

## LAW LIBRARY FACULTY SERVICES 2022-23

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](#), 410-837-4559

[Circulation](#), 410-837-4554

### **Library Staff**

[Harvey Morrell](#), Library Director and Professor of the Practice, 410-837-4657, AL 825

[David Matchen](#), Assistant Director for Access Services, 410-837-4674, AL 727

[Charles A. Pipins II](#), Deputy Director, 410-837-4373, AL 829

[Bijal Shah](#), Electronic Resources, Interlibrary Loan and Reference Librarian, 410-837-4578, AL 1131

[Carole "Carly" Roché](#), Reference Librarian, 410-837-4597, AL 828

[Savannah Long](#), Digital Services Librarian, 410-837-4583, AL 830

[Charlie Amiot](#), Government Documents/Serials Librarian, 410-837-4562, AL 1135

[Lisa Bellamy-Smith](#), Acquisitions and Cataloging Library Specialist, 410-837-4591, AL 1134

[Gina Brandon](#), Serials and Government Documents Library Specialist, 410-837-4582,

AL 1134

[Tyler Link](#), Business Services Specialist, 410-837-4568, AL 827

### **Teaching Support**

#### **A. Research Instruction**

1. 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 [Charles Pipins](#), 410-837-4373.

## **B. Reserve Material**

1. 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 7<sup>th</sup> floor. [Forms for placing items on course reserve](#) are also available. For any questions, please contact [David Matchen](#), 410-837-4674.

## **C. 1L Casebooks Collection**

1. 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](#), 410-837-4657 with pertinent title information at **your earliest convenience**.

## **D. Exams**

1. 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 [David Matchen](#), 410-837-4674 with questions about online exams.

## **Scholarly Research Support**

A. Librarians can provide support for your teaching, scholarship and research. Our resources include a myriad of legal and non-legal materials and databases. You are welcome to ask for assistance from any of our librarians or to contact the [reference librarians](#). We also have an [online guide for Faculty Services](#).

**1. 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](#), 410-837- 4373.

**2. 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 [Databases](#) page. 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+ and Westlaw, also provide current awareness services. To set up an Alert, contact your liaison or our [reference librarians](#). Consult our [Alerts and Current Awareness](#) resources 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](#). If you don't have a Bloomberg account, you can [register for one](#) using your University of Baltimore email address. If you need help, contact your liaison or any librarian.

- 3. 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](#); when you run a search after entering terms in the search box, you are searching EDS. If you have any questions, please contact [Bijal Shah](#), Electronic Resources/ILL/Reference Librarian, 410-837-4578.
- 4. Journals.** Search the Library's digital and print journal holdings by title using our [journal look-up tool](#).

## Faculty Publication

### A. Scholarworks @ UB School of Law

1. [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](#), 410-837-4657 or [Savannah Long](#), 410-837-4583.

### B. Social Science Research Network (SSRN)

1. 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](#), 410-837-4657 4657 or [Savannah Long](#), 410-837-4583.

### C. Scholastica

1. The Law School has an institutional account with Scholastica. This service enables you to easily submit unpublished articles to law reviews to be considered for publication. Scholastica also helps you manage and track submissions to multiple journals. If you have any questions about using Scholastica or have questions about publishing in general, contact [Harvey Morrell](#), 410-837-4657.

#### **D. Faculty Publications Display**

1. The display case on the 8<sup>th</sup> 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).

### **Other Library Services**

#### **A. Requesting Materials**

1. 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 or [Charles Pipins](#), 410-837-4373, if you want to request that the Library purchase materials for the collection.

#### **B. Borrowing Materials**

1. 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](#).

#### **C. Interlibrary Loan and Document Delivery**

1. You can search for materials owned by the Law Library, other University System of Maryland and Affiliated Institutions (USMAI) libraries and libraries around the world by searching [WorldCat Discovery](#). 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.
2. 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 on the Library's [ILL webpage](#). Please contact [Bijal Shah](#), 410-837-4578, if you have any questions. You may also contact Bijal through the [ILL email account](#).

## D. Scanning

1. Scanners are available in the Reading Room on the 7th floor and on the 12th floor. 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 [email our Circulation staff](#) to request this service.

## E. Computer and Technical Support

1. 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](#) or call the OTS help desk at 410-837-6262.
2. Individual training on Lexis+, Westlaw and other databases is also available through the Law Library. Contact [Charles Pipins](#), 410-837-4373 or [Harvey Morrell](#), 410-837-4657, to make an appointment.

## F. CALI

1. Programmed instruction exercises from the Center for Computer-Assisted Legal Instruction (CALI) are available for student use from the [CALI website](#). The password for faculty is **BALTUVfac14**. If you need assistance with CALI, contact our [reference librarians](#).

## G. Room Reservations

1. You may reserve the 9<sup>th</sup> floor Library classroom or any of the conference rooms in the Library. To reserve the Library classroom contact [Tyler Link](#), Business Service Specialist, 410-837-4568 or [David Matchen](#), 410-837-4674. [You may reserve a regular study room here](#).

## H. Routing of Publications

1. 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, 410-837-4582.

Visit our [homepage](#) for the latest Law Library news!



