



# FACULTY SERVICES GUIDE 2022 - 2023

---

## Services

- *Library Liaison Program*
- *Acquisition & Delivery of Materials*
- *Reference & Research Assistance*
- *Course Support*
- *Databases*
- *Current Awareness*

---

## Contacts

Reference Desk:	(530) 752-0210 <a href="mailto:lawlibref@ucdavis.edu">lawlibref@ucdavis.edu</a>
Circulation Desk:	(530) 752-3327
Interim Director:	Alyssa Thurston - <a href="mailto:amthurston@ucdavis.edu">amthurston@ucdavis.edu</a>
Reference Librarians:	Kristin Brandt - <a href="mailto:khbrandt@ucdavis.edu">khbrandt@ucdavis.edu</a> David Holt - <a href="mailto:dbholt@ucdavis.edu">dbholt@ucdavis.edu</a> Elisabeth McKechnie - <a href="mailto:emckechnie@ucdavis.edu">emckechnie@ucdavis.edu</a>

## Library Liaison Program

A reference librarian is assigned to each full-time law school faculty member to provide individualized assistance with research projects and services. If you are unsure of your liaison, please email [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu). Visiting faculty may contact a reference librarian with requests by phone (530) 752-0210, by email [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu), or in person at the library Reference Desk.

Librarians are available to provide in-class presentations on course-specific resources. Contact your liaison librarian or [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).

Faculty should contact [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu) for Lexis, Westlaw, or Bloomberg Law passwords.

## Acquisition & Delivery of Materials

### Purchase Requests:

Faculty purchase requests should be directed to [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).

### Document Delivery:

Faculty may request books, articles, reports, etc. through their liaison or by sending a request to [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu). Materials will be delivered in whatever format is available to fulfill the requested material.

### ILL Requests:

Materials that are **not available on campus** can be borrowed elsewhere through Interlibrary Loan. Contact [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu) with ILL requests and questions. Faculty may also make direct requests through [UC Library Search](#).

### Borrowing Privileges:

Law faculty may borrow law library non-reserve materials for an entire school year. Faculty may check out course reserves for up to four hours at a time, and study aids and general reserve items for up to 1 week at a time. Materials are subject to recall.

### Shields/Other Campus Libraries:

Faculty may borrow items from Shields Library or other campus libraries. For faculty who wish to have students borrow items on your behalf, go to [Shields Library Accounts and Borrowing](#) and complete the online proxy application located under Proxy Library Accounts.

If you would like librarians to submit loan requests on your behalf, contact [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu). Faculty can request Shields items be sent to the Mabie Law Library through [UC Library Search](#). Select Sign In, then search for the book you want and place a request. These items can also be returned to the Mabie Law Library to return to Shields. Faculty may also make shipping requests through Shields. See Shields [Shipping Service information](#).

Shields Library assesses fines for recalled and overdue items ***without exception***. You will also be charged replacement and billing fees for lost items. Shields will notify faculty members about recalls and overdue items directly by email. For more information on circulation policies and fines, see [Shields Library Policies](#).

## Reference & Research Assistance

- Faculty Research Support:** Reference librarians assist with short-term or in-depth research projects involving legal, interdisciplinary, or empirical research. Librarians are available to provide training to faculty in the use of all electronic resources. Contact [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu) for assistance.
- RA Training and Support:** Reference librarians are available to meet with faculty and research assistants, individually or in groups, to advise on research projects. Librarians offer training for Summer Research Assistants on utilizing legal and non-legal sources. Sessions can be tailored to cover materials in faculty members' particular areas of interest.

## Course Support

- Course Reserves:** The law library maintains an area behind the Circulation Desk for Course Reserves. Photocopied materials are supplied by Faculty Support Staff.
- Course Reserve items ***should be furnished 1 week in advance of notifying your class*** to allow for proper processing of the materials. Non-library materials will be returned at the end of the semester.
- The library offers ebooks that may be used as supplementary course materials, including hornbooks, nutshells, and the Understanding series. Contact [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu) for assistance in identifying online materials.
- Exams:** The library maintains an online database of past exams/answers. Access to this database is password protected. Please furnish the library with electronic copies of exams that can be uploaded to the database. Answer memos while not required are greatly appreciated. Email exam files to [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).
- Student Study Aids:** The library offers study materials from [West Academic Study Aids](#) and the [LexisNexis Digital library](#). These ebook collections cover most law school courses and include outlines, exam prep materials, audio lectures, hornbooks, nutshells, and the Understanding series. The library also participates in [CALI](#), which offers computer-based interactive tutorials covering a variety of topics.
- Course-Specific Research Guides/In Class Presentations:** Librarians will prepare a course-specific research guide for a particular class upon request, which is especially helpful to students who are preparing a research paper. Librarians will provide an in-class presentation to review resources and discuss course specific research tips and techniques.
- Complimentary/Evaluation Copies:** Many legal publishers provide complimentary review copies to faculty. Contact Faculty Support to facilitate ordering of review

## Databases

### Lexis, Westlaw, and Bloomberg Law

Faculty have unlimited access to **Lexis**, **Westlaw**, and **Bloomberg Law**. Visiting Faculty have unlimited access during the semester they are teaching.

- Our Lexis subscription includes access to Law360; Westlaw includes Practical Law; Bloomberg Law includes Dockets and ALM publications. For Bloomberg Dockets assistance, see your librarian or email [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).
- These databases can be remotely accessed directly without going through the Law Library's webpage.
- For passwords and account activation information, contact a reference librarian or send a request to [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).

### Law Library Databases

For a complete list and linked access, see the library's [A-Z Databases list](#).

Remote access is available through EZProxy links. Once a database/link is selected, it will ask for your Kerberos username and passphrase.

Highlights include:

- **HeinOnline:** [HeinOnline](#) includes full-text PDF files of articles in over 3,000 law and law-related journals. Also includes the C.F.R., Federal Register, U.S. Statutes at Large, select federal legislative histories, U.S. Reports, English Reports, Legal Classics treatises and more.
- **VitalLaw (product of Wolters Kluwer):** [VitalLaw](#) has online treatises on Corporate Governance, Cyberlaw, Securities and other business law topics.
- **CEB OnLaw:** [CEB OnLaw](#) gives electronic access to CEB practice titles, reporters and Action Guides. The database of California materials is fully searchable, with links to cases and statutes. Topics include business law, criminal law, labor/employment law, estate planning, family law, litigation, real property and torts.

### California Digital Library (CDL) Databases

As a UC institution, the law school has access to [CDL databases](#), including social science, political science, health, biological, and news databases, such as EconLit, JSTOR, PsycINFO, MEDLINE, Business Source Complete, and others.

- **Remote Access:** Remote access from off campus is available by downloading the [VPN client](#) from Shields library.
- **Journal Search:** To locate a particular journal, [Journal Search](#) is a searchable database of journals, with links.
- **Subject Guides:** Shields subject librarians have created [subject guides](#) which list library resources by subject area.

## Current Awareness Services

Set up email alerts to receive current awareness updates on specific topics of interest. For assistance in setting up alerts, contact your librarian liaison or email [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).

### Monitoring legal developments:

The Mabie Law Librarians monitor and report on a wide range of legal topics.

If there are resources or topics of interest be sure to let your librarian liaison know so that we may alert you about developments of interest.

In addition, let us know if you need assistance with email alerts in Lexis, Westlaw or Bloomberg Law. These email alerts are searches which run at regular intervals with the results delivered directly to your email.

The library also has access to premium news content such as Law360 and Bloomberg News. Librarians can assist you in setting up delivery of newsletters in your areas of interest.

### Current Index to Legal Periodicals (CILP):

CILP is an index of current articles from over 650 law journals and law-related periodicals, organized by subject and journal title. It is available 4-6 weeks **before** other commercial legal periodical indexes.

For a list of indexed law reviews and journals, go to HeinOnline's [CILP journals page](#).

#### **CILP email**

If you would like to be added to the CILP email distribution list, contact [lawlibref@ucdavis.edu](mailto:lawlibref@ucdavis.edu).

#### **SmartCILP**

Emails can also be tailored to specific journal titles or subject areas, with direct links to the full-text of the article in Lexis, Westlaw, or HeinOnline. Please contact your liaison librarian to set up.

### New York Times

UC Davis faculty, staff and students receive complimentary access to the New York Times. See [New York Times activation instructions](#) to register.

### The Economist

Shields Library provides free access to The Economist. See [Economist Access Instructions](#) to sign up.

## Additional Services

---

### Recent Acquisitions:

Each month the library sends faculty a list of new library acquisitions. [Recent acquisitions](#) are also listed on the law library website.

### SSRN:

Receive alerts for faculty working papers in your areas of interest.

Any questions regarding submissions to SSRN should be directed to the law school External Relations Department.

### ExpressO & Scholastica:

Faculty may submit articles using ExpressO or Scholastica.

Questions regarding submissions should be directed to Kristina Do-Vu, ([kfcdo@ucdavis.edu](mailto:kfcdo@ucdavis.edu)) in the Accounting Department.

## Archives & Faculty Display Cases

---

The library maintains a collection of writings by full-time faculty. Exhibits of recent faculty scholarship are located in display cases in the hallway outside the library lobby. Due to lack of space, faculty will be asked to choose a limited number of items for display.