This handbook will acquaint you with the broad range of services offered to our adjunct faculty by the staff of the Pace Law Library. An overview of the services we offer is provided here; more information may be found in the Adjunct Faculty Services area of the Law Library website. Announcements of general interest to the Law School community are made in the Law Library blog.

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Law Library Hours
Monday-Thursday: 8 AM – 10:30 PM
Friday: 8 AM - 9 PM
Saturday: 9 AM - 9 PM
Sunday: 11 AM - 9 PM

Library hours during the summer and during exams and holidays are subject to some variation. Please call (914) 422-4272, or visit the Library website for current library hours.

Law Library Staff

Administration
Marie Stefanini Newman – Director and Professor of Law (914) 422-4169
Jack McNeill – Associate Director (914) 422-4414
Sunny Hlewicki – Staff Assistant to the Director (914) 422-4249

Reference Services Department
Cynthia Pittson – Head of Reference Services and Adjunct Professor of Law (914) 422-4482
– Electronic Services Librarian (914) 422-4358
Alyssa Rosen – Environmental Law Librarian (914) 422-4339
Gail Whittemore – Special Collections Librarian and Adjunct Professor of Law (914) 422-4357
Richard Bernsley – Part-time Reference Librarian (914) 422-4208
Lorraine Chun – Part-time Reference Librarian (914) 422-4208
Alyson Carney – Interlibrary Loan/Public Services Coordinator (914) 422-4137

Circulation Department
Vicky Gannon – Head of Circulation, Reference Librarian, and Adjunct Professor of Law (914) 422-4369
Richard Castillo – Day and Weekend Circulation Coordinator (914) 422-4652
Ann DiMaio – Evening Circulation Coordinator (914) 422-4120
Michael T. Weston – Evening and Weekend Circulation Coordinator (914) 422-4650

Technical Services
Alice Pidgeon – Head of Technical Services (914) 422-4280
Jindi Zhang – Head of Cataloging (914) 422-4649
Helen Choi – Cataloger (914) 422-4648
Maria Cuccurullo – Technical Services Assistant (914) 422-4644
Shumei Han – Technical Services Assistant (914) 422-4647
Pamela Harcharan – Collection Maintenance Coordinator (914) 422-4651
Celeste McGuire – Technical Services Assistant (914) 422-4281
Wen-Xin Yao – Technical Services Assistant (914) 422-4645

August 6, 2015
Access to Pace Law Library

Pace Law Library is closed to the public. As members of Pace’s adjunct faculty, however, you have free access to the Library whenever it is open. To gain admittance, please swipe your validated Pace University ID card at the entrance whenever you enter the Library.

The Library is also happy to give free access to an individual who is assisting you in course preparation during the semester you are teaching. In order to take advantage of this service, please address a letter requesting access for your research assistant to Cynthia Pittson, Head of Reference Services (422-4482). We will give your research assistant a temporary access card that will be good for one semester. Your research assistant cannot borrow library materials on your behalf. Nor should you share your Pace Lexis, Westlaw, or Bloomberg Law password with your research assistant.

Reference Assistance

Adjunct faculty members are welcome to contact Cynthia Pittson with reference questions. You can also call the Reference Desk (422-4208) and speak to the librarian on duty or email your question to our Ask Us service. The librarians provide the faculty with innovative and expert research assistance. In particular, they are knowledgeable about the Library’s resources.

Research Assistants

Sometimes the Library employs, trains, and supervises one or two students who work within the Library to assist with faculty research assignments. These student research assistants work under the direct supervision of the Head of Reference Services and are available primarily to help full-time faculty members who do not have assigned Research Assistants; however, they can aid adjunct faculty members on a “time available” basis if they have research needs related to class preparation. Make requests directly to Cynthia Pittson.

Access to Library Photocopier

The Library has one photocopier that is available to adjunct faculty members for their course-related photocopying. It is located on the third level (the main floor) of the Library behind the Circulation Desk, and the code required to operate it is available from Beryl Brown, Adjunct Faculty Liaison (422-4264). Use of the Library photocopier is confined to single copies of research materials. All bulk photocopying should be sent to Document Services in Preston Hall. Please contact Rob Heller or Alex Jones, Coordinators, Document Services (422-4055), for more information.

Access to Other Libraries

The Law Library participates in a number of consortia. As a member of the Pace University School of Law adjunct faculty, you are welcome to use the other Pace libraries: the Mortola Library in Pleasantville and the Birnbaum Library in Manhattan. You are also eligible for on-site access to a variety of law and research collections at other libraries. Three consortia are particularly worth mentioning:

ALLDOG Law Libraries: Membership in the Association of Law Library Directors of Greater New York gives our community the opportunity to use other law school libraries in our region. If you need to use one of the ALLDOG
law libraries, please ask a reference librarian for a “green letter” that will enable you to gain access to that library. Also, be prepared to present your current Pace ID card. Because other schools have different schedules, ask one of the reference librarians to make the arrangements for your visit.

**METRO Libraries:** Membership in METRO gives our community the opportunity to use most academic, special, and public libraries in the New York metropolitan area. If you need to use a METRO library, please ask a reference librarian for a METRO card that will enable you to gain access to that library. As above, be prepared to present your current Pace ID card and ask one of the reference librarians to make the arrangements for your visit.

**WALDO Libraries:** Membership in the Westchester Academic Library Directors Organization gives our community the opportunity to use all of the academic libraries in Westchester County with the exception of the New York Medical College Library. If you need to use a WALDO library, please ask a reference librarian to make the arrangements for your visit. Generally, all you need do is show a current Pace ID card in order to gain access.

**Library Online Catalog**

The online catalog includes the holdings of the Law Library as well as the holdings of the other Pace University libraries. You may search the catalog by any one of several fields, including author, title, or keyword. There is a Discovery Service available as well. This searches not only the online catalog, but also a wide variety of databases available through the undergraduate libraries, including Academic Search Premier, Environment Complete and HeinOnline.

**Interlibrary and Intercampus Loan**

In the event that you need an item located in another Pace library, an intercampus loan can be arranged. Request the material through the Pace University online catalog by clicking the Request button. Borrowing books from another Pace library usually takes two or three days; photocopies can take up to a week. If the materials you need are not available through intercampus loan, we will notify you and automatically convert these requests into interlibrary loans from other institutions. Please allow at least ten to fourteen days for interlibrary loans. When the requested materials arrive, they will be delivered to your mailbox in Preston Hall. Request interlibrary loans online or send your request to inter-library-loans@law.pace.edu. Adjunct faculty members will be responsible for replacement costs and any fees charged by the lending library should they lose or damage interlibrary loan materials.

On the rare occasion when items cannot be located at any of the Pace University libraries or at any other institution, we may be able to obtain them through commercial services. This service may also be available if a document is needed on an expedited basis. Contact Alyson Carney, Interlibrary Loan/Public Services Coordinator (422-4137), for information on this service.
Exam Collection

The Law Library has scanned the bound copies of previously released final exams, and all final exams which had been made available at the Law Library are accessible via our TWEN site. (Add Law Library on TWEN to your list of TWEN courses to access the exams.) Consolidation of exams in one place makes exam finding easier for students. After each semester, each faculty member may complete an exam release form listing five choices regarding future access to the final exams administered in the previous semester:

- Professors can refuse permission to release copies of their exams to us.
- Professors can indicate that no exams were administered by them that semester.
- Professors can give permission to release copies of their exams to us.
- Professors can supply sample answers for the exams they are releasing.
- Professors can authorize the release of only a portion of the final examination (for example, “Essays only.”)

We will not accept copies of prior exams unless we have received a signed exam release form that indicates what you are giving us permission to do. Access to prior exams is an important issue for both students and faculty. The Library keeps a file of written permission forms in order to prevent misunderstandings over the course of time, as staff and circumstances change.

Reserve Materials

It is never too early to make arrangements to have materials placed on Course Reserve for your students. At a minimum, please notify a Circulation Coordinator at least two business days prior to announcing the availability of reserve material to your class. During the semester, you may add more materials to your Course Reserve collection as needed. If you want to place items on Course Reserve which must be purchased by the Library, please get this information to us as early as possible so that the items are available when students request them. Please be aware that the Library does not purchase textbooks; should you want a textbook to be available on Course Reserve, you will need to provide the Library with a copy.

At the end of each semester, materials put on Course Reserve will be returned to the professor who supplied them, or to the general collection, unless we are instructed otherwise.

Acquisitions

The Library staff works continuously to improve the collection. We very much appreciate the help of our faculty in suggesting materials (monographs, periodicals, video and audio materials, and databases) for acquisition. All such requests will be reviewed in light of the Collection Development Policy and budgetary considerations. To give members of the Law School community an opportunity to browse through our current acquisitions, newly-received treatises and monographs are placed in bookcases across from the Circulation Desk for a short time before they are shelved in the main collection. Books that circulate may be checked out from these bookcases in the usual manner. An RSS feed of recent acquisitions is updated weekly and available on the Library website. The Library’s blog highlights new databases and electronic subscriptions as they are acquired, and has a section dedicated to environmental law, Environmental Notes.
Archives

The Library maintains the David Sive Archive, litigation files of the “father” of modern environmental law; the Yonkers Archive, papers of Professor Emeritus Joseph M. Pastore relating to his work as court-appointed monitor in the desegregation of the Yonkers Public Schools; the Justice John Carey Archive, the collection of papers of the Westchester County Supreme Court judge who presided over the notorious Carolyn Warmus trial and other civil and criminal matters; the Law School Archives, which gathers and makes accessible the historical record of all materials developed by Pace Law School; and several other archival collections. The Law School Archives includes publications, photographs, audio and video recordings, artifacts, and ephemera; the collection seeks to include all public matters and excludes private and confidential records, such as personnel files.

To gain access to any of these collections, please contact Gail Whittemore, Special Collections Librarian (422-4357).

ExpressO

The Law School has an institutional account with ExpressO, a service of the Berkeley Electronic Press that facilitates the submission of manuscripts to law reviews. Faculty members can upload manuscripts to the ExpressO site, and ExpressO will deliver the manuscript to the law reviews that you select. You can get a password by going to the ExpressO site and clicking on “Setting Up Your ExpressO Account.” Be sure to use your Pace Law School email when setting up your account. ExpressO permits you to submit manuscripts, track them, withdraw them, and ask for expedited review. Articles submitted to ExpressO are added to the ExpressO Preprint Series. If you need any help using ExpressO, please contact Cynthia Pittson.

Lexis, Westlaw, and Bloomberg Law Passwords

Access to and use of Lexis, Westlaw, and Bloomberg Law passwords are governed by the terms of Pace Law Library’s contracts with these database vendors. Adjunct faculty members are entitled to passwords only when teaching, and must confine their use of the passwords to research undertaken in support of their teaching at Pace Law School. Violation of the academic use clause may result in permanent loss of the passwords. Adjuncts generally are given passwords about a month before their teaching assignments begin; the passwords expire at the end of each semester. Please contact Cynthia Pittson or Alyson Carney to request a Lexis or Westlaw password or to get training in how to use the databases. Bloomberg Law issues academic passwords through its Register for a Bloomberg Law Account option. You do not need a registration code, but must use your Pace Law School email address to obtain a Bloomberg Law password.

There is a standalone Lexis printer located in Preston Hall to which faculty may print free of charge. There are two Lexis standalone printers in the Library Computer Lab and one in the John Jay Legal Services Clinic.
TWEN

Pace Law School uses TWEN (The West Educational Network) as its courseware. TWEN is accessed using your Westlaw password. Contact Cynthia Pittson for TWEN support or call Westlaw at (800) 486-4876.

Databases

The Library subscribes to a number of other databases in addition to Lexis, Westlaw, and Bloomberg Law. Many of these are purchased to support the environmental and international law programs. For a complete list of what is available, along with instructions on access, please see the list of databases. Some databases have contractual limitations which do not allow us to offer remote access, while others have no such limitations. Please let Cynthia Pittson know if you would like training on any of these databases. Pace University libraries subscribe to many databases as well. These are available for use by Law School faculty. The descriptions on the Library's databases page includes information on remote access. Some allow you to log in with your Pace portal user name and password, while others require that you use the Pace VPN. Instructions on how to download and install the VPN software are available on the Pace ITS website.

Class Instruction, Upper-Level Writing Requirement, Research Guides, and Bibliographies

Librarians are available throughout the year to conduct research sessions on discrete areas of law. A class session given by a reference specialist to review the research tools in areas such as tax, civil rights, securities, international, or administrative law may be of significant assistance to students. The librarians can also prepare research guides and other bibliographic aids to complement your course syllabus, a speech, a presentation by a guest lecturer, or a colloquium. Should you want a librarian to do a class presentation or prepare a research guide, please give the librarian approximately three weeks’ notice. Please contact Cynthia Pittson to discuss your needs.

To satisfy the new research component of the Upper-Level Writing Requirement, students must either complete one upper-level research and citation workshop with a reference librarian, or successfully complete either the Advanced Legal Research course or one of the Advanced Research Skills courses. If students plan on satisfying the Upper-Level Writing requirement through one of the seminars you teach, contact Cynthia Pittson who will arrange for a reference librarian to conduct an in-class research and citation workshop that you can schedule on your syllabus. Alternatively, you can arrange a session outside of class time that students are required to attend. If you choose to have an in-class workshop, it should be at least ninety minutes long, or an entire class session. The librarian will include advanced searching tips for Lexis, Westlaw, and Bloomberg Law, as well as other print and online resources. If you send the librarian a list of your students’ paper topics before the workshop, the reference librarian can specifically tailor the session to your students’ needs. As part of the workshop, the librarian will also review Bluebook citation format for seminar papers. The librarian will sign the certificate of completion and give it to the students.

In addition to research guides prepared specifically at a faculty member’s request, guides and bibliographies on a variety of topics have been prepared by the reference librarians and are available for your use on the Library’s Research Guides page. This collection is constantly being expanded, and suggestions for new topics are always welcome.

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Library Tours

Marie Newman can arrange a library tour upon request. A tour will provide you with a general introduction to the Law Library’s collection, as well as to the physical design of the building. We especially urge new adjunct professors to take advantage of this service.

Current Awareness

The Library makes available a number of current awareness services designed for faculty use.

**New Books:** Newly-received treatises and monographs are placed in bookcases on the main floor of the Library opposite the Circulation Desk for a short time before they are shelved in the main collection. It may be helpful to you to browse through these bookcases on a regular basis.

**CILP:** The Current Index to Legal Periodicals (CILP) is a weekly electronic publication prepared by the law librarians and staff at the Marion Gould Gallagher Law Library, University of Washington Law School. CILP provides topical access to approximately 500 recently-published academic law reviews, and also provides full tables of contents of all journals indexed. Faculty can access current and prior CILP reports when on campus, or remotely through the VPN, receive weekly CILP reports via email, or they can elect to subscribe to SmartCILP, a service that customizes the delivery of CILP data based on areas of interest. Contact Alice Pidgeon, Head of Technical Services (422-4280), for more information or to sign up for CILP or SmartCILP reports.

**Legal Scholarship Network:** The Law Library has a site license covering a number of electronic abstract journals published by the Legal Scholarship Network, which is part of the Social Science Research Network. The site license covers subscriptions for all law faculty to any of the journals listed on the website. Each journal issue contains abstracts of recent working or accepted papers in a particular area of legal scholarship, and is delivered to you in the form of an email message. Each journal is edited by a law professor with expertise in the field covered by the journal. Each abstract is accompanied by an email address for the author, whom you can contact to obtain a full copy of any paper in which you are interested, and often a website address from which the paper can be downloaded free of charge. Journal frequency varies from weekly to roughly monthly, depending on the journal. Please use your Pace Law School email address in order to subscribe.

The Legal Scholarship Network is interested in receiving abstracts for your own working papers. Publishing an abstract is a good way to tell other subscribers about your work in progress. Each issue contains information on how to submit an abstract for publication.

The Legal Scholarship Network maintains an eLibrary of abstracts and working papers and an Electronic Paper Collection of downloadable full-text articles in law, economics, and finance. The latter is available on the Social Science Research Network. Lexis, Westlaw, and Bloomberg Law allow you to set up alert searches that deliver the results to you via email. Contact your liaison if you need help setting up an alert search.

**Bloomberg BNA E-Mail Updates:** The Library subscribes to Bloomberg BNA’s Law School Professional Information Center which is available on campus or remotely through the VPN. You can sign up for regular updates to the titles you select which will be delivered to you via email. Be sure to use your Pace Law School email account when you subscribe. Frequency of updates varies by title.
Faculty Teaching Collection

Selected books on teaching law and teaching at the higher-education level are located in the Faculty Lounge on open shelving to the right of the door. They may be used in the room, but we would ask that you fill out a green “Book Slip” form if you wish to remove any book from the Lounge. Place the form in the lock box on the shelf near the books. In addition, there are second copies of most books on teaching law shelved in the Library stacks. We would welcome any suggestions for new titles to add to the collection.

A Final Word

The Law Library’s mission is to support faculty teaching and scholarship. Please let us know if there are any services not currently being offered that would be useful to you.