

# **NYC Law Department Library**

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Social Media Investigations and Collections

**David DelGiorno**

Social Media Investigations and Collections

**Location and Hours:**

100 Church Street, 6<sup>th</sup> Floor

**Reference Desk**

**Hours:** 10:00 a.m. – 5:00 p.m. Monday through Friday

**Phone:** (212) 356-2001

**Email:** [library@law.nyc.gov](mailto:library@law.nyc.gov) and [library2@law.nyc.gov](mailto:library2@law.nyc.gov)

The Library collection and work spaces are open during non-business hours to all Law Dept. employees who have security access to the 6<sup>th</sup> floor.

Feel free to use our print resources and work tables any time; but please **sign out** any materials before you remove them from the Library.

## **SELECTED LIBRARY RESOURCES:**

- **Electronic databases.**
  - **Lexis Advance** at <https://advance.lexis.com/>
    - Please contact **library@law.nyc.gov** for Lexis ID, password, and training options.
    - Note: the Library has a flat-rate (unlimited use) contract with Lexis. Most the materials you will need for everyday work – all State, Federal and City resources – are available on our plan. However, under a separate Lexis account - restricted to Librarian use because of cost - there are Legal and Business News and other files.
    - **If you do not see a resource under our flat-rate plan, please ask a Librarian to search other Lexis options.**
  - **Westlaw.** Please contact **library@law.nyc.gov**; **we will run searches for you.**
  - **New York Law Institute:** Please contact **library@law.nyc.gov**; **we will run searches for you.**
    - **Note:** our membership with NYLI includes online access to State and Federal historical material from HeinOnline, LLMC-Digital, and Pro Quest Congressional.
- **Filesite.**
  - Cases & Points: appellate records & briefs for most Law Dept. cases after 2002 (check for selected cases 1996-2001) – in Briefbank.
  - State and Local legislative history (“Bill Jackets”): scanned portion of Library’s bill jacket print collection – in Briefbank.
- **Print Collection.**
  - City, State and Federal resources including case law, statutes, and administrative rules, a large Reserve collection of subject-specific treatises and practice materials, and rare historical volumes, such as 19<sup>th</sup> century Corporation Counsel opinions (some hand-written) and early Law Dept. annual reports.
  - Cases & Points: appellate records & briefs for most Law Dept. cases after 2002 (check for selected cases 1996-2001) – in Briefbank.

## **A SAMPLING OF LIBRARY SERVICES**

(Most Frequently Requested)

- **Legislative Histories.** We can obtain “bill jackets” on State and City laws. The Library has an extensive collection of New York State Governor’s Bill Jackets and City Legislative history files in print. Several hundred of these items have been scanned into Filesite (in Briefbank).
  - State bill jackets from 1995 forward are posted on the NY State Archives site: <http://iarchives.nysed.gov/PubImageWeb/listCollections.jsp?id=68007>
  - If we do not have the bill jacket, we can order it from New York Legislative Service.
- **Records & Briefs.**
  - City Cases: the Law Department’s own appellate records and briefs (“Cases & Points”) are organized as follows. Please ask a Librarian for more information:
    - 19<sup>th</sup> century to 1996: in print copy/ hardbound. Please consult case index at end of hallway outside Library. Volumes 7045 to 8145 are shelved on the 6<sup>th</sup> floor; earlier volumes are in storage (ask Librarian).
    - 1996-2002/2003: in print copy/plastic bound. Shelved alphabetically on 6<sup>th</sup> floor.
    - 2002/2003 to current: in Filesite.
  - Other Appellate Cases:
    - Briefs (but not records) for some recent cases are available on Lexis and Westlaw (for WL ask Librarian);
    - New York Law Institute (ask Librarian). Note that when a record is large, we usually obtain copy of the table of contents so that you can select only what you need in full text (e.g. testimony from a particular expert witness).
- **Background Searches on Individuals and Businesses.** For trial, if you need background information on a party or witness, the Librarians have access to CLEAR with nation-wide information on:
  - Criminal history;
  - Assets (real property and motor vehicle, boat and aircraft registrations);
  - Bankruptcy filings and judgments / liens;
  - Business listings; professional license listings;
  - State and federal court filings, etc.

- **Inter-Library Loan.** If you need a resource that is not in the Library's collection or included in our online resources, we can obtain the material from another library (with some restrictions on Reference and other non-circulating material).
  - The Law Dept. Library has arrangements with New York Law Institute, New York County Lawyers Association, New York Law School and other local schools for short-term loans or - for selected pages or chapters - photocopying of material from their collections.
  - The Library is also a member of Metropolitan New York Library Council ("METRO"); a consortium of legal, medical, university, museum and many other research institutions. We can borrow material from any of these libraries.
  
- **Expert Help with Lexis Searching.** If you need assistance locating the best sources on Lexis, have trouble formulating a search on a complex issue, or cannot find a statute section, etc., please contact [library@law.nyc.gov](mailto:library@law.nyc.gov). The Librarians have over 10-30 years' experience in legal and other areas of research, including work in private law firms, corporations, and law schools.
  
- **Other Online and Print Resource Help.** We can also point you to free Internet resources such as government, court, academic and other public sites where you can find the most up-to-date opinions, rulings, reports, and legislative developments. We can compile a list of available print titles and online files on a specific subject (e.g. "what does the Library have on contracts?"), or direct you to already compiled bibliographies.

## **LIBRARY POLICIES**

Library materials, especially print items, are very expensive. For example, our most - used statute and case reporter titles cost between \$300 - \$400 per volume. To control costs, we ask for your cooperation in sharing materials and helping us keep track of borrowed items:

### **Borrowing Books from the Library.**

- **Sign out all items** by filling out a circulation card (located in pocket inside book). If you are borrowing materials after business hours, please place the card in the yellow holder on the Reference Desk. **If you cannot find a card and a Librarian is not available, please send an e-mail to [library@law.nyc.gov](mailto:library@law.nyc.gov) with your name, contact numbers, and the title of the book.**
- **If you loan the book to another person** you remain responsible for it, unless you have that person sign out the book in his or her name, or you contact the Reference Desk so that we can change the sign-out information.
- **Return items promptly.** Most titles should be returned within a month; heavily used materials - such as McKinney's Statutes, U.S. Code Annotated, and any items from Reserve – should be returned **within one week**. Digest volumes and other reference materials should not be removed from the Library.

Please respect the needs of all members of the Law Dept.; find the material, copy it, and return/re-shelve.

**Inter-Library Loan.** When we borrow material for you from another library, we will notify you by phone or e-mail when the item arrives. We will then set up a reminder on your calendar for a day or so before the book is due to be returned; please get the book back to us by that date so that we can avoid overdue fines, and remain in good standing with the lender library.

**Requesting a Library Purchase.** All requests must be reviewed by your Division Chief or Deputy Chief and then approved by the Library Director. The Library will not pay for any items purchased without this authorization.

**Library Access.** The Library handles research requests from the Law Department, other City Agencies, the Mayor's Office and the City Council. We are not open to the public. However, we occasionally allow scholars, librarians and other researchers to use materials on-site. Access to the Library by non-Law Dept. staff must be arranged by request to a Librarian.