TIPS FOR SOURCE GATHERING AND CITE CHECKING

Finding Books/Print Materials

1. Check the Law Library Catalog(s)
2. Check the University Library Catalog
3. If the item is not owned on campus, or is checked out, you can submit an interlibrary loan (ILL) request.

Requesting Books/Print Materials

**Law Library:** click “Request” button in the catalog record to have the book delivered to your article carrel, or to request a scan of a chapter that we can deliver to you by email. You will login using your article account (i.e., MLR Smith).

**University Libraries:** Find the item in U-M Library Search and click “Get This” to request it. Note: the Law Library is not a pick up point; the closest delivery/pick up point is the Hatcher library. You will need to login using your Journal Proxy Account; ask your editors for more information about how to use the Proxy account.

**Interlibrary Loan:** We can only get something for you via Interlibrary Loan if it is not owned on campus or it is checked out. You can request items by logging into the ILL system using your article account (i.e., MLR Smith). Please provide as much information about the item as possible; you can search for the item in Worldcat to get more information about it.

*Important Note:* Always use your journal accounts when requesting materials for your journal work instead of your personal library accounts; this will help you avoid hold credits or fines on your personal accounts!

Finding Electronic Articles and Resources

Many excellent resources are available on the E-Resources tab of the Journals page on the Law Library website ([http://libguides.law.umich.edu/journal-services](http://libguides.law.umich.edu/journal-services)).
**Library Accounts**

**Law Library**: each article has its own carrel in the Law Library, its own Law Library Account, and its own Interlibrary Loan account; these are set up by a lead editor so ask them if you don’t know the login and password.

- You can use the “Request it” button in the Law Library’s catalog to have Law Library books delivered to the carrel, or to ask us to scan a chapter and deliver it by email
- Books in reference collection or Closed Reserve (and others) cannot be checked out to carrels; email lawlibrequest@umich.edu to request a scan
- If something you want to request is already checked out, it would be worth checking with your managing editor to see if any carrels for your article already have that book so you’re not recalling it from yourself (both law library and UM libraries).

**University Libraries**: to get books from other libraries on campus, one of your lead editors will set up Journal Proxy Accounts at the Hatcher Library’s North Circulation Desk. Check with them before requesting items to be sure

- Each Journal, not each article, can get a proxy account and borrowing card to check items out from other libraries on campus. Talk to editors for more info
  - Please see the Journal part of the Law Library’s webpage for more information or contact Jessica
- Once the Journal Proxy Account is set up, you can use “MGetThis” to request items and have them delivered to a library for pickup
  - The Law Library is not a delivery point; the closest delivery/pickup point is Hatcher

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**URLs**

Law Library Catalogs:

- Classic Catalog: [http://umil.iii.com](http://umil.iii.com)
- Catalog: [http://catalogumil.iii.com](http://catalogumil.iii.com)

University Library catalog (U-M Library Search):

- [https://search.lib.umich.edu/everything](https://search.lib.umich.edu/everything)

WorldCat:


Law Library ILL:

- [https://umichlaw.illiad.oclc.org/illiad/logon.html](https://umichlaw.illiad.oclc.org/illiad/logon.html)