

# Faculty Research Assistant Training

Jane Thompson, Faculty Services  
William A. Wise Law Library  
May 22-23, 2017

# Introduction: Where to Get Help

- **Research Assistant Services:**

- Jane Thompson, faculty services librarian  
[jane.thompson@colorado.edu](mailto:jane.thompson@colorado.edu)
  - Matt Zafiratos, my library assistant  
[matthew.zafiratos@colorado.edu](mailto: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 research log; example of search term brainstorming
  - Major Treatises & Colorado Practice guides
  - Norlin Library proxy letter and virtual tour

# RA Protocols: Printing

- **Getting paid** (payroll contact & employment packets):
  - Meri Cunningham, [meri.cunningham@colorado.edu](mailto:meri.cunningham@colorado.edu); office 460E, 4<sup>th</sup> floor south; phone: 303-492-0525
- **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](mailto: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

<b>PATRN NAME</b>	<b>RA-Carpenter</b>
<b>Patron type</b>	<b>1 UCLFS</b>
<b>P BARCODE</b>	<b>000000009017</b>
<b>Blocked patron message</b>	<b>-</b>
<b>EXP DATE</b>	<b>07-15-2018</b>
<b>NOTE</b>	<b>RAs for summer 2017: Jessica Allison, Daimeon Shanks, Marissa Webber, Cierra White</b>

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

**COLORADO LAW**  
1000 East Building - 401 UCL  
Boulder, Colorado 80502-0200  
303.442.8047 - Fax 303.442.1330

UNIVERSITY OF COLORADO LAW SCHOOL

\_\_\_\_ (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 590...)

# 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 <https://oit.colorado.edu/services/network-internet-services/vpn> for information.





# RA Protocols: Westlaw, LX, BL

- **Westlaw** summer password extension-- register by 5/31/17 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](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/majortreatises2017.pdf>
  - **Wise Law Library Research Guides:** <http://lawlibrary.colorado.edu/SubjectsPlus/subjects>
  - 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](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](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](http://lawlibrary.colorado.edu/?q=find&qt-find_search=1#qt-find_search)
    - **Chinook E-journal Finder:**  
<http://www.colorado.edu/libraries/research-assistance/research-strategies>
    - **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, Google Scholar

# 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, PowerNotes (beta)
  - Perma.cc for citing web sources (no link rot)
  - Citation Management Software - [http://guides.ll.georgetown.edu/citation\\_tools/zotero](http://guides.ll.georgetown.edu/citation_tools/zotero)
    - **Zotero.org** (free) plus **Juris-M** (free)—support for MS Office and Bluebook citation style

# Zotero for Firefox

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

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

Most Visited Getting Started

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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

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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 Alert](#)) and article ([Google Scholar Alert](#)) monitoring services
    - Free legislative ([GovTrack](#)) 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](mailto:jane.thompson@colorado.edu) or 303-492-2705
- Have a fun summer!

