**Journal of International Business and Law Staff Orientation**

**Source Gathering**

**Presented by Toni Aiello, Reference Librarian - August 24, 2015**

**This session is for source gathering, not for detailed instruction in research. When in doubt, ask the librarian at the Reference desk; or the journal liaison; or make an appointment with any of the reference librarians for research or other assistance.**

Focused Research Guides:

[**Journal Cite Checking**](http://libguides.law.hofstra.edu/content.php?pid=301961&sid=2474813) by **Mary Godfrey-Rickards:** The purpose of this guide is to help senior and junior journal staff members through the source gathering process. This guide covers the most reliable sources for some of the most used items found on subscription databases and on the Internet. It is found on the Law Library’s website under “Research & Instruction”> “Research Guides.”

[**Paper Writing Resources**](http://libguides.law.hofstra.edu/paper_writing_resources) **by Lisa Spar:**  It is also found through the Law Library’s website under “Research & Instruction” > “Research Guides”. This research guide covers how to find books and articles as well as providing additional useful information.

1. Introduction—Congratulations, objectives, opportunities
2. General Policies
3. Uniform Library policies and procedures, apply to all journals—important
4. Mary Godfrey-Rickards—law journal liaison; works with editors and research editors
5. Photocopying items from Law Library
* Library does not hold copy cards for journals; journals arrange own copy cards for use by staff members
* Non-circulating books (Reading Room, Reserve, statutes, journal issues, multi-volume sets)—take items to Circulation Desk, ask to borrow them for photocopying under the JIBL account—3 hr. loan period—must return them to Circulation Desk for check-in—then you re-shelve them.
* Circulating books—charged out under JIBL account until the next July 31 or Aug. 1.
1. Photocopying books from Axinn Library
* Each journal has one plastic borrowing card for journal staff use in borrowing books from Axinn.
* Cards are held at Circulation Desk; ask for and sign out the card on sheet
* Staff members responsible for taking journal borrowing card to Axinn, retrieving materials on loan based on Axinn’s policies, and returning card to Law Circulation Desk when finished with card. Only one card for all JIBL staff members to use.
* Journal responsible for returning all Axinn books; responding to overdue notices from Axinn, any fees for replacement if determined missing, per Axinn policies.
1. Journal account borrowing from Law or Axinn libraries is privilege for source-gathering examination and photocopying ONLY. Students working on Notes must use own Hofstra IDs to borrow library materials.
2. Current Editor-in-Chief of any journal may request information on the use of the journal’s borrowing card at any time.
3. Newspaper articles—if not available at Hofstra, given to Research Editors to locate and obtain from appropriate news source. ILL requests for newspaper articles only in exceptional circumstances—must contact Mary before submitting an ILL request for a newspaper article
4. Interlibrary Loan
* Interlibrary loans are used to borrow from other libraries--materials not held by, or missing from, Hofstra campus libraries.
* Ebooks (found in the Library catalog with a link to an eBook, or on the Oxford University Press Scholarship Online platform—to be discussed later) were accepted by all of the journals last year. Check with your editor, but if we have the eBook, we won’t ILL it.
* It is the responsibility of the Research Editors to submit ILL requests using the Illiad system.
* It is the responsibility of the staff member doing the source gathering assignment to (1) determine that an item cannot be located at Hofstra using the tools available (library catalog, WorldCat, databases); (2) to verify with a reference librarian that the item is not accessible at Hofstra; and (3) to refer these items to the Research Editors using the format (usually a special form) required by that journal’s policies. Please remember these 3 things: (1) Use the version of WorldCat that is on the Library website, not Worldcat.org; (2) Fill out all the information on your ILL request form very completely (author, year, name of chapter, etc.); and (3) a*ll ILL requests/forms must include the OCLC number, as obtained from a reference librarian.*

3. Types of Documents—essentially 4 types

* Scholarship
* Books
* Book chapters (or sections of a treatise or Restatement)
* Articles (law journal, bar journal, non-law scholarly or general interest journal)
* Legislative or executive materials (state or federal law (statutes), foreign law, municipal laws, Congressional bills, hearings, debates, or reports; other legislative history documents; Presidential papers, state attorney general opinions)
* Cases and decisions (opinions from state or federal courts, administrative agencies, courts of other countries, international courts, tribunals)
* Newspapers (print, online, U.S., foreign, recent or historical)
1. Tools for Finding Sources—Library website (main page; Research and Instruction) <http://law.hofstra.edu/academics/library/index.html>

Getting there: the Law School Main page <http://law.hofstra.edu/>

Law School main page and internal library pages have a new look and color design, but the home page of the Law Library site has not changed. Use Quick Links—Library from the Law School home page. Almost everything covered today can be reached from a link on the Law Library website.

* 1. Library Catalog (LEXICAT)
* Hofstra libraries included: Law Library, Axinn Library, other “University Libraries” on campus—both print and ebooks, other materials
* Finding a book: **COMMUNICATION BEYOND BOUNDARIES / Payal Mehra** (eBook): can download title page, any chapter, print).
* Search “entire collection”; ALWAYS check author/s if you can’t find it by title
* Reading a catalog record—location, availability, Contents (may list chapters)

Example (book chapter): Business Planning for Entrepreneurs, in ENTREPRENEURIAL FINANCE: A GLOBAL PERSPECTIVE 13, 16 (Gibbons, Gary E, 2015). (book chapter) – find it in LEXICAT—location? Can also search by keyword (use some words in chapter)

Example (journal): 12 Rev. Fut. Mark. 1, 1993 (Review of Futures Markets) For journal titles, search Journal Finder first. Some, but not all journals available in print only at Hofstra are listed in Journal Finder. If a journal title is not found in Journal finder, search LEXICAT by title; limit search to periodicals.

Documents found through library catalog:

Books

Book chapters (listed in book title’s catalog record-contents)

Journals/bar journals

Newspapers

Case reporters

Legislative materials: statutes, codes, government reports

NOT individual articles

* 1. University Press Scholarship Online—a database of eBooks (many from past 10 years) from Oxford and other university presses—many not in library catalog yet)

 Access here: <http://www.universitypressscholarship.com/browse?t1=law>

* We have access to 3 subject area book collections: Law, Business and Management, and Public Health. Can select to search only “Business and Management” titles or the entire database, or other selections. (May load slowly)
* Example: Thin Justice of International Law (not in library catalog; search database collection at url)
* Example: Size, Risk and Governance in European Banking/Jens Hagendorff, Kevin Keasey and Francesco Vallascas (Note: View PDF: Front Matter; print pagination is embedded) (in library catalog, use link)

* 1. Journal Finder

 Link from Library website: Research & Instruction: Journal Finder <http://law.hofstra.edu/academics/library/research/index.html>

 To find:

* Journal, magazine and newspaper articles in legal and non-legal Hofstra University databases—find an article when you don’t know what online database it’s in
* Not exhaustive—no articles from Westlaw, Lexis, BNA reporters or other “law only” databases; date coverage limited by subscription; many articles in PDF, but not all
* Will sometimes bring up print journal holdings in search results—but also check library catalog by title also—may be available in print journal or newspaper at Hofstra
* Example: Find: 1 Intractable & Rare Diseases Research 3, 4 (2012)
1. WorldCat — for finding whether a cited book or journal, or the edition cited, exists; finding books with incorrect citations; finding which libraries have a book or journal -- getting information for Research Editor for submitting ILL requests when needed

 Important: use WorldCat from the Library website—not worldcat.org

* Library website: Research & Instruction>Online Resources Subject List>WorldCat <http://law.hofstra.edu/academics/library/research/online/index.cfm>
* Books; journals or newspapers—no article searching
* Usually search by title—change search box
* Can add author, edition, year—but start with broad search
* If you are sure it is a book, or a journal or newspaper, can select book or “serial publication”
* If you can’t locate a source at Hofstra, try WorldCat—then bring ILL form or the citation to reference librarian, who will verify item is not available at Hofstra and provide the OCLC number for ILL request
* Example: Global Banking by Roy C. Smith, Ingo Walter and Gayle DeLong (**3rd** edition, 2012) (first two editions in Hofstra catalog—is there a 3rd edition?)— If so, who is the publisher? Where else might we have the 3rd edition at Hofstra?
1. HeinOnline—a database with a wealth of articles, case law, statutes, legislative and government materials, foreign and international materials—in many “libraries”—everything in PDF

HeinOnline has a new look:

<http://law.hofstra.edu/library/research/online/index.cfm>

“Browse collections by category”—helpful (U.S. Federal; U.S. State; Case Law)

* Law Journal Library: heavily used for articles--if a journal is included, issues go back to date of inception

 Example from vol. 13, no. 2 of JIBL:

Scott L. Friedman, *First Amendment and “Foreign Controlled” U.S. Corporations: Why Congress Ought to Affirm Domestic Subsidiaries Corporate Political Speech Rights,* 46 Vand. J. Transnat’l L. 613, 653 (2013)

* Article search options: Search “Title of Article” in Search Box or Find Journal alphabetically and browse years until you find the article (drill down). Use Citation Navigator if you have the citation.
* Print/Download options—options for “current section” (entire article) or “custom page range.” Also can use page drop-down to find title page and contents of issue as your “custom page range”-- use Roman numeral pages for issue the article is in.
* Bar Journals (many bar association journals—if not listed, check Library catalog; ask for assistance with journals on microfiche or microfilm
* Other foreign and international source libraries: International Treaties and Agreements Library; United Nations Law Collection (includes treaties); Index to Foreign Legal Periodicals (index only—good for checking a cite—and link to PDF articles in HeinOnline); for Canada: Statutes of Canada; Supreme Court Reports
* What’s New tab--has brief “Getting Started in HeinOnline Quick Reference Guide” with the new look and search features
1. Other Electronic Databases—Library website
	1. Library website—Online Resources (subject and alphabetical lists)

<http://law.hofstra.edu/library/research/online/index.cfm>

* + Online Resources Subject List: Article Finding
* Index to Legal Periodicals (ILP)—finding law articles with improper citations (author, title searches)

- Good for Note research—note subject headings

- Some full text PDF; some have links to Hofstra database source

* SSRN – new research; articles and papers not published yet
	1. BNA Reporters (BNA link)—corporate, securities, international (all BNA Reporters also searchable on Bloomberg Law)—links to cases, documents in articles—also good for Note topic ideas
	2. Accessing Databases from Offsite (instructions at link)
	3. Lexis, Westlaw, Bloomberg Law, from anywhere: use personal password

7. Free Internet Sources

a.[**FDsys**](http://www.gpo.gov/fdsys/) (official U.S. Government Publishing Office, in PDF--federal legislative and executive materials; has Congressional Reports back to 1995; Congressional bills back to 1993

b. Organization Websites: Very current articles found on a journal’s website; some older newspaper articles on newspaper website in a free or selective archive (confirm article and citation); try nonprofit organization’s website for studies, papers, books; try government agency websites for reports, documents

c. Digital Repositories: scholarly faculty articles, presentations, speeches given at academic institutions—try institutional repositories at school’s website (such as Hofstra’s Scholarly Commons)

d. Google Scholar: <http://scholar.google.com/> (articles and U.S. case law)

* Articles (select: articles):

 Good place to start if unsure of article citation; includes icons and links to some subscription databases, like HeinOnline, JSTOR

 Example: *The Spanish Governance of EU borders: Normative Questions,* by Zapata-Barrero, Ricard andDe Witte, Nynke in Mediterranean Politics, vol. 12, March 2007. (direct link into article on an EbscoHost database—Academic Search Complete)

* U.S. cases (select: case law; may limit to court)

###  If you are given a bad cite for a case, try a keyword search.

 Example: Alicanto SA v Woolerton, 129 A.2d 610 [bad cite]

1. Google Books: <http://books.google.com/> (portions of books)

 Example: Global Marketing and Advertising: Understanding Cultural Paradoxes/ Marieke de Mooij (4th edition)—has TP, TOC, nearly all of chapter 1.

1. Foreign and International Sources (other than HeinOnline)
	1. GlobaLex (NYU): Research guides, with links to legal research sources, including government sites and databases, for countries including Australia, Canada, most others [http://www.nyulawglobal.org/globalex/#](http://www.nyulawglobal.org/globalex/)

 Example: Foreign Law—Bermuda—Legislation—a current statute

* 1. WorldLII (World Legal Information Institute) <http://www.worldlii.org/> (consists of 18 legal institutes, one of which is the Australasian Legal Institute, containing Australian and NZ court judgments and legislation (statutes), by court and jurisdiction: <http://www.austlii.edu.au/> --These sites also include law journals from the countries; articles not in PDF.

Click: All countries—select country

Many countries’ materials in English, including Hong Kong. Some European country materials (some courts for France, for example) are now available in English—select English icon at website.

 Example: Google Inc v Australian Competition and Consumer Commission [2013] HCA 1 (6 February 2013)

 Everyone try this one from the High Court of Australia—and see if you can get a PDF copy.

* 1. Check the Library catalog: many print reporters from British Commonwealth countries are in the Law Library (some not updated recently for several years, but we have many years of published cases). To locate, Search by Subject: Law Reports Digests Etc Australia; Law Reports Digests Etc Canada, etc.

Example: [http://libweb.hofstra.edu/record=b1415886~S1](http://libweb.hofstra.edu/record%3Db1415886~S1)

* 1. Kluwer Arbitration (database linked from Library website--Online Resources List)—arbitration tribunal materials; awards (not PDF)

 Link: <http://0-www.kluwerarbitration.com.libweb.hofstra.edu/>

1. **Research Guide: Journal Cite Checking** (listed under ”Research Guides” on Law Library website)

 Direct link: <http://libguides.law.hofstra.edu/content.php?pid=301961&sid=2474813>

* Home page has abbreviation and blue booking resources, including Online List of Bluebook Abbreviations for law review titles
* Sources tab arranged by document type; articles, books, newspapers, cases—where to find them
* Page on “Evaluating Internet Sources”

Library Services page—link to Axinn electronic article delivery service for print journals at Axinn—allow 2 business days; will be scanned and emailed to you as a PDF.

1. **It’s Your Turn! Interactive exercise: find these sources**.
2. Public L. No. 100-418, Sec. 5021, 102 Stat. 1107, 1425 (1988)
3. Samuel R. Berger & Mark S. McConnell, LIMITATIONS IMPOSED BY THE CONSTITUTION AND TREATIES OF THE UNITED STATES ON THE REGULATION OF FOREIGN INVESTMENT IN MANUAL OF FOREIGN INVESTMENT IN THE UNITED STATES 9 (J. Eugene Marans et al., eds, 1984 & Supp.)
4. Office of the Nat’l Counterintelligence Exec., Foreign Spies Stealing US Economic Secrets in Cyberspace (2011)
5. H.R. Rep. No. 113-2281 (2013)

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 Reference Desk: 516-463-5908

 Circulation Desk: 516-463-5898

 Reference Librarian Hours Link on Law Library homepage: <http://law.hofstra.edu/academics/library/general/hours/index.html#ReferenceDesk>

For your Note:

Guide: Quick Preemption Check <http://libguides.law.hofstra.edu/content.php?pid=503480>

 \*\* Students may make appointments with reference librarians to discuss their Notes.