



# Library Research & Policy Guide For Journal Staff

## I. Library Research Guide

### *General Rules & Suggestions*

1. Please ask the reference librarians for assistance in the cite checking and source collecting process. Reference staff are usually on duty Sun-Fri 9am-10pm, Sat 9am-5pm.
2. Cite checkers should always check [COLUMBO](#) first when trying to locate a book or journal (but not an article within a journal). This is the Law Library's online catalog and is the clearest, most complete record of the Law Library's holdings.
3. Cite checkers should also utilize the various features of [ALADIN](#), the site for the catalog and online databases of the Catholic University Library (primarily Mullen) and other college libraries in the metro area. When searching the [ALADIN](#) catalog cite checkers should be aware that material held on the CUA campus is indicated by "CU" in the "Library" column. [ALADIN](#) does not include material from law libraries. Please note that the Law Library does NOT inter-library loan material from CUA campus libraries on behalf of journal staff. You may borrow items that are available from CUA libraries using your CUA I.D.
4. In addition to Westlaw and LexisNexis, the Law Library subscribes to many specialized research databases that can greatly assist cite checkers in locating needed resources. All of these databases are accessible through the "[Research Databases](#)" page on the Law Library's website, and a number of these databases provide access to full-text, pdf (i.e. citable) versions of primary and secondary materials.
5. Off campus access is available to many but not all of the databases the Law Library and CUA libraries subscribe to. Information on how to access from off-campus is available on the "[Research Databases](#)" page on the Law Library's website, and on the "[Connecting to the ALADIN Databases](#)" page on the CUA Libraries' website.
6. If possible, divide cite checking by the sources to be checked, rather than just by footnote number. Often cite checkers have only a certain portion of the footnotes, but are trying to check a source previously cited (e.g. "*Supra* note 2, at 233"). In some cases they do not have the reference for footnote 2, or if they do, the person who is cite checking footnote 2 has the book off the shelf.
7. Often a footnote needs to be seen in the context of the entire article before we can determine what is being referred to. Also, as noted above, cite checkers often have only part of the footnotes and may need to refer to earlier footnotes in order to clarify a citation. The reference librarians can therefore better assist you if they can view a copy of the entire article being cite checked.
8. If you are unsure how to cite to a source (i.e. "*BlueBooking*"), look to see if it has been cited before in a well respected law review. Always begin by assuming that you are not the first person who has had to cite to this particular source; however use other attempts at citing only as a guide, always be sure to consult the *BlueBook*.

### *Finding Books*

1. Always begin your search with [COLUMBO](#), the Law Library's online catalog. [COLUMBO](#) can be searched using the title of the book, the author's name, the subject, keywords, and call number. Please note that in some cases, particularly more recent material, *chapter* titles and authors are also searched and are often returned as part of the results display.
2. If you do not locate the book using [COLUMBO](#) the next step depends on the type of material being located. If the item is more likely to be held by a general university library check the online catalog on [ALADIN](#), the catalog shared by the CUA library and other metro area university libraries.
3. If the item is more likely to be held by a law library or does not appear on [ALADIN](#), consult WorldCat, a database that contains information from libraries all over the country and even overseas. WorldCat is accessible from the Law Library's homepage and displays "Libraries Worldwide" that own the item (local libraries are listed first).
4. In addition, please note that [COLUMBO](#) provides a direct link into 5 other area law library catalogs (American, Georgetown, George Washington, Howard, U.D.C.). From the results page select the "Try This Search At:" menu on the right-hand panel. This option will re-run the search in the online catalog of the law library of choice.
5. Consult the Library's policies on inter-library loan (*infra*) for information on how to obtain material not held on the CUA campus.

### ***Finding Journals***

1. The Law Library's hard-copy and microform copies of journals are locatable using [COLUMBO](#) (see above). Online versions of journals are identifiable through the [Online Journal Finder](#) on the Law Library's website. The [Online Journal Finder](#) indicates which database(s) the Law Library (and to a lesser extent the CUA libraries) subscribes to contain a specific journal title. Please note that not all databases supply content in a citable form.
2. The CUA libraries' hard-copy and microform copies of journals are locatable using [ALADIN](#) (see above). Online versions of journals are identifiable through the "[CU E-Journals](#)" link on [ALADIN](#). This does not include journals available only through databases the Law Library subscribes to.
3. If the journal title does not appear in any of the above steps, check the title on WorldCat to see if it is correct, or if it is a title few libraries subscribe to.
4. Consult the Library's policies on inter-library loan (*infra*) for information on how to obtain material not held on the CUA campus.

### ***Finding Articles***

1. Do NOT use COLUMBO or ALADIN or the Online Journal Finder or CU-E Journal Finder to find journal articles. These databases do not search for articles; they only search for the journals in which the articles are contained.
2. If you are trying to track down a law related article check one of the indexes listed near the top of the "[Research Databases](#)" page on the Law Library's website. Index to Legal Periodicals and LegalTrac are the two most popular legal indexes.
3. If you already have the complete citation to the article, HeinOnline is one of the better resources for retrieving the article. This database can provide a citable version of most law review articles (and a wide variety of other secondary and primary materials), but is less useful as an indexing/searching tool.
6. If the article you need does not appear to be from a law related journal (e.g. is from the social sciences or humanities) check the various databases offered through [ALADIN](#) on the CUA Library website. Among the more heavily used non-law databases by law journal staff are JSTOR, ProQuest, Project Muse, and PyschInfo.

### ***Finding Congressional Documents***

1. Most, but not all, Congressional documents are available in a citable form through the various online, microform (located on the 3<sup>rd</sup> floor), and hard-copy resources of the Law Library.
2. The majority of *recent* (1995 - present) publications can be obtained full-text in pdf, citable form from the [GPO Access](#) website. Please note that very recent material may not be available yet. The [Thomas](#) website is a very useful index to Congressional material from 1989 to the present, and can be used to help identify a congressional document prior to retrieving it on the [GPO Access](#) website.
3. The Law Library subscribes to LexisNexis Congressional, a database that indexes Congressional material dating back to the 1<sup>st</sup> Congress (1789). L-N Congressional also provides access to full text, pdf, citable versions of *certain* Congressional documents. Please note that this database is NOT part of your regular LexisNexis subscription and can not be accessed by logging on to the LexisNexis for Law Schools website.
4. The following table provides a *simplistic overview* of the available sources for *citable versions of select* Congressional documents. This table does NOT represent all Congressional material available through the Law Library, nor does it account for variations in coverage between sessions of Congress.

	Microform	L-N Congressional	GPO Access
Committee Reports	1817-Present	1789-1969	1995-Present
Committee Hearings	1865-Present	1980-Varies	1995-Present
Committee Prints	1830-Present	X	1997-Present
Congressional Record	1873-Present	X	1994-Present
Congressional Bills	1979-Present	X	1993-Present

## II. Library Policy Guide

### 1. Photocopying

Journal staff may not take non-circulating materials out of the library to photocopy. The Law Library provides copy cards to be used by journal staff for cite checking purposes. Editors should contact Judy Ann Blower in the Law Library to add copies to cards: Room 234, [blower@law.edu](mailto:blower@law.edu), 202-319-4460.

- Copy cards are for journal business only; they are not for students' personal use.

### 2. Checking Books out of the Law Library

Since the law library is primarily a reference collection, most materials cannot be checked out. Only single-volume treatises, which are not updated in any way, can be checked out.

Each journal is provided with 5 borrowing cards, to be used by journal staff to check circulating books out of the law library.

- Books are loaned for 1 semester. In the fall, books may be renewed for one more semester. In the spring, all books must be returned by the end of the spring semester. Exceptions to this policy will be made on a case-by-case basis.
  - To renew books, go to [MyColumbo](#) and login using the name of the journal (for example, Catholic University Law Review) and any of the borrowing card barcodes.
- The editor is responsible for renewing and returning all books by the end of the spring semester.
- Each journal is responsible for paying replacement costs for lost or damaged books.
- Borrowing cards are for journal business only; they are not for students' personal use.
- Borrowing cards may not be used for Interlibrary Loan.

### 3. Interlibrary Loan (ILL)

If you are unable to obtain a book or article needed for cite checking, you may request it through interlibrary loan. **Interlibrary loan requests generally take two weeks to fill (materials are sent via US mail), so please plan ahead.**

ILL Requests may be made:

- Online at <http://columbo.law.cua.edu/illb>.
- In person at the circulation desk.
- Via e-mail: [sobol@law.edu](mailto:sobol@law.edu).

Before placing an ILL request, please check the following resources:

- [Columbo](#), DuFour Law Library's online catalog.
- [Aladin](#), the online catalog for CUA's Mullen Library and [The Washington Research Library Consortium \(WRLC\)](#), a consortium of local university libraries.
  - Items that are available from CUA Mullen library may be borrowed using your CUA I.D. **The DuFour Law Library does not accept ILL requests for items that are available at Mullen Library.**

- Items that are available at WRLC libraries other than CUA may be borrowed in person or by using the [Consortium Loan Service \(CLS\)](#). The DuFour Law Library **will** accept ILL request for items located at WRLC libraries (other than CUA), but you will receive your materials faster (3 - 5 business days) if you borrow them via the Consortium Loan Service.
- [Online Journal Finder](#): includes full-text articles on Westlaw, Lexis, HeinOnline (pdf), and other journal databases.

#### 4. Questions

Questions about the above policies should be directed to:

Frances Brillantine  
Head of Access Services  
202-319-4331  
[brillantine@law.edu](mailto:brillantine@law.edu)

Dawn Sobol  
Interlibrary Loan / Circulation Librarian  
202-319-5156  
[sobol@law.edu](mailto:sobol@law.edu)