

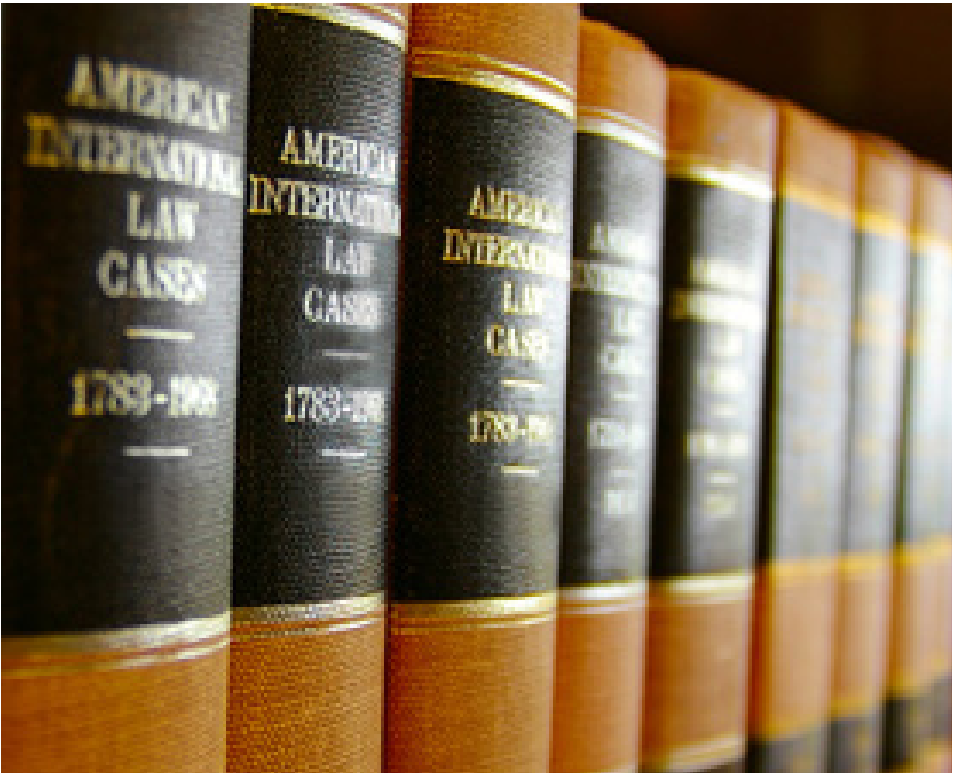
FACULTY EDITION

Hofstra

Law Library

2018-19

Supporting the Curricular and Research Needs
of the Students and Faculty of Hofstra Law.



CONTENTS

RESOURCES

Law Library	1
Axinn Library	1

FACULTY LIAISON

Faculty Liaison Services	2
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OTHER SERVICES

Faculty Publications	5
Reference / Instructional Services	5
Access and Collection Services	6
Library Administration	6

CONTACT INFORMATION

Staff Directory by Function	7
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LOCATIONS

Map	8
Material Type	12
Call Number Locations	12
Call Number Subject Guide	13

HOURS

.....	14
-------	----

Law Library

The Law Library has a rich collection of print, multimedia and electronic resources. You can determine what the Library has and where to find it in the Library's online catalog, Lexicat, at libweb.hofstra.edu. This catalog reflects both Law Library and main campus library (Axinn Library) holdings.

The Library also subscribes to a wide variety of online databases in addition to Lexis, Westlaw and Bloomberg Law. You can access a subject listing of these resources on the Library's website. To access these resources from off-campus, you will be asked to authenticate using your Hofstra credentials.

The Library's website, law.hofstra.edu/library, provides more information about the Library's resources, staff, and research assistance. For any questions regarding the Library's website, or if a link is broken, contact the webmaster at weblaw@hofstra.edu.

Axinn Library

Law faculty may check out most circulating materials from the Axinn Library for six months. Two additional six-month renewals are permitted, after which the item must be returned. Faculty research assistants may check out books for faculty if the faculty member has completed a "proxy request form". The form can be found online at <https://tinyurl.com/ydaaey2>.

Law faculty may request Axinn materials through the Law Library's document delivery service. Contact your liaison or e-mail lawlib@hofstra.edu. The materials will be delivered to your mailbox in your secretary's office.

Law faculty can access the research database subscriptions of Axinn Library at <http://www.hofstra.edu/Library>. For access to these databases, you must authenticate through the portal (my.hofstra.edu) and use your network username and password.

FACULTY LIAISON SERVICES

The Law Library seeks to provide excellent library service to the Hofstra Law faculty, including research and circulation assistance. This is accomplished through a liaison system, where each full-time faculty member is paired with one of four reference librarians. The faculty and librarian may meet and/or talk at various times throughout the year to determine the faculty member's research and instructional needs, and the librarian will seek to tailor delivery of information to the individual faculty member. S/he will also coordinate all non-research library requests. Our librarian liaisons hold both JD and MLS degrees.

The services provided through the program include:

1. Research Assistance

- We will assist with research for instructional or scholarship purposes.
 - The library employs either one or two research assistants each semester to assist in conducting faculty research. The following tasks will be given directly to RAs for completion: cite checking, Bluebooking, basic literature review, requests to review or collect content from other law schools' web sites, and other similar tasks.
 - One-time projects requiring more than 2-3 hours of work will be referred to either the Library RA or faculty-hired RA, and we will supervise and guide the RA in conducting the research.
 - Extremely complex or difficult requests will be handled by your library liaison to the best of our ability, time and resource permitting and in accordance with the liaison's best judgement.
 - Ongoing research projects should be assigned to a faculty-hired RA. Your liaison will guide and supervise your RA in completing the work.
 - Current Awareness – We will create alerts to notify you of new resources relevant to your research needs.
 - Alerts can be created to e-mail notice of new materials directly to you from most of our electronic products. This includes Shepard's and Keycite reports for primary authority, news alerts, and notice of new scholarship in your areas of interest.
 - We are no longer able to offer any librarian-curated current news services. While we may monitor blogs and news in your area of interest as time allows, we cannot promise this service on a regular basis.
 - Document Delivery – We can arrange for the delivery of library materials, electronically where possible.
 - Interlibrary loan – We will coordinate the borrowing of materials from other libraries to meet your teaching and scholarship needs.

- Faculty members may request books and articles which are not available at the Law Library or other campus libraries. Your liaison will determine the best means to obtain the title. Contact your liaison directly for this service.
- You can also fill out a request form on the Library's website at illiad.hofstra.edu/illiad/Deane/logon.html

2. Instruction Assistance

- We will provide topic-specific or specialized legal research instruction for your classes.
- We are happy to meet individually with students for assistance with research projects for your courses. We ask that you provide us basic information about the assigned project and relevant deadlines before we schedule meetings with your students.
- Lexis, Westlaw, Bloomberg and Online Resources – We will assist with searching Bloomberg, Lexis, Westlaw, and other electronic resources licensed by the law library or Axinn. Your liaison will arrange for your Bloomberg, Lexis, and Westlaw passwords, and can contact vendor representatives to schedule more in-depth training for you or your classes.
 - TWEN or Blackboard assistance – At your request, we will arrange for training for you and your administrative assistant in setting up and maintaining a web course.
 - TWEN training will be provided by our Westlaw representative. You may wish to browse reference guides and resources for using TWEN at <https://lawschool.westlaw.com/marketing/display/si/1>.
- The University's Faculty Computing Services department can provide Blackboard training and support. You can request assistance by emailing edtech@hofstra.edu. You may also wish to review the reference guides and resources for using Blackboard at <http://wiki.edtech.hofstra.edu/display/KB/Blackboard>
- Online Research Guides – We maintain selected existing research guides. You may view our guides at <http://law.hofstra.edu/library/research/guides/index.html>. While we are not able to create new guides at this time, we would be happy to recommend guides created by other academic law libraries that may be relevant to the research your students are conducting.

3. Other

- Acquisitions – We work closely with faculty on collection development and seek to acquire materials necessary to support the law school’s teaching and research needs. If you have a request for materials (print or electronic) to be purchased for the Library’s collection, or if you discover Library materials, especially loose-leaf or journal titles, that are redundant or no longer necessary, please notify your liaison. With very limited exceptions, we cannot purchase office copies of materials for our faculty.
- Routing – We will arrange for journal and Library materials to be routed. If you have particular titles you would like routed to you regularly, contact your liaison.
- Exam Archive – At your request, we will include copies of past exams or model exam questions and answers in our Exam Archive. We will not include any material without your express permission. You can find information about the Exam Archive at <http://law.hofstra.edu/library/faculty/examinfo/index.html>.
- Course Reserves – You may place items on course reserve specific to classes you are teaching. These can be personal copies of books/videos/other materials, copies of items already in the library collection, or heavily used materials that should be available for all students in the class.
- CALI – to access CALI lessons, go to cali.org/lesson and use the password HOFSTRfac89
- For other database passwords, contact your liaison or the Reference Desk at 463-5908.
- Research Assistant Training: Law Librarians will provide training for faculty RAs on request. Please contact your library liaison for this service.

Faculty Publications

Faculty Archive

The Library maintains an archive of faculty book publications. Three copies of each book published by a faculty member are added to the Library's collection. One of these is placed in our archive.

Faculty Publications Display Case

Upon initial publication by faculty of an article or book, the reprint or book is placed in the Faculty Publications Display Case located in the Library. Faculty should notify their liaison when they have had a book, an article, or chapter published. For a newly published article to appear in the display case, please send a reprint to your Library liaison. A maximum of three publications for each faculty will be displayed at any given time.

Reference / Instructional Services Department

Reference

The Reference Librarians assist students, faculty and other patrons at the Reference Desk. In addition, they guest lecture in classes and teach separate research workshops. All reference librarians serve as faculty liaisons. In the absence of your liaison, you can contact the reference librarian at the Reference Desk (463-5908) for research assistance; assistance with searching Bloomberg Law, Lexis, Westlaw and other databases; and document delivery assistance.

Reference desk hours are Monday through Friday, 9 a.m.-5 p.m.

Law Library Blog

The Library maintains a blog at lawblogs.hofstra.edu/lawlibrary to keep you informed of events in the Library and to provide research tips and interesting websites to visit.

Access and Collection Services Department

The Access and Collection Services Department handles a variety of functions in the Library. Staffing the Circulation/Reserve Desk and assisting patrons are just the most visible functions. The department also handles document delivery of materials to faculty, interlibrary loan processing, study room reservations, and course reserves. Additionally, shelving of Library materials and general maintenance of the stacks, tables, and carrels are done through this department.

This Department also works behind the scenes to keep the Library running. The department orders, receives, and processes all the print and electronic materials acquired by the Library and added to the collection. This includes books, audio, video, periodicals, microforms and internet resources. Access and Collection Services is also responsible for the maintenance of the online catalog.

Library Administration

The Director oversees and is responsible for all operations of the Library and makes all purchasing decisions.

Acquisition Recommendations

You can make acquisition recommendations to your liaison or to the library director.

Policy Questions

Faculty with questions regarding Library policies should contact the library director (463-5901).

Library Space

The Library Senior Support Specialist works with the Law School and University Plant department regarding issues relating to the physical space of the Library. For concerns regarding temperature, custodial needs, or building problems within the Library, contact Jacqueline Cassar (463-5900, jacqueline.cassar@hofstra.edu).

STAFF DIRECTORY BY FUNCTION

Acquisitions

Rou Chia Lin
463-5904
lawlpr@hofstra.edu

Book Donations

Jacqueline Cassar
463-5900
jacqueline.cassar@hofstra.edu

Book Purchases & Journal Subscriptions

Courtney Selby
lawcls@hofstra.edu
463-5901

Checkout of Books

Circulation
463-5898
lawlib@hofstra.edu

Circulation Policies

Jacob Nunnally
463-5904
jacob.i.nunnally@hofstra.edu

Class Presentations

Lisa Spar
463-5392
lawlas@hofstra.edu

Delivery of Library Materials

Richard Torriani
463-5869
lawrat@hofstra.edu

Exams Archive (online)

Lisa Spar
463-5392
lawlas@hofstra.edu

Faculty Publications for Display Case

Jacqueline Cassar
463-5900
jacqueline.cassar@hofstra.edu

Government Documents

Kevin Shelton
463-6150
lawkbs@hofstra.edu

Instruction

Lisa Spar
463-5392
lawlas@hofstra.edu

Interlibrary Loan

Richard Torriani
463-5869
lawrat@hofstra.edu

Journal Routing

Sheryl Johnson
463-5902
lawscj@hofstra.edu

Lexis/Westlaw Passwords

Isaac Samuels
463-7808
isaac.e.samuels@hofstra.edu

Liaison Program

Lisa Spar
463-5392
lawlas@hofstra.edu

Library Computing Services

Courtney Selby
463-5901
lawcls@hofstra.edu

Library Workshops

Lisa Spar
463-5392
lawlas@hofstra.edu

Policy Questions

Courtney Selby
lawcls@hofstra.edu
463-5901

Reference Services

Lisa Spar
463-5392
lawlas@hofstra.edu

Renewal of Books

Circulation
463-5898
lawlib@hofstra.edu

Research Assistance

your liaison
or Reference
463-5908

Reserves

Circulation
463-5898
lawlib@hofstra.edu

TWEN or Blackboard

your liaison

*NOTE: You can always contact your liaison with any question.
S/he will see that a request is routed to the proper person/department.*

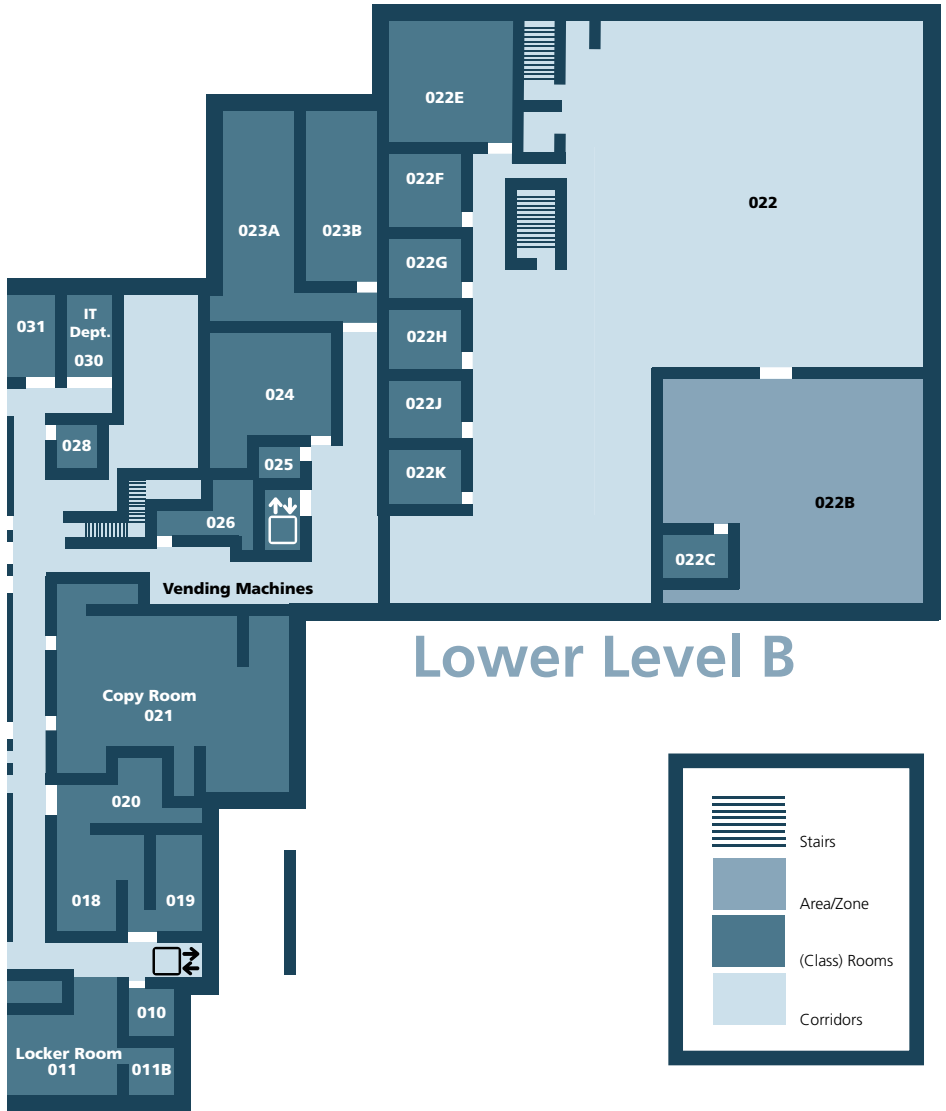
FIRST FLOOR - Hofstra Law





Lower Level A





Locations

Print Materials	Area of Library
Federal - statutes, cases, digests	Reading Room
New York - statutes, cases, digests, treatises	Reading Room
Legal Secondary - ALR, Decennial, Digests, AmJur, CJS, Words and Phrases	Reading Room
State - statutes, selected digests	Lower Level B -
Regional Reporters, State (except NY)	Lower Level B
Periodicals; Microforms	Lower Level A
Ready Reference	Shelves by Reference Desk
Reserve; Course Reserve - reserve items for classes, Restatements, NY State and City Administrative Codes	Shelves behind Circulation Desk

CALL Number Locations	Area of Library
A - J	Main Level Side - (Room 100L, Doors on left off of Main Level Classified-front)
K1 - K30	Lower Level A - (Room 022, down stairs near Reference Desk)
K31 - K1029	Main Level Side - (Room 100L, Doors on left off of Main Level Classified - front)
KB - KE	Main Level Classified - (front, large room just beyond computer lab)
KF1 - KF320	Main Level Classified - (front, large room just beyond computer lab)
KF321 - KF2140	Main Level Classified - back (Room 103, through double doors in back of Classified-front)
KF2165 - KF6335	Lower Level B - (Room 029C, through double doors on Main Level, down stairs on the left)
KF6335 - KF9999	Lower Level B - (Room 029C, through double doors on Main Level, down stairs on the left)
KFA - KFZ	Lower Level B - (Room 029, past Main Level computer lab, down stairs on right)

CALL Number Subject Guide

Area of Library

ADMINISTRATIVE LAW	KF5401 - KF5425	Back Lower Level
ANTITRUST (Trade Regulation)	KF1601 - KF1666	Main Level Classified-back
BANKRUPTCY (Bankruptcy Reporter: KF1516.A2 B3)	KF1501 - KF1548	Main Level Classified-back
CIVIL PROCEDURE (Moore's Federal Practice: KF8820.A313M63)	KF8815 - KF8891	Back Lower Level
CIVIL RIGHTS	KF4700 - KF4788	Back Lower Level
COMMERCIAL LAW	KF871 - KF890	Main Level Classified-back
CONSTITUTIONAL LAW	KF4501 - KF5130	Back Lower Level
CONTRACTS	KF801 - KF869	Main Level Classified-back
CORPORATIONS / AGENCY / SECURITIES	KF1341 - KF1480	Main Level Classified-back
CRIMINAL LAW / CRIMINAL PROCEDURE	KF9201 - KF9950	Back Lower Level
DOMESTIC RELATIONS	KF501 - KF553	Main Level Classified-back
EMPLOYMENT / LABOR LAW (NLRB Decisions: KF3362.A21)	KF3301 - KF3580	Back Lower Level
ETHICS	KF300 - KF313	Main Level Classified-front
EVIDENCE	KF8931 - KF8969	Back Lower Level
IMMIGRATION	KF4800 - KF4845	Back Lower Level
INTELLECTUAL PROPERTY	KF2971 - KF3192	Back Lower Level
PROPERTY	KF560 - KF720	Main Level Classified-back
TAX (CCH Standard Federal Tax Rptr: KF6365.C6)	KF6253 - KF6795	Back Lower Level
TORTS	KF1246 - KF1327	Main Level Classified-back
TRUSTS / ESTATES	KF726 - KF780	Main Level Classified-back

HOURS

For most of the school year, the Library is open and the Circulation Desk is staffed during the following hours:

Monday-Thursday	8 a.m.-8 p.m.
Friday	8 a.m.-5 p.m.
Saturday-Sunday	10 a.m.-6 p.m.

Outside of the hours listed above, Hofstra Law students and faculty may access the Library on a modified 24/7 hours schedule using their ID cards. The Library will be open special hours during holidays, intersession periods and breaks when there are limited or no classes. You can see the schedule on the Library's website.

During the semester, the Reference Desk is staffed during the following hours:

Monday-Friday	9 a.m.-5 p.m.
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CONTACT INFORMATION

Administrative Office	516-463-5900
Circulation Desk	516-463-5898
Reference Desk	516-463-5908

Campus Crime Reporting and Fire Safety Statistics

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, an annual campus safety report, which contains detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at hofstra.edu/campusafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at ope.ed.gov/security. The Advisory Committee on Campus Safety will provide, upon request, all campus crime and fire safety statistics as reported to the United States Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.