



Services for Law School Faculty

<http://www.law.umich.edu/library/info/Pages/default.aspx>

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Services for University of Michigan 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.



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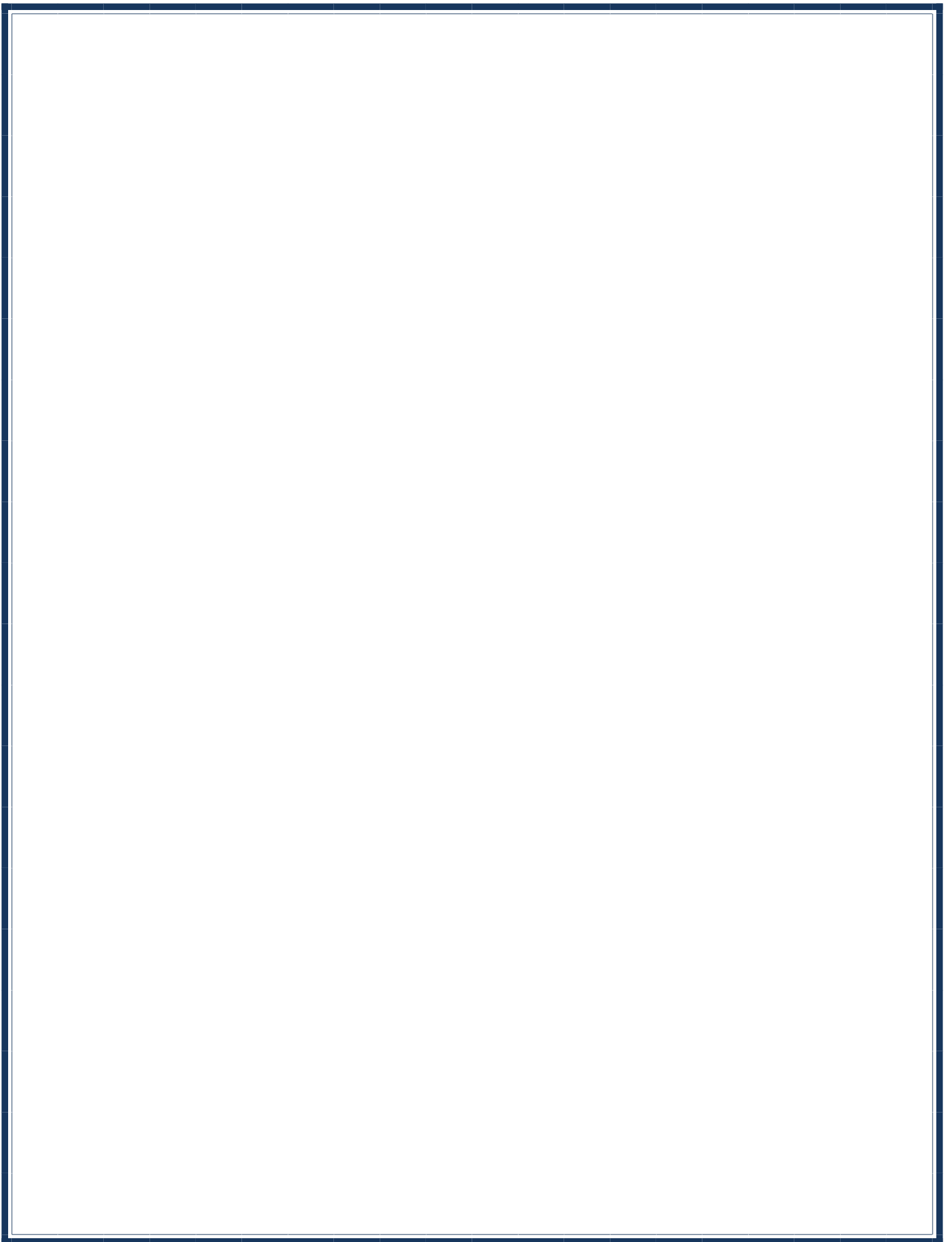
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Law Faculty Document Delivery Service (Phone Page)

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 and
- 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, or
- Log on to our web page: <http://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 9:30 a.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 Jocelyn Kennedy by phone or e-mail (647-1746; jocekenn@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 email 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-UM library, the Pages send you an *Options Report* asking if you want us to obtain the book or article via Interlibrary Loan (ILL). The Pages submit ILL requests for you if you respond to the notice by selecting the ILL option.
 - 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 UM 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.

- ***When the Phone Page borrows books for me, are renewal, overdue, recall and other notices sent to me or to the Phone Page?***

All renewal, recall and overdue notices are sent *directly to 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 UM 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:
http://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 UM account.

Law Faculty Research Service

Overview

The Faculty Research Service performs law and non-law 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.
- Does **not** 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 and
- 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:

- Call Jocelyn Kennedy at 647-1746, or send an e-mail request to jocekenn@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 9:30 a.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 Jocelyn Kennedy by phone or via e-mail (647-1746; jocekenn@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 p.6 under Research Training for Student Research Assistants and Faculty Assistants.

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 Circulation Department handles requests for material needed for course packs in print or electronic format. Send course pack requests by e-mail to LawLibCoursePack@umich.edu.

- **Course Reserves**

The Circulation Department places material on reserve for your courses each semester.

Call Bobbie Snow at 763-3767, **or send reserve requests by e-mail to** barbsnow@umich.edu. You may also send requests to Bobbie Snow via Law School mail.

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. E-mail or call Kincaid Brown at kcb@umich.edu or 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 to 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.
(<http://www.law.umich.edu/library/guests/facultybib/Pages/default.aspx>)

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

Questions or problems with your publications lists? Contact Barbara Garavaglia (bvaccaro@umich.edu or 764-9338).

Faculty Bio Pages

The Law School Communications Office updates law faculty biography pages, including listing activities, opinion pieces, public speaking engagements and faculty in the news. To update your faculty bio page, contact John Masson (jpmasson@umich.edu or 647-7352).

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 https://cgi2.www.law.umich.edu/_genericworkrequest/InputForms.asp.

Research Resources

- **Lexis, Westlaw and Bloomberg**

Access to Lexis, Westlaw and Bloomberg is provided to Law faculty, including adjuncts and visiting professors *during semesters they are teaching in the Law School*.

For training and passwords for these services, contact **Kincaid Brown** (647-1529; kcb@umich.edu).

- **Library Websites, Online Catalogs and Electronic Journals**

The Law Library and other University of Michigan campus libraries provide access to research collections and finding aids in print, microform and electronic formats.

Access to collections is provided through on-line catalogs, e-journal lists and web pages:

- **Web Pages and Electronic Resources**

The Law Library's website features a specific section designed to meet the research and current awareness needs of the Law faculty, including links to electronic research resources, e-journals, blogs, etc. The University Library websites also provide access to hundreds of licensed and free electronic resources, including e-journals, indexes, finding aids and databases. Direct links to these sites are found at:

- **Law Library Faculty web page:**

<http://www.law.umich.edu/LIBRARY/FACULTY/Pages/default.aspx>

- **University Library Search Tools page:**

<http://searchtools.lib.umich.edu/V?RN=441750958>

- **Library catalogs:**

- **Law Library catalog:** <http://lexcalibur.lib.law.umich.edu/>

- **MIRLYN (University Library system catalog):**

<http://mirlyn.lib.umich.edu/>

- **Kresge Business Library:** <http://lib.bus.umich.edu/search.html>

- **E-Journals:**

Access to full text electronic journals via on-line catalogs (Law Library catalog, MIRLYN and Kresge Library catalog) is supplemented by alphabetical "E-Journals Lists" of full text electronic journals and the article linker tool called "Find an Article."

- **Law Library E-Journals List:** <http://ck9ys4qn5a.search.serialssolutions.com/>

- **Find an Article:**

http://ck9ys4qn5a.search.serialssolutions.com/?SS_Page=refiner&SS_RefinerEditable=yes

- **University Library E-Journals List:** <http://www.lib.umich.edu/ejournals/>

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 to 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 <http://lib.law.washington.edu/cilp/scilp.html>
- Select “Create or change a SmartCILP profile”
- Fill in the on-line 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 the 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 to ask to **“join an existing site.”**
- fill out the on-line 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).

NOTES



Services for Law Faculty

Phone Numbers, E-mail & Web Addresses



Document Delivery Service:	http://umichlaw.illiad.oclc.org/illiad/PHONPG/logon.html phonepage@umich.edu ; 764-0359 Jocelyn Kennedy (647-1746; jocekenn@umich.edu)
Faculty Research Service:	Jocelyn Kennedy (647-1746, jocekenn@umich.edu)
Course Reserves:	Bobbie Snow (763-3767, barbsnow@umich.edu)
Course Pack Copying:	LawLibCoursePack@umich.edu
Computer Support:	Lawcomphelp@umich.edu OR https://cgi2.www.law.umich.edu/genericworkrequest/InfotechWorkRequest.asp?Org=Infotech
Lexis/Westlaw/Bloomberg Passwords & Training:	Kincaid Brown (647-1529, kcb@umich.edu)
Research Instruction for Seminars & Clinics:	Jennifer Selby (764-6150, jselby@umich.edu)
CILP:	Diane Fichter (dfichter@umich.edu)
SmartCILP:	http://lib.law.washington.edu/cilp/scilp.html Code: 7484 Jennifer Selby (764-6150; jselby@umich.edu)
SSRN:	www.ssrn.com/ . For help uploading articles: Al Lagrone (alagrone@umich.edu)
Special Faculty Purchases:	Kincaid Brown, (647-1529, kcb@umich.edu)
Faculty Publications: Questions to:	Updates to: FacPubUpdates@umich.edu Barbara Garavaglia, (764-9338, bvaccaro@umich.edu)
Faculty Bios:	John Masson (647-7352, jpmasson@umich.edu)