

# NORTHEASTERN UNIVERSITY SCHOOL OF LAW INFORMATION AND LIBRARY SERVICES

You may also consult the library's Faculty Services web page at: <http://www.slaw.neu.edu/library/facultynew.htm>.

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You may also consult the library's Faculty Services web page at: <http://www.slaw.neu.edu/library/facultynew.htm>.

## **Introduction**

The Northeastern University School of Law Library's collection is located on five floors of the Knowles Center. The library's main entrance is located on the first floor.

### **Fourth Floor -**

- federal primary sources and indexes
- American Law Reports
- monographs, periodicals and loose-leaf services pertaining to the law of the United States
- study rooms
- videotape viewing room
- photocopiers
- DVD Recorder/Player & VHS Player

### **Third Floor -**

- Research & Instruction Commons
- Research & Instruction Desk
- reference collection
- microforms collection and reader/printer (Rm. 322)
- computer lab of 9 seats (Rm. 323)
- Printer Room - NUSL, WEXIS (Rm. 321)
- library administrative offices
- Computer Services

### **Second Floor -**

- state law primary sources, indexes and monographs
- regional reporters and digests
- Massachusetts law collection
- Computer labs; 38 seats (Rm. 204) and 10 seats (Rm. 214)
- study rooms
- photocopier
- adaptive technology study room (Rm. 212)
- Seminar room (Rm. 205)

### **First Floor -**

- Circulation Desk & Course Reserves
- Faculty publications
- Display case
- Selected new acquisitions

**Ground Floor –  
Compact Shelving – ground floor**

- Interdisciplinary collection A-Z
- Private study carrels
- Entrance is outside the library opposite the main NUSL elevator in the former Moot Court Room

**Special Library Locations of Interest to Faculty**

***Law Journals***

Many law journals are now available in electronic rather than print format. Law reviews in print with a topical focus are shelved in their subject area; for example, *Labor Law Journal* is shelved on the Fourth Floor with other materials pertaining to labor law. Always consult NUCat, the library catalog, for the exact location of the journal you are seeking. NUCat includes listings for both print and electronic journals.

***Faculty Publications***

The library also maintains copies of faculty publications. The articles are organized by faculty member name and are located on the first floor of the library on the Faculty Publications shelf. Please send your publications to the attention of Alfreda Russell, Research & Instruction Librarian.

**Regular Library Hours\***

Monday-Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 9:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 10:00 p.m.

\*Hours are subject to change at various times during the year (holidays, exam periods, etc.). Please consult the library's website at <http://www.slw.neu.edu/library/hours.htm>

## Library Staff and Telephone Numbers

### **Main Telephone Numbers**

Administrative Office	617-373-3552
Circulation Desk	617-373-3332
Faculty Paging	617-373-3828
Fax	617-373-8705
Interlibrary Loan	617-373-3332
Research & Instruction Desk	617-373-3594
Technical Services	617-373-2754
Office of Computer Services	617-373-8919

### **Administration**

Sarah Hooke Lee, <i>Assistant Dean and Director, Information and Research Services, and Associate Professor of Law</i>	617-373-3394
Susan Drisko Zago, <i>Associate Director</i>	617-373-3331
Joseph Miranda, <i>Budget Analyst/Journal Editor</i>	617-373-3552

### **Research and Instruction**

Sharon Persons, <i>Head of Research and Instruction</i>	617-373-3883
Kyle Courtney, <i>Research &amp; Instruction Librarian</i>	617-373-3480
Alfreda Russell, <i>Research &amp; Instruction Librarian</i>	617-373-3589

### **Access Services**

Lydia Lafionatis, <i>Head of Access Services</i>	617-373-5482
Warren Yee, <i>Access Services Supervisor</i>	617-373-3350
Deidre Costello/Janet Kalinowski, <i>Evening/Weekend Circulation Supervisors</i>	617-373-3332
Dennis Turner, <i>Circulation Supervisor (Day)</i>	617-373-3332

### **Technical Services**

Susan More, <i>Head of Technical Services</i>	617-373-3691
Stephanie Hudner, <i>Catalog Librarian</i>	617-373-3716
Rachel Bates, <i>Technical Services Supervisor</i>	617-373-3553
Matthew Kennedy, <i>Technical Services Assistant</i>	617-373-3308
Laura Hartnett, <i>Technical Services Assistant</i>	617-373-8939

### **Whom to Contact**

Access by non-NU members	Sue Zago, x3331
A/V equipment	Joseph Miranda, x3552
Book publishers	Susan More, x3691
Circulation	Access Services, x3332
Collection Development	Susan More, x3691
Computer Support	Computer Services, x8919
Display case	Alfreda Russell, x3589
Donations and gifts	Susan More, x3691
Exams	Dennis Turner, x3332
Faculty Liaison Program	Alfreda Russell, x3589
Faculty Paging Service	Alfreda Russell, x3589
Interlibrary Loans	Access Services, x3332
Lexis	Alfreda Russell, x3589
LOISlaw	Kyle Courtney, x3480
Purchases	Susan More, x3691
Reference/Research Questions	Research & Instruction Help Desk, x3594
Reserve	Dennis Turner, x3332
Room reservation	Joseph Miranda, x3552
Routing material	Rachel Bates, x3553
Westlaw	Kyle Courtney, x3480

### **Library Tours**

Law library staff members are available to provide tours of the library to new and visiting faculty. During the tour, we will introduce the collection, explain library policies and give some hints for using the online catalog effectively. Contact your liaison to schedule a personal tour or contact the Research & Instruction Help Desk at x3594.

### **After Hours Access**

Your key to the law school allows you to enter the law school building at any hour. However, the building is locked each evening at 6:00 p.m. and all weekend. Members of the library staff monitor access to the building after hours and on weekends through the Richardson Plaza security monitor. Should you ever forget your building key after hours when the library is open, simply press the doorbell on the monitor and present a Northeastern University or other photo I.D.

Keys to the library are not available to faculty members except in extraordinary circumstances and for limited periods only.

## **Borrowing/Obtaining Materials**

### ***Northeastern Libraries' Materials***

#### **Online Public Catalog – NUCat**

Northeastern University's Library catalog is known as NUCat and is available on the web at <http://NUCat.lib.neu.edu/search>. You may limit your search to the Law Library collection or search all of the University Libraries. For help using NUCat, go to <http://NUCat.lib.neu.edu/screens/helpcontents.html>.

NUCat is also available via a variety of portable digital devices at <http://NUCat.lib.neu.edu/airpac>.

#### **Law Faculty Borrowing Privileges**

School of Law faculty members may borrow law library materials for a period of 90 days. Faculty members may renew materials unless another person has requested them. Non-circulating materials may be checked out by special arrangement. While no overdue fines or lost book charges are imposed upon faculty members by the law library at this time, all items circulated to faculty are subject to recall by other patrons. Please note that Snell Library does charge fines for overdue books. Faculty are responsible for these fines.

If you need an item which is currently charged out to another borrower, you may request that the library put a hold or a recall on the item. When it is returned, you will be notified and the item will be sent to you.

**Proxy Borrowers:** You may authorize another person (e.g. a secretary or research assistant) to borrow materials on your behalf. To designate such a person, complete Snells' form at <http://www.lib.neu.edu/services/borrowing/#jointborrowing> or the Proxy Borrower Authorization form on the following page and submit it to the circulation desk in the library. You, as the sponsoring faculty member, will be held accountable for all materials charged for you by a proxy borrower.



**Law Library Faculty Proxy Borrower Application**

***Faculty Member Information***

Name:	
Office number:	Office phone:
E-mail:	
<p>I accept full responsibility for materials borrowed in my name by the proxy borrower designated below. I also understand that all library e-mail notices concerning such materials will be sent to my e-mail account.</p>	
Faculty signature	date

***Proxy Borrower Information***

Name:	
Address:	
E-mail:	
Relationship to faculty member (Research Assistant, secretary, etc.):	
Expiration date (maximum one calendar year):	
Signature of proxy borrower	date

**Book Returns:** Books from any university library may be returned to the law library circulation desk. You may also leave books to be returned to the library in the Faculty Lounge on the library bookshelf. A library staff member retrieves material from this location daily.

**Recalled Items:** Library staff may recall books from faculty when other library patrons need to use them. Because library circulation records are confidential, we cannot reveal the name of the person requesting the item or the name of the person from whom the item is being recalled-even if it is another faculty member.

### **Routing**

The library routes periodicals and current development sections of loose-leaf services upon request. Please contact Rachel Bates, the Technical Services Supervisor (x3553 or [ra.bates@neu.edu](mailto:ra.bates@neu.edu)) with your routing requests. Please be considerate of your colleagues and students and return routed material within seven (7) days. Also, let us know if you will be away from the law school for an extended period so that we can suspend your routings.

### **Other Libraries' Materials**

#### **Access to other Libraries**

Consult a research librarian for information about access to other area libraries. The library is a member of NELLCO (the New England Law Libraries Consortium) and the University is a member of the BLC (Boston Library Consortium). As a member of the Northeastern community, you have library privileges to use the collections at other consortia member libraries.

#### **Interlibrary Loan (ILL)**

Items not owned by the Northeastern Libraries may be borrowed through Interlibrary Loan. Your Faculty Liaison can assist you with registration for these services.

We have several self-serve systems in place for ILL:

**NExpress:** <http://nexpress.iii.com/> is a consortium of college and university libraries in New England. This service generally has the fastest arrival time. You will need your name and Northeastern ID (the number you need to use is the one in smaller print).

**ILLiad:** <http://ill.lib.neu.edu/illiad/SLAW/> is a system for requesting an item if you do not know which Library has it. You will need to register the first time you use this system.

**VirCat:** The Massachusetts Virtual Catalog <http://www.lib.neu.edu/gateway/vc.htm> is a project of a consortium of Massachusetts libraries. It allows you to search a

consolidated catalog and request that a book not available at Northeastern be delivered to your library (Snell or the law library).

OR Law Faculty can make a request via phone at x3332 or email at SLAWcirculationsupervisors@neu.edu and the Library Staff will handle the transaction.

## **Reserve Materials**

### ***Reserve Collection***

The library puts one (1) copy of required course material on reserve. We also shelve selected other materials on reserve.

### ***Putting Materials on Reserve***

The Office of Academic and Student Affairs sends us a copy of your bookstore request form shortly after you submit it to them. If we own a book you have identified in your bookstore request form, we will place it on reserve for the duration of the quarter. If we do not already own the book, we will buy it at a discount from the NU Bookstore. The earlier you submit your bookstore request, the better the chance the books will be available by the beginning of the term. Do not assume that the library owns a textbook that you are considering for class. We do not buy textbooks unless they are being used in a class here at the law school.

Your secretary should send the library one copy of each Gnomon packet you would like placed on reserve. You may also place personal copies of books or other materials on reserve. If the personally owned materials are not bound, each item must be in a separate folder. A circulation staff member will label the folders. The library lists current course materials in its catalog. Students can search by professor's name or course name at <http://nucat.lib.neu.edu/screens/reserves.html>. At the end of each quarter, the library will return all personally owned materials for that quarter.

### ***Exams***

The library maintains electronic copies of exams and sample answers in its course reserve collection. Faculty members may contribute exams to this collection, but they are not required to do so. Exams are made available electronically to students by password through the library catalog's course reserves option. Please send any exams or sample answers to Dennis Turner, (x3332, de.turner@neu.edu).

## ***Course Evaluations***

The Office of Academic and Student Affairs sends copies of course evaluations to the library at the end of every quarter. The evaluations are kept behind the circulation desk in a binder marked "Course Evaluations" and are available for general inspection. The library neither maintains nor monitors these evaluations.

## **Faculty Paging Service (Document Delivery)**

The library maintains both a voice mail and an e-mail account exclusively for law faculty's photocopying and borrowing requests. By phone, simply dial 617-373-3828 (x3828 from within the law school) and leave a detailed message describing the materials needed. You may also e-mail requests to [lawresearchhelp@neu.edu](mailto:lawresearchhelp@neu.edu). Please give us as much bibliographic information as you can, let us know whether you have preference for copies from printed sources or whether Lexis or Westlaw printouts are acceptable. Library staff check messages on the answering machine and the e-mail account at least a couple of times a day, Monday through Friday, and are generally able to fill requests within 24 hours. If you need to have an item immediately, you should call the library's Circulation Desk 617-373-3332 (or x3332 from within the school) and speak with a person during the library's hours of operation.

Please note that the library's Faculty Paging Service is a bibliographic retrieval service, not an in-depth research service. If you need research assistance, you should contact a research librarian or your liaison.

## **Research Services for Faculty**

### ***Reference***

Professional research librarians are available to assist you with your research and bibliographic searching. Research assistance is generally available 7:30 a.m.- 4:30p.m. Monday through Friday. Please contact your faculty liaison or the research desk at x3594 or the circulation desk at x3332 and ask to speak to a Research & Instruction Librarian.

### ***Faculty Liaisons (Librarian Contacts)***

A librarian is assigned to work with each faculty member to provide personalized assistance with your research and library needs. Your liaison is also available to work with your research assistant on special projects and provide personal training for you in the use of online databases. You are encouraged to contact your liaison with any library questions, although you are welcome to deal directly with any of the library staff. Your liaison will be contacting you throughout the year

with offers of assistance and with information relevant to your work. Faculty liaison assignments change periodically. A list will be sent to faculty when there is a change.

### ***Research Classes/Classroom support***

Librarians are available to come to your class to speak about general or topical legal research techniques. These sessions can be coordinated with particular writing assignments and can include a discussion of online and print research tools. Contact the Head of Research & Instruction (Sharon Persons, [s.persons@neu.edu](mailto:s.persons@neu.edu), x3883) or your liaison as early as possible if you would like to arrange for a classroom research instruction session.

### ***Research Assistant Training***

Librarians are available to provide specialized training to your research assistants and can also work with them on specific projects. Please contact your liaison or the research desk to set up training. In addition, contact Kyle Courtney (x3480, [k.courtney@neu.edu](mailto:k.courtney@neu.edu)) with the name of your research assistant(s) at the start of each quarter so that Westlaw/Lexis print allotments may be adjusted.

## ***Electronic Resources/Online Searching***

### ***Online Searching***

Research librarians can provide instruction and assistance in using NUCat (the library catalog), WESTLAW, LEXIS and any of the other online services to which we subscribe. Research staff can also help you locate materials that are not available in our library but may be available in the New England area.

### ***LEXIS and WESTLAW***

The law school subscribes to both LEXIS (<http://www.lexisnexis.com/lawschool/>) and WESTLAW (<http://lawschool.westlaw.com>). You can access both systems via the web. Please contact Kyle Courtney, for Westlaw, (x3480 or [k.courtney@neu.edu](mailto:k.courtney@neu.edu)) for passwords and training and Alfreda Russell for Lexis, (x3589 or [al.russell@neu.edu](mailto:al.russell@neu.edu))

### ***CALI***

The law school is a member of CALI, the Center for Computer-Assisted Legal Instruction. The CALI exercises are available through the Internet at <http://www.cali.org> and require registration and a customized password for access. A special access code is needed to register and set up your own username and password. The access code for faculty is NORTHEfac149. Please contact any of the research librarians for more information concerning CALI.

## **Other Electronic Sources**

Many other electronic resources are available from the law library page:

[Law Library's Licensed Electronic Resources](#) is an alphabetical list of electronic databases to which the law library subscribes, including:

- American State Papers
- BNA's databases
- BNA's E-Alert's
- CCH Research Network
- Center for Computer-Assisted Legal Instruction (CALI)
- ChinaLawinfo.com
- CIAO (Columbia International Affairs Online)
- Constitutions of the Countries of the World
- Current Index to Legal Periodicals (CILP)
- Environmental Law Reporter
- Foreign Law Guide
- Gov Search for Libraries
- HeinOnline Journals
- HeinOnline Federal Register
- Index to Legal Periodicals – including ILP Retrospective and ILP Full-Text
- International Law in Domestic Courts
- JSTOR
- Law 360
- Law Library Microform Consortium's Digital Collection
- LawMemo.com
- LegalTrac
- LEXISNEXIS
- LexisNexis Academic
- LexisNexis Congressional Universe
- LexisNexis Statistical Universe
- LOISLAW
- Massachusetts Lawyers Weekly
- Max Planck Encyclopedia of Public International Law
- Mental & Physical Disability Law Online
- National Center on Poverty Law
- Oxford Reports on International Law
- Social Law Library's On-line Databases
- South African Law Reports (1947 - Present)
- State House News Service (Massachusetts Legislature)
- Treaties and International Agreements Online
- U. S. Congressional Serial Set 1817-1980
- U.S. Law Week
- vLex
- WESTLAW

Snell Library's Subscription Databases offers access to databases, electronic journals, library catalogs, and web resources offered through the Northeastern University Libraries' Online Research page at [http://www.lib.neu.edu/online\\_research/articles/](http://www.lib.neu.edu/online_research/articles/)

The [E-Journal Finder \(A-Z List\)](#) (also called "TDNet") is an alphabetical list of electronic journals with links to the database(s) in which they are included. It can be used to access the full text of electronic journals and newspapers available to the Northeastern community through various databases. <http://www7.tdnet.com/frames.asp>.

The E-Journal Finder and some of the databases may be accessed from campus or from your home. Contact Kyle Courtney, x3480 or your faculty liaison for assistance.

## ***Internet***

A wide variety of research materials are accessible on the Internet through the law school network at <http://www.slaw.neu.edu/library/default.htm>. Your liaison can show you how to use the World Wide Web to gain online access to directories, treatises, discussion lists, and much more.

## **Current Awareness Services**

### ***Keeping up to date with CILP and the Customizable Smart CILP***

The University of Washington Law Library produces the Current Index to Legal Periodicals (CILP), a current awareness service covering 400 English language law journals. CILP is available at <http://cilp.nellco.org/> through the New England Law Library Consortium (NELLCO).

You may request copies of articles identified from CILP through the Faculty Paging Service or your liaison. When requesting a copy of an article included in CILP, please provide as much information about the article as possible.

### ***SmartCILP***

CILP can also be customized to the individual researcher and delivered electronically via SmartCILP. SmartCILP provides automated personalized e-mail delivery of CILP. Electronic subscribers continue to get the full text of CILP each week. After setting up a SmartCILP profile, subscribers receive an additional e-mail message each week that focuses only on the subject headings and journals they selected. This e-mail message is clearly marked as "SmartCILP" to allow easy identification and review of results. SmartCILP profiles can be changed each week, allowing subscribers to tailor the delivery of CILP to their changing research needs.

Please contact your faculty liaison or Kyle Courtney, (x3480 or [k.courtney@neu.edu](mailto:k.courtney@neu.edu)) to set up a SmartCILP account.

### ***Legal Scholarship Network (LSN)***

LSN from SSRN provides access to electronic journal abstracts. Journal issues contain abstracts of recent papers in a particular area of legal scholarship and are delivered to you in an e-mail message. Each journal is edited by a law professor with expertise in the field covered by the journal. Each abstract includes an e-mail address for the author, whom you may contact to obtain a full copy of a paper and often a website from which the paper can be downloaded free of charge. It also provides announcements of professional meetings, calls for papers, special issues of journals and professional job listings. You may fill out the form at <http://papers.ssrn.com/subscriptionforms/lsnform.cfm?function=lsn> to sign up for the service. For more information about LSN, contact your faculty liaison or Joe Miranda (x3552, [j.miranda@neu.edu](mailto:j.miranda@neu.edu))

### ***MyNUCat and Preferred Search Alerts from the Library Catalog***

Through MyNUCat, you can view your checked out items, place holds and renew books. You can also save searches that you run in our library catalog. You can then use those searches again when you use the catalog. With the “preferred search alert” feature, you can also designate certain types of searches (title, author or subject searches) to be run weekly and sent to you via e-mail. See <http://NUCat.lib.neu.edu/screens/helpsavesearch.html> for more information about this feature, or contact the research desk for assistance.

### ***TDNet, E-Journal Finder and MyTDNet Alerts***

Through the TDNet E-Journal Finder, you can register in My TDNet, a powerful tool that allows you to have Tables of Contents from your favorite journals delivered to you by email. You can also set up keyword searches and have automatic weekly email alerts sent to you when new articles are posted that match your search terms. In addition, you can perform detailed searches limited to your favorite titles and save them for future use.

### ***WESTLAW's Westclip***

With Westclip, you can have a search run on Westlaw regularly and automatically delivered to you. See <http://www.westlaw.com/Tours/westclip/>. Contact Kyle Courtney (x3480, [k.courtney@neu.edu](mailto:k.courtney@neu.edu)) for instruction/training.

With KeyCite Alert, you can be alerted to new additions to KeyCite for your authority. Contact Kyle Courtney (x3480, k.courtney@neu.edu for instruction/training. For more information, see <http://www.westgroup.com/documentation/westlaw.wlawdoc/web/kcalrt02.pdf>.

### ***Lexis-Alert***

With Eclipse, you can set up a search to be run periodically on Lexis and have results delivered to you. See <http://www.lexisnexis.com/search.aspx?query=alert> or contact Alfreda Russell (x3589, al.russell@neu.edu) for more instruction/training.

## **Acquisition of Library Materials**

### ***New Acquisitions***

A list of recent law library acquisitions is available at <http://www.slaw.neu.edu/library/booklist.html>.

New library books are displayed on the "Selected New Acquisitions" shelf across from the Research Desk on the third floor of the law library. Covers from selected new books are placed on the bulletin board across from the elevator on the third floor of the law school building. If you would like to have any of these books checked out to you, contact the circulation desk (x3332), the Research & Instruction Desk (x3594 or LawResearchHelp@neu.edu) or your liaison.

### ***Recommendations for Purchase***

The library encourages you to recommend new and important older titles to add to the collection. Please send as much bibliographic information as you have to Susan More, Head of Technical Services (x3691, s.more@neu.edu). Copies of brochures or book reviews, e-mail and the Law Library Acquisition request form, or the Recommendation for Law Library Purchase web form at <http://www.slaw.neu.edu/library/recommendation/lawlibrecomm.html> all serve well for making recommendations. Whatever means you use for the recommendation, please note whether you want the material to be checked out to you after the library receives it.

The library selections committee will try to obtain items for you on a rush basis if you identify them as rush items when you request them. We use a book jobber for our routine acquisitions because we receive a deep discount by doing so, but delivery takes 8-12 weeks. If a request is not labeled as a rush, we will obtain it through our regular channels.

### ***Office Copies***

We regret that the library budget does not stretch to purchase office copies. In exceptional cases, we may be able to purchase a second copy of a title for the reserve or the general collection.

## ***Gifts to the Library***

If you wish to donate books or other materials to the library, please contact Susan More (x3691, [s.more@neu.edu](mailto:s.more@neu.edu)).

## ***Sources for Getting Published***

### ***Espresso – Instructions***

ExpressO (powered by Berkeley Electronic Press) is a service that assists authors in delivering articles to multiple law reviews after authors upload an electronic file to the site. ExpressO delivers the manuscript submissions electronically or via Priority Mail depending on which journals they are going to. ExpressO will email you a confirmation listing the law reviews to which your manuscript was submitted.

To use ExpressO follow the instructions below:

1. Make sure that you have all of the information and documents you need including:
  - a) Names, email addresses, and institutions for all authors;
  - b) Full-text Microsoft Word version of the article;
  - c) Cover Letter- in a separate Word document;
  - d) Curriculum Vitae- in a separate Word document; and
  - e) Abstract- in a form that you can cut and paste.
2. Go to the ExpressO website: <http://law.bepress.com/expresso/>
3. In the center of the screen click on Start
4. You should now be at the login screen:
  - a. Click on "New users click here."

## ***Course Information Management***

TWEN - The West Education Network is an online extension of the law school classroom from which you can create or manage your classes.

LexisNexis Web Courses in Blackboard also allows faculty to create and manage online course content.

Blackboard - is the University's own online system for posting, creating and managing courses. Training is provided by the IS department. If you wish to schedule a training session, you can contact Training Services at [training@neu.edu](mailto:training@neu.edu).