** Sarita Kenedy East Law Library**

# Faculty Guide to Databases

# Updated by Wilhelmina Randtke, July 2013.

**On Arrival: Research Accounts Checklist**

* **Get your LexisNexis, Westlaw, and Bloomberg Law accounts.**

You need an individual registration code to activate Westlaw and LexisNexis accounts. To get registration codes, contact Electronic Services Librarian, Wilhelmina Randtke, at wrandtke@stmarytx.edu . Alternatively, you may contact Cataloging Librarian, Lee Unterborn, at lunterborn@stmarytx.edu . Register promptly. Codes will expire after about a month.

To register for Bloomberg Law, go to www.bloomberglaw.com/activate , and register using your St. Mary's email address (ends in @stmarytx.edu or @mail.stmarytx.edu ). You do not need an activation code; leave this blank. Register as faculty. In about two days your account should be approved and Bloomberg should send a confirmation email.

* **Get an off-campus login for the law library's online databases.**

Most other databases use an account with the law library. From on-campus, we connect you automatically. From off-campus, a single login that will work for most databases.

To set you up, we need some information from you. Pull out your St. Mary's ID. Look for the part labeled "ID #" and copy down the number starting with a capital "S". Send this number to Electronic Services Librarian, Wilhelmina Randtke, at wrandtke@stmarytx.edu with a short note saying you want access to the law library's online databases. Within one business day, you should receive a confirmation and be able to access all databases from home or on the road.

A bonus of registering this login, is that the law library will put additional registration codes online, and you can use your password to get to these codes. For example, you can use your St. Mary's login to view the install code online for ProDoc document drafting software.

* **Survey the landscape.**

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| Your one-stop shop for legal research resources is the law library's "Electronic Legal Resources" page.  To get here:  Go to http://lawlib.stmarytx.edu/databases.html  or  From any law library page, click "Electronic Resources" in the menu on the right of the screen  All the legal research databases are displayed here, and if you registered your St. Mary's ID number with the law library, you should have access to everything you see, including the password protected registration codes.  To ensure you have a working link to a database, always click the links from this page. |  |

* **Register for Current Awareness tools.**

The law library also provides some tools to help you keep up with publishing trends and current developments in your field. For example, the Smart CILP service will send you law review tables of contents to track new publications by topic area. Check the Faculty Services portion of the website ( http://lawlib.stmarytx.edu/facultyservices.html ) for more information on these.

Before you get too busy with the semester, schedule to meet with Faculty Services Librarian, Brian Detweiler (bdetweiler@stmarytx.edu ) so that he can go over available library services and resources to meet your research needs.