



# **FACULTY GUIDE TO LAW LIBRARY SERVICES**

The information provided here includes key contacts, services, and Law Library policies as they relate to the law faculty. This document and more detailed information are posted on the Law Library web site:  
<http://library.law.hawaii.edu>.  
If you have any questions about Library policies and services, get in touch with the Law Library Director, Vicki Szymczak,  
[vjs777&@hawaii.edu](mailto:vjs777&@hawaii.edu)

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## I. Law Library Hours, Staff and Services

A. **Law Library Hours** – The Law Library is open to law faculty and currently enrolled law students twenty-four hours a day, seven days a week through the use of an access card (see II.A. on page 5 below). General public access and service hours are posted below; however, they are subject to change during school breaks and holidays. Hours of operation are updated on the Law Library website: <http://library.law.hawaii.edu>.

Library is staffed from 8 am to 7 pm, Sunday through Thursday, and 8 am to 6 pm Friday and Saturday. Materials may be checked out and picked up during the hours we are staffed. The Library is open to the public by appointment. Please review our operating procedures on our website at <https://library.law.hawaii.edu/guidelinesandservices>

<b>Fall and Spring Semesters – Regular Hours</b>	
<b>Sunday – Thursday</b>	8:00 a.m. — 7:00 p.m.
<b>Friday – Saturday</b>	8:00 a.m. – 6:00 p.m.
<b>Winter and Summer Interim, Spring Break</b>	
<b>Monday – Friday</b>	8:00 a.m. — 6:00 p.m.
<b>Saturday and Sunday</b>	Closed
<b>State and Federal Holidays</b>	Closed

**B. Alphabetical Directory (by given name)**

Name	Title	Phone 808-95-	Email - @hawaii.edu
Brian Huffman	Electronic Services Librarian	X62599	brhuffma
Catherine Bye	Technical Services/Acquisitions Librarian	X65575	thomasca
Cory Lenz	Reference and Instructional Services Librarian	X63761	corylenz
Dan Blackaby	Reference and Instructional Services Librarian	X60478	blackaby
Ellen Rae Cachola	Evening Supervisor and Archive Manager	X62867	ellenrae
Cat Perez	Acquisitions Support Specialist	X65583	perezcat
Keiko Okuhara	Metadata Services Librarian	X69953	keikooku
Lynette Rudolfo	Public Services Manager	X65581	rudolfo
Storm Stoker	Technical Services Support Specialist	X65582	sstoker
Vicki Szymczak	Director	X65580	vjs777

## C. Services Directory

Service	Person to Contact	Phone 808-95-	Email - @hawaii.edu
Access Cards	Lynette	x65581	rudolfo
Archives	Ellen Rae	x62867	ellenrae
Borrow Something	Ellen Rae Lynette	x62867 x65581	ellenrae rudolfo
Building Issues	Vicki	x65580	vjs777
Buy a book, database, etc.	Catherine	x65575	thomasca
Course Reserves	Ellen Rae Lynette	x62867 x65581	ellenrae rudolfo
Database Access	Brian	x62599	brhuffma
Database Instruction	Brian	x62599	brhuffma
Fees (ie, lost book)	Lynette	x65581	rudolfo
Overdue notices	Lynette	x65581	rudolfo
Passwords	Brian	x62599	brhuffma
Renewals	Ellen Rae Lynette	x62867 x65581	ellenrae rudolfo
Research Instruction	Cory Dan	x63761 x60478	corylenz blackaby
Research Requests	Cory	x63761	corylenz
Library Room Reservations	Lynette	x65581	rudolfo
Scholastica	Brian	x62599	brhuffma
Scholarspace	Brian Ellen Rae	x62599 x62867	brhuffma ellenrae

## **II. Faculty Services**

### **A. 24 Hour Access**

All law faculty, staff, and currently enrolled students are entitled to receive a 24 hour access card to the Law Library building. When you leave the employ of the law school, you are obligated to return your access card. Failure to return your access card will generate a replacement fee. Contact Lynette Rudolfo to arrange an orientation session and complete an application for the access card.

### **B. Faculty Archives and Scholarspace**

A Faculty Scholarship Archive is maintained for each full-time faculty member with either a split or full appointment to the law faculty. For the purposes of the Archive, scholarship consists of published articles, book chapters, books and other materials that represent a serious academic study. The Law Library maintains an online bibliography of our holdings at <http://archives.law.hawaii.edu/exhibits/show/faculty-publications-archive>.

The Law Library tracks your authorship via alerts; however, it is helpful if you also advise us of your publication especially if you are publishing in other disciplines. To keep your individual collection current, please consider donating copies of your work to the Law Library as outlined below. If permitted, your scholarship will be posted to Scholarspace on behalf of the faculty author (see *Digital Copies* below).

*Print copies:* Law faculty should forward two copies of their scholarship to Catherine Bye. A physical copy will be placed in the faculty member's archive. A second copy will be placed in the general collection. If a donated copy is unavailable, the Law Library will purchase a copy for the collection.

*Digital copies:* The Law Library has negotiated copyright clearance for your law journal articles that appear on Hein Online. The Law Library uploads these articles to the University's institutional repository (Scholarspace). If an article is published by a commercial provider, the faculty member will need to clear copyright with that provider in order to repost the article. Ellen Rae or Brian will contact you to confirm copyright clearance.

### **C. Book, Journal or Database Recommendations**

Recommendations for Law Library purchases should be given to either Catherine Bye, Dan Blackaby, or Vicki Szymczak, or you may use the online "Library Purchase Request Form" on the Law Library web site under Services and Policies > Library Purchase Requests. The Library will purchase titles for the general collection that are appropriate to our Collection Development Policy.

Materials for your individual scholarship or other professional development, including individual articles or book chapters, should be purchased through your faculty research funds.

#### **D. Book Returns**

Law faculty can return their library books using the collection box in the faculty lounge. Materials are picked up Monday through Fridays, except on holidays when the law school is closed. You can also return books at any UH library or book return drop box on campus.

#### **E. Borrowing Materials**

Faculty members at the University can borrow materials from any library through PRIMO for a period of 180 days (except for reserve items which can be borrowed for two hours only unless permission is received from Lynette Rudolfo or Vicki Szymczak). Materials not available in the Law Library collection, UH Mānoa or any of the UH System libraries may be made via the ILL Request feature at <https://illiad.manoa.hawaii.edu/login>. *Please note that the Law Library cannot make intersystem or interlibrary loan requests on your behalf. This request must be completed by the account holder or the account holder's proxy.*

Faculty may authorize their student research assistants to charge out Law Library materials in their names. Please complete a **Proxy Borrower Registration Form**, available on the Library's web page under Research Resources > Quick Links > Related Links> Request Forms (<https://www.law.hawaii.edu/request-forms>). The form must be signed by the faculty member and the student, and submitted to the Law Library. *It is the responsibility of the faculty member to advise the Law Library when their students have fulfilled their RA responsibilities and should be removed from their proxy account.*

Borrowing dates can be extended by accessing your library account on Primo. For Law Library materials, you can also call Lynette or Ellen Rae to request an extension or go to the Law Library Circulation desk for assistance. The Law Library cannot extend loan periods for materials borrowed from other libraries. See Renewals below on page 12.

## **F. Course Reserve Items**

Law faculty can put Law Library material or their personal copies of publications on Course Reserve for a semester at a time. Materials from other libraries can be placed on course reserve with their permission. The Library will arrange permissions for law faculty. Course reserve requests should be submitted with the **Course Reserve Processing Form** located at the Law Library web site > Services and Policies > About Course Reserves

Please allow one week for materials to be processed. Law Library staff will list the materials online under “Reserves” on Primo.

Contact Lynette Rudolfo or Ellen Rae Cachola to arrange your course reserve materials.

## **G. Finding Library Materials on Campus**

Use PRIMO for access to print and digital library collections in the University Library system. A brief tutorial on how to use PRIMO is at <https://library.law.hawaii.edu/primo-tutorial>. A PRIMO cheat sheet is attached to the end of this Guide.

PRIMO: PRIMO searches the print and electronic databases to which the Law Library and other system libraries are subscribed. Some databases that require personalized user credentials, like Bloomberg, LexisNexis and Westlaw, cannot be searched on the PRIMO platform.

Unique databases can be searched individually for more targeted research projects.

## **H. E-Resources and Remote Access**

Your status at the Law School entitles you to access several databases specific to our Law Library (see <http://law.hawaii.libguides.com/databasesbyTopic> ) in addition to all the databases and journals provided through the Hamilton main campus library (see <http://micro189.lib3.hawaii.edu/ezproxy/index.php> ).

Brian Huffman can show you how to access, use and troubleshoot our e-resources.

Remote access through a proxy server is available for most e-resources and simply requires you to enter your UH user credentials. *Please use the links off the Law Library website to access IP authenticated databases.* When remote access is not permitted by the vendor, you can obtain a password from Brian Huffman.

*Wireless Pass Through:* For the convenience of database users who want to utilize the UH Wireless Network, you can setup a “passthrough” for the wireless network. Setting up a wireless pass through will allow the device to bypass the normal wireless login process and immediately access the wireless network (instead of having to re-enter your UH user credentials).

For instructions on how to set up your mobile devices yourself, see <http://www.hawaii.edu/askus/1037>

If you need help with this service, contact Brian Huffman.

### **I. Law Library Display of Faculty Publications**

The Law Library works with the Faculty Outreach Committee to display faculty publications in its display cases for programmed speakers upon request. Usually, the display is available for 30 days.

### **J. Law Library Room Reservations**

The Law Library allows limited use of rooms 115, 118, 119 and 120, the Law Library Lobby, and the elevated mezzanine area of the Law Library for educational use to meet with your students. Reservations are accepted throughout the year and may be made for up to two consecutive hours at a time. The room reservation form is available online from the Law Library web site > Study & Learn > Room Reservations, <https://law-hawaii.libguides.com/c.php?g=125480&p=1435952>.

Contact Lynette Rudolfo for more information about Law Library room reservations.

### **K. Teaching Support**

Dan Blackaby and Cory Lenz can conduct information literacy workshops for your courses upon request. Brian Huffman arranges and provides instructional sessions on the use of particular e-resources as part of our general outreach, and upon request. Librarian led sessions are especially valuable for courses where the student deliverables involve research (papers, presentations, etc.). Workshops will be tailored appropriately for the course.

*Research Guides and Bibliographies for Courses:* The Law Library will create Research Guides or Bibliographies for faculty and students related to course work upon request by faculty members. Research guides are compiled and written by library staff to assist library users in finding materials. Guides are written to answer common research questions at the Law Library and to provide research support for classes where research papers are written by students. Please see this example: <https://law-hawaii.libguides.com/business-law>. Other examples can be found on the Law Library web page under Quick Links > Research Guides.

Course bibliographies are more targeted to specific topics discussed in your courses. These reading materials can be uploaded to your Laulima course page or made available in the Law Library course reserves.

Please contact Vicki Szymczak if you would like a Bibliography or Research Guide produced for your course.

#### **L. Passwords**

Passwords for databases can be obtained from Brian Huffman.

#### **M. Reference and Research Assistance**

Faculty members working on special projects are encouraged to consult with Dan Blackaby and Cory Lenz for reference assistance. Examples of assistance include:

- training and working with faculty research assistants to help them formulate strategies for assignments and projects
- provide help and guidance in locating and using library resources effectively
- serving as a point of contact for research projects
- suggesting sources for further study and research
- preparing targeted literature reviews
- connecting faculty with information outside the library

The Law Library provides supervised Research Assistant services for faculty projects on a first come- first serve basis. Library Research Assistants are selected by the Law Librarians for their excellent research and writing abilities in a highly competitive process. The selected students complete an intensive training course with a Law Librarian who oversees their work. The Research Assistants can provide in-depth research on a specific issue. Before the final product is returned to the faculty member, their supervisor reviews and polishes their end product to ensure accuracy. (Please note that you will need to provide a specific research question to research and that neither the Research Assistants nor the Law Librarians can complete an analysis for you.) Contact Cory Lenz for project assistance.

#### **N. Research Assistants**

At the beginning of each semester, the Library holds an orientation for faculty research assistants. Reference Librarians will follow up with specialized training tailored to the faculty research project on which they are working.

#### **O. Routing Law Library Materials to Law Faculty**

Print journals can be routed to faculty members on request. To ask for journals to be routed to you, contact Catherine Bye or Storm Stoker.

## **P. Qualtrics Survey Software**

The Law Library has an account for Qualtrics that is available for faculty use. Contact Brian Huffman for information about the account and login credentials.

## **Q. Scholarship Support**

During the process of your research, you might find need of research assistance beyond that provided or in place of that provided by your Research Assistants. A pool of research assistants operating under the supervision of the Research and Instructional Services faculty undertakes limited research assignments to help faculty with their work. (see Reference and Research Assistance above). Brian Huffman maintains a guide with useful tips on promoting your work, identifying journals in related disciplines, etc. You may access the guide at the Law Library website > Services & Policies > Faculty Scholarship Support, or directly at <https://law-hawaii.libguides.com/facultyscholarshipsupport>. On the front page of this guide, you can tell us when your articles/books will be published, or go directly to <https://scholarship.law.hawaii.edu/index.php/faculty-highlight-submissions>

Remembering to let us know when you are published allows us to keep your scholarship archive up-to-date (see Archives section above for information on faculty archives).

### **III. Circulation Policies**

The Richardson School of Law Library complies with the State Attorney General's opinion on library record confidentiality and the American Library Association's Policy on [Confidentiality of Library Records](#)

#### **A. Law Library Accounts**

You can access your library account through the University of Hawai'i system known as PRIMO using your UH login credentials.

Access your library account to check the due dates of items you have borrowed, any fines owed, and the status of any books you have requested to see if they are available for pickup. You can also log into the system to place a hold or request for recall for items.

#### **B. Law Library Borrowing Privileges**

All faculty members may charge out circulating materials for 182 calendar days. Reserve Materials can be checked out for two hours only unless you receive permission from Lynette Rudolfo or Vicki Szymczak. Reserve materials include frequently used publications such as study aids (hornbooks, nutshells), treatises, Hawai'i administrative rules, course reserves, and past exams.

*Visiting scholars/practitioners:* Loan periods depend on the length of their stay here and on their status (faculty or student) at the University. Long-term visiting scholars/practitioners must be verified by the Law School administration and UH credentials will be issued by the UH ITS Office once the appropriate administrative work is on file. Short-term visiting scholars may not be issued UH credentials

#### **C. Borrowing from Other Libraries**

In addition to borrowing items and requesting copies of items from other UH system libraries, faculty can borrow materials from other libraries on the mainland or in other countries using the World Cat database.

Materials not available in the Law Library collection, UH Mānoa or any of the UH System libraries may be made via the Request feature at <https://illiad.manoa.hawaii.edu/login>. *Please note that the Law Library cannot make intersystem or interlibrary loan requests on your behalf. This request must be completed by the account holder or the account holder's proxy.*

## **D. Law Library Borrowing Policies & Procedures**

The Libraries of the University of Hawai'i System (UHS) have implemented uniform loan periods, fines and fees. A few exceptions exist to accommodate the specific needs of the Law School. All students, faculty and staff in the UHS may borrow only circulating materials from the Law Library. A complete copy of the Libraries of the University of Hawai'i System Circulation Policy, is available at <https://law-hawaii.libguides.com/c.php?g=125480&p=821748>

*Renewal:* You may bring the items to the Library to be renewed or renew online via the “Your Account” function in Hawai'i Voyager. Renewal terms depend on the kind of material, the collection from which the item was borrowed, and the borrower’s privileges. Items that are already overdue cannot be renewed without returning the item to the library. If you have been blocked from borrowing materials due to a delinquent fine, you will not be able to renew items until the fine is satisfied.

*Recall:* All borrowed items are subject to recall at any time by the library system for use by other patrons. Fines for overdue recalled books are \$0.50 per item per day, beginning on the new due date.

*Return of Library Materials:* A book drop is located near the Law Library main entrance. A basket is also provided in the faculty lounge for law faculty to return library books. Law Library staff checks the basket Monday through Fridays except during holidays when the school is closed. Library materials borrowed from any UHS library may be returned to the Law Library, except for Reserve and audiovisual items such as videocassettes, CDs and audiotapes which must be returned to the owning library. For example, audiovisual items borrowed from Sinclair Library must be returned to Sinclair Library to ensure that they are checked in promptly.

*Email Notices:* As a courtesy, the library system sends overdue notices by email. However, the borrower is responsible for knowing when books are due to be returned even if he or she does not get a courtesy reminder. You may easily forward your hawaii.edu account to another email address, eg. yahoo or gmail. To find out how to forward your hawaii.edu account emails, visit: <http://www.hawaii.edu/help/faq/emailfaq.html#forwarding>.

*Fines and Replacement Charges:* As of August 02, 2021, UH System Libraries eliminated overdue fines for most items. Each library within the system still maintains fines for certain materials (loanable technology, special collections, etc.). If you borrow an item from another system library, check with that library concerning their fine and replacement policies.

To facilitate the prompt return of Law Library materials, fines are assessed at the following rates:

Circulating Books      Designated 'Lost' at 40 days overdue. Patron is charged the full price of replacement plus processing costs (i.e., shipping)

Recalled Books          \$0.50 per day

Audiovisual Materials \$1.00 per day

Course Reserves        \$1.00 per hour or fraction thereof

Loanable Technology \$1.00 per day

Anyone owing \$10.00 or more in fines is blocked from borrowing library materials. Anyone blocked from borrowing at any UH System library will also be blocked at all other libraries, including the Law Library.

Debts that total \$25 or more that have been outstanding for 90 calendar days or longer will be referred to a collection agency for action. These actions must be settled directly with the collection agency.

If an item is returned in **damaged** condition, the same replacement charges will apply. Failure to pay financial obligations may result in one or all of the following: library borrowing privileges withheld, database and e-journal access is blocked, and accounts may be submitted to collection agency for further action.

*Payment:* Library fines and fees incurred at any UH System library may be paid at the Law Library between 10:00 a.m. – 4:00 p.m. Monday to Friday, at any UH System library or at the Business Office located on the first floor of Hamilton Library. Hamilton Library allows fines and fees to be paid via phone with a credit card (Visa or Mastercard) during regular business hours, by calling the Business Office at 956-7203. **The Law Library cannot mitigate any fines initiated from another system library.**

**PRIMO Cheat Sheet**  
**See the video tutorial at**  
**<https://library.law.hawaii.edu/primo-tutorial/>**

PRIMO is the University of Hawaii library discovery platform shared by all campus libraries and some state institutions in the state. PRIMO is also called One Search at some of the campus libraries. The discovery platform includes most analog and digital titles owned by the UH libraries. Not included in this search are the following popular databases: Bloomberg Law, EBSCO, Kanopy, Lexis+, Oxford databases, and Westlaw. You must search those in their native interface. Access those databases at <http://hawaii.law.library.edu> > Research Databases > A-Z List of Databases

**Access PRIMO** on the Law Library website at <http://library.law.hawaii.edu>.

**My Account:** Create a PRIMO account or sign into PRIMO to get the best results and manage your account. Go to the Law Library website and click on My Account on the top right of the interface. You can also sign in from your Advanced Search screen. Sign into your account to:

- View full search results (some databases only show results when you are signed into your account)
- Save your searches
- Renew books and videos Save results to your folders
- Set up search alerts

**Simple Search:** The Simple Search on the Law Library main page defaults to search the Law Library's analog and digital holdings. The Simple Search results will include electronic and print books, articles, databases\*, government documents, conference papers, dissertations, media items and more included in the Law Library collection.

**Advanced Search:** Use the Advanced Search option to take advantage of more inclusive search results that include the holdings of the other libraries sharing the system. The Advanced Search also has field searching (i.e., author or title) and filters for more precise results. Select one of these options:

- **Everything** includes print and electronic books, articles, databases\*, government documents, conference papers, dissertations, media items and more from the Law, Medical, and the central Manoa campus library.
- **All UH Libraries** includes items in the collections of all libraries in the UH System, excluding journal articles, databases, proceedings and newspaper articles.
- **Course Reserves** searches course reserves.
- **Institutional Repository** searches Scholarspace.

This chart illustrates what type of materials are included in these search slots used by Primo:

	<b>Law Library</b>	<b>Everything</b>	<b>All UH</b>
Print and electronic books	Included	Included	Included
Print journals	Included	Included	Included
E journals	Included	Included	Included
E articles	Included	Included	
Scholarspace		Included	Included
Databases	Included	Included	
Media	Included	Included	Included
Government Documents	Included	Included	Included
Music	Included	Included	Included

## My Passwords

Bloomberg:

Lexis+:

Oxford:

VitaLaw/Wolters Kluwer:

Westlaw:

Others: