The Law Library at the University of Baltimore School of Law is deeply committed to providing the highest support for the scholarly and curricular needs of our faculty. The staff is committed to providing skilled research assistance through our extensive knowledge of legal reference materials and databases and deep grasp of research methodologies. This section is intended to be an introduction to our comprehensive library service for faculty. We welcome your suggestions and very much look forward to working with you, your research assistants and our UB law students.

DIRECTORY

Reference lawlibref@ubalt.edu 410-837-4559
Circulation lawcirc@ubalt.edu 310-837-4550

LIBRARY STAFF

Harvey Morrell, Interim Director and Associate Director, Collections and Database Services hmorrell@ubalt.edu 410-837-4657 AL 1131
Pat Behles, Government Documents and Reference Librarian pbehles@ubalt.edu, 410-837-4583 AL 825
Jane Cupit, Reference Librarian jcupit@ubalt.edu, 310-837-4597 AL 828
David Matchen, Head of Circulation and Reference Librarian dmatchen@ubalt.edu, 410-837-4674, AL 727
Charles A. Pipins II, Associate Director, Public Services cpipins@ubalt.edu, 410-837-4373, AL 830
Bijal Shah, Electronic Resources, Interlibrary Loan and Reference Librarian bshar@ubalt.edu, 410-837-4578 AL 1135
Carol Roche, Reference Librarian (Part-Time) Croche@ubalt.edu, 410-837-4559 7th Floor Service Desk
Lisa Bellamy-Smith, Acquisitions and Cataloging Library Specialist lbellamy@ubalt.edu, 410-837-4591
Gina Brandon, Serials and Government Documents Library Specialist gbrandon@ubalt.edu, 410-837-4582
Gina Harris, Circulation Manager gharris@ubalt.edu, 410-837-4580 7th Floor Service Desk
Tyler Link, Business Services Specialist tlink@ubalt.edu, 410-837-4568 AL 827
FACULTY LIAISON PROGRAM

This program is designed to provide you with a point of contact in the library. A librarian is assigned as a liaison to each full time faculty member, and we make an effort to match librarians and faculty who have similar interests. The liaison will provide support for both your teaching and research activities. They may handle the request themselves, or see that it goes to the most appropriate staff member. Your liaison will contact you at the beginning of the semester to discuss your research needs. You are also welcome to ask for assistance from any of our librarians or contact the reference librarians via email at lawlibref@ubalt.edu if you need immediate assistance. We also have an online guide for Faculty Services at http://law.ubalt.libguides.com/New_Faculty.

TEACHING SUPPORT

Research Instruction

Librarians are available to provide in-class research instruction, covering either general legal research or resources specific to your topic in all formats with advance notice. Librarians can also prepare a bibliography or a LibGuide, which is a web-based research guide. These tools are designed to aid faculty in delivering relevant research resources by subject matter for class use. We will ask you about the topic, scope, and intended use, and then prepare a draft tailored to your specifications. The bibliography or LibGuide can also be added to your class TWEN page. Contact

Reserve Material

Books, periodical articles, cases, or other materials can be placed on reserve for your students. Items such as articles or cases can be scanned and added to your TWEN page. Books are kept in the Reading Room on the 7th floor. Forms for placing items on course reserve may be found at http://law.ubalt.edu/library/services/faculty/reserve-form.cfm. For any questions, please contact David Matchen, Head of Circulation and Reference Librarian, dmatchen@ubalt.edu, 410-837-4674.

1L Casebooks Collection

The Law Library collects one copy of all 1L casebooks and add them to the reserve collection. If you are teaching a 1L class and plan to use a casebook, please contact Harvey Morrell (hmorrell@ubalt.edu) with pertinent title information at your earliest convenience.

Exams

The Library maintains a TWEN page for old exams. If you wish to provide your students with access to previous years’ exams and/or model answers, send an email
with the exam authorizing us to add it to the TWEN page. Access to these exams is restricted to University of Baltimore Law students. Contact your liaison or David Matchen, dmatchen@ubalt.edu, 410-837-4674 with questions about online exams.

SCHOLARLY RESEARCH SUPPORT
Librarians can provide support for your teaching, scholarship and research. Our resources include a myriad of legal and non-legal materials and databases. Contact your liaison or lawlibref@ubalt.edu with your research request.

Research Assistant Training
Librarians can provide training for your research assistants. Group training at the beginning of each semester is available and we can also provide instruction on an individual basis. To the extent that you authorize, the library can extend your circulation privileges to your RA. If you would like to do so, please contact Charles Pipins, cpipins@ubalt.edu, 410-837-4674.

Current Awareness Services
The Current Index to Legal Periodicals (CILP) is a weekly service that provides a list of recent articles by subject. You will find CILP under our Research Tools page at https://law.ubalt.libguides.com/az.php. You may also sign up to receive weekly emails with notices and links to new articles in your areas of interest through SMARTCILP. The code to receive these emails is 6141 and please use your UB email address to register.

Many databases, including Lexis Advance and Westlaw, also provide current awareness services. To set up an Alert, contact your liaison or our research librarians at lawlibref@ubalt.edu. Consult our Alerts and Current Awareness resource research guide as well.

The Law Library also subscribes to the entire collection of Bloomberg/BNA databases. Included are U.S. Law Week and a wide range of subject-specific reporters. Depending on the subject, you may sign up for a daily or weekly update. The best way to access these updates is to sign up through Bloomberg Law at https://www.bloomberglaw.com/bna/subscriptions. If you don’t have a Bloomberg account, use “Register for Law School Account” at https://profile.bna.com/bloomberglaw-activate/ and use your University of Baltimore email address. If you need help, contact your liaison or any librarian.

EBSCO Discovery Service (EDS)
EBSCO Discovery Service (EDS) is an online research tool that aggregates many of the Library’s resources including our online catalog and legal and non-legal databases. Rather than searching these resources separately, you can do a search in EDS and retrieve a list of results ranked according to relevancy. Your results can consist of different material types, such as books, eBooks, journal articles and conference
proceedings. Access to full text is also available. EDS is accessible on the library’s homepage at http://law.ubalt.edu/library/. If you have any questions, please contact Bijal Shah, Electronic Resources/ILL/Reference Librarian, bshah@ubalt.edu, 410-837-4578.

Journals

Search for our digital journal holdings by title at http://web.a.ebscohost.com/pfi/search/basic?sid=7a3d682e-cac0-42d9-a17a-ff34f6bd17%40sessionmgr4006&vid=0&sdb=edspub&tid=3000EP.

FACULTY PUBLICATION SUPPORT

Scholarworks @ UB School of Law (ScholarWorks)

ScholarWorks is the official institutional repository for faculty scholarship. This repository is administered by the Library. To have your scholarship posted to ScholarWorks, contact Harvey Morrell, Associate Director, Database and Collections Services, hmorrell@ubalt.edu, 410-837-4657.

Social Science Research Network (SSRN)

SSRN allows faculty to showcase their scholarship and share it with other faculty. The Library administers the University of Baltimore School of Law Legal Studies Research Paper Series. To assist you with setting up your account and with posting your scholarship to SSRN, contact Harvey Morrell, hmorrell@ubalt.edu, 410-837-4657.

ExpressO and Scholastica

The Law School has institutional accounts with ExpressO and Scholastica. These services enable you to easily submit unpublished articles to law reviews to be considered for publication. They also help you manage and track submissions to multiple journals. If you have any questions about using ExpressO or Scholastica or have questions about publishing in general, contact Bijal Shah, 410-837-4578.

Faculty Publications Display

The display case on the 7th floor of the Library is dedicated to recent Faculty publications. The publications should be articles published in law reviews or other serious analysis published in books. Each full time faculty member is encouraged to submit recent publications (published within the preceding two years) to Pat Behles, Government Documents and Reference Librarian, pbehles@ubalt.edu, 410-837-4583.
OTHER LIBRARY SERVICES

Requesting Materials

You may suggest titles for our collection, and you may request that we order books and other materials to be put on Reserve for your classes. Contact Harvey Morrell, 410-837-4657 if you want to request that the Library purchase materials for the collection.

Faculty Copies

The Library will make every effort to support your teaching and research by supplying office copies of frequently consulted materials. If requested, we will provide faculty copies of the Maryland Rules as well as Code titles related to your scholarship and teaching interests. Contact Harvey Morrell, 410-837-4657, to request an office copy.

Borrowing Materials

Full time faculty members may check out circulating materials from any library within the University System of Maryland and Affiliated Institutions (USMAI). Books and other materials may be renewed if they haven’t been requested by another user. Books obtained from other USMAI libraries are subject to the circulation rules of those libraries. Please note that we cannot override due dates or fines from other USMAI libraries. For questions about circulation policies, contact Dave Matchen at dmatchen@ubalt.edu.

Interlibrary Loan and Document Delivery

You can search for materials owned by the Law Library and other University System of Maryland and Affiliated Institutions (USMAI) libraries using WorldCat, available at http://tinyurl.com/ocs84zk. If you find a book you are interested in that isn't owned by the Law Library, you can request that it be sent to you here at the Law Library. UB Law materials can be requested as well; they will be pulled from the stacks, checked out and forwarded to you, usually within 24 hours. Any librarian can show you how to use this system.

If you need a book or other material that is not available at any USMAI library, or if you need a copy of an article from a journal that is not available from either the Law Library's print collection or subscription databases, we can obtain it for you from another library. You may submit requests using our online interlibrary loan system, ILLiad. Information about ILLiad, including how to register for an account, is available at http://law.ubalt.edu/library/services/ill/index.cfm. Please contact Bijal Shah, Electronic Resources/ILL/Reference Librarian, bshah@ubalt.edu, 410-837-4578, if you have any questions. You may also contact Bijal through the ILL email account, illlaw@ubalt.edu.
Scanning

Scanners are available in the Reading Room on the 7th floor and on the 11th and 12th floors. The scanners are free and self-serve. The library staff is also happy to scan materials for you, subject to copyright and fair use restrictions. If you need help with scanning or would like to make a request, please contact one of our Circulation Supervisor, Gina Harris (gharris@ubalt.edu); you may also email our Circulation staff at lawcirc@ubalt.edu to request this service.

Computer and Technical Support

The University’s technical support staff will perform routine maintenance, updates, and minor repairs on your office PC; however, we cannot maintain hardware or software not on the University of Baltimore’s list of supported products. To request computer assistance contact the Call Center (callcenter@ubalt.edu) or call the OTS help desk at ext. 6262.

Individual training on Word, Outlook, Lexis Advance, Westlaw and other databases is also available through the Law Library. Contact your liaison or Harvey Morrell, Associate Director for Collection and Database Services, hmorrell@ubalt.edu, 410-837-4657, to make an appointment.

CALI

Programmed instruction exercises from the Center for Computer-Assisted Legal Instruction (CALI) are available for student use from the CALI website, http://www.cali.org/. The password for faculty is BALTUVfac14. If you need assistance with CALI, contact our reference librarians at lawlibref@ubalt.edu.

Room Reservations

You may reserve the 9th floor Library classroom or any of the conference rooms in the Library. To do so, contact Tyler Link, Business Service Specialist, tlink@ubalt.edu, 410-837-4568 or David Matchen, 410-837-4674.

Routing of Publications

If the Library receives a newsletter or journal that you are interested in reading on a regular basis, we can route the material to you as soon as we process it. To have an item routed to you contact Gina Brandon, Serials and Government Documents Specialist, gbrandon@ubalt.edu, 410-837-4582.

Visit our webpage at http://law.ubalt.edu/library/ for the latest Law Library news!