Fordham Law School Library Information for Visiting Scholars

Welcome
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 Reference Desk (refdesk@law.fordham.edu or 212-636-6908).

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 in the Law Annex here at Lincoln Center. 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.

Hours
During the regular academic year the library is open seven days a week. For our hours, go to: http://lawlib1.lawnet.fordham.edu/libinfo/calendar.html

Library Services:

Access
Visiting Scholars have access only to the Fordham Law Library collections, including remote access to our electronic databases. We are unable to provide access to any other libraries in the area. Interlibrary loan privileges are not available for visiting scholars.

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. Books may be borrowed for 4 weeks. Visiting Scholars in residence for less than 90 days will 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 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 Michelle Penn (mpenn6@law.fordham.edu or 212-636-6751).
...find a book?
The best place to look for books on a topic is our catalog. Type your search terms into the search box on the law library homepage and look for books under the Catalog portion of the search results page. 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 Law Annex, this means it is part of a collection that is located in the main Fordham University building here at Lincoln Center. To retrieve a book from the Law Annex, talk to staff at the circulation desk. The library also has ebook subscriptions. For more information on how to access and use ebooks, please visit the reference desk.

...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 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 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 on our homepage under Databases. 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, found under Research, which will show you all the different ways we have access to a particular journal. You can also enter an article name into the search bar on the homepage. Results will appear under the Articles portion of the results page.

...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/databases/. 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, locate a source that I can’t find on my own, or answer some other question that was not addressed here?
ASK US! Come 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.