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**The Law Review and Journal Handbook: Regent Law Library Services**
Introduction

This Guide to Law Library Services has been prepared exclusively for the use of members of Regent University’s Law Review and officially recognized journals.

The information contained herein is designed to aid in the cite-check process.

If you have questions about any Law Library policy or resource, please contact your Law Review/Journal Liaison.

Access Services

I. General Policies:

Hours

1. A complete listing of hours is posted on the Law Library’s website. Generally, while the School of Law is in session, Law Library hours are as follow:

<table>
<thead>
<tr>
<th>Library Building Hours</th>
<th>Law Library Service Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday: 7:30 am - Midnight</td>
<td>Monday - Friday: 9 am - 8 pm</td>
</tr>
<tr>
<td>Friday: 7:30 am - 8 pm</td>
<td>Saturday: 10 am - 7 pm</td>
</tr>
<tr>
<td>Saturday: 10 am - 7 pm</td>
<td>Sunday: 2 pm - 8 pm</td>
</tr>
<tr>
<td>Sunday: 2 pm - Midnight</td>
<td></td>
</tr>
</tbody>
</table>

*Reference Hours (Appointments available):

Monday - Thursday: 9 AM - 8 PM
Friday: 9 AM - 5 PM
Saturday: 10 AM - 7 PM
Sunday: none

During Semester and Holiday Breaks, the Law Library maintains reduced hours. Schedules will be posted on bulletin boards and on the Law Library’s web page, blog, Facebook, etc.

2. The Law Library is always closed on the following holidays:

- Christmas/New Year’s (Dec. 21-Jan 4)
- Martin Luther King Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the day after
II. Circulation Policies

Loan Periods & Restrictions

- **The majority of the Law collection is non-circulating.** Items with a call number, however, may be checked out unless marked "NO-CIRC" or "REFERENCE".

<table>
<thead>
<tr>
<th>Materials</th>
<th>Limit</th>
<th>Checkout Period</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>50</td>
<td>3 weeks</td>
<td>.10/day</td>
</tr>
<tr>
<td>Audiovisual (non-Menefee)</td>
<td>2</td>
<td>1 week</td>
<td>.25/day</td>
</tr>
</tbody>
</table>

Holds

A Patron may place a Hold on an item if:

- another patron has checked the item out, or
- the item is not on the shelf. (It may be lost, or on order.)

Renewals & Recalls for Law Students

- Library materials may be renewed by phone, email (lawcirc@regent.edu), or in person, unless another patron has placed a hold on the item.
- All renewals are subject to recall, meaning they must be returned within 5 days, after which the fine will increase to $.50 per day per item.
- An item on which a fines is owing may still be renewed if there are no holds on the item.

Fines

Overdue ILL items incur a fine of $1.00 per day!

All fines remain on record until paid. Students will not be able to check out additional materials until all fines are paid.

**Maximum Fines per Item**

- Lost Book- Current price plus $10 processing fee.
- Out of Print- Price when in print, if known; or $20 plus $10 processing fee (No overdue fee is charged if book is paid for).
- Inexpensive Items- (pamphlets, etc.): $2.00 or cost of item, whichever is more, plus $1.00 processing fee.
**Tidewater Consortium**

Regent University is a member of the Tidewater Consortium for Higher Education, an association of 15 Virginia colleges and universities having reciprocal agreements for sharing their resources, including library materials.

Regent Law students may check books out from all member libraries. To do so, they must present the following:

- A valid Regent ID card; AND
- A consortium card (obtained from the Law Library Access Services desk)

### Tidewater Consortium Member Libraries

**NOTE:** Libraries designated by an * are considered “local” for Interlibrary Loan purposes.

<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Newport College</td>
<td>Newport News</td>
<td>757-594-7132</td>
</tr>
<tr>
<td>College of William and Mary</td>
<td>Williamsburg</td>
<td>757-221-3255</td>
</tr>
<tr>
<td>Jefferson Lab (formerly CEBAF)</td>
<td>Newport News</td>
<td>757-269-7525</td>
</tr>
<tr>
<td>Eastern Shore Community College</td>
<td>Melfa</td>
<td>757-787-5900</td>
</tr>
<tr>
<td>*Eastern Virginia Medical School</td>
<td>Norfolk</td>
<td>757-446-5851</td>
</tr>
<tr>
<td>Hampton University</td>
<td>Hampton</td>
<td>757-727-5372</td>
</tr>
<tr>
<td>Norfolk State University</td>
<td>Norfolk</td>
<td>757-823-8517</td>
</tr>
<tr>
<td>Old Dominion University</td>
<td>Norfolk</td>
<td>757-683-4177</td>
</tr>
<tr>
<td>Paul D. Camp Community College</td>
<td>Franklin</td>
<td>757-569-6700</td>
</tr>
<tr>
<td>Thomas Nelson Community College</td>
<td>Hampton</td>
<td>757-825-2877</td>
</tr>
<tr>
<td>*Tidewater Community College</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chesapeake Campus</td>
<td>757-822-5160</td>
</tr>
<tr>
<td></td>
<td>Portsmouth Campus</td>
<td>757-822-2130</td>
</tr>
<tr>
<td></td>
<td>Norfolk Campus</td>
<td>757-822-1100</td>
</tr>
<tr>
<td></td>
<td>Virginia Beach Campus</td>
<td>757-822-7151</td>
</tr>
<tr>
<td>*Hampton Roads Center</td>
<td>Virginia Beach</td>
<td>757-552-1890</td>
</tr>
<tr>
<td></td>
<td>University of Virginia</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Virginia Polytechnic Institute and State University (VA Tech)</td>
<td></td>
</tr>
<tr>
<td>*Virginia Wesleyan College</td>
<td>Norfolk</td>
<td>757-455-3224</td>
</tr>
</tbody>
</table>
RESEARCH SERVICES

The Law Library’s Research Services Department is Staffed by three full-time faculty members:
- Marie Summerlin Hamm, Director (ext. 4233);
- Bill Magee, Assistant Director for Public Services (ext. 4098);
- Audrey Lynn, Head of Electronic Services & Digital Initiatives (ext. 4463).

You may make individual research appointments or schedule individualized training by calling the numbers listed above.

LIBRARY RESOURCES

I. **The Online Catalog**

The Online Catalog is a computerized database of materials—print, electronic, or multimedia—owned by Regent University. It allows users to quickly ascertain the location and availability of books, periodicals, audiovisuals, and other materials held by either the University Library or the Law Library.

Online catalog terminals are scattered throughout the Law Library. The Catalog may also be accessed via the Law Library’s “Law Student Central” or through the University Library homepages.

**STEP 1:** Click the Catalog link in the Research Tools dropdown menu.

![Catalog link in Research Tools menu](image-url)
Select a search option. The basic catalog interface allows users to search by author, title, subject, keyword, and call number. This Handbook offers guidance on effectively using the most popular search methods (Author, Title, Subject, and Keyword).

1. **Author Search.** The author’s last name must be entered first! Format as [last name], [first name]. You can also type in the names of artists and composers, government bodies, or organizations. Tip: Use this if you know the cited author’s name but not the exact title of the work cited. Example: In the main text, your article says “John Grisham, in his 2001 novel…” but there’s no citation. Search: Grisham, John. Locate: John Grisham, A Painted House (2001).

2. **Title Search.** Title Search DOES NOT work like Google! Title Search is a string search, which means that whatever part of the title you enter must be in exact order. Tip: Use this search method ONLY if you know the exact title. If you are unsure, you should try a Keyword Search or Author Search. After you have entered your search terms and clicked “Search”, the Catalog will provide a list of matches. Example: Your article cites A HIGHER LAW: READINGS ON THE INFLUENCE OF CHRISTIAN THOUGHT IN ANGLO-AMERICAN LAW (2008) but does not name the author. Search: higher law.

3. **Subject Search.** The term “subject search” is a bit misleading. This particular type of search is limited to the structure of the Library of Congress (LC) list of subject headings. If you are not familiar with the LC structure, finding the subject you are looking for may be difficult. Tip: You are unlikely to need this feature for law review. If other search methods prove unfruitful, you may wish to consult your Liaison. See page 23.

5. **Advanced Search.** This option will allow you to perform more precise keyword searches. Tip: Helpful when you have bits and pieces of information about the work(s) you are looking for. Example: Your main text reads, “Scalia authored multiple works on statutory interpretation...” Search: Author : Scalia, Any field : interpretation.

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Use the drop down menu to limit your search by location, you can confine your search to items in a specific collection or location within the Law Library (i.e. Law General Collection, Law Periodicals, etc.). You can also limit a search by material type, language, publisher, or date.

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**Search Tips**

- **Wildcards**
  - Words may be right-hand truncated using an asterisk (*) in place of other characters. The * wildcard may also be embedded in a search string. You may use ? to replace a single character anywhere within a word.
  - **Examples**: environment policy, wom*n

- **Boolean Operators**
  - Use and or or to specify multiple words in any field, any order. Use and not to exclude words.
  - **Example**: stocks and bonds
  - **Example**: (alaska or canada) and (adventure and not vacation)

- **Field limits**
  - A field limit causes the system to search only the specified field for the specified word(s).

- **Grouping**
  - Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title.
  - To get an ungrouped result set, use boolean operators to form a complex query.

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Please review the “Search Tips” box for more information.
**STEP 3:**

To view more detailed information, simply click on the author, title, or subject, as appropriate. A screen similar to the one below will appear.

The detailed record provides important information about the **Location**, **Call Number**, and availability (Status) of the item you need.
II. Electronic Resources

The Law Library's holdings extend far beyond the print volumes available on its shelves. A substantial number of electronic resources are available to current Regent faculty and students.

All electronic resources may be accessed via the Law Library’s database page. The database link is located in the top navigation link on each page of the Law Library website.

The page includes a variety of ways to locate relevant databases. A detailed description of each database is included. To access any database, simply click on the relevant link.

Note: This Handbook will introduce a number of resources likely to be of particular interest to those involved in the cite checking process. For more detailed information about electronic resources covering a particular subject area, please contact your Liaison.
1. **Westlaw, LexisNexis, and Bloomberg Law**

The most powerful and comprehensive of the Law Library’s electronic holdings are, of course, Westlaw, Lexis, and Bloomberg Law. As a benefit of the Law Library’s subscriptions to these costly databases, vendor representatives are available to provide specialized training to Law Review and Journal board and staff members. For information on scheduling Westlaw or Lexis training sessions, contact Bill Magee at ext. 4098.

2. **HeinOnline**

HeinOnline is a **FULLY SEARCHABLE** image-based collection of legal periodicals and other relevant material featuring high-resolution, uncorrected OCR text. The fact that the images are faithful reproductions of original materials makes this product **ideal for cite checking**.

HeinOnline can be accessed from several different pages on the Law Library and University Library websites, including Law Student Central: Overview (below), the “Databases” page on the Law Library Website (“H” page of the “A-Z” list, shown here), a Quick Links on the Law Library homepage, and the Law Review Members tab. Once you access HeinOnline, you will be prompted for your Regent log-on information by the proxy server. If you have an access issue, send an email describing the problem to audrilyn@regent.edu.
**Locating Law Review and Journal Articles**

HeinOnline offers a number of methods of locating a given article.

**Browse by Category.** You can quickly drill down to the resource you need by locating the appropriate category.

**Browse Databases.** Use the law journal library to find a specific journal. You will be able to select volume and page number. Use topical databases to find more specialized materials.

**Search All Databases.** Use the search bar to perform a comprehensive full text search, or enter a specific citation to go directly to your source document.

Once a particular journal article is located, a number of navigational options are available at the top of each page. Articles or pages can be printed in either the original (PDF) format or in HTML format.
3. **ProQuest Congressional & Legislative Insight**

ProQuest Congressional puts the content of thousands and thousands of microfilm at your fingertips.

Regent University’s **ProQuest Congressional** subscription includes the following modules:
- Congressional Hearings Digital Collection
- Congressional Hearings Digital Prospective
- Congressional Record Permanent Digital Collection
- Congressional Research Digital Collection
- Serial Set Digital Collection, 1789-current

ProQuest Legislative Insight is an exciting new legislative research tool.

Each history includes the full text of the public law itself, all versions of related bills, law-specific Congressional Record excerpts, committee hearings, reports, and prints. Also included are presidential signing statements, CRS reports, and congressional publications that provide background material to aid in the understanding of issues related to the making of the law.

Contact your Liaison if you need assistance with legislative history research!
4. The Making of Modern Law (MoML), ECCO, Archives Unbound

**Making of Modern Law: Primary Sources** consists of United States state and territorial codes, municipal codes, and constitutional convention and compilations.

**Making of Modern Law: Trials** includes unofficially published accounts of trials; official trial documents, briefs and arguments; and official records of legislative proceedings, administrative proceedings and arbitrations.


**Making of Modern Law: Supreme Court Records & Briefs** is comprised of records and briefs brought before the nation's highest court from 1832–1978.

**Making of Modern Law: Foreign, Comparative, and International Law** brings foreign, comparative, and international titles from 1600-1926 into a single resource.

**GALE’s The Eighteenth Century Collection Online (ECCO)** covers the development of law in the British Empire between 1701 and 1800. Topics include criminal and international law, appellants’ cases and more.

**Archives Unbound** is a collection of topically-focused digital collections of historical documents. A full list of included resources appears on the “A” page.

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**IMPORTANT:** ALL MoMLs and ECCO can be searched SIMULTANEOUSLY using Gale’s Artemis Primary Sources!

5. LLMC Digital

LLMC Digital is an attempt by the Law Library Microfilm Consortium to digitize and preserve historical legal materials including case reporters, statutes, U.S. government documents, and many other legal materials. This is an excellent source for historic state materials!

6. JSTOR

**JSTOR** is an image-based (pdf) database including a variety of legal titles. It is available on both the Law Library and the University Library database pages.

7. Rise of American Law (ROAL)

**Rise of American Law** is a digital archive of 19th and 20th Century legal texts. The collection includes more than 1,700 out-of-print secondary law volumes published between 1840 and 1970. ROAL is published by West and by subscription agreement, all content is accessible through your Westlaw account.
8. University Library Databases

NOTE: University Library databases and indexes listed on the Full Database List are available to ALL current Regent University faculty and students. While many of these databases are not directly related to law, you might find a number of these resources helpful. If you have questions about a particular database, please contact your Law Review/Journal Liaison.

To access University Library databases from any Regent University web page, locate the “Quick Links” dropdown near the top of the page and select “Library Databases.”
9. WorldCat

**OCLC WorldCat** is a union catalog that itemizes the collections of 72,000 libraries in 170 countries and territories. **WorldCat is a vital part of the interlibrary loan process!**

**STEP 1:** Locate WorldCat. There is a QuickLink to WorldCat on the Law Library homepage and on each database page. You may also access WorldCat on both the Law library and University Library database pages.

When you click on WorldCat, the “Web Access Management Login” screen will appear and you will be prompted for your Regent ID and password.

When the database opens, you will see a page similar to the one depicted here.
Enter your search terms.

Note that the database allows you to broaden or focus searches through the use of pull-down menus and check-boxes.

STEP 3:

A list of records matching your search parameters will appear.

You can click on an item to view more detailed information.

Symbols are used to identify the format of a given item.

Click on a title to view more detailed information.

Note the number of libraries that own the item you need.

This can have a significant impact on whether an ILL can be obtained.

The more rare the item, the less willing the owner library usually is to part...
Click Libraries Worldwide to see if a nearby school has the item.

If Regent owns the item you need, go to Step 6.

If not, determine whether the resource is held by a Consortium Library. If not, PRINT OR SAVE THIS PAGE! You will need this information to obtain an ILL.

The Libraries That Own Item page will allow you to quickly find out if the item you need is owned by Regent University.

Note that the Virginia libraries (if any) that hold the item are listed first.

Libraries within the same region (D.C., Maryland, N.C., etc.) are listed next.
This page provides a link directly to Regent’s Online Catalog. If Regent owns the item you need, simply note the location and call number!

IF NOT: Scroll to the end of the list of owner libraries and you will see the Record for Item. This is essentially a duplicate of the Detailed Record page.

Print or save this page. You will need the information to complete an interlibrary loan request.

Record for Item: "Federal evidence /" ( Libraries with Item )

<table>
<thead>
<tr>
<th>Title: Federal evidence /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author(s): Weissenberger, Glen</td>
</tr>
</tbody>
</table>
INTERLIBRARY LOAN

WHAT IF REGENT DOESN’T OWN THE ITEM YOUR TEAM NEEDS?

Interlibrary Loan (ILL) is a service whereby materials NOT available in the Regent University library system (or by a local Tidewater Consortium member) may be obtained. The conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by regulations of Regent University Library as well as those of individual lending libraries, and are subject to Title 17 of the United States Code.

ILL requests must be submitted electronically via ILLiad.

Please select one person on your team to submit ALL necessary ILL requests.

IMPORTANT ILL EXCLUSIONS

The Law Library will not process ILL requests for the following types of materials if they are available online in any format, unless the online format lacks necessary graphical materials:

- Newspapers or magazines;
- Treatises, books, or other secondary sources -- including academic journals -- that are available both in print and online from the publisher. For example, a print treatise published by Lexis (eg. “Matthew-Bender” imprint) that also is available on Lexis;
- Primary source materials that are available on the website of the issuing entity or publisher. For example, a state code published by in print by West that is available on Westlaw, or a federal agency decision that is on the agency’s website.
You will be directed to the ILLiad logon screen.

After you logon, click the “Change User Information Link at the bottom of the navigation menu on the left side of the screen.

Most of the fields are self explanatory.

**PLEASE NOTE:** "ID Number" field refers to your Student ID/Genisys number.

Please allow electronic notifications and delivery and select “Hold for Pickup” as your preferred delivery method.

Once you have completed the registration process, you will be able to submit ILL requests.
Tip: You should select “photocopy” to request a copy of an article.

IMPORTANT: In the Note field, please state that request is for Law Review. ALWAYS include the OCLC, ISSN, ISBN number in your request. This will reduce the amount of time required for processing the request. If you are requesting a book, please note the specific edition you need.

***If you need an article, please note the TITLE of article.***

**ILL Terms and Conditions**

**Note to the Board:** The Law Review Liaison should be notified at least two weeks in advance of pending cite check projects that will involve extensive use of ILL.

- Items can only be requested once within a year, and are generally not renewable.

**Turn around time:**
- Turn around time may be as little as three days or as much as two weeks or longer. It varies greatly depending on the type and availability of the material being requested, the delivery system used and the processing efficiency of the lending library.

**Book/Document pick up:**
- The Cite Check Team member will be notified by the phone or email when the requested materials arrive.
- Any Team Member who picks up or returns an ILL will be required to sign an ILL Log Sheet.

**Overdue Fines:**
- There is a fine of $1.00 per day for overdue items.
- Patrons will be charged for any lost or damaged materials.
SUMMARY

If you need a book:
- Check the Online Catalog to see if Regent owns what you need.

If not:
- Check OCLC WorldCat to find out if the item is owned by a local member of the Tide-water Consortium. Remember that items held by local libraries are not eligible for ILL.
- If the book is not available locally, use the OCLC Libraries that Own Item page to complete an ILL request via ILLiad. Remember that each team should designate ONE person to submit ILLs.

If you need an article:
- Check the Online Catalog to see if Regent owns what you need.

If not:
- Check HeinOnline and other databases to see if the periodical you need is included. If it is not:
- Check OCLC WorldCat to find out if the item is available locally.

If it is not, print or save the Libraries that Own Item page. Have the designated member of the cite-check team submit a complete ILL request via ILLiad. PLEASE BE SURE TO INCLUDE BOTH THE TITLE OF THE ARTICLE AND THE TITLE OF THE JOURNAL!
CONCLUSION

As you undertake the time-consuming and sometimes tedious task of cite-checking an article, please know that the faculty and staff of the Regent University Law Library are committed to supporting you in any way possible.

If you have questions about Law Library policy or would like to schedule an individual research appointment or training session, please contact your Law Review /Journal Liaison.

CONTACT INFORMATION

- Law Review Liaison:
  Audrey Lynn
  audrlyn@regent.edu
  Lib 315
  ext. 4463

- Journal Liaison:
  Bill Magee
  willmag@regent.edu
  Lib 304B
  Ext. 4098

- Other Important Numbers

  Access Services: 352-4450
  Reference Desk: 352-4145