Welcome to Fordham! The Maloney Law Library is committed to helping you be an efficient and effective scholarly researcher, and this handout will detail the ways in which we can assist you in your research process. While you are encouraged to contact any of our departments during your time here, please feel free to direct any questions or concerns about library services to our Visiting Scholar program liaison, Alissa Black-Dorward (blackdorward@law.fordham.edu or 212-636-7968).

Library Basics:
The Fordham Law Library is an open-stack collection of over 400,000 books, 3700 serials, and a comprehensive array of electronic resources. It features 715 seats, and 45,000 square feet of space designed to foster information-gathering and research. Many of our newer books are located in the Maloney Law Library, but a substantial portion of our collection is housed within the Quinn Library in the main Fordham University building here at Lincoln Center; please see the attached map for directions. The Maloney Library entrance and Main Reading Room are on the 5th floor of the Law School building and we also have carrels, study rooms and materials on the 6th floor; to reach the 6th floor during normal business hours, use the stairs or the internal elevator to the left of the circulation desk. Thirteen professional librarians, five para-professionals, six full-time clerks and several part-time student assistants staff the library.

Hours
During the regular academic year, the library is open seven days a week from 8:00AM to 1:00AM; a portion of the library, designated “24-Hour Study Area,” is open from 1:00AM to 8:00AM. For holiday and special hours, call 212-636-6900 or visit the Fordham Law Library’s website: http://lawlib1.lawnet.fordham.edu/libinfo/calendar.html.

Library Services:
Access
Visiting Scholars have access only to the Fordham Law Library collections. We are unable to provide access to any other libraries in the area.

Book storage space
We are unable to assign dedicated carrels to any group and it is not possible for Visiting Scholars to leave their materials in any location in the library. Please return any materials you are finished with to the circulation desk for reshelving.

Borrowing
Visiting Scholars in residence for 90 days or more will be granted borrowing privileges to the Law Library collection, limited to no more than 10 books at any time. Visiting Scholars in residence for less than 90 days will be not be granted borrowing privileges.

Photocopying and Printing
Visiting Scholars must purchase a Copy Card in order to photocopy or print something in the Fordham Law Library. Cards may be purchased from a vending machine located in the printer alcove opposite the circulation desk on the 5th floor.

Reference
All reference queries should be directed to the reference desk. During the regular school year the reference desk is staffed until 7:30PM Monday through Thursday, until 5:00PM on Fridays, and from 10:00AM to 6:00PM on Sundays. All of the lawyer/librarians who staff the reference desk hold both library degrees and J.D. degrees or the equivalent and they are all prepared to help you find the information you need to be a successful researcher.

Westlaw
All Visiting Scholars receive a Westlaw activation password as part of their welcome materials; please register this password immediately. If you need access to Lexis or Bloomberg, please contact the Visiting Scholar program liaison.
...find a book?
The best place to look for books on a topic is our catalog, FULLPAC. Simply type in a few key words into the “Search FULLPAC” box in the lower left-hand corner of the law library website. **When using the catalog,** remember to use the helpful subject(descriptor) headings to locate additional material on the same topic -- these will always appear hyperlinked in the record! **Once you locate a book,** make a note of the call number and the location – if the location note says “Stacks” this means it will be located within the Maloney Law Library. If the location note says “Quinn”, this means it is part of a collection that is located in the Quinn Library in the main Fordham University building here at Lincoln Center; to retrieve a book from the Quinn, please consult the instructions on how to locate the Quinn Library here: [http://lawlib1.lawnet.fordham.edu/libinfo/quinn.html](http://lawlib1.lawnet.fordham.edu/libinfo/quinn.html). Also be aware that the library currently has some **ebook subscriptions** – these are indicated as “EBL” or “ebrary” – for more information on how to access and use ebooks, please consult the following research guide: [http://researchguides.lawnet.fordham.edu/ebooksatfordhamlawschool](http://researchguides.lawnet.fordham.edu/ebooksatfordhamlawschool).

...find a journal article?
If you do not already have a citation to an article, the best way to locate journal articles on a certain topic is to use an index, NOT full-text searching! Indexes are more valuable and important to scholarly research because they allow you to search ALL journals on a topic. Also, they are indexed by a human so they will have relevant subject headings attached to them which can help you locate and identify additional articles on the same topic. Remember, when searching an index you can only search the title, author, subject headings and, if there is one, the abstract, so run very basic searches in the index. One of the best indexes to use for law articles is the **Index to Legal Periodicals**, which you can find a link to under our “Quick Links”. If you already have a citation and just need to know where to retrieve the text of the article from, you can start with our **Journal List**, which will show you all the different ways we have access to a particular journal.

...locate other databases in the library?
In addition to Lexis, Westlaw and Bloomberg, our library subscribes to a number of awesome electronic resources which can be very useful to you. You can find a listing, by topic or alphabetically by title, of everything we subscribe to under our Electronic Resources page: [http://lawlib1.lawnet.fordham.edu/eresources/eresources.html](http://lawlib1.lawnet.fordham.edu/eresources/eresources.html). We have particularly extensive collections in securities, IP, international law, and tax, as well as a number of foreign law databases including BeckOnline (Germany), JurisClasseur (France), Juta Law (South Africa), LexisSouthAfrica (Ghana), LawInfoChina (China) and Justis (United Kingdom).

...start my research when I have no idea where to start?
**Ask Us!** by the Reference Desk or the Circulation Desk and ask anyone sitting at either desk for help. If we don’t know the answer, we’ll direct you to the person who does.
5TH FLOOR

A Reference Desk
B Circulation Desk
C Reserve Room 130
D Microform Room 131
E Reading Room 01
F Library Classrooms
G Library Director 101B
H Library Administration Suite 101
I Stacks
J Reference Librarians 108-118
K Technical Services 120-121A,B,C
P Printer
S Scanner
CC Copy Card Machine
✓ Self-checkout station

Restroom
Elevator
THE MALONEY LIBRARY

6TH FLOOR

Group Study Rooms 01–14, 16–20

- 24-Hour Study Area
- Cronin Café
- Computer Lab 15
- Stacks
- Scanner
- Printer
- Multifunctional Printer
- Self-checkout station

Restroom

Elevator

TO QUINN LIBRARY
Email Stations

Printing Instructions for Guests

1. Purchase and activate a copy card.

2. At the computer station, submit your print job. The following screen will appear:

3. At the Print station, swipe your copy card or enter the same eight-digit number from the copy card.

4. Select the desired print job and release it by clicking “Submit.”

5. Log out to end session.