

GEORGETOWN LAW LIBRARY

SERVICES FOR FACULTY

CONTACT INFORMATION

Faculty Services	662-9145
Williams Reference Desk	662-9140
Wolff Reference Desk	662-4195
Main Circulation Desk	662-9131

www.ll.georgetown.edu/faculty

RESEARCH SERVICES

RESEARCH ASSISTANT SERVICE

The Library provides short-term research assistance to faculty through our Research Assistant Service. Faculty research projects are assigned to one of our specially trained student research assistants and are supervised by Jennifer Locke, the Faculty Services Librarian. Typical projects include legal memoranda, 50-state surveys, literature searches, legislative research, historical research, and the cite-checking and editing of articles. *For further information, please contact Jennifer Locke, the Faculty Services Librarian, at 662-9145.*

REFERENCE SERVICE

Experienced reference librarians are available seven days a week during the academic year to assist you with ready reference and research questions. *For assistance with U.S. or non-legal reference, call the reference librarian on duty at the Williams Library at 662-9140. For International or Foreign reference, please call the librarian on duty at the Wolff International Library at 662-4195.*

DOCUMENT DELIVERY

BOOK AND ARTICLE REQUESTS

Upon request, the Library will retrieve books, articles, and other materials from the Law Library, other campus libraries, online sources, and Interlibrary Loan and will deliver the materials electronically or to your office. *To request materials, send an email to lawfacserv@law.georgetown.edu or contact Jennifer Locke, the Faculty Services Librarian, at 662-9145.*

DIRECT BORROWING

Gulliver, the Library's online catalog, and George, Georgetown University's online catalog, permit online requests for books and other materials held at the Library and other Georgetown University libraries. After locating the materials you wish to request, click the "Request this Item" button. You will then be prompted to enter

your name and GoCard number. Please note in “special instructions” field that materials should be delivered to the Law Center.

INTERLIBRARY LOAN

Faculty can access materials not owned by the Library via interlibrary loan. Requests should be submitted electronically through the Library’s website at <http://www.ll.georgetown.edu/services/ill/index.cfm>. *If you have questions concerning interlibrary loan, please contact Barbara Monroe, the Interlibrary Loan Librarian, at 662-9139.*

ELECTRONIC RESOURCES

LEXIS AND WESTLAW

Faculty are granted access to Lexis and Westlaw and are given IDs and passwords upon arrival at the Law Center. *If you have any questions about using either system, or if you would like training in the use of these resources, contact Bill Taylor, the Electronic Services Librarian, at 662-9141.*

OTHER ELECTRONIC RESEARCH DATABASES

The Library provides access to many other research databases, including databases provided by BNA, RIA, HeinOnline, LegalTrac, and JSTOR. These databases are listed on the Our Online Collection page of the Library’s website and can be found at <http://www.ll.georgetown.edu/connect/index.cfm>. *If you have any questions about the availability of any electronic resource, or if you would like training in the use of these resources, contact Bill Taylor, the Electronic Services Librarian, at 662-9141.*

CURRENT AWARENESS SERVICES

ELECTRONIC UPDATES

Librarians can assist you in setting up current awareness services to notify you of recent developments in your areas of interest. Notification services such as WestClip, Eclipse, SmartCILP, Legal Scholars Network, Ingenta, and Supreme Court Alert send out automatic email notifications that alert you to new articles and case law that match your interests. Searches can be run daily, weekly or monthly depending on the service and your research needs. *For assistance setting up current awareness services, contact Jennifer Locke, the Faculty Services Librarian, at 662-9145.*

TABLE OF CONTENTS SERVICE

Through the E-Journal Finder, faculty can receive weekly email notices containing the linked table of content pages from selected journals. *For assistance setting up this table of contents service, contact Jennifer Locke, the Faculty Services Librarian, at 662-9145.*

ROUTING

The Library provides a current periodical routing service to all faculty members. *In order to have titles routed to you, or to change your list of currently routed titles, please contact Craig Lelansky, the Serials Librarian, at 662-9182.*

TEACHING SUPPORT

RESEARCH LECTURES

Reference librarians are available to present subject-specific research techniques and materials to classes and clinics at the Law Center. The lecture can be scheduled during your regular class time or an additional session can be scheduled. *Contact Duncan Alford, the Head of Reference, at 662-9144 to request lectures on U.S. or non-legal topics. For international and foreign law classes, please contact Marilyn Raisch, the Foreign and International Law Librarian, at 662-9159.*

RESEARCH GUIDES

The Reference and International Law Departments have created a wide array of topical research guides covering areas such as environmental law, international trade law, tax law, immigration law, and human rights law. All of our research guides are available on the Library's website at <http://www.ll.georgetown.edu/guides/index.cfm>. We can also create a new research guide for your seminar or clinic for topics that are not already available. *Contact Duncan Alford, the Head of Reference, at 662-9144 for guides covering U.S. or non-legal topics. For international and foreign law research guides, please contact Marilyn Raisch, the Foreign and International Law Librarian, at 662-9159.*

COURSEWARE

A librarian can assist you with evaluating and selecting websites for the "Links" section of your Courseware site. In addition, a librarian can participate in online research discussions on your Courseware site upon request. *Contact Duncan Alford, the Head of Reference, at 662-9144 for assistance with U.S. or non-legal subject areas. For international and foreign law subject areas, please contact Marilyn Raisch, the Foreign and International Law Librarian, at 662-9159.*

RESEARCH ASSISTANT TRAINING

At the beginning of each summer, the Library offers training for all faculty research assistants to enhance their legal research skills. The training highlights efficient research techniques, and advanced Lexis and Westlaw training. For students researching topics in international and foreign law, additional specialized training is available. *For more information, contact Jennifer Locke, the Faculty Services Librarian, at 662-9145.*

COLLECTION SERVICES

RECOMMENDATIONS FOR NEW BOOKS

The Library welcomes recommendations by faculty to add new publications (paper and electronic formats) to our collection. *To place purchase requests for U.S. or non-legal materials, contact Doug Lind, the Collection Development Librarian, at 662-9143. To request international and foreign law materials, please contact Marylin Raisch, the Foreign and International Law Librarian, at 662-9159.*

GIFTS

The Library welcomes gifts from faculty, including journals, hornbooks, casebooks, texts, government documents, and antiquarian materials. *Please contact Doug Lind, the Collection Development Librarian, at 662-9143 for further information.*

COLLECTIONS

EDWARD BENNETT WILLIAMS LAW LIBRARY

The Williams Library is the central library location of the Law Library and has a comprehensive collection of United States legal materials and an extensive collection of non-legal books and journals. *For more information, please contact Duncan Alford, the Head of Reference, at 662-9144.*

JOHN WOLFF INTERNATIONAL AND COMPARATIVE LAW LIBRARY

The Wolff Library is located on the third and fourth floors of the Hotung Building and houses international and foreign legal materials. In addition to collections of public and private international law, the Library also has extensive collections relating to international trade law, international environmental law, human rights law, and treaty law. *For more information, please contact Marylin Raisch, the Foreign and International Law Librarian, at 662-9159.*

SPECIAL COLLECTIONS

The Special Collections Department maintains the Library's rare and historical collections. These materials range from early printed works to late 19th century American state reports and codes. Several legal manuscript collections dating from the 17th through the 20th centuries are also kept in Special Collections. Among them are the manuscript notes of Lord Eldon and the papers of Judge Oliver Gasch. *For more information, contact Laura Bedard, the Special Collections Librarian, at 662-9172.*