**Family Court Review Staff Orientation**

**Source Gathering/Research for Note**

**Presented by Toni Aiello, Reference Librarian - August 21, 2014**

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 FCR account—3 hr. loan period—must return them to Circulation Desk for check-in—then you re-shelve them.
* Circulating books—charged out under FCR account until the next July 31 or Aug. 1.
1. Photocopying books from Axinn Library
* Each journal has plastic borrowing card for journal staff use in borrowing books from Axinn.
* Cards 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 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.
* 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 determine that an item cannot be located at Hofstra using the tools available (library catalog, WorldCat, databases) and to refer these items to the Research Editors using the format (usually a special form) required by that journal’s policies. *All ILL request forms must include the OCLC number, obtained from a reference librarian.*
1. 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, foreign law, municipal law or ordinance, 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)
* 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>
	1. Library Catalog (LEXICAT)
* Libraries included: Law Library, Axinn Library, other “University Libraries” on campus—both print and ebooks, other materials
* Finding a book: Warring Parents, Wounded Children, and the Wretched World of Child Custody: Cautionary Tales/ Joseph Helmreich and Paul Marcus (ebook: can download title page, any chapter). Instructions for ebook download on Journal Cite Checking research guide)—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: Adoption, Foster Care, and Guardianship in Minority Families, in ADOPTIVE FAMILIES IN A DIVERSE SOCIETY 190, 195 (Katarina Wegar ed., 2006. (book chapter) – find it; who wrote the chapter?

Example: Family Court Review (journal) With journal titles, limit search to periodicals. Note: volumes held in print listed; link to online version including older issues.

* Documents available in library catalog:
	+ - Books
		- Book chapters (in book’s catalog record)
		- Newspapers/bar journals
		- Journals
		- Case reporters
		- Legislative materials/government reports
		- NOT individual articles
	1. Journal Finder
* Library website: Research & Instruction: Journal Finder <http://law.hofstra.edu/academics/library/research/index.html>
* Journal or magazine and newspaper items on legal and non-legal Hofstra University databases—find an article when you don’t know what database it’s in
* Not exhaustive—no Westlaw, BNA reporters other “law only” databases; date coverage limited by subscription; many articles in PDF, but not all
* Will sometimes bring up print journal holdings in results—also check library catalog by title also—may be available in print journal or newspaper
* Use Journal Finder to locate: an article in The Australian and New Zealand Journal of Family Therapy (vol. 23) (2002)
	1. WorldCat — for finding if cited book or journal, or edition cited, exists; finding books with incorrect citations; finding which libraries have it; getting information for Research Editor for submitting ILL requests when needed
* Library website: Research & Instruction: Online Resources Subject List: WorldCat <http://law.hofstra.edu/academics/library/research/online/index.cfm>
* Books and 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 source at Hofstra, try WorldCat—then bring ILL form to librarian to provide the OCLC number and verify item is not available at Hofstra
* Example: New York Law of Domestic Violence by Melissa Breger ( **3rd** edition) (2nd edition in Hofstra catalog)
	1. HeinOnline—wealth of articles, case law, legislative and government materials, foreign and international materials—in many “libraries”—everything in PDF
* Law Journal Library heavily used--if a journal is included, issues go back to date of inception
* Search for: Linda Crush, When Mediation Fails Child Protection: Lessons for the Future, Canadian Journal of Family Law, vol. 23, page 55 (2007).
* Options: Search “Title of Article” in Search Box or Find Journal alphabetically and browse years until you find the article.
* Print/Download options—options for “current section” (entire article) or “custom page range.” Also can use page drop-down to find title page of issue.
* Another library: Canada Supreme Court Reports –note year coverage; can search or browse years. Note: “I” link—authoritative, from the official reporter books.

e. Electronic Databases—Law

* Library website—Online Resources (subject and alphabetical lists)
* 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 (search: juvenile delinquency; law

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

* SSRN – new research; articles and papers not published yet
* Online Resources: Family Law—BNA Family Law Reporter (all BNA Reporters also searchable on Bloomberg Law)
* Online resources: Federal Information—Legislative—many free internet sources and some good legislative documents databases

f. Internet Sources

* Very current articles found on journal’s website; some older newspaper articles on website in free or selective archive (confirm article and citation); try nonprofit organization’s website for studies, papers, books
* Legislative material—FDSYS—official federal Government Printing Office website: <http://www.gpo.gov/fdsys/search/home.action>

Example: “Retrieve by Citation”: using search box: Pub. L. 113-4

(Select collection: Public and Private Laws; then Congress and no.)

Example: Under “Browse”: Congressional Hearings—note date coverage (published hearings back to 99th Congress)

* Google Scholar: <http://scholar.google.com/> (articles and U.S. case law)
* Google Books: <http://books.google.com/> (portions of books)

g. International Sources

* 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/)
* 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.
* HeinOnline—many foreign and international journals and documents in Law Journal and other libraries
* Index to Foreign Legal Periodicals (Library website: Online Resources Subject List; Article Finding
* Check the Library catalog: many print reporters from Commonwealth countries are in the Law Library (some not updated for several years, but with 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. 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 bluebooking resources
* Sources tab arranged by document type; articles, books, newspapers, cases
* Page on “Evaluating Internet Sources”
* Library Services page—link to Axinn electronic article delivery service for print journals at Axinn
* Relevant and helpful research guides from Hofstra and other law schools

1. Interactive exercise: find these sources.
2. 34 Mont. Law. 10 (2008-2009) [article from Montana Lawyer, a bar journal, It Helps for Child Advocate to Still Be a Boy Himself, by Alana Listoe]
3. 7 Victoria U. Wellington L. Rev. 351 (1973-1975) [law journal article from Victoria University Wellington Law Review)
4. 3 S.C.R. 191 2013 [case, Envision Credit Union v. Her Majesty the Queen, in the Canadian Supreme Court Reports]
5. Hayes v. Hayes [2008] QSC 6 (29 January 2008) (case, Supreme Court of Queensland, Australia)

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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 Checklist <http://libguides.law.hofstra.edu/content.php?pid=503480>

 \*\* Your can make appointments with reference librarians to discuss your Note.