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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

 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 (as amended during COVID-19 restrictions):

Library Access Hours	Law Library Service Hours*
Monday - Thursday: 7:30 am - 11:00 pm	Monday - Thursday: 9:00 am - 8:00 pm
Friday: 7:30 am - 7 pm	Friday: 9:00 am - 7:00 pm
Saturday: 10 am - 6 pm	Saturday: 10:00 am - 6:00 pm
Sunday: 2 pm - 11:00 pm	Sunday: 2:00 pm - 8:00 pm
	*Reference Hours (Appointments available):
	Monday - Thursday: 9:00 am - 8:00 pm
	Friday: 9:00 am - 7:00 pm
	Saturday: 10:00 am - 6:00 pm

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
- 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".

Materials	Limit		Checkout Period	Fines
Book		50	3 weeks	\$0.10/day
Audiovisual (non-Menefee)		2	1 week	\$0.25/day

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.

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

RESEARCH SERVICES

The Law Library's Research Services Department is staffed by three full-time faculty members:

- Marie Summerlin Hamm, Director (757-352-4233);
- Bill Magee, Assistant Director for Public Services (757-352-4098);
- James E. Wheeler, Head of Electronic Services & Digital Initiatives (757-352-4463).

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

LIBRARY RESOURCES

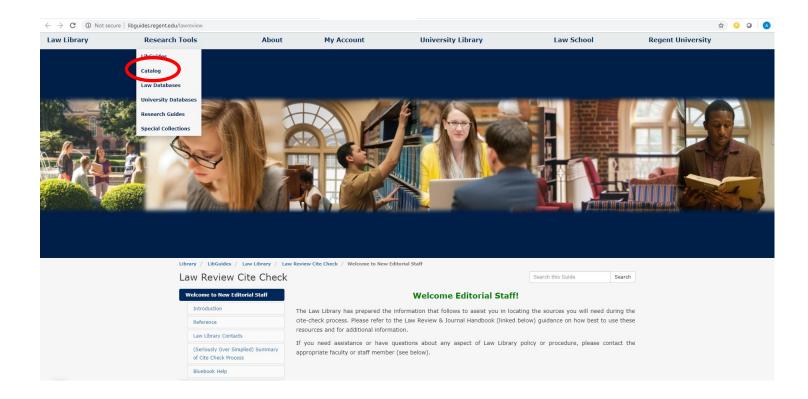
All the Law Library Resources you need can be accessed from our Law Review Cite Check guide: libquides.regent.edu/lawreview

I. The Online Catalog

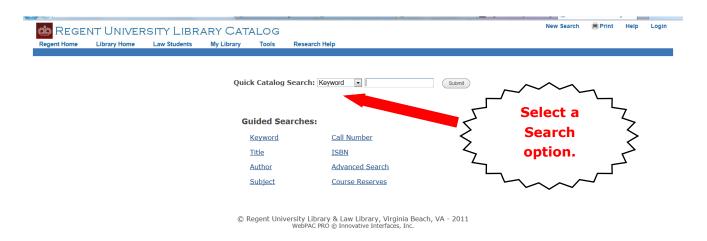
The Online Catalog is a computerized database of materials—print, electronic, or multimedia—owned by Regent University. It allows users to quickly ascertain the location and availability of books, periodicals, audiovisuals, and other material held by either the University Library or the Law Library.

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.



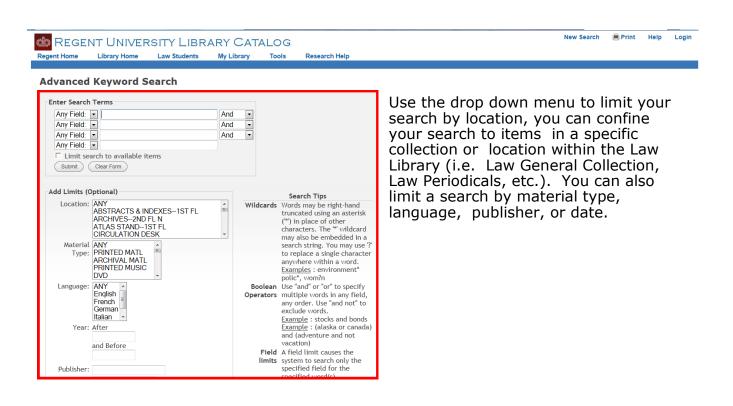
STEP 2: Select a search option. The basic catalog interface allows users to search by author, title, subject, keyword, and call number. This Handbook offers guidance on effectively using the most popular search methods (Author, Title, Subject, and Keyword).





- **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).
- **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.
- **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.

- 4. **Keyword Search.** The "Keyword" search option allows you to search titles, subjects, series, conferences, or organizations by entering any terms or fragments of terms in any order. Example: Your article cites Grisham, Painted House. Search: grisham painted house. Locate: John Grisham, A Painted House (2001).
- 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.



Please review the "Search Tips" box for more information.

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* polic*, wom?n

Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words. **Boolean** Operators Example: stocks and bonds

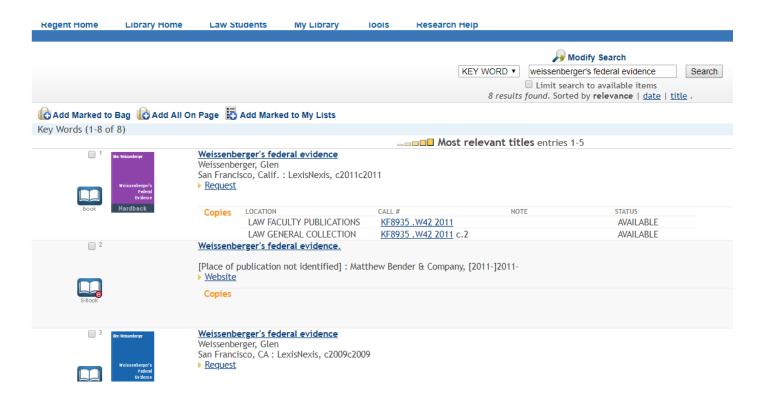
Example: (alaska or canada) and (adventure and not vacation)

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.

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

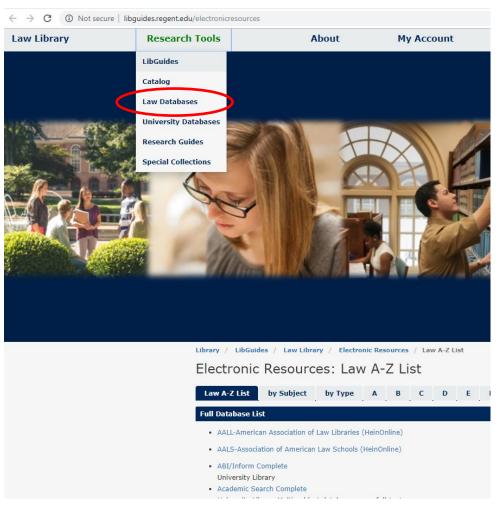
The Law Library's holdings extend far beyond the print volumes available on its shelves. A substantial number of electronic resources are available to current Regent faculty and students.

All electronic resources may be accessed from the Law Library's Law Databases page, libquides.regent.edu/electronicresources.



The database link is located in the top navigation link on each page of the Law Library website, as well as in the Quick Links dropdown menu.

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:

Bloomberg Law CCH Cheetah

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.

Westlaw, LexisNexis, and Bloomberg Law

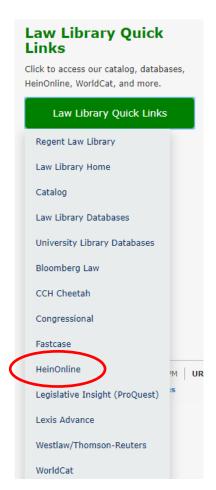
The most power and comprehensive of the Law Library's electronic holdings are, of course, Westlaw, Lexis, and Bloomberg Law. As a benefit of the Law Library's subscriptions to these costly databases, vendor representatives are available to provide specialized training to Law Review and Journal board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

2. HeinOnline

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

HeinOnline can be accessed from several different pages on the Law Library and University Library websites, including Law Student Central: Overview the Law Databases page under "H," Quick Links, and the Law Review Members tab. Once you access HeinOnline, you may 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 jamewhe@regent.edu.





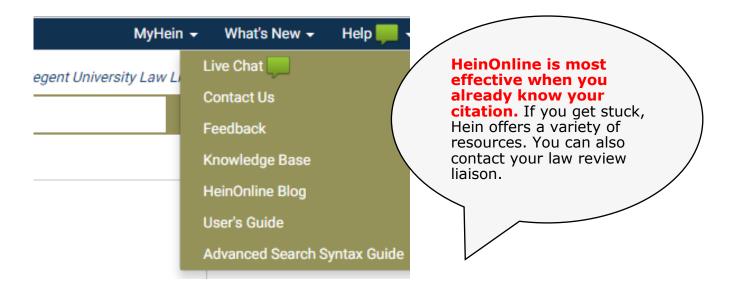
Locating Law Review and Journal Articles

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 miscellaneous congressional publications that provide background material to aid in the understanding of issues related to the making of the law.

Contact your Liaison if your 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: Treatises offers a comprehensive full-text collection of early Anglo-American legal treatises from 1800-1926.

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.



IMPORTANT: ALL MoMLs and ECCO can be searched SIMULTANEOUOSLY 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!

A 501 (a)(3) nonprofit committed to 'saving the law' Book Bag Home Online Services Newsletters About Us Contact Us Help Research Zone Search Collections Original materials safely preserved Once the content is responsibly digitized, original print is archivally wrapped and recorded prior to shipping to salt mines. Open Access

6. JSTOR



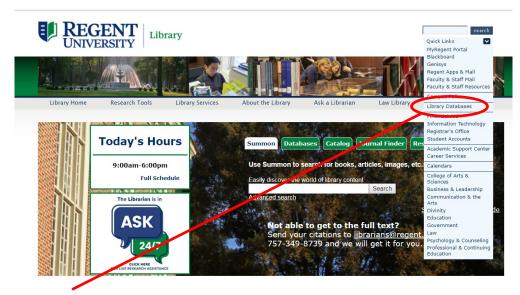
JSTOR is an image-based (pdf) database including a variety of legal titles. It is available on both the Law Library and the University Library database pages.

7. Rise of American Law (ROAL)

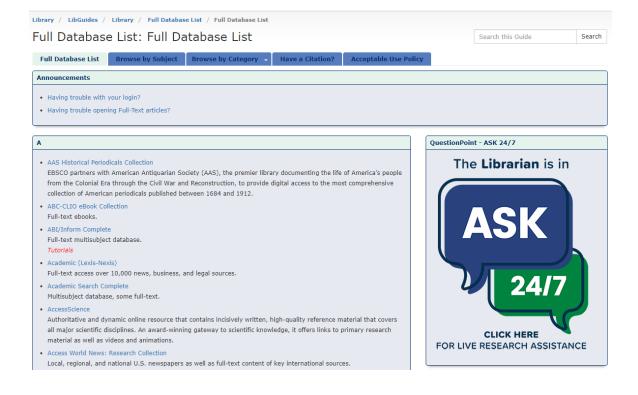
Rise of American Law is a digital archive of 19th and 20th Century legal texts. The collection includes more than 1,700 out-of-print secondary law volumes published between 1840 and 1970. ROAL is published by West and by subscription agreement, all content is accessible through your Westlaw account.

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."

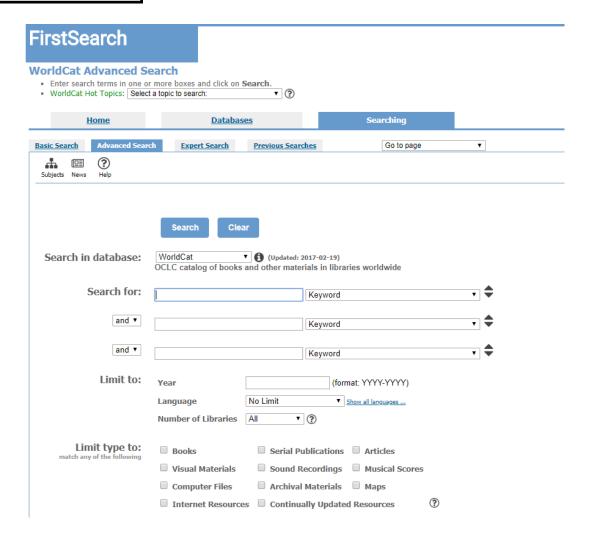


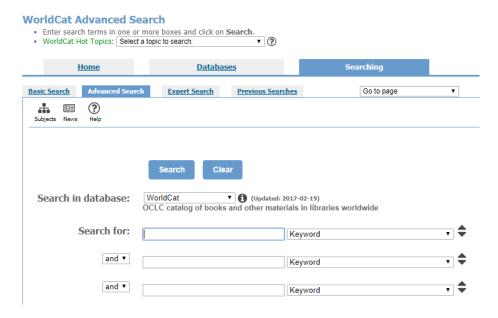
9. WorldCat

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 Quick Link to WorldCat on the Law Library homepage and on each database page.

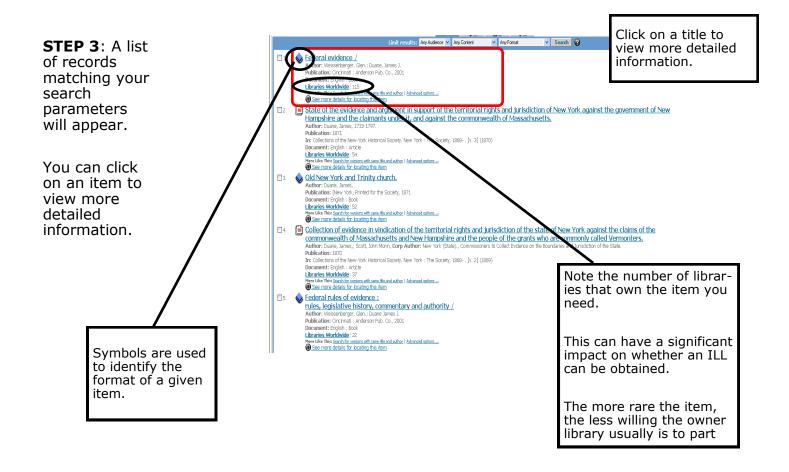
When the database opens, you will see a page similar to the one depicted here.

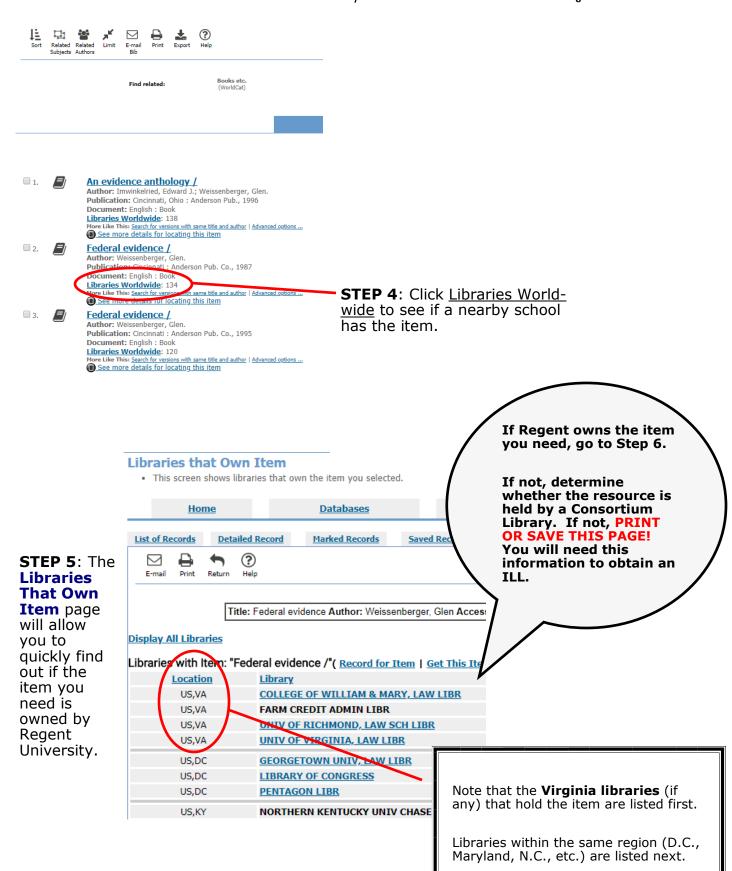




STEP 2: Enter your search terms.

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





STEP 6: 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.

US,WV

WEST VIRGINIA UNIV LIBR

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

GET THIS ITEM

ILLiad

Availability: Check the catalogs in your library.

Libraries worldwide that own item: 134

<u>iii</u> Find @ Regent University Library

External Resources: •

- Find Full Text
- Find this item at Abebooks.com (Bookseller)
- Find this item at Alibris (Bookseller)
- Find this item at Antiquarian Booksellers Association of America (Bookseller)
- Cite This Item

FIND RELATED

More Like This: Search for versions with same title and author | Advanced options ...

Title: Federal evidence /

Author(s): Weissenberger, Glen.

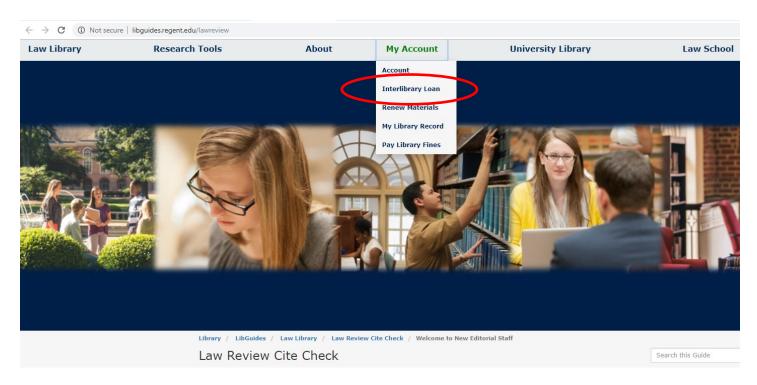
INTERLIBRARY LOAN

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.



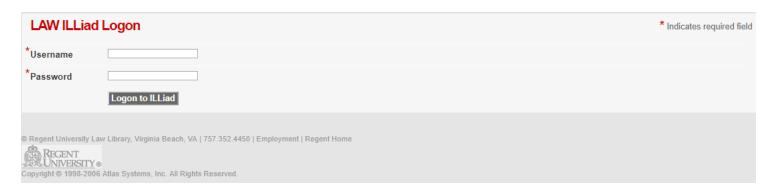
IMPORTANT ILL EXCLUSIONS

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.

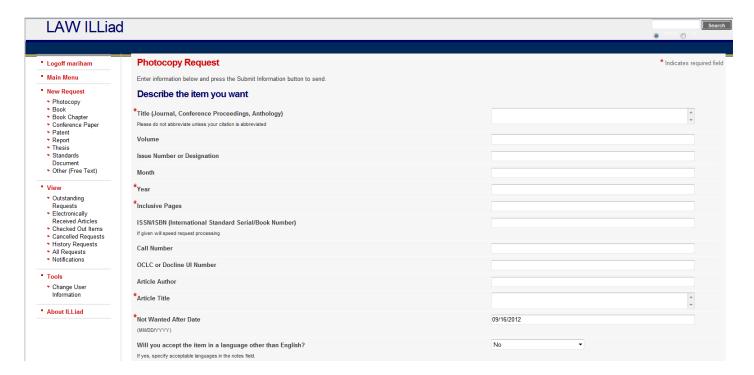
Information



	After you logon, click the "Change User Information Link at the bottom of the navigation menu on the left side of the screen.
Logoff mariham	
Main Menu	Most of the fields are self explanatory.
New Request	Please allow electronic notifications and delivery and select
→ Photocopy	"Hold for Pickup" as your preferred delivery method.
Book	Tiola for Fickap as your preferred delivery method:
ook Chapter	
onference Paper	
Patent	
Report	
nesis	
tandards	
ocument	
ee Text)	
,	
Outstanding	
Requests	
Electronically	
Received Articles	
Checked Out Items	
Cancelled Requests	
History Requests	
All Requests	
ications	
Change User	

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, ISSBN 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.
- Because of the COVID-19 pandemic, any item physically transferred from another library must be quarantined for 72 hours before it can be given to the requesting student. Similarly, the lending library will also have to quarantine the item upon return. Thus, turn around times and availability of resources via ILL may be significantly affected; please plan accordingly and avoid ILL requests that are not strictly necessary.

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 Tidewater 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 the 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:

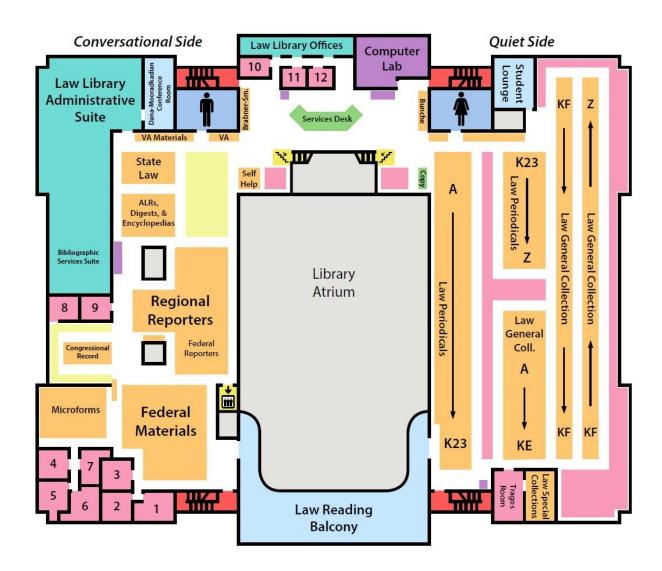
- Check HeinOnline and other databases to see if the periodical you need is included. If it is not:
- Check OCLC WorldCat to find out if the item is available locally.

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.





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