Law Review Journal Staff Library Orientation - 2017

I.   Introduction
- Journal Cite Checking guide - http://libguides.law.hofstra.edu/journalcitechecking
  o Library policies, identifying and finding sources, start on note writing

II.   Policies
- Law Library resources - charge out material at Circulation desk
   – do not charge out under your name – you will be responsible for overdue
- Resources at Axinn - Journal borrowing card
  o Use to take out books from Axinn under Law Review account NOT own ID
  o Card Found at Circulation desk
  o Use only for source gathering, not personal note
  o If need copy card, speak to editor – or scan
  o Article delivery service – https://www.hofstra.edu/Library/library_libaxn_form_alead.html

- Resources not at Hofstra
  o You must confirm Hofstra doesn't have
  o We will request books/articles from other libraries
  o Confirm OCLC number with Librarian
  o We will not ILL e-books available online at Hofstra, TOC , title pages of journals, ethics opinions available online
  o Give items to be ILLed to Research Editor – will have a form
- Don't go crazy – try your best then ask for help. Please see Reference.
  o Reference email - hofstralawlib@gmail.com
  o Lisa's email - lawlas@hofstra.edu

III.   Types of Resources
- Secondary –Books, Chapters in Books, Articles, newspapers, BNA pubs
- Primary – Statutes – state and federal, cases, regulations, agency materials
- Legislative materials – bills, congressional reports – other "legislative history" documents

IV.   Finding Resources – after you try Google . . .
A. Scholarly / Secondary
1. **Books** – Google Books, separate from Google
   o Library Catalog (Lexicat) – try Guided search with author and keyword from title
   o If not in Lexicat – use World Cat - http://www.worldcat.org/ - check that title exists as cited ; try Advanced search with author and keyword from title
   o Confirm with reference librarian and get OCLC number from librarian

2. **Chapter in Book**
   o Identify title of book (in italics, below), not chapter – usually after the word "in"
   "Rights and Responsibilities of the American Business Corporation", in Manoj Kumar Sinha, ed., *Business and Human Rights* (Sage: Thousand Oaks, CA, 2013)

    o If do not find in Lexicat, go to WorldCat

   3. **Articles** – after you try Google. . .
  a. Hein Online – law review pdfs – use citation navigator
  b. Journal Finder - http://atoz.ebsco.com/Titles/8965
     • for finding non-legal Articles and legal articles not in HeinOnline
     • search for specific *journal* (not article) ***title***

  c. Google Scholar – different from regular Google

  d. When can't find legal article with given citation - try Index to Legal Periodicals (ILP) - for finding law articles without proper citations – try author and keyword from title
  e. If cannot find here at Hofstra – Check journal title in WorldCat – confirm with reference librarian for ILL

   4. **Newspapers** – Google – see if can find for free, also try Journal Finder ;
      if requires payment or cannot find, check with Reference

   5. **BNA publications** – see Library homepage or try Bloomberg Law

 B. **Primary Sources**
   1. Statutes – federal and state - see Journal Cite Checking guide
    a. US Code – see Heinonline, FDsys, govinfo
    b. see 29 USCA 2611 on WL – note amendments ; see HeinOnline
    c. State Statutes –
• Procedures for cite checking state statutes (including superseded):
1. 5 states we keep current in print (NY, NJ, FL, TX CA)
2. For the remaining states, look for official state code online –
see http://www.uniformlaws.org/Act.aspx?title=Electronic+Legal+Material+Act for states that have adopted the UELMA. See Findlaw - http://statelaws.findlaw.com/state-codes.html or LII - https://www.law.cornell.edu/states/listing   for states' links.
3. If not a UELMA state, go to Westlaw
4. Except in very extraordinary circumstance, we will NOT ILL any state statutes for the journals.

   2. Judicial Decisions
  a. pdf on WL, U.S. Supreme Court on HeinOnline
  b. to find parallel citations, see WL
  c. may find unreported cases on court web site – search for court, then case

   3. Regulations – federal and state
  a. Federal – CFR – FDsys-https://www.gpo.gov/fdsys/ , HeinOnline, gov info - https://www.govinfo.gov/
  b. State – NYCRR – see LII from statutes, above

   4. Legislative Documents – Federal - HeinOnline – come ask
  a. Popular Name table – http://uscode.house.gov/popularnames/popularnames.htm
  b. Table III tool - http://uscode.house.gov/table3/table3years.htm

   5.States – google state and legislature – see links above for Findlaw and LII