



FACULTY GUIDE

TO THE

LAVALLEY LAW LIBRARY

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Law Library Hours

(during regular semester)

Monday – Thursday 7:45 a.m. – 9:45 p.m.

Saturday Closed

Sunday 2:00 p.m. – 9:45 p.m.

Library hours change during breaks, holidays and exams, and we post the current semester’s exceptions on our website. No after-hours access is available.

Welcome to the LaValley Law Library

The Law Library occupies the entire third floor and most of the south wing of the first and second floors of the Law Center.

The Library entrance, circulation desk, reference desk, computer lab, and staff offices are all on the third floor. Most of our book collection is also on the third floor, including United States law (KF), Ohio legal materials (KFO), and most of our “law and...” books (A-Z other than K).

Our bound periodicals are located on the fourth floor mezzanine, generally in alphabetical order by title. (Hein Online includes most of this material, so you may never need to go up there.) The mezzanine is accessible by stairs from the main third floor level. Elevator access is also available, but requires a key.

The second floor includes our international law collection (KA through KE, KJ and KZ), materials from states other than Ohio (KFA through KFW), our nine group study rooms, and a non-denominational or interfaith reflection room.

The first floor houses our inactive collection and some government documents, and is also the temporary location for some of our materials which are being reclassified.

Reference Desk

The reference librarians are generally available to help you during regular business hours. If one of us is not at the reference desk, please try our offices or other contacts, listed on the next page:

Christie Lowry christina.lowry@utoledo.edu	530-2880 LC 3015
Ryan Overdorf ryan.overdorf@utoledo.edu	530-2759 LC 3013
Barb Avery (Sunday only)	530-2946 Reference Desk
Rick Goheen rick.goheen@utoledo.edu	530-2945 LC 3009

Library Catalog

The Law Library catalog, UTMOST, is shared with Carlson and Mulford libraries. Our membership in the OhioLINK consortium provides access to the collections of 90+ college and university libraries and five regional depositories, plus the State Library of Ohio. UTMOST, OhioLINK, and many of our other electronic resources are accessible from the Law Library web page at <http://www.utoledo.edu/law/library/index.html>

or you may access the catalog directly at <http://utmost.cl.utoledo.edu>

Reserves

To place or update materials on reserve for your students, please contact Ms. Lowry or Dean Goheen. They will check to be sure we

have the item (and arrange to acquire it if we don't), update its location in our computer system, and get it to its new temporary or permanent home behind the circulation desk.

Circulation and Loan Rules for Faculty

Most items in our collection do not circulate, except to our own faculty and a limited group of other library users. Loan rules vary by item.

The library computer system is programmed to send you email notices when your books are nearly due or overdue. It is also programmed to cut off your borrowing privileges if excessive fines are incurred. If you get an unexpected fine notice, please contact Prof. Goheen or Ms. Lowry. Remember that fines, overdues and renewals are *much* easier to deal with if you catch them early.

Please be aware that we cannot waive fines from other OhioLINK libraries, as we do not own those books.

Government Documents

The Law Library is no longer an official government depository, but we do still have selective U.S. Government documents from 1981 to 2020. Many but not all of our government documents are integrated into the general collection with LC call numbers. Newer government documents can often be accessed online at www.gpo.gov/fdsys or the beta site www.govinfo.gov.

Interlibrary Loan

Books owned by other UT libraries may sometimes, but not always, be requested and sent to our library for pickup. OhioLINK library items may also be requested from the online catalog. From any OhioLINK catalog entry, you may click on the green "Request this item" icon or link. The system will ask for

your name and an identification number (usually your Rocket R-number), and then it will tell you whether your request was successful or not. Some items that appear in the catalog cannot be borrowed.

Interlibrary loan requests can be placed for any books not owned within the OhioLINK consortium. We have paper forms available at the reference desk, or you may email your request to any of the reference librarians. More detail is better than less. We integrate interlibrary loan requests into our collection development process, and in some cases the library will choose to buy its own copy of the book rather than borrow it.

There is no way to request individual periodical articles through OhioLINK, and in these situations a regular interlibrary loan should be requested even when an OhioLINK library holds the journal.

You can also request interlibrary loan items in person at the Reference Desk or from any reference librarian.

New Material Requests

To request new print or electronic materials for addition to the library collection, please contact Dean Goheen. We can also purchase items for your exclusive use and charge the purchase to your professional development account.

Periodical Routing & Current Awareness services

We have discontinued most of our print periodical subscriptions, as most of these items are available in HeinOnline. We do still have a (very) limited selection of print journals.

SmartCILP is the electronic version of the Current Index to Legal Periodicals. The e-mail notifications of new articles can be tailored to your areas of interest. If you are interested in finding out more about current awareness services and routing options, please contact any of the librarians.

LexisNexis and Westlaw

Our Westlaw and Lexis representatives are Holly Lynch-Fritz (holly.lynchfritz@tr.com) and Shivangee Pandya (shivangee.pandya@lexisnexis.com). Lexis employs several helpful law student assistants, and Westlaw has one too.

They can provide initial, refresher, advanced, and specialized training for you, your research assistant, administrative assistant, or students. They or our librarians can also help you set up customized, recurring searches on Lexis or WESTLAW. These will allow you to receive automatic updates in your area(s) of interest.

1-800-45-LEXIS (1-800-455-3947)

1-800-WESTLAW (1-800-937-8529)

Electronic Resources & Databases

HeinOnline and more are available through our Legal Research Links page at

<http://www.utoledo.edu/law/library/researchlinks.html>

Hein Online is a dynamic, comprehensive, image-based collection of legal periodicals. It was originally developed as an archive of pre-1980 law reviews not available electronically elsewhere, but it now includes current coverage for most of its included journals. It includes the earliest issues published for over 100 law reviews, with more titles and issues being added all the time.

Many other electronic resources are available to you, and most of them are accessible from the library website or via UTMOST and OhioLINK. Some may require your name and R-number or other password authentication; for passwords, please contact a reference librarian.

Classroom and A/V support

Ryan Overdorf, our Electronic & Media Services Librarian, manages the Media Services unit for the College of Law. Ryan can be reached at ryan.overdorf@utoledo.edu or x2759.

Media Services supports professors in the classroom with technology training, troubleshooting, and multimedia assistance. We also coordinate A/V operations and stage management for the McQuade Law Auditorium.

Computer Support

Our University IT Manager, Jeff Coyne, has an office in LC 2003 across from the dean's office, next to the mail room. For other technical assistance or if Jeff is not available, you may click the Help Desk icon on your computer desktop, call x2400, or email the IT Help Desk at helpdesk@utoledo.edu. Jeff and Ryan overlap to some degree, and our law librarians may also be able to help you with some but not all computer issues.

SSRN

Rick Goheen is the faculty editor for our law school's SSRN Research Paper Series. We collect papers periodically for distribution via SSRN's email list. Please select "U of Toledo Law Submitter" as an Assistant when you upload your paper, as this will help us coordinate the distribution of the papers and add matching covers to them. If you'd like to add the cover yourself before submitting a paper, or if you have any other SSRN editing questions, please let Rick know and he'll be happy to help.

CALI

The UT College of Law is a member of the CALI consortium. CALI lessons and related materials including eLangdell coursebooks are freely available to CALI members at

www.cali.org

Our faculty authorization code for initial registration is

TOLEDOfac214

Register once with the UT code, and from that point on you will have your own CALI username and password. The student authorization code, which you may freely distribute, is TOLEDOstu214.

Other Services

Lectures or tours. We can lecture in your classroom or hold special sessions in the library to show your students how to

perform research in specific subject areas. Please contact Dean Goheen or Ms. Lowry to set up a lecture or a tour.

Guidance for research assistants. We are happy to work with your research assistants to help them find sources and formulate strategies. For medium level projects (moderately complex, but perhaps not enough to keep a research assistant busy for the whole semester), please contact Dean Goheen who will coordinate the research with the other librarians.

The library staff and I hope you will find this guide helpful, and we welcome suggestions for its improvement. Please feel free at any time to contact us with questions or concerns, or for any services not covered above. Again, welcome to the College of Law and the LaValley Law Library!

Prof. Rick Goheen
Assistant Dean for the LaValley Law Library

Barb Avery, Weekend Reference Librarian
Christina Lowry, Legal Reference Librarian
Ryan Overdorf, Senior Electronic & Media Services Librarian

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TOLEDO LAW

THE UNIVERSITY OF TOLEDO

LaValley Law Library

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