

# LIBRARY BASICS

2011 – 2012



## WELCOME

The entire staff of the Georgetown Law Library welcomes you. In one of the premier legal research facilities in the United States, we have created a learning environment that will support all of your research and studying needs.

We have two locations on opposite sides of the campus. The Williams Library collects U.S. law and interdisciplinary materials as well as special collections such as rare books and manuscripts. The Wolff Library focuses on foreign, comparative, and international law. Both locations have Reference Desks and provide comfortable seating and group study rooms. Our collections, both print and online, will give you quick and easy access to over 1,000,000 volumes, ranging from introductory outlines to sophisticated and extensive treatises on legal subjects.



In this newsletter we hope you will find tips and information that will enhance your law school experience. Once again, welcome to Georgetown Law!



## LIBRARY SURVIVAL TIPS FOR 1Ls

**Online Tutorials.** Learn more about researching cases, statutes, regulations, legislative history, and secondary sources from our tutorials at [www.ll.georgetown.edu/tutorials](http://www.ll.georgetown.edu/tutorials).

**Reference Desks.** Get answers to your research questions from our librarians at the Reference Desks in the Williams Library Reading Room and on Wolff Library main level.

**Live Help.** Chat online with a Georgetown Law librarian whenever the Reference Desks are open. Ask questions about the Library, Lexis, Westlaw, *The Bluebook*, etc. Look for the Live Help button at [www.ll.georgetown.edu](http://www.ll.georgetown.edu).

Live Help  
Open

**GULLiver.** Visit GULLiver, the Law Library's catalog, at [gull.georgetown.edu](http://gull.georgetown.edu) to connect with our print collection as well as electronic materials in Westlaw, LexisNexis, and many other databases (also optimized for mobile devices at [m.gull.georgetown.edu](http://m.gull.georgetown.edu)).

**Treatise Finder.** Lost in your course? Need an expert's view on a nuanced legal issue? Consider using the Library's Treatise Finder to locate treatises on over 50 practice areas. Each guide points researchers to the preeminent scholarly works on a topic, as well as quick study aids: [www.ll.georgetown.edu/guides/treatisefinder.cfm](http://www.ll.georgetown.edu/guides/treatisefinder.cfm).

**Go Green.** Recycling bins are located throughout the Library. In an effort to use less paper, the default on the photocopiers is set for double-sided copies. Use free scanners in both Williams and Wolff to save money, paper, and toner.



**Course Reserves.** Casebooks and other course materials for current classes are available for three-hour checkout at the Williams Library Circulation Desk.

**Study Aids.** A wide selection of hornbooks, nutshells, and other study aids are available in Reading Room Reserve on the second (main) floor of the Williams Library.

**Past Exams.** Electronic access to your professors' past exams and feedback are available at [www.law.georgetown.edu/students/exams](http://www.law.georgetown.edu/students/exams).

## DID YOU KNOW?

- ◆ *The Reading Room in the Williams Law Library is open 24 hours a day around exam time. During the academic year, it is open until 2:00 am every night and opens at 7:00 am on weekdays.*
- ◆ *The Williams Law Library appears in the 1993 movie "The Pelican Brief," with Julia Roberts and Denzel Washington.*

Follow Georgetown Law Library on Facebook, Twitter, and our blog: [www.ll.georgetown.edu/blog](http://www.ll.georgetown.edu/blog)



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## TECHNOLOGY TIPS

### CALI Lessons

All Georgetown Law students have access to hundreds of free interactive legal instructional lessons, as part of the Law Library's membership in the Center for Computer-Assisted Legal Instruction (CALI). Topics range from torts to taxation, contracts to constitutional law. At the Williams Reference Desk, each student can receive a free DVD containing all CALI lessons plus a password to download lessons at [www.cali.org/lesson](http://www.cali.org/lesson).

### Group Study Rooms: Online Reservations and Collaborative Technology

Students can go online to reserve group study rooms in the Williams and Wolff Libraries. Several study rooms contain wireless projectors suitable for presentation practice and collaboration. Find out about these tools and book group study space at [www.ll.georgetown.edu/services/study\\_rooms.cfm](http://www.ll.georgetown.edu/services/study_rooms.cfm).

### Student Technology Assistance

The Law Center's Information Systems Technology Department (IST) has a Technology Reference Desk in room 304 of the Williams Library, where students can get professional computing and technology assistance without leaving the library. Hours are 9:00 am to 6:00 pm, Monday through Friday. You can reach the IST Desk at [helpdesk@law.georgetown.edu](mailto:helpdesk@law.georgetown.edu).

### Wireless Computer Access

The entire Law Center has a wireless network with coverage in all buildings on campus. Wireless connection information is available on this password-protected page: [www.law.georgetown.edu/ist/wireless/connectwireless.cfm](http://www.law.georgetown.edu/ist/wireless/connectwireless.cfm).

### Georgetown Law Library Browser Toolbar

The Library offers a customized browser toolbar to help you search our catalog and access popular databases. Links to databases work on and off campus, so it's a handy way to access our resources: [georgetownlawlibrary.mylibrarytoolbar.com](http://georgetownlawlibrary.mylibrarytoolbar.com).

**Additional student resources and technology tools are available at [www.ll.georgetown.edu/students](http://www.ll.georgetown.edu/students).**



## IS WRITING A PAPER IN YOUR FUTURE?

Most students will write a seminar paper or journal note during their time at Georgetown Law. The Library has many resources available to help you find a topic and conduct your research.

Most importantly, be aware that there's more to scholarly research than Westlaw and Lexis. Through the Library, you have access to hundreds of databases, online tools, and other resources to help with your research and writing.

Our Seminar Paper & Journal Note Research Guide provides guidance for scholarly research. It's available at [www.ll.georgetown.edu/guides/seminar\\_papers.cfm](http://www.ll.georgetown.edu/guides/seminar_papers.cfm).

We also provide research consultations, where you can meet one-on-one with a Georgetown Law librarian who specializes in your research area about your specific needs. Request a consultation at the Reference Desks, or online at [www.ll.georgetown.edu/services/ref\\_appoint.cfm](http://www.ll.georgetown.edu/services/ref_appoint.cfm).

There may also be an in-depth research guide on your topic. Covering over 150 legal subject areas and 60 U.S. and foreign jurisdictions, our guides provide tips on sources to consult and how to conduct your research. Access the Library's research guides at [www.ll.georgetown.edu/research](http://www.ll.georgetown.edu/research).

Once you've finished your paper, why not publish it? Consult our Guide to Publishing Articles in Law Reviews & Journals at [www.ll.georgetown.edu/guides/Publishing.cfm](http://www.ll.georgetown.edu/guides/Publishing.cfm).

### Find Research Guides and Databases

find databases and guides

#### Research Guides:

[By Title](#) [By Topic](#) [By Jurisdiction](#) [Treatise Finder](#)

#### Databases:

[Alphabetical List](#) [Topic List](#) [E-Journal Finder](#)  
[Lexis](#) [Westlaw](#)

*The Library has over 250 research guides online – all written specifically for Georgetown Law students by our librarians.*

*Look for the box above on our homepage to search for a guide on any topic: [www.ll.georgetown.edu](http://www.ll.georgetown.edu).*



## WOLFF INTERNATIONAL AND COMPARATIVE LAW LIBRARY

The John Wolff International and Comparative Law Library provides a collection of resources for international and comparative law and a comfortable place to study.

There are two desks in the Wolff Library where you can obtain information, both on the third (main) floor. At the Reference Desk, librarians can offer you individualized help with legal research. At the Circulation Desk, library staff are available whenever the Library is open to check-out materials, answer directional questions, and troubleshoot technical challenges.

The third floor includes international law materials, such as major treaty collections, classic works of public international law, and treatises on sub-topics of international law such as human rights, international trade, and international environmental law.

The internal staircase leads to the Library's collections of the major foreign legal systems including France, Germany, Mexico, China, Japan, Great Britain, and Commonwealth countries such as Canada, Australia, New Zealand, South Africa, and some East African jurisdictions. There are also international law journals and materials for the European Union and other regional organizations.

Study rooms on the upper level of the Wolff Library can be reserved online. Numerous computer terminals around the Library allow access to email, the Library catalog, courseware, and more.



*The John Wolff International and Comparative Law Library is located in the Eric E. Hotung International Law Building, dedicated in 2004.*



## SPECIAL COLLECTIONS AND ARCHIVES

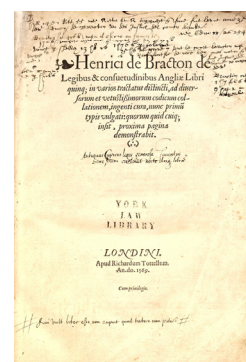
The Special Collections Department houses the Library's rare book, manuscript, and art collections, as well as the Law Center Archives and the National Equal Justice Library (NEJL). These collections contain some of the Library's rarest and most historically significant materials.

Highlights held on the first and second floors of the Williams Library include 13th-century manuscripts on vellum, a 15th-century copy of Justinian's *Pandectorum* (one of the first generation of texts produced by the printing press), Sir Edward Coke's copy of *Bracton on the Laws and Customs of England* (the first treatise of English law written in the 13th century), and late-19th-century American state reports and codes. Special Collections is also home to the trial notes and books from the library of John Scott, Earl of Eldon and Lord Chancellor of Great Britain, the personal papers of U.S. District Judge Oliver Gasch, and many other treasures.

The Law Center Archives serve as the institutional memory of Georgetown Law, tracing the school's events, decisions, policies, and programs since its founding in 1870. Located in the Williams Library, the Archives include such items as photographs of historic Georgetown Law buildings and alumni, video recordings of Gilbert and Sullivan theater productions at the Law Center, and issues of *Georgetown Law Weekly* dating back to the 1960s.

The National Equal Justice Library collection memorializes and documents the legal profession's history of providing representation to those unable to afford counsel. Created in the late 1980s, the collection comprises books, personal papers, oral histories, and other materials related to the history of the legal services movement. NEJL maintains the records of the Legal Services Corporation, holds a unique oral history of the pro bono *Gideon v. Wainwright* defense team, and includes over 2,000 books and publications about legal aid.

The Special Collections Department is open Monday through Friday from 9:00 am to 5:00 pm, although appointments outside of standard business hours are available upon request. The department can be reached by email at [specl@law.georgetown.edu](mailto:specl@law.georgetown.edu).



*A gem from Georgetown's collection: Sir Edward Coke's annotated 1569 imprint of *De legibus et consuetudinibus Angliae* [On the laws and customs of England] (ca. 1230-1250) by Henry de Bracton, the first treatise of English law wherein it was asserted that the King should be both "under God and the Law."*



## ORGANIZING YOUR RESEARCH

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It's easy to become overwhelmed by the wealth of information available at the Library. We offer several resources to help you manage your research, introduced below. For more about these and other research tools, visit [www.ll.georgetown.edu/cite](http://www.ll.georgetown.edu/cite).

**RefWorks** is an online research management, writing, and collaboration tool. Our guide for getting started in RefWorks is available at [gull.georgetown.edu/screens/refworks\\_guide\\_gull.pdf](http://gull.georgetown.edu/screens/refworks_guide_gull.pdf). After setting up a RefWorks account, you can access it from any computer with an internet connection.

**Zotero** is a free Web browser extension that is designed to help you collect, manage, and cite research sources. Learn more at [www.zotero.org](http://www.zotero.org).

**CaseMap** is a tool litigators use to keep track of key facts, issues, and people. LexisNexis offers a free trial of this software to law students for 36 months. Get more information at [www.lexisnexis.com/casemap/casemap.aspx](http://www.lexisnexis.com/casemap/casemap.aspx).

Use your **Georgetown Law Library Account** to save catalog search results, sign up for RSS notifications of new titles, and renew your checked-out materials. Log in at <https://gull.georgetown.edu/patroninfo>.

You can also use our **Bookmark Tool** to save pages of the Library website and catalog (GULLiver) to your accounts for Facebook, delicious, or Digg by using the bookmark tool where it appears in a page corner: 



## STUDYING IN THE LIBRARY

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The Williams and Wolff Libraries are popular places to study. Here are a few tips to help you best use our space.

When you'd like to have a group study session, please use one of the many group study rooms. Some of these rooms have a wireless projector to facilitate collaboration. Reserve a room online at [www.ll.georgetown.edu/services/study\\_rooms.cfm](http://www.ll.georgetown.edu/services/study_rooms.cfm).

Please silence your cell phone ringers when entering the Library. In the Williams Library, cell phone conversations are permitted only in the atrium (on any floor). Please conduct cell phone conversations outside of the Wolff Library.

Only drinks in containers with a lid are allowed; mugs and soda cans should not be brought into the Library.

Along with covered drinks, snacks are permitted in most areas of the Library. Please note that no eating is allowed in the Williams Reading Room or Computer Learning Centers. Details of the Library's food policy are available at [www.ll.georgetown.edu/policies/food\\_drink.cfm](http://www.ll.georgetown.edu/policies/food_drink.cfm).

You are welcome to eat food including meals in the Canteen, Room 171 on the first floor of the Williams Library. There you'll find tables, chairs, sinks, a microwave oven, and vending machines. Entering the Library, you can get there by turning left at the guard desk and going down the stairs – it's on your left.



## PREPARING FOR EXAMS

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### Past Exams

The Library maintains electronic and print collections of past Law Center exams. Past exams can give you a useful preview of what law school exams are like and how your professors have previously tested students. Access to all exams from 1998 to present is provided through the Library's website at [www.law.georgetown.edu/students/exams](http://www.law.georgetown.edu/students/exams).

### Study Aids

Current editions of many study aids are available in Reading Room Reserve, on the second floor of the Williams Library. Use the online Treatise Finder at [www.ll.georgetown.edu/guides/treatisefinder.cfm](http://www.ll.georgetown.edu/guides/treatisefinder.cfm) to identify guides available for your courses and many other topics. Audio/visual study aids are available at the Williams Circulation Desk.

### Special Hours

In the weeks leading up to exams and during exams, the Williams Reading Room is open 24 hours a day.



## CHANGE IN THE LIBRARY

Over the summer, we've made many changes in both Library locations. Here are some highlights:

**Past Exams Online.** New for fall 2011, the Library has an updated system for accessing copies of old Law Center exams. You can easily search for past exams by course title or professor name, and it's now possible to download exam documents in bulk. Log in at [www.law.georgetown.edu/students/exams](http://www.law.georgetown.edu/students/exams).

**Interactive Library Maps.** The Library now provides two convenient ways to help you navigate our buildings and collections with newly enhanced maps. Go online to [www.ll.georgetown.edu/maps](http://www.ll.georgetown.edu/maps) (try it on your iPad or other mobile device), or in either Library building, look for large touch-screen monitors with the same maps. It's a quick way to find printers, bathrooms, books by call number, and many other features.

**Equipment.** We've added to the business center in the Reading Room Reserve area. In addition to a photocopier, printer, office supplies, and flatbed scanner, you'll now find a large specialized scanner that allows books to be scanned face-up, without pressing them against glass. Send your scanned images to an email address, or save them directly to a USB drive.

**Lounge & Study Areas.** Students spoke; the Library listened. In response to survey feedback, Williams 320 is now outfitted with several tables and seats for small groups to work together or even just socialize – no reservation required. Also in response to suggestions, we've created a small two-person study room in Williams 525. You can reserve this space just as you would any group study room at [www.ll.georgetown.edu/services/study\\_rooms.cfm](http://www.ll.georgetown.edu/services/study_rooms.cfm).

**Databases.** The Library continues to increase students' access to online information and resources. New databases we've purchased include the HeinOnline Intellectual Property Law Collection, International Bureau of Fiscal Documentation Online, Public Documents Masterfile, SSRN's Corporate Governance Network, and Keesing's World News Archive.

**Research Guides.** We've created new research guides on the Bar Exam, Tax Policy, International Anti-Corruption Law, and a tutorial on Job Search Networking. We've also kept busy revising and updating most of our 250-plus research guides.



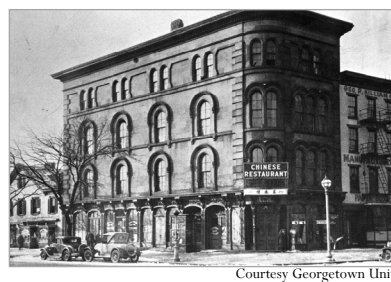
## GEORGETOWN LAW LIBRARY: THEN AND NOW



Courtesy Georgetown Univ.



Photo by Andrew Christensen



Courtesy Georgetown Univ.



Photo by Bill Petros



Courtesy Georgetown Univ.



Photo by Bill Petros



Photo by Bill Petros

### *Clockwise, from top left:*

*Students converse in 1936 at the entrance to Georgetown Law's previous home (until 1971) at 506 E Street NW.*

*The old E Street archway, as it stands today in G Street Park.*

*The Law Center first occupied Pennsylvania Avenue and 4½ Street NW from 1870 to 1872, as one of only 31 U.S. law schools at the time.*

*The Robert Oakley Reading Room in Williams Law Library appears today much as here, in 2008.*

*The Law Library's reading room at 506 E Street NW, circa 1925.*

*The atrium of Williams Law Library, 2008.*

*The modern south façade of Williams Law Library (opened in 1989) in 2008.*



## LISTEN UP! AUDIO/VISUAL STUDY AIDS

### Sum & Substance

*Sum & Substance* is a series of lectures on fundamental legal topics, such as contracts or property, recorded in audio CD format. The lectures offer a condensed summary of each topic, and are delivered by prominent law professors. The Library has purchased lectures covering most first-year courses. *Sum & Substance* CDs are on reserve at the Williams Circulation Desk.

### Courtroom View Network: AudioCaseFiles & Courtroom Video

Many of the cases you will be reading for class have been recorded as MP3 files, available for Georgetown Law students to download or stream for free through the Courtroom View Network. CVN's *AudioCaseFiles* collection contains recorded opinions and summaries for dozens of the most important cases in American law, searchable by case name, area of law, and even by course casebook. Once downloaded, the files can be burned to a CD or transferred to your iPod or other portable audio player, just like any other MP3.

Through the *CourtroomVideo* series, CVN also provides videos of actual courtroom proceedings for hundreds of trial and appellate cases, designed to help teach litigation and evidentiary skills.

To use the Courtroom View Network, sign up at [lawschool.courtroomview.com/register](http://lawschool.courtroomview.com/register). Be sure to register with your Georgetown Law email address. Your account will be set to unlimited status, which means you will be able to access any audio or video file within the *AudioCaseFiles* and *CourtroomVideo* series. For more detailed instructions, visit the Library's student portal at [www.ll.georgetown.edu/students](http://www.ll.georgetown.edu/students).



## JOB-SEARCHING LIBRARY RESOURCES

While the Office of Career Services should be the first place you visit for assistance with career planning, the Library's resources can also help in your employment endeavors.

The Library subscribes to ALM Legal Intelligence, which offers detailed business information and competitive intelligence about the legal industry. It includes surveys about law firm life, including billing, corporate legal departments, diversity and pro bono at hundreds of organizations and offices.

Find Georgetown Law alumni in a particular field with one of the online directories such as the Leadership Library. This database includes contact and general biographical info for individuals in the management of law firms, large corporations, and non-profits, as well as detailed information on federal and state legislatures, courts, and executive branch agencies. The Leadership Network shows the professional relationships between leaders in these organizations as well as their connection to Georgetown.

Use Westlaw's Judicial Reports to prepare for clerkship interviews. These reports provide details about the caseload (including type and number of cases) and the reversal rate of a judge.

Access the resources described above and many more from our Job Searching Research Guide at [www.ll.georgetown.edu/guides/job\\_searching.cfm](http://www.ll.georgetown.edu/guides/job_searching.cfm). Librarians are available to help you find and use the right tool for your search.



### GEORGETOWN LAW LIBRARY

*Supporting Scholarship  
Leading in Technology  
Excelling in Service*



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