

Orientation – What to cover if you have 30 minutes:

- Introduce the library staff. Explain what librarians do. Emphasize that we're here to help. Research is collaborative. The library is a 'safe' place and what happens here will stay here. No question is stupid. Librarians will help you discover the invisible resources.
- Talk about how to interview supervisor for research (Just Ask)
- Show the library section of portal/intranet, encourage close inspection and point out one or two valuable, low-cost resources, e.g. West KM, Heinonline, etc.
- Mention practices guides as a starting point for research.
- California Specific Resources – Key Resources
- Always Keycite / Shepardize [Mention California Depublishing issue]
- Mention again, librarians are here to help

Orientation – What to cover if you have 1 hour:

- Introduce the library staff. Explain what librarians do. Emphasize that we're here to help. Research is collaborative. The library is a 'safe' place and what happens here will stay here. No question is stupid. Librarians will help you discover the invisible resources.
- Talk about how to interview supervisor for research (Just Ask)
- Review online resources:
 - Portal / Intranet
 - What is client billable – what is 'free'
 - Case pull features
- Fee-Based resources: Westlaw, Lexis
 - Handouts for pricing
 - Contract issues / Firm issues
 - Write down search before going online
 - Use the 800 numbers.
 - Always Keycite / Shepardize [Mention California Depublishing issue]
- Print vs. Online resources
 - Discuss strengths and weakness of both
 - Navigation aids in print and online
- Demonstrate Library Catalog
- Quick tour and overview of California and Federal key resources. Follow with a handout.
 - California Materials (Rutter, Witkin, CEB, etc.)

Tips:

Minimize lecture in favor of interactive exercises.

Develop takeaway handouts, checklists, and research guides.