; Matthew Bender; Michie; Shepard’s… **search “Find a Source” tab for title**
- **Westlaw**: Treatises published by West/Thomson West; Clark Boardman Callaghan; Harrison… **search Directory for title**
Journals/Law Reviews

- Most law and law-related journals are available to us online.
- Occasionally there is an online “embargo” for the last 1-3 years.
- Current journal volumes are available in print in the Law Library Annex.
- If accessing an article from off-campus, you must go through Duke authentication process (NetID) to retrieve full-text.
Resource Finder

Find E-Journal

Title: Harvard law review

Source: Harvard law review [0017-811X]

- Academic OneFile
  - Available from 2004
- Academic Search Premier
  - Available from 1887
- Business Source Complete
  - Available from 1887
- Hein Online
  - Available from 1887 volume: 1
- JSTOR Arts & Sciences IV
  - Available from 1887 until 2004
- LexisNexis Academic
  - Available from 1982

Total number of e-Journals: 7

Switch to Detail View

- Harvard civil rights-civil liberties law review
- The Harvard environmental law review
- Harvard Latino law review
- Harvard Law & Policy Review
- Harvard law review
- Harvard Negotiation Law Review
- Harvard Negotiation Law Review

Duke University Libraries
Marine Lab Library
Not at Duke or online?


► Save time and search across all of these libraries’ catalogs at [http://search.trln.org](http://search.trln.org)

► You can request items not owned by Duke for delivery (however, these will remain on your own account).
SearchTRLN displays Duke renovation storage items as “Available”– but when you click on a title, you will see that they are not.
Securities regulation in a nutshell

Series: West nutshell series
Author: Ratner, David L.
Format: Book
Language: English
Summary: Ratner (emeritus, University of San Francisco) and Hazen (University of North Carolina) introduce the basic content and organization of federal law regulating public offering...
Not at Duke or online?

WorldCat (http://www.worldcat.org) is a library catalog which includes the collections of thousands of libraries.

If your citation is incomplete, or you are not finding something through all the usual methods, check here for more information about the cite.

Also helps you determine how long an interlibrary loan request might take.
Click on a title to retrieve full citation information, as well as a list of owning libraries.

Items owned by nearby libraries (or a lot of libraries) will arrive more quickly.
Interlibrary Loan (ILL)

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Welcome to the Duke Law Library website. We maintain an outstanding collection of legal materials and sources of electronic legal information, and staff... » more about the Law Library

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Services & Forms
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Students

Loan Requests: Duke Law Students
This page is for current Duke Law students who wish to request books, articles or other materials not available at Duke campus libraries. Faculty and staff, please visit the Request Page for Duke Law Faculty & Staff.

ILLiad Automated Request System
The new ILLiad system allows you to save your personal information and preferences, track outstanding requests and request history, and download electronic documents.

Log in to ILLiad
(NetID and password; first login includes brief registration process)

Before Submitting a Request
1. Consult the Duke University Libraries Catalog to locate items which are available on campus. These items can be requested for delivery by following the online catalog request form instructions.

2. For articles from journals, magazines or newspapers, search Online Full-Text Journals to locate an electronic copy of the item, often available in a page-image format such as PDF. (For additional help, consult the Research Guide Finding Local Materials in PDF.)

Online Full-Text Journals
Research Guides

Circulation Desk
(919) 613-7129

Reference Desk
Choose the most appropriate request form for the type of item you need. Submit a single form for each item.

Please do not use the “Other (Free Text)” box to paste in lists of needed citations, or to avoid filling in required information on other forms. This will result in delays and/or cancelled requests.

You can check the status of your interlibrary loan items, including due dates/renewals, under the “View” menu at the left.

Remember that other libraries loan us items as a courtesy; please return ILL materials on time. Due dates are set by the owning libraries.
If you don’t have citations

► When researching general topics, start at the Law Library website to find appropriate resources.
► Library research guides are available on a variety of legal topics.
► Legal Databases & Links page provides an annotated table of potential places to search for materials.
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Catalog Search

Title Keywords

Quicklinks

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LegalTrac
LexisNexis
Westlaw

Circulation Desk
(919) 613-7128

Reference Desk
(919) 613-7121
Use campus libraries’ database list for non-legal resources.
Resource Finder

Find Databases
Browse by Database Title

Advanced Search
Browse Subjects
Sign In
End Session

Need help?

Database Title:

Stars with  Contains  Exact Title

Search for Resources
Resource Finder

Find Databases
Browse Subjects

Area Studies and Cultures
Arts and Humanities
Business
  All Business listings (96)
  Selected Databases for Business (6)
  Accounting (15)
  Company Info (21)
  Decision Science (7)
  Entrepreneurship (7)
  Finance (30)
  Healthcare Management (13)
  Industry Info (13)
  Jobs and Careers (13)
  Management/Strategy (8)
  Market Research (12)

Simple Search
Advanced Search
Sign In
End Session

Need help?
(1 min tutorial)
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<tr>
<td>919-613-7121</td>
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<td><a href="mailto:ref@law.duke.edu">ref@law.duke.edu</a></td>
<td><a href="mailto:behrens@law.duke.edu">behrens@law.duke.edu</a></td>
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<tr>
<td>IM: dukelawreference</td>
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**Library Summer Hours**

Monday-Friday, 8:00 a.m. – 5:00 p.m.

(You retain 24-hour access with your DukeCard)
Tomorrow’s Training

- 11:00 a.m.: Lexis Training with Stephanie O’Keefe (Fite Room)

By appointment

- Foreign & International Law Resources: consultation with Katherine Topulos (topulos@law.duke.edu)