

UNIVERSITY OF MICHIGAN LAW LIBRARIANS



Kincaid C. Brown is Head of Electronic & Systems Services and is also a Reference Librarian and Webmaster for the University of Michigan Law Library. He received a B.A. in history from the University of Michigan in 1994. He attended the University of Michigan Law School, earning a J.D. in 1996. He received his M.S.I. with a specialization in library and information services from the University of Michigan School of Information in 1998. He joined the Law Library staff in 1998.



Amanda Runyon is a Reference Librarian for the University of Michigan Law. Previously, she had worked at the University of Texas as Outreach Services Coordinator and Reference Librarian in the Tarlton Law Library, and as a Lecturer in the School of Law. Amanda received her B.B.A. in Economics and Business Administration (cum laude) from Eastern Michigan University in 2002. She attended The Ohio State University's Moritz College of Law, earning her J.D. in 2005. She earned her M.L.I.S., with a certificate in law librarianship, from the University of Washington in 2008.



Seth Quidachay-Swan is the Faculty Services Reference Librarian for the University of Michigan Law Library. He received his B.A. in history and business economics from Brown University. Seth attended the University of Minnesota Law School, earning his J.D. in 2008, and in 2010, he earned his M.L.S. from Southern Connecticut State University.



Jennifer L. Selby became Head of Reference and Faculty Services of the Law Library in 2008 and has been the international law selector since 2001. She received a B.A. in chemistry, Phi Beta Kappa, from Michigan State University in 1993. She attended Illinois Institute of Technology, Chicago-Kent College of Law, earning her J.D. with honors and a certificate in patent law in 1996. She holds a M.S.I. with a specialization in library and information services from the University of Michigan School of Information, where she graduated with honors in 2001.



Xiaomeng Zhang is a Reference Librarian for the University of Michigan Law Library. She received a B.A. in philosophy and a Chinese Law Certificate from Nanjing University, China, and an M.A. in philosophy from Tulane University. She attended the University of Kansas Law School, earning her J.D. with a certificate in international trade and finance law in 2006. She also received an M.S.I. from the University of Michigan School of Information in 2009.

SPECIAL FACULTY PURCHASES (SFPs)

Regular law faculty are eligible for Special Faculty Purchases (SFPs) as described in the *Law School Faculty Handbook*. SFP books are housed in faculty offices as private copies owned by the Law Library. Faculty must obtain the Dean's approval before sending SFP requests to the Law Library for processing. Contact Kincaid Brown (kcb@umich.edu, 647.1529) if you have questions about SFPs.

Forward approved SFP requests to Kincaid Brown by Law School mail or e-mail to kcb@umich.edu.

FACULTY PUBLICATIONS LIST UPDATES

The Law Library adds citations for published and forthcoming books, articles, book chapters, essays, introductions and forewords, and book reviews written or edited by regular University of Michigan law faculty to:

- each professor's Law School biography page, and
- each professor's list of publications in the Law Library's Publications of the University of Michigan Law School Faculty, 1859-website. (www.law.umich.edu/library/guests/facultybib)

Send updates or corrections to your publications lists to facpubupdates@umich.edu.

Questions or problems with your publications lists? Contact Jessica Hanes (hanesjl@umich.edu, 647.8317).

FACULTY BIO PAGES

The Law School Communications Office updates law faculty biography pages; this includes listing activities, opinion pieces, public speaking engagements, and faculty in the news. To update your faculty bio page, contact Lori Atherton (lawfacbiopages@umich.edu, 615.5663).

COMPUTER SUPPORT

Computer support is provided by the Law School IT Department. For assistance:

- e-mail Law School IT at lawcomphelp@umich.edu, or
- use the online work request form for InfoTech at cgi2.www.law.umich.edu/_genericworkrequest/InputForms.asp.

CURRENT AWARENESS SERVICES

Current Index to Legal Periodicals (CILP)

This weekly e-mail service provides topical access to approximately 500 law reviews and legal journals, and full tables of contents of all journals indexed.

To sign up for CILP, contact Diane Fichter by e-mail at dfichter@umich.edu, and ask her to add you to the CILP e-mail group.

SmartCILP

This customized version of CILP provides weekly e-mail delivery of portions of CILP focusing on the subjects and journals you select; it also includes full tables of contents for the journals you select.

To sign up for SmartCILP and set up your user profile:

- go to lib.law.washington.edu/cilp/scilp.html
- select "Create or change a SmartCILP profile"
- fill in the online user profile form. The authorization code is 7484

You may change your profile at any time on the web by filling out the web form again.

If you need help signing up, please contact Jennifer Selby (764.6150, jselby@umich.edu).

Social Sciences Resource Network (SSRN)

SSRN provides web and e-mail access to abstracts and working papers in licensed subject areas. To subscribe to any of the SSRN networks and journals:

- go to www.ssrn.com
- click on "Subscribe," then check to see if "University of Michigan at Ann Arbor" is a subscriber to the network of choice, e.g., LSN, by clicking on the link to the network
- if you see "University of Michigan" in the list of subscribers, scroll back to the top of the list and click on the link "join an existing site"
- fill out the online form for the selected network

Please be sure to sign up as part of the University of Michigan at Ann Arbor site license, not as an individual. If you need help signing up, please contact Jennifer Selby (764.6150, jselby@umich.edu).



SERVICES

for Law School Faculty

The University of Michigan Law Library provides a variety of services and resources to the Law faculty to support teaching, academic research, and speaking.

This booklet describes the main services and resources, and provides important phone numbers and e-mail addresses.

www.law.umich.edu/library/faculty

PHONE PAGE DOCUMENT DELIVERY SERVICE

OVERVIEW

The Law Faculty Document Delivery Service is staffed by law student “pages” and is supervised by the Faculty Services Librarian in the Reference and Faculty Services Unit.

Pages retrieve and deliver books, articles, primary law sources, and other publications from the Law Library, other campus libraries, licensed or free online sources, and Interlibrary Loan.

Who is eligible to use the service?

- University of Michigan Law School regular and clinical law faculty
- visiting and adjunct law faculty during the semesters they are teaching in the Law School
- Law School deans and administrators

Law School Faculty Assistants may make requests and receive materials on behalf of professors.

Student research assistants are not eligible to use the phone page service in any way, and they are not permitted to request material on behalf of professors.

To request material:

- e-mail phonepage@umich.edu,
- log on to our webpage: umichlaw.illiad.oclc.org/illiad/PHONPG/logon.html,
- call 764.0359, or
- send requests to “Phone Page” via Law School mail.

Hours of Operation: Monday–Friday during business hours.

Delivery Schedule:

- Material is delivered
- to Law School faculty offices 12:00 P.M. and 4 P.M., Monday–Friday, or
 - via your Phone Page webpage, Monday–Friday during business hours.

Document Delivery Response Time:

- Usually 1 to 3 business days. Response time may vary depending on the availability of the item requested and on how busy the service is.
- Rush service is available:
 - Indicate the date and time you need the item/s.
 - We will notify you if we cannot meet your accelerated deadline.

To check the status of a request, report a problem, or for help with your Phone Page webpage: Contact Seth Quidachay-Swan (647.1746, sethqs@umich.edu).

FREQUENTLY ASKED QUESTIONS ABOUT THE LAW FACULTY DOCUMENT DELIVERY SERVICE

How will I know that the Document Delivery Service has received and is working on my requests?

- Pages e-mail status reports and notices when they are not able to fill your request in one to three business days.
- Some notices require answers or decisions from you; please respond promptly to such notices to avoid delaying completion of your requests.

If I send a long list of items, how long does it take for the Document Delivery Service to send everything on the list?

- Please allow at least 2 weeks for receipt of all items on your list.
- Pages send items from long lists as they are retrieved. Some listed items may be delayed because they are not on the shelf and need to be searched or recalled, or they must be borrowed via Interlibrary Loan (ILL).

What if the book or article I need isn’t available on campus?

- If the item is available from a non-U-M library, in order to expedite delivery of your request the phone pages will automatically submit an ILL request for the item on your behalf.
- If the item you need is not available via ILL, the pages will try to provide you information about how to obtain it from an alternative source.

How do I return books?

You may return all books borrowed from the Law Library, other U-M libraries, or via ILL to the Law Library book drops located on:

- level 9 of Legal Research (elevator lobby)

- the 3rd floor of Hutchins Hall near the Faculty Lounge
- the 4th floor of Hutchins Hall
- S-1 of the Law Library
- the 3rd Floor of South Hall

When the phone page borrows books for me, are renewal, overdue, recall, and other notices sent to me or to the phone page?

For items borrowed from the University Library all renewal, recall and overdue notices are sent directly to the faculty. For items borrowed from the Kresge Business Library all notices are sent to the phone pages and will be forwarded to the faculty. It is important to honor all due dates and recall notices to avoid suspension of your borrowing privileges.

What happens if I have overdue books or a book I borrowed is recalled?

Overdue books from the Law Library:

Law Library circulation staff will send you a notice to let you know that the books are overdue; this overdue notice will offer you the option to renew the books.

Please respond to these notices by either renewing or returning the books.

Recalled books from the Law Library:

Law Library circulation staff will retrieve the books from your office, and leave a notice offering you the option of having the books returned to you.

If you do not respond to this notice, the books will not be returned to you after the other patron has used them.

Overdue books from other libraries on campus:

Other U-M libraries (Hatcher, UGL, and Kresge Business Library) will send overdue notices directly to you.

- You will accrue fines if you do not return the overdue books.
- You may renew your non-law books online by logging into Mirlyn at: mirlyn.lib.umich.edu/F/?func=file&file_name=find-b.
- After a book is 50 days overdue, your borrowing privileges will be suspended and the pages will not be able to borrow any other books for you until your overdue books are returned.

Recalled books from other libraries on campus:

- You will receive a recall notice with a new due date.
- You must return the book by the new due date.
- If you do not return the recalled book by the recall due date, you will accrue daily fines and your borrowing privileges will be immediately suspended.

How can student research assistants get material for research they are performing on my behalf?

Student research assistants must retrieve and copy research material on their own. To do so, they will need:

- a proxy card and record to borrow books in your name from the Law Library and other campus libraries, and
- a copy card purchased on your University of Michigan account.

Forms are available from the Law Library and other campus libraries for you to authorize proxy cards and records, and to permit the purchase of copy cards on your U-M account.

RESEARCH INSTRUCTION

RESEARCH TRAINING FOR STUDENT RESEARCH ASSISTANTS AND FACULTY ASSISTANTS

The Faculty Services Librarian provides group and individual research and document retrieval training to student research assistants and faculty assistants. Training includes information on how to use libraries on campus, how to locate PDF copies, research strategies, and searching research databases.

Training sessions are announced via e-mail by the Faculty Services Librarian at the beginning of each semester, or you may contact the Faculty Services Librarian to request an individual session.

RESEARCH INSTRUCTION FOR SEMINARS AND CLINICS

Reference librarians provide research instruction to second- and third-year Law School classes and clinical law programs to assist law students with research strategies for writing seminar papers or performing specialized legal research.

Request a research session by contacting Jennifer Selby (764.6150, jselby@umich.edu) at least 2–3 weeks before the date of the requested session.

COURSE SUPPORT

Course Pack Copying

The Electronic & Systems Service Unit handles requests for material needed for course packs in print or electronic format. Send course pack requests by e-mail to LawLibCourseSupport@umich.edu.

Course Reserves

The Electronic & Systems Services Unit places material on reserve for your courses each semester.

Call Kincaid Brown at 647.1529, or send reserve requests by e-mail to LawLibCourseSupport@umich.edu. You may also send requests to Kincaid Brown via Law School mail.

RESEARCH SERVICE

OVERVIEW

The Faculty Research Service performs law and nonlaw academic research directly related to teaching in the Law School, speaking engagements, and academic writing for publication. Research is completed by reference librarians or by law student research assistants supervised by the Law Library's Faculty Services Librarian.

The research service does **NOT**:

- perform cite checking. However, the service can help you fill in missing elements of citations, e.g., publication date, issue numbers, etc.
- perform research in support of the practice of law (pro bono, clinical practice, etc.) or trial or appellate work, including amicus briefs

Who is eligible to use the service?

- University of Michigan Law School regular and clinical law faculty
- visiting and adjunct law faculty during the semesters they are teaching in the Law School
- Law School deans and administrators

Student research assistants are **not** eligible to use the Faculty Research Service, and they are not permitted to request research on behalf of professors.

To submit requests to the Faculty Research Service:

- Contact Seth Quidachay-Swan (647.1746, sethqs@umich.edu)
 - please provide complete information about the project
 - the Faculty Services Librarian will contact you for further details and will work with you to establish parameters and a due date for your research

Hours of Operation: Monday–Friday during business hours

Delivery Schedule:

- Material is delivered
- to Law School faculty offices 12 P.M. and 4 P.M., Monday–Friday, or
 - via e-mail (upon request), Monday–Friday during business hours.

To check the status of a request or report a problem: Contact Seth Quidachay-Swan (647.1746, sethqs@umich.edu).

FREQUENTLY ASKED QUESTIONS ABOUT THE FACULTY RESEARCH SERVICE

Is there a limit on how much of my research the service can handle?

It depends. If your research will take more time and resources than the service has available, you might need to hire your own research assistant to handle some portion of your research. The Faculty Services Librarian will let you know if the amount of research you need exceeds the resources of the service and will work with you to determine if hiring a research assistant would be appropriate.

How long does it take for the service to complete my research?

- The Faculty Services Librarian will assess your research project and contact you to establish a timeline for completion of your project.
- The deadline will depend on the nature and complexity of your project, an estimation of the amount of time needed to complete your project, and how many other projects the service is already handling at the time you make your request.

Can the service handle rush requests?

The Faculty Services Librarian will let you know whether or not we can meet your accelerated deadline at the time you make a rush request. Our ability to meet your rush deadline will depend on how many other projects we are handling at the time you submit your request.

How can my research assistant get help with research?

Reference librarians are available to assist your student research assistant:

- in person at the Reference Desk, and
- via e-mail to askalawlibrarian@umich.edu.

Research assistants may also request a research consultation with a librarian via e-mail to askalawlibrarian@umich.edu.

The Faculty Services Librarian provides group research training to student research assistants every semester (see “Research Training for Student Research Assistants and Faculty Assistants”).