Faculty Research Assistant Training

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William A. Wise Law Library
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Introduction: Where to Get Help

● Research Assistant Services:
  ● Jane Thompson, faculty services librarian
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● General Reference Services:
  ● Law Library: http://lawlibrary.colorado.edu/help/ask-librarian
  ● Other campus libraries:
    https://www.colorado.edu/libraries/ask-librarian
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

http://lawlibrary.colorado.edu/faculty-and-staff/research-assistant-resources
RA Protocols: Printing

- **Getting paid** (payroll contact & employment packets):
  - Victoria Johnson, Accounting Technician, victoria.a.johnson@colorado.edu; office 460E, 4th 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 Zafiratos) 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
    - [Image: Table showing RA borrower record]
  - UCB Libraries: Proxy letter from Professor (form for Norlin Library circ):
    - [Image: Proxy letter PDF]

[https://lawlibrary.colorado.edu/sites/default/files/images/norlinletter.pdf](https://lawlibrary.colorado.edu/sites/default/files/images/norlinletter.pdf)
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](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](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

- Westlaw, Lexis, Bloomberg: personal pwd
- Others: Proxy server prompt for CU ID
- A few work only by launching Cisco AnyConnect VPN software first and logging in with your CU ID:
  - https://oit.colorado.edu/services/network-internet-services/vpn
RA Protocols: Westlaw, LX, BL

- **Westlaw** summer password extension--register by 5/31/18 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 academic, non-profit or commercial work
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
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
Step 2: Break down the problem into discrete research issues and list each one.
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”
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:
  - Wise Law Library Research Guides: http://coloradolaw.libguides.com/
  - 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 (“Search Full Text Articles & More” box)
  - Chinook (campus)
  - Prospector (regional)
  - FirstSearch WorldCat (national)
  - Google Books -- http://books.google.com/
Research Process: Step 3 (cont’d)

- **Cases Search Tip**: Redundancy is important – [Mart 2015 study]
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”)
    - Search a phrase in quotes with an asterisk replacing a word to find all variations (“* is thicker than water”)
    - 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)
Step 3: Identify sources to search (cont’d):


Tip: Use the box marked “Search Full Text Articles & More” at http://lawlibrary.colorado.edu to search interdisciplinary article databases AND books in one search

Identify and search relevant specialty databases:

- ProQuest Legislative Insight and ProQuest Congressional (federal legislative history)
- ProQuest Regulatory Insight (federal regulatory history)
- BNA (Bloomberg) topical e-newsletters reporting judicial, regulatory, legislative developments on a weekly or biweekly basis
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/find](http://lawlibrary.colorado.edu/find)
  - Chinook E-journal Finder:
    [http://www.colorado.edu/libraries/research-assistance/research-strategies](http://www.colorado.edu/libraries/research-assistance/research-strategies) (E-Journals link)
  - Chinook Classic *title* search for print journals:
    [http://libraries.colorado.edu/](http://libraries.colorado.edu/)
- 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?
- Do I need to search cases in both WL & LX?
- 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/](http://lawlibrary.colorado.edu/faculty-and-staff/research-assistant-resources/) (see Sample Research Log)

- **Personal research “trails”** or histories maintained in Westlaw, Lexis Advance, Bloomberg Law and other databases; **Save searches** on MyHein, MyLawpac, Google Scholar
Step 5: Capture information and organize it for later retrieval and citation:

- Where: Lexis & Westlaw folders, Bloomberg Law workspace, Dropbox, Google Drive, PowerNotes, Zotero
- Perma.cc for citing web sources (no link rot)
- Citation Management Software
  - Zotero.org (free) OR Juris-M (a free variant of Zotero)—support for MS Office and Bluebook citation style:
    https://libguides.wlu.edu/c.php?g=99586&p=644177
    http://guides.ll.georgetown.edu/citation_tools/zotero
  - Lexis for Microsoft Office and Westlaw Drafting Assistant—cite-checking, quote-checking, citation formatting, table of authorities compilation
Zotero for Firefox
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
  
  
  - **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., [https://libguides.colostate.edu/howtodo/evaluatewebpage](https://libguides.colostate.edu/howtodo/evaluatewebpage).
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
Step 7: Know when to stop research. See, e.g.,
http://legalresearch.usfca.edu/content.php?pid=196858&sid=1680019
- 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!