

Memorandum

To: Summer Research Assistants
From: TMLL Research Librarians
Re: Getting started on your summer research

Getting Assistance

The most important thing to remember is that the Research Librarians are here to help you with your research. Please don't hesitate to ask us questions, either in person or via e-mail. Don't wait until you've spent hours looking fruitlessly; try to follow the 10-minute rule: If you've been looking for something for more than 10 minutes and aren't having any luck – come ask us!

The Research Librarians all have offices on the 4th Floor of the Library – to the left of the stairs, next to the TAL Center, through the door marked 4402 – Research Services.

This summer we also have a Blackboard page just for Faculty Research Assistants. Check that for news, tips, copies of this document, etc.

Copying, Printing and Checking out Books for Faculty

In order to get a copying code, permission to use the library's faculty research assistant copy cards, and check out books in a faculty member's name, you should first fill out the form available from the Library Information Desk and have the faculty member you're working for sign it. Return it to Room 2201C of the Library; you will receive a four-digit copy code that can be used in the library's copiers, and will then be able to get a copy card if necessary and check out books for your professor. Your form will be kept at the Information Desk, and each time you check out a copy card, you will sign the card in and out.

Locating and Retrieving Books from TMLL and other University of Maryland libraries

- ❑ Use the online catalog (accessible from the Library's web page) to locate books at TMLL or other libraries in the University of Maryland System
- ❑ To search all libraries in the UM system go to the Catalog tab from the library's home page and:
 - At the top of the screen click on Choose Campus
 - Under USMAI (all campuses) click on Catalog
 - Enter your search – under Choose Type of Search, the best options to use with your search terms are title word/s or author word/s
- ❑ If you find the book in TMLL, you can pull it from the shelf and check it out either to yourself or the faculty member for whom you're working
- ❑ If a book is at another University of Maryland library:
 - Click on the Availability link for the book
 - Click on Request; if you have not already logged in, do so with your ID barcode and your last name

- Choose a library for pickup (Thurgood Marshall Law Library will be at the top of the list if you are in the library when requesting)
- You will receive an email when the book arrives

Advice on Finding Books outside of TMLL.

- If a book is not in the UM catalog, you can look for it at other libraries around the country using the WorldCat database:
 - On the Library's homepage, under Databases, Search by Title, select "W"
 - Once on the databases page choose WorldCat
 - Fill in the author or title information that you have and click on Search. This will show you all libraries that hold the title. If you do not find the item in WorldCat it is best to contact a librarian. If you find the title, you can then fill out an Inter-library Loan request form so that the book can be borrowed from another library (see instructions below)
 - **NOTE:** It is not necessary for you to know which libraries hold a book, but WorldCat can help you ensure that your citation is correct and that the book does exist
- Inter-library Loans (ILLs)
 - Under QuickLinks on the left side of any library web page, click on Interlibrary Loan
 - Login using your Blackboard user name and password
 - If you do not already have an ILLIAD password set one up
 - Once you have a password, choose whether you want a book, journal article or book chapter
 - Fill out the form and send it – you will receive a confirming email with all the information in it
 - ILLIAD allows you to check the status of all your requests
 - You will receive an email notifying you when the book arrives

JOURNAL ARTICLES

Finding Journal Articles

Paper:

TMLL has almost all U.S. law reviews, and many other journals in paper. They are arranged alphabetically by the title of the journal in the moveable stacks on Level 1 of the library. To see if the library holds a journal, check the online catalog by the name of the journal (NOT by the author/title of the individual article). Instructions for using the catalog are above, under Books.

Journals may not be checked out from the library, so you will need to photocopy the article.

Electronic PDF versions of articles can be found in a number of databases. The main ones are listed below. If you cannot find your article in one of these, contact a library liaison for assistance.

Electronic:

Check the E-Journals list available from the Library's web page. This is an alphabetical listing of electronic journals accessible through the library's web site. It does not include listings for all

journals available on Lexis/Westlaw, so you will want to check these services as well for legal journals.

- ❑ HeinOnline contains many law journals in PDF format, back to the first volume. Very recent issues may not be available. To find these articles:
 - Under Databases, Browse by Title, on the library's homepage, choose "H"
 - On the databases page choose "HeinOnline"
 - Once on the main page of HeinOnline, select Law Journal Library and then choose the journal. You will then be able to choose the volume and page number that you need.
 - Printing: Choose Print/Download Options from the top bar and then choose PDF for the "current section" (you will be given the choice between the page you are looking at and the current section).
- ❑ JSTOR also contains journals in PDF format; some are law reviews while others are academic journals from related disciplines. Generally recent volumes are not available through JSTOR, but it is very good for older journals. To find journal articles on JSTOR:
 - Under Databases, Browse by Title, on the library's homepage, choose "J"
 - On the databases page choose "JSTOR"
 - Once you are in JSTOR, choose "Browse" and then choose the link for Alphabetical List of Titles.
- ❑ For non-legal journals, the Library subscribes to numerous databases such as Academic Search Premier and Business Source Premier, which index thousands of journals and contain full-text for many of them. Many journals are also available from HSHSL as well. If you are having trouble finding a journal, just ask a Research Librarian for assistance.

STATUTES, CODES, REGULATIONS, ETC.

TMLL has copies of the official U.S. Code and of at least one annotated code for each state. All are located on the 3rd floor of the library. For federal statutes the Bluebook requires that you use the official U.S. Code and its supplements; the annotated code, U.S.C.A. may only be cited to if the statute is too recent to be included in the U.S. Code. There is no PDF copy of the U.S. Code available, so you must use the paper version.

The federal session laws (Statutes at Large; abbreviated as Stat.) are in paper on the 3rd floor of the library. You may be able to find them electronically on Lexis (in PDF for older public laws) and in the LLMC Digital database, accessible under Databases from the library's homepage)

For federal regulations, the library has a copy of the Code of Federal Regulations (CFR) on the 3rd floor. You can also find PDF versions of CFR sections on the GPO Access website at <http://www.gpoaccess.gov/cfr/index.html>.

Statute and regulation research can be difficult; if you can't find what you are looking for, contact one of the research librarians.