



# Villanova Law Library at Charles Widger School of Law

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## Law Library Liaison Program

All faculty members are partnered with a librarian who serves as their liaison to the library's collections and services. Locate your assigned Liaison [here](#).

If your liaison is on vacation, please contact [reference@law.villanova.edu](mailto:reference@law.villanova.edu).

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## Introduction

Your [liaison](#) is here to facilitate a wide variety of library services. Summaries of liaison activities, including specific examples, are set forth below. When in doubt, please do reach out to your liaison with your request. If your liaison is personally unable to assist you, they will either connect you with others in the library who can, or they will work with you to identify the best path forward to meet your needs outside of the library.

## Library Resources

### Orientation

Liaisons are available to provide library orientation sessions for all new faculty and staff, including tours of our space and information sessions about library services and resources. They will also assist in creating new accounts and providing access to legal news sources.

### Book and Article Delivery

The Law Library will retrieve [books and other print materials](#) from the Law Library, check them out to you, and deliver them to your office. You may request books from your liaison or through this online [form](#).

The Law Library will also retrieve books from Falvey Library upon request and deliver them to your office. Law faculty have full borrowing privileges at Falvey and may use Falvey's Pick Up and Go service to request a book on their account and then ask their liaison to pick it up. Alternatively, faculty may set up a proxy so that their liaison, other library staff, or their RA may borrow books on their behalf. Please use [this form](#) or contact your liaison to set up a proxy.

### Sample scenarios:

- The faculty member has located a book in the library catalog that is of interest, but it is already checked out to another library patron. While observing confidentiality rules, the liaison can help by permanently recalling the material from the other borrower, or by asking the other borrower to temporarily return the item for a few weeks while it is used by the faculty member and then return it to the original borrower.
- The faculty member identified a citation to an article of interest, but is unable to locate a copy, or the only copy they've successfully identified is located behind a paywall and the faculty member is unable to access it. The liaison can help by obtaining the article from another source within or outside the Law Library.

### Purchase Requests

The Law library welcomes purchase recommendations for the collection from faculty members. Please contact your liaison with a purchase request. It is helpful to include information about

why you feel the item is a fit for the collection based on the law school's curriculum and programs, whether the item will be used for teaching or research, and approximately how many individuals will need to access the item at once. Unless requested otherwise, the Law Library prefers to purchase ebooks when available and affordable, in order to facilitate remote access from any location. Please note that the Law Library does not currently purchase textbooks / casebooks for the collection, with the exception of textbooks for all 1L and larger upper-level courses which are placed on Reserve for short-term use by students.

### **Interlibrary Loan**

If the Law Library does not already own the material a faculty member needs, and if the cost of purchasing the material for the collection is prohibitive, the Law Library will obtain the material from non-Villanova libraries through interlibrary loan. You may use this [form](#) to make or a request, contact your liaison, or contact [Michael Pratt](#), Scholarly Services Associate.

### **Scanning Services**

Scanning services are available to Villanova Law faculty and staff. Scanned items are delivered electronically in PDF format within two business days of the request. Please contact your liaison or submit your request directly to: [documents@law.villanova.edu](mailto:documents@law.villanova.edu).

Copyright limitations apply which we generally interpret to allow for scanning of only one article per issue, or one chapter per book, *or* 10% of a publication – whichever has fewer pages. Scans are provided for academic purposes, including private study or research. Permission of the copyright owner may be required for other use. It is the responsibility of the requestor to comply with all applicable copyright laws.

Please note that the Law Library is unable to provide archival quality scans and the Law Library reserves the right to decline to scan an item from our collection that is fragile or brittle.

### **Law Library Archives**

The [Law Library Print Archive](#) is a collection of 249 boxes of documents, photos, and artifacts and 264 linear feet of published books and videotapes that collectively document the history of the Law School from its founding through the present. Included are ephemera artifacts such as student awards, alumni souvenirs, brochures, activity T-shirts, DVD videos, blueprints and even construction hardhats. These materials are inventoried and stored in a secure location in the Law Library. Items are available to faculty and student organization advisors hosting law school events. Please contact your liaison or Hannah Fassbender, Access and Collection Associate, for assistance.

In addition, the Law Library hosts a [digital archive](#) of significant events, milestones, and publications from Villanova's law school since its founding in 1953. This collection includes the full run of student-run newspaper *The Docket*, yearbooks, photographs, commencement programs, and more.

Finally, the Law Library's [Digital Repository](#) contains the full text of our law school journals, copies of faculty scholarship and law school event recordings.

### **Law School Event Recordings**

The Law Library's Digital Repository [Events page](#) contains some recordings of events held at Villanova Law. These materials are secure and highly discoverable by internet search engines. We are interested in adding to these materials. Please contact your liaison or [Jason Happ](#), Head of Digital Initiatives, if you are interested in having a recording of your event stored in our Repository and made available for public viewing.

## **Research Support**

### **Research Consultations for Faculty**

Not sure where to start your research or what resources are available to you? Your liaison is available to provide a research consultation for you in person, by phone, or by videoconference.

### **Short Research Projects**

Your liaison can assist with completing research projects that are specific in scope and too short to warrant hiring and/or training an RA. The samples set forth below are only meant to provide an idea of the kinds of projects liaisons receive; the possibilities are endless. When in doubt, reach out!

#### **Sample scenarios**

- The faculty member asked their liaison to review a firm blog post and find similar practitioner level articles about that topic in the United States so that he could provide examples to their class.
- The faculty member asked their liaison to find a transcript or recording of a trial court ruling from another state.
- The faculty member asked their liaison to identify and provide copies of legislative history documents for the professor to review and analyze.
- The faculty member asked their liaison for a copy of the Academy of Motion Picture Arts and Sciences Code of Conduct (located in a court filing, not on their website).
- The faculty member asked their liaison to set up an alert for new filings in federal dockets.
- The faculty member asked their liaison to track down a statistical resource that offers past reports from a stock exchange on corporate governance compliance for top 100 companies.
- The faculty member requested reliable and reputable statistics on how many individuals (not companies) own stock in the United States.

- The faculty member's RA Bluebooked their article but some of the citations to government materials didn't look quite right. The faculty member asked the liaison to meet with the RA and point them to some resources for properly formatting the items in question.
- The faculty member asked the liaison for a reliable and reputable source that lists how many aircraft carriers are currently in China's fleet.
- The faculty member asked the liaison to support a law school committee's work by conducting some research on behalf of the committee.

### **Projects best suited for a faculty member's personal Research Assistant(s)**

- Bluebooking an entire article
- Generating perma.cc links for each online link in faculty member's cv (the law library has a workflow that they can provide to the RA)
- Conducting a broad, loosely structured research project designed to provide the faculty member with an overview of an area of law
- Conducting comprehensive/exhaustive initial research on a topic that may become the focus of future scholarship
- Providing a summary of each article on a topic, i.e. a literature review
- Source checking

Finally, we ask that faculty members do not ask liaisons to join large research projects involving their RAs. Although the liaison can train the RA and serve as an ongoing resource to help with questions, the in-depth research should be conducted by the RA to streamline the project and provide the best learning experience.

### **Research Assistants – Training and Support**

Between the end of the spring semester and the beginning of the summer, [John Cannan](#), Faculty Scholarship Librarian, conducts formal training for all Research Assistants. Please refer your RA(s) to John when you have made your hiring selections. In addition, your liaison is available to work with your RA(s) during the summer and throughout the school year. Their services include, but are not limited to:

- Training faculty RAs to conduct research in their faculty member's specific area of focus
- Providing advice and resources for managing the results of their research
- Assisting when questions or struggles arise
- Assisting with creating specific search queries and alerts
- Providing general ongoing support as needed

### **Law Library Research Assistant Pool**

The Law Library additionally provides a pool of Law Library Research Assistants to conduct short-term research projects for faculty. Short-term research projects are those requiring no more than 8 – 10 hours to complete. The Law Library RA pool is managed by [John Cannan](#) and is

designed to assist librarians in meeting the full volume of faculty research requests. The pool also enables the library to accept research requests which may arise spontaneously, after the deadline to hire a personal RA has passed. The library coordinates the research, but the RA reports directly to the faculty member.

In the past, faculty projects assigned to Law Library RAs have included basic legal research and data collection, cite checking, and source location. The faculty member does not need to determine whether the project is best suited to the liaison or a Law Library RA. The faculty member may simply contact their liaison and the liaison will coordinate the process from there.

Please note that while we try to make the Law Library RA Pool available to as many faculty members as possible, faculty members should keep in mind that the students' availability fluctuates and depends on the time of the semester (few students are available during breaks or finals). In addition, a faculty member's second or third Law Library RA request will be assigned a lower priority than a faculty member's first request in the same semester.

Research requests that exceed 8-10 hours will be approved by John Cannan in light of other requests that are pending. Although this happens rarely, it helps to provide a projected time range with your request, bearing in mind that faculty members often underestimate the number of hours required for a student to complete research. In addition, a projected timeframe helps address situations in which a professor assigns additional ongoing work to a Law Library RA directly without first consulting with the library.

### **Database Trainings and Demos**

Liaisons are available to provide trainings and demonstrations of our [catalog](#), [Law databases](#), and [Falvey databases](#) on an as-needed, ad hoc basis.

### **Current Awareness**

Liaisons are available to help faculty members stay abreast in their areas of interest by creating current awareness alerts in specific subject areas through a variety of services. Liaisons are also actively watching for publications that they believe will be of interest to their assigned faculty members and will recommend those materials to faculty members upon discovery.

## **Scholarship Support**

**Liaisons are available to support faculty members in their scholarship as follows.**

- Provide resources to assist in making decisions about where to submit, publish, and promote scholarship
- Assist with maintaining author profiles and scholarship in SSRN, Google Scholar, and HeinOnline.
- Assist with creating and populating an ORCID

- Assist with entering provided data into Activity Insight (recent publications are pulled from Activity Insight and automatically posted the faculty member's law school website bio)

#### **Sample scenarios**

- The faculty member requested a directory or list of law schools abroad that publish law journals.
- The faculty member requested a current list of the top 100 journals and asked for a way to pinpoint those that focus on corporate law.
- The faculty member asked the liaison to identify similar books in other jurisdictions for a new book project, then had their RA take a deeper dive into tables of contents, etc.

## Teaching Support

**Liaisons are available to support faculty members in their teaching as follows.**

- Conduct guest lectures in courses with paper requirements to introduce students to subject-specific resources
- Meet individually with students to provide research consultations on course assignments (please note that the liaison cannot research each student's topic in full).
- Create custom [electronic research guides](#) or handouts for the faculty member's course that recommend and describe resources related to class assignments
- Place print course materials on Library Reserve
- Create direct links from Blackboard and other platforms to documents located in online databases
- Assist in identifying course readings
- Provide guidance on requesting textbook exam copies from publishers in print or electronic format
- Obtain copyright permissions for materials in course packets for iPrint purchase & distribution
- Offer in-class streaming of recent PA Appellate Oral Arguments from the PA Commonwealth, Superior, and Supreme Courts

#### **Sample scenarios**

- The faculty member asked the liaison to conduct preliminary searches for course syllabi on a particular subject from other law schools and then coordinate with an RA to provide a comprehensive list of law schools and additional detailed information on a spreadsheet.
- The faculty member asked the liaison to review US News rankings and generate a list of top 50 topic-specific law school programs. The faculty member's RA then cross-referenced skills courses from the other school's course catalogs.

- The faculty member asked the liaison to assist with generating a list of drafting resources for a specific writing assignment.
- The faculty member asked the liaison to create and deliver a 1.5 hour class presentation on how to conduct a specific type of research, and to provide an accompanying sample research exercise for students to complete.
- A faculty member provided the liaison with a resource list they handed out to students a few years ago but many of the links are no longer working or were located behind paywalls. The liaison assisted with locating new, functioning links to post to Blackboard.

*We look forward to working with you!*

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