

W&M Wolf Law Library Interlibrary Loan & Rare Book Policies for Cite-Checkers

October 3, 2011

Introduction

The Wolf Law Library is committed to helping students with journal work -- both when you write notes and cite check others' works. With so many commercial and free online sources, today's authors rely primarily on online sources in their research. Cite-checkers must do the same, especially when we, like other law libraries, have cancelled many print sources in favor of online versions.

A cite-checker validates -- and when necessary, corrects -- what an author wrote. You can do this with a reliable digital source that has the same content as what the author cited. As a general matter, therefore, we will not obtain through interlibrary loan (ILL) the print versions of sources that are available online.

Information We Need

We cannot process ILL requests for materials that lack a specific and accurate citation, and we can process requests more quickly and accurately if we have (1) complete and accurate information, (2) the Article being cite-checked, and (3) the Source List for the article. Therefore:

- 1) Before placing an ILL request, see a reference librarian if you need help getting or verifying a citation.
- 2) Give our ILL department an electronic version of the article and the source list

We understand that sometimes you do need a complete book to do the cite check, but we can get selected pages more quickly and inexpensively than entire books. You must complete the ILL/Document Delivery Form and provide details of the needed materials as follows:

- 1) For Books: (a) author, (b) title, (c) publisher, (d) publication date, and (e) pages and/or sections needed: those cited by the author of the article being cite-checked.
- 2) For Articles: (a) author, (b) article title, (c) journal title, (d) volume, (e) publication date, (f) first page of article, and (g) pages needed: those cited by the author of the article being cite-checked.

Limitations on ILL Requests

- 1) We will not process ILL requests for materials that are available on the Internet in .pdf or another fixed format. If you are unable to print or save the electronic version, you should take a screenshot or note the URL address.
- 2) We will not process ILL requests for materials that are available in print or microform at the Williamsburg Regional Library, the National Center for State Courts, or in any W&M library other than Richard Bland College Library or the VIMS library. You must retrieve these materials yourself.
- 3) We will not process ILL requests for the following types of materials if they are available online *in any format*, unless the online format lacks graphical materials necessary to complete the cite check:

- a) Newspapers, magazines or any periodical other than academic journals;
- b) Treatises, books, or other secondary sources -- including academic journals -- that are available both in print and online from the publisher. For example, a print treatise published by Lexis (or Lexis' "Matthew-Bender" imprint) that also is available on Lexis;
- c) Primary source materials that are available on the website of the issuing entity or publisher. For example, a state code published by in print by West that is available on Westlaw, or a federal agency decision that is on the agency's website.

If the online materials listed above lack the information needed to conform to Bluebook rules for citing print sources, cite the materials according to Bluebook rules for citing online sources.

4) Cite checks will be limited to sources that the author cites directly. Do not cite check what are often called "internal" citations. For example, if the author quotes Source A, and Source A cites Sources B and C within the quote, you should validate that the quote from Source A is accurate. You should *not* check the accuracy of the citations to Sources B and C.

Example: Frederick Schauer, *Judicial Supremacy and the Modest Constitution*, 92 Cal. L. Rev. 1045, 1054-55 (2004) --

Both state and federal courts, primarily on the authority of *Cohen v. California* [fn. 36], *Police Department of Chicago v. Mosley* [fn. 37], and *Brandenburg v. Ohio* [fn. 38], held that such attempts to protect the citizenry from viewpoint-based harm constituted fundamental violations of the First Amendment.

The cite-checker should validate that the Schauer quote is correct. Do *not* check the citations to the Cohen, Mosley, or Brandenburg cases in footnotes 36-38.

Use of Rare Books and Special Collections

Our rare books and special collections are kept in secured areas. Most of our rare book and special collection titles also are available in .pdf on Hein Online or Google Books. To avoid unnecessary wear and tear, we do not make our books available to cite checkers if they are available as facsimile reprints or in fixed format online. If you need to use our rare books or special collections, first see a librarian to confirm that the materials are not available in other formats.

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