

Faculty Research Assistant Training

Jane Thompson, Faculty Services
William A. Wise Law Library
May 17-18, 2016

Introduction: Where to Get Help

- **Research Assistant Services:**

- Jane Thompson, faculty services librarian
jane.thompson@colorado.edu
 - Matt Zafiratos, my library assistant
matthew.zafiratos@colorado.edu

- **General Reference Services:**

- Law Library: <http://lawlibrary.colorado.edu/help/ask-librarian>
- Other campus libraries:
<http://ucblibraries.colorado.edu/askus/index.htm>

RA Training Materials Page

- <http://lawlibrary.colorado.edu/faculty-and-staff/research-assistant-resources>
 - RA Training powerpoint and videos of vendor presentations
 - Sample research plan and log; example of search term brainstorming
 - Major Treatises & Colorado Practice guides
 - Norlin Library proxy letter and virtual tour

RA Protocols: Printing

- **Getting paid** (payroll contacts & employment packets):
 - Meri Cunningham, meri.cunningham@colorado.edu
 - Peggy Delaney, Rm. 326J in Dean's Office
- **Making photocopies or printing** computer-based documents:
 - Smaller jobs (<200 p.): 3 RA printing cards at Circulation Desk
 - Larger jobs: Copy documents to a flash drive and give to Jane's assistant (Matt) to print on the Faculty printers; send advance notice (24 hrs. preferred) to matthew.zafiratos@colorado.edu

RA Protocols: Print Cards at Circ



RA Protocols: Check-outs

- **Checking out books** under Prof's name:
 - Law Library: RA borrower record for Professor at circ desk

PATRN NAME	RA-Krakoff
Patron type	1 UCLFS
P BARCODE	000000009009
Blocked patron message	-
EXP DATE	07-15-2017
PRI ADDR	401 UCB
NOTE	RAs for Summer 2016: Melissa Austin, Emily Lubarsky, Gunnar Paulsen

- UCB Libraries: Proxy letter from Professor (form for Norlin Library circ):
<https://lawlibrary.colorado.edu/sites/default/files/images/norlinletter.pdf>

COLORADO LAW
University of Colorado Law School
1600 East Building - 401 UCB
Boulder, Colorado 80508-0400
303.440.8047 - Fax 303.440.1300

____ (Today's date)

Norlin Library - Circulation
Attn: Patron Accounts

To Whom It May Concern:

Please permit my Research Assistant, _____ (RA's name),
_____ (RA's ID*), to check out materials from Norlin and campus
libraries in my name. This authorization extends through August 31, ____ (Current year)

Thank you. If you have questions, please contact me at
____ (professor's e-mail) or _____ (professor's phone).

Sincerely,

____ (professor's signature)

____ (professor's printed name)

____ (Professor's ID*)
University of Colorado Law School

*ID - last 10 digits of Buff OneCard # (beginning with 500...)

RA Protocols: Requesting Books

- **Requesting books from the Law Library** for pick-up at the Circulation Desk:
<http://lawlibrary.colorado.edu/students/request-it-law-library-books-waiting-you-circulation-desk>
- **Requesting books through interlibrary loan** from Colorado or out of state libraries:
<http://lawlibrary.colorado.edu/students/interlibrary-loan>
Prospector [~one week to arrive] and FirstSearch WorldCat [~two weeks to arrive]

RA Protocols: Database Access

- **Accessing library databases from home** using Cisco AnyConnect VPN:

See <http://lawlibrary.colorado.edu/students/vpn-access> for information.



RA Protocols: Westlaw, LX, BL

- **Westlaw** summer password extension-- register by 5/31/16 and choose “research assistant”:

<https://lawschool.westlaw.com/marketing/display/MI/473>

- **Lexis Advance** and **Bloomberg Law**— no summer password extension needed; passwords may be used for school or work

REVIEW

- How do I print documents from my laptop without paying for the printing?
- How do I check out books from the law library and campus libraries under my professor's accounts?
- How do I access library databases from home?
- Do I need to extend my Westlaw ID?

How to be a good RA (Jane's tips)

- Clarify the scope and jurisdiction of the research project
- Clarify how long to work on the project and when any work product is due
- Check in regularly to report findings
- Ask questions about the substance, style, and formatting of any research results to be submitted to your professor

Research Process

- **Step 1:** Formulate and clarify the research problem
- **Step 2:** Break down the problem into discrete issues to be researched (research plan)
- **Step 3:** Identify search terms and connectors for each issue, identify preliminary sources, and engage in research
- **Step 4:** Start and maintain a research log

Research Process (cont'd)

- **Step 5:** Capture information and organize it for later retrieval
- **Step 6:** Update your research
- **Step 7:** Know when to stop research

Research Process: Step 1

- **Step 1: Formulate and clarify the research problem, and refine it:**
 - Ask initial questions of the professor
 - Conduct some background research and make a list of additional questions to ask
 - Refine your statement of the problem as you take in new information
 - Research Plan form on RA Training Materials page

Research Process: Step 2

- **Step 2: Break down the problem** into discrete research issues and list each one

Research Process: Step 3

- **Step 3: For each research issue:**
 - Brainstorm search terms and relationships between them (connectors)
 - https://nocalltechnology.files.wordpress.com/2012/05/2009_sihandy.pdf (form)
 - Identify preliminary sources for research, tailoring your choice of sources to the issue
 - Conduct searches and engage in research, *paying attention to* references to related material in footnotes and “further reading”

Research Process: Step 3 (cont'd)

Step 3: Identify sources to search:

- Locate key legal treatises and encyclopedias:
 - ★ Consult “Major Treatises and Encyclopedias in Topical Areas of Law” on RA Training page: ★
<http://lawlibrary.colorado.edu/sites/default/files/images/docs/majortreatises2016.pdf>
 - For Colorado research: Consult “[Colorado Practice Materials Resource Checklist](#)” on RA Training page
- Search “Big 5” Library Catalogs at <http://lawlibrary.colorado.edu>:
 - Lawpac (local) and books/articles “Summon” discovery (main box)
 - Chinook (campus)
 - Prospector (regional)
 - FirstSearch WorldCat (national)
 - Google Books -- <http://books.google.com/>

Research Process: Step 3 (cont'd)

- **Step 3: Identify sources to search (cont'd):**
 - Google Search Tips:
 - Use multiple words; word order matters
 - Use OR for alternative terms/synonyms
 - Use quotes to get exact results (“clean air act”)
 - Use minus sign – to exclude terms (jaguar –car)
 - Use site: search for domains/websites (site:.gov)
 - Use define: for definitions (define:biomass)
 - Use Google Advanced Search
https://www.google.com/advanced_search

Research Process: Step 3 (cont'd)

- **Step 3: Identify sources to search (cont'd):**
 - Search “Big 6” Article Databases: Lexis Advance, Westlaw, HeinOnline, JSTOR, SSRN.com (preprint articles and working papers), Google Scholar --
http://lawlibrary.colorado.edu/SubjectsPlus/subjects/databases.php?letter=bysub&subject_id=28
 - Tip: Use the big search box at <http://lawlibrary.colorado.edu> to search interdisciplinary article databases AND books in one search (SUMMON)
 - Identify and search specialty databases:
 - <http://lawlibrary.colorado.edu/SubjectsPlus/subjects/databases.php> (Law) and <http://ucblibraries.colorado.edu/research/findarticles/> (Non-Law)
 - **ProQuest Legislative Insight** and **ProQuest Congressional** (federal legislative history)
 - **ProQuest Regulatory Insight** (federal regulatory history)
 - **BNA topical e-newsletters** reporting judicial, regulatory, legislative developments on a weekly or biweekly basis

Research Process: Step 3 (cont'd)

- **Step 3: Identify sources to search (cont'd):**
 - Use *journal finders* to locate electronic articles:
 - **Law Library Journal Search (Articles tab):**
http://lawlibrary.colorado.edu/?q=find&qt-find_search=1#qt-find_search
 - **Chinook E-journal Finder:**
<http://ucblibraries.colorado.edu/research/ejournalfinder.htm>
 - **Chinook Classic title search for print journals:**
<http://libraries.colorado.edu/>

REVIEW

- Do I have a research plan?
- How do I find good treatises on my topic?
- Where can I search for books that aren't in the Law Library?
- How do I limit my Google search to educational institution websites?
- How do I find preprint articles or working papers written by legal scholars?

Research Process: Step 4

- **Step 4: Start and maintain a research log** of sources to be searched and search terms to use:
 - <http://lawlibrary.colorado.edu/faculty-and-staff/research-assistant-resources/> (see **Sample Research Log** at bottom)
 - **Personal research “trails”** or histories maintained in Westlaw, Lexis Advance, Bloomberg Law and other databases; **Save searches** on MyHein, MyLawpac, GoogleScholar

Research Process: Step 5

- **Step 5: Capture information and organize it for later retrieval and citation:**
 - Where: Lexis & Westlaw **folders**, Bloomberg Law **workspace**, Dropbox, Google Docs
 - [Perma.cc](#) for citing web sources (no link rot)
 - Citation Management Software - <http://ucblibraries.colorado.edu/how/citationstyle.htm>
 - **Zotero.org** (free) and **Mendeley.com** (free)— support for MS Word and Bluebook citation style

Zotero for Firefox

The screenshot displays a Firefox browser window with the Zotero application running. A blue arrow points to the Zotero icon in the top right corner of the browser. A red circle highlights the Zotero icon. Another red circle highlights the 'Summer RA Research' folder in the left sidebar. The main content area shows search results for 'sustainable' with details for a book titled 'Climate change 2014: mitigation of climate change: Working Group III contribution to the Fifth assessment report of the Intergovernmental Panel on Climate Change / edited by Ottmar Edenhofer [and 15 others]'. The right sidebar shows search options and course reserves.

Find | William A. Wise Law Libr... x Wise Law Libr... w. of ... x +

lawpac.colorado.edu/search-S07/tsustainable/tsustai Search

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COLORADO LAW
UNIVERSITY OF COLORADO BOULDER

Start Over REQUEST IT Save to My Lists Save Records MARC Display Return to Browse Another Search

TITLE sustainable Reverse Year Search

(Search History) Next

Author [Intergovernmental Panel on Climate Change](#)

Title **Climate change 2014 [electronic resource] : mitigation of climate change : Working Group III contribution to the Fifth assessment report of the Intergovernmental Panel on Climate Change / edited by Ottmar Edenhofer [and 15 others]**

Publisher New York, NY : Cambridge University Press, 2014

Find this item in:
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Author
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Call Number
ISBN
Government Documents
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Summer RA Research
Duplicate Items
Unfiled Items
Trash

Bias (Law) Climatic changes
Discrimination in justice administration
Electronic books
Global environmental change
Government policy

Title Creator
Climate change 2014: ... Intergovern...
Zotero Quick Start Guide Center for Hi...

Info Notes Tags Related

Item Type: Book

Title: Climate change 2014: mitigation of climate change: Working Group III contribution to the Fifth assessment report of the Intergovernmental Panel on Climate Change

Editor: Intergovernmental Pane...
Editor: Edenhofer, Ottmar
Editor: Intergovernmental Pane...
Editor: World Meteorological ...
Editor: United Nations Environ...

Research Process: Step 5 (cont'd)

- **Step 5: Capture information and organize it for later retrieval:**
 - Avoid plagiarism: “Submitting the work (whether quoted words, paraphrased words, or ideas) of another, without attribution.” – CU Law School Honor Code
 - See *Writing to Avoid Plagiarism* (UMKC Law School), <http://law.umkc.edu/pdfs/plagiarism-policy-and-guidelines.pdf>.
 - **UCB Libraries**: “Cite any information not originally created by you: quotations, key terms or phrases, ideas, facts not broadly known, images and sounds.”
 - Critically evaluate any web sites you want to recommend. See, e.g., <http://lib.colostate.edu/howto/evalweb.html>.

Research Process: Step 6

- **Step 6: Update your research:**
 - Set up legal alerting and news/journal tracking services to keep updated throughout the research process:
 - Citators & alerts on WL, LX, Bloomberg, HeinOnline
 - Free news (Google News Alerts) and article (Google Scholar Alert) monitoring services
 - Free legislative (govtrack.us) and regulatory (regulations.gov) tracking services
 - Re-run saved database searches at the end

Research Process: Step 7

- **Step 7: Know when to stop research.**
See, e.g.,

<http://legalresearch.usfca.edu/content.php?pid=196858&sid=1680019>

REVIEW

- Can I share my research folders on WL/LX/BL with my professor?
- What free software can I use to capture citations to library books, news stories, and articles from my web browser?
- How do I track a specific case, statute, or regulation in Westlaw? Lexis?

Make an Appointment with Me

- jane.thompson@colorado.edu or 303-492-2705
- Have a fun summer!

