

# Ruth Lilly Law Library

## Research Assistant's Guide

### Your Role as a Research Assistant

As a research assistant, you will be asked to conduct various research activities that support your faculty member's research agenda: locating and gathering source documents, conducting print and online legal research, analyzing case law, cite checking publications, etc. The research assignments may involve interdisciplinary research.

### Faculty Librarian Liaisons

Each faculty member is assigned a librarian who is his or her research liaison. The liaison knows the scope of the faculty member's current research interests and activities and conducts legal and non-legal research at the request of the faculty member. Liaisons also keep abreast of faculty research interests by reviewing periodicals, websites, and new books that may be pertinent.

### We're Your "Guide on the Side"

Since we are involved in faculty research activities, we can also serve as an important resource for you. We can advise you on likely places to find the information you seek, law-related or otherwise. We can also provide training in using the resources of the law library from searching the online catalog and accessing the electronic resources available through the IU network to using the Internet as an effective research tool.

### Whom to Contact?

It is most efficient to start with your faculty member's liaison. If you do not know which librarian serves as your faculty member's liaison contact Catherine Lemmer, Head of Information Services, at [calemmer@iupui.edu](mailto:calemmer@iupui.edu). However, feel free to ask for assistance at the Law Library Reference Desk at any time.

### FAQs: Frequently Asked Questions

#### May I check out materials in my faculty member's name?

*Borrowing materials from the law library.* All materials from the law library's collection can be checked out under the faculty member's account. We simply need an email or other written statement from the faculty member authorizing you to borrow these materials on his/her behalf in your capacity as research assistant.

*Borrowing materials from other IU libraries.* For materials only available from other IU library collections, you must request these materials on your own account through *IUCat* using "Request Delivery." While this arrangement places greater responsibility on you, your faculty member won't be burdened with renewal, overdue, or recall notices (Remember: Each IU library has its own lending policy. While we can adjust due dates for faculty loans from the law library collection, we cannot do the same for materials from other libraries).

#### How do I renew library materials?

You are responsible for renewing all of your library materials from all campus libraries (except materials borrowed from the law library collection under the faculty member's account), as well as for paying any overdue fines that may have accrued.

You can renew books in person or via the online catalog. From the law library homepage, click *IUCat* and log on using your Indiana University username and password. Select "My Library Account" from the top of the screen. Click on the "Checked Out Items" icon and choose either the "Renew All" or "Renew Selected" options to renew eligible materials. Confirm your renewal by scrolling through your list of items - a new due date and "Renewed" should appear. If you have questions about your library account, please contact the Law Library Circulation Desk at [circlaw@iupui.edu](mailto:circlaw@iupui.edu) or 317.274.4028.

#### How do I retrieve journal articles from the law library and other IU libraries?

Most journal articles are available electronically. In addition to the Law Library electronic resources and databases found at <http://indylaw.indiana.edu/library/electresources.htm>, you have access to online databases subscribed to by the IUPUI campus. Please contact your faculty member's liaison or the Reference Desk for assistance.

#### What if the materials I need are not held by IU?

When items are unavailable through the IU library system, you can borrow books, articles, and other materials through interlibrary loan (ILLiad). For more information on ILLiad and/or to set up an account, please visit <http://www.iulaw.indy.indiana.edu/library/lawilliad.htm>. Please note that it may take several weeks for the book or article to arrive so do not wait until the last minute to request this service.

#### What if I need something else?

If you need special services not covered here, please contact your faculty member's library liaison. If you cannot reach the liaison, the following librarians will assist you:

- Miriam Murphy, Associate Director, [mimurphy@iupui.edu](mailto:mimurphy@iupui.edu); 317.274.1928
- Catherine Lemmer, Head of Information Services, [calemmer@iupui.edu](mailto:calemmer@iupui.edu); 317.278.6165
- Debra Denslaw, Reference Librarian and Circulation Supervisor, [ddenslaw@iupui.edu](mailto:ddenslaw@iupui.edu); 317.278.6167

For circulation or interlibrary loan assistance, contact the Circulation Desk at 317.274.4028.

### How Can We Help You?

The primary mission of the Ruth Lilly Law Library is to support both the research and teaching activities of the faculty and the curriculum needs of the students of the Robert H. McKinney School of Law. Although we strive to stay at the forefront of legal information service provision, we are always looking for ways to serve you better. We welcome your comments and suggestions.