Welcome to the Marian Gould Gallagher Law Library. We hope this information sheet will become well-thumbed as you take advantage of the many services we offer. Our collections and staff will help you with your law school connected work, including teaching, scholarship, and service. We have a wonderful library staff ready to help you be successful. Please take advantage of our expertise!

Professor Penny A. Hazelton, Associate Dean for Library and Computing Services

Reference/Research Services

Reference librarians can help you use the Library or do research for you — e.g., find news stories on an issue, put together a list of recent articles on a topic, or search for cases construing a particular statute. Major projects that will take days or weeks to complete — e.g., researching and assembling course materials — are not within the scope of this service. Long-term projects are more appropriate for your research assistants. Photocopying should be handled by faculty secretaries.

We can also provide library orientation and training sessions for you and your research assistants. If you’d like reference assistance, please contact the Reference Office — stop by the office on L1, call, or send an email message — and whoever is on duty will be happy to take your request.

Reference Office • 3-6794 • lawref@u

In-Class Presentations

Reference librarians are available to come into your class to provide specialized lectures and demonstrations. Upon your request, we can develop handouts and present information on doing research on a particular topic, or on specific tools and resources, both print and electronic. We also discuss research strategies and tips to help your students conduct their research more efficiently.

We appreciate having as much lead time as possible to prepare. To schedule an in-class legal research session, please contact Ann Hemmens.

Ann Hemmens • 3-7672 • hemmens@u
Book Recommendations and Purchases

If you would like to recommend that the Library purchase material for the collection, or if you would like to discuss purchasing material for your office, please contact one of the following librarians.

**English Language** (not government documents or Chinese, Japanese, or Korean law)
Reba Turnquist • 3-4098 • rct@u

**Government Publications** (state, federal, and international)
Peggy Jarrett • 3-7672 • pjarrett@u

**Chinese, Japanese, and Korean Materials** (English and vernacular)
Bill McCloy • 3-7447 • wbmccloy@u
Rob Britt • 3-7447 • rrbritt@u

For faculty office copies, you must specify whether you want the money to come from your Faculty Support Account (FSA) or the Gallagher Support Account (GSA). Office copies remain library property.

Requesting Books

Anytime your research requires books, you may send a request to the Reference Office, lawref@u. The reference librarian will determine where the book is located and will arrange for it to be delivered to your office.

If you already know which library has the book or prefer to search the catalogs and request delivery yourself, here are your options.

**From the Gallagher Law Library**
Marian, [http://marian.law.washington.edu](http://marian.law.washington.edu), is the Law Library’s catalog. Copy and paste information about the book you want and email it to Circulation. Staff will retrieve it, check it out to you, and deliver it to your office. Most library materials may be checked out for an academic quarter. Reference Area items circulate for two weeks.

Circulation Desk • 3-4086 • circdesk@u

**From Other UW Libraries**
The UW Libraries catalog, [http://catalog.lib.washington.edu/search](http://catalog.lib.washington.edu/search), includes materials found in all of the other libraries on campus. Circulation staff will retrieve material you need for your academic work from these libraries. To enable Library staff to borrow materials for you, you must first sign a proxy agreement (available from Patty Roberts). Books will be retrieved, checked out in your name, and delivered to your mailbox.

Patty Roberts • 3-4086 • proberts@u

**From Summit**
The Summit catalog, [http://cascade.lib.washington.edu](http://cascade.lib.washington.edu), combines the library collections of 27 public colleges and universities in Oregon and Washington. Using your UW barcode number you can make requests directly online. Materials are delivered to your office and have a loan period of 3 weeks with one renewal. You can search Summit directly or, during a search in the Law Library or UW Libraries catalogs, by clicking on the green Search Summit button. If you have any questions contact:

Judy Davis • 3-4262 • lawlibil@u

**From Other Libraries via Interlibrary Loan**
If the item is not available on campus or through Summit, we can borrow it for you from another library. Use the interlibrary loan request form, [http://lib.law.washington.edu/ill/borform.html](http://lib.law.washington.edu/ill/borform.html), or contact Judy Davis directly. Please indicate how quickly you need the item.

Judy Davis • 3-4262 • lawlibil@u

To Return Books

Leave them in the hallway outside your office and they will be picked up and returned for you.

Requesting Copies of Articles and Cases

When you would like copies of articles, cases, news stories, statutes, or similar material, contact the reference librarians. We will print items from LexisNexis or Westlaw and Circulation staff will deliver the printouts to your mailbox. If the item you request is not on LexisNexis or Westlaw, we will either check out the item to you so that your assistant may make a copy or search other online sources to obtain a printout. The UW Libraries subscribe to an ever-growing collection of online journals, many in the Portable Document Format (PDF). When we cannot locate a copy locally, we will place an Interlibrary Loan request for you.

Reference • 3-6794 • lawref@u
Routing Of Materials
To request to be put on a routing list for a particular journal or newsletter, contact Crystal Alberthal. Issues will be placed in your mailbox when received and may be routed to more than one faculty or staff member. You can add new titles or revise the list of journals that you have routed to you at any time. If you are going to be on leave, contact Crystal to have your routing list temporarily suspended.

Crystal Alberthal • 3-6516 • calberth@u

Current Awareness
You will automatically receive a new books list and the full Current Index to Legal Periodicals (CILP) via e-mail on a weekly basis. SmartCILP is a version of CILP that you can tailor, picking just the subject headings and journals that interest you. To learn more about SmartCILP or set up a SmartCILP profile, go to http://lib.law.washington.edu/cilp/scilp.html.

In signing up for SmartCILP, use the authorization code “uwlawfac”. For assistance with SmartCILP or your other current awareness needs, please contact the Reference Office.

Faculty Instructional Services
If you would like to explore the use of technology in your teaching, contact Nancy McMurrer, the Faculty Instructional Services Coordinator. Nancy can help you find the resources and training you need to make the most of the teaching technology in Gates Hall.

Nancy McMurrer • 3-7672 • mcmurrer@u

Course Reserves / Exams on the Web
Course Reserves
If you want material put on Course Reserve for your students, please contact Patty Roberts. Patty will give you a copyright compliance form to sign. She will also need the following information: course name, course number, year, your name, whether you want the material on Reserve for one or two quarters, whether students should be able to use it for two or four hours, and whether, if necessary, you have obtained copyright permission.

Patty Roberts • 5-9459 • proberts@u

Exams on the Web
We encourage you to submit old exams and sample answers for the online Law School Exam collection, http://lib.law.washington.edu/exams/exams.html. Exams may only be accessed by logging in with a UW netID.

Larisa Bosma • 3-9437 • lbosma@u

Adding Material to the Collection
Course Materials
If you would like to add your Course Materials to the Library’s collection, send a copy to Quan Zhang with a note that includes your name and indicate that they are course materials to be added to the collection.

Outstanding JD Papers
The Library will add JD papers that you select as outstanding. At the end of each academic year, Penny Hazelton will send faculty a memo with a form attached. To submit a paper that you consider worthy of permanent addition to the collection, please fill out and attach the form to any papers you wish to add.

Faculty Publications
As requested by the Dean, the Library collects copies of your publications. Faculty publications are located in the library conference room, L142. We are especially looking for article reprints and extra copies of publications. Besides being an easy place to assemble faculty scholarship, the Faculty Publications collection also provides us with materials to use for library displays.

Circulation staff can retrieve your box so that you can check it for completeness. We would love to have a complete collection of your work. Please send your reprints and books to Nikki Pike.

LexisNexis and Westlaw
If you have questions about database selection or crafting a search, you can contact the Reference Office. Reference librarians can also search for you. Printouts sent to the standalone printers in the Reference Office are delivered twice a day to your mailbox by Circulation staff.

If you need help obtaining a password or if you would like to arrange training, contact:

Nancy McMurrer • 3-7672 • mcmurrer@u

Library Services
for law faculty and staff