The faculty of the University of Pennsylvania Carey Law School are renowned scholars, examining critical contemporary and historical issues in the law, employing cutting-edge methods of inquiry, furthering the advancement of interdisciplinary scholarship, and ultimately contribute meaningful and diverse ideas and thought to matters public discourse.

Working directly and in partnership with Law School faculty, the Biddle Law Library offers a full range of services to support all stages of scholarly research and publication. The library also provides curricular and instructional support to the Law School’s faculty and directly provides access to a wide array of publications and materials to assist with the myriad responsibilities and interests of Law School faculty. Liaison librarians are assigned to each member of the standing faculty.
**Quick Contacts / Major Categories of Faculty Services**

**General Contacts / Common Aliases**

- **Reference**
  askbiddle@law.upenn.edu  
  215-898-7853  
  (Ref Desk staffed M-F 10:00 a.m. – 4:00 p.m.)
- **Circulation**
  lawcirc@law.upenn.edu  
  215-898-9012
- **Faculty Document Delivery**
  fdd@law.upenn.edu  
  215-898-7478
- **Biddle Archives**
  Biddlearchives@law.upenn.edu
- **Interlibrary Loan**
  lawgroup-bllill@law.upenn.edu
- **Faculty Publications**
  Facpubs@law.upenn.edu
- **Faculty Document Delivery**
  fdd@law.upenn.edu  
  215-898-7478
- **Biddle Archives**
  Biddlearchives@law.upenn.edu

**Faculty Research & Reference Services**

Librarian liaisons fulfill a variety of faculty research requests, ranging from those requiring a quick answer, a bibliography of research-related materials, to a more extensive examination of issues and available resources.

- **Timothy C. Von Dulm**
  Associate Director for Research  
  tvondulm@law.upenn.edu  
  215-898-0844
- **Andrew Lang**
  Head of Reference  
  andlang@law.upenn.edu  
  215-573-8842

**Faculty Document Delivery**

The library obtains books, articles, and other materials for faculty research and delivers these requests in print or electronically, according to availability and preference. The courier service includes office drop-off and pickup. Requested materials available via the University of Pennsylvania are typically delivered within 24 hours. Materials stored off-site or that need to be obtained via Interlibrary Loan take longer.

- **Lori Rowland**
  Assistant Director for Access Services  
  lorirowl@law.upenn.edu  
  215-746-1755
- **Annmarie Geist**
  Library Specialist for Faculty Document Delivery  
  Fdd@law.upenn.edu  
  215-898-7478

**Faculty Publication Support**

Faculty publication support services include article proofreading, footnote completion, and citation formatting. If interested, please submit your manuscript as soon as possible as there is often a queue for this service.

- **Timothy C. Von Dulm**
  Associate Director for Research  
  tvondulm@law.upenn.edu  
  215-898-0844
- **Evan Silverstein**
  Library Specialist  
  esi@law.upenn.edu  
  215-746-3739

**Faculty Purchases** *(Monographs, Textbook Review, Online Subscriptions)*

The library purchases materials for the collection based on faculty recommendations and assists in obtaining personal materials using faculty research account funds. Examination copies of textbooks being considered for courses may also be obtained.

- **Jeffrey Grillo**
  Associate Director for Resource Management & Access Services  
  jgrillo@law.upenn.edu  
  215-898-7690

**Course Reserves / Canvas Scanning & Posting**

The library maintains a closed course reserves collection to ensure that students have access to required course materials. Faculty can also request electronic reserves for their Canvas course site, providing students easy access to e-books, electronic articles, and other digital materials. Materials for the first two weeks of class (add/drop period) are also scanned and made readily available to students.

- **Lori Rowland**
  Assistant Director for Access Services  
  lorirowl@law.upenn.edu  
  215-746-1755
Research Instruction & RA Training

Library liaisons identify course reading materials, create online research guides tailored to a course, and provide instruction on specialized topics and research tools. They also provide individualized research consultations for upper-level students enrolled in seminar courses. Librarians also provide research faculty RA training on the library’s services and collections and offer individualized guidance on recommended resources and research strategies.

**Genevieve Tung**  
Associate Director for Educational Programs  
gtung@law.upenn.edu  
215-898-4169

Submit Working Papers and Published Works

The library posts all faculty working papers and articles to the Penn Carey Law Legal Scholarship Repository, SSRN, and other digital archives.

**Ben Carlson**  
Associate Director for Scholarly Data & Innovation  
Facpubs@law.upenn.edu  
bencar@law.upenn.edu

Law Journal Submissions (Scholastica)

The library manages the Law School’s institutional Scholastica account and can get your account set up for you to submit.

**Ben Carlson**  
Associate Director for Scholarly Data & Innovation  
bencar@law.upenn.edu

Westlaw, Lexis and Other Law Databases Passwords and Training

The library's digital collection includes several e-book packages, news sites, and databases, including Bloomberg Law, Lexis Plus, and Westlaw. Passwords, access and training to these and other electronic resources are readily available.

**Nancy Bellafante**  
E-Resources & Engagement Librarian  
nancybe@law.upenn.edu  
215-898-0230

Biddle Library Summer Research Fellows

During the summer, Biddle employs research fellows to provide additional support with short-term research projects, under the supervision of Biddle librarians. Biddle Librarians are also happy to train any RAs you have employed during the Summer as well.

**Timothy C. Von Dulm**  
Associate Director for Research  
tvondulum@law.upenn.edu  
215-898-0844

Archives

The Archives of Biddle Law Library preserves, promotes, and provides access to the the papers and records of two major legal organizations: The American Law Institute (ALI), and the National Bankruptcy Archives. The archives also houses select institutional records, rare books, oral histories, and a number of archival collections from the University of Pennsylvania Carey Law School.

**Sarah Oswald**  
Head of Archives & Special Collections  
Biddlearchives@law.upenn.edu  
soswald@law.upenn.edu  
215-898-5011
The Law Faculty Document Delivery Service retrieves and delivers books, articles, primary law sources, and other publications from the Law Library, other campus libraries, licensed or free online sources, and through Interlibrary Loan. Specialized materials (e.g. dockets, clearly identified reports, etc.) are also available via this service. FDD is a courier service, including office drop-off and pickup. Materials owned and accessible via Penn libraries are typically provided to faculty within 1 business day after the request is made (substantial lists of requested items will take longer to complete). ILL requests also take longer than 1 business day to complete, but faculty will be informed when an ILL request is necessary to obtain material and will be provided with an approximate timeline of delivery.

To Request Material

Email (HIGHLY PREFERRED): fdd@law.upenn.edu. Alternatively, Law faculty are welcome to email their assigned library liaison directly to request this material.

Hours of Operation

Monday – Friday: 9:00 a.m. – 5:00 p.m.
Saturday: 10:00 a.m. – 3 p.m. (not available during summer session)
Sunday: Closed

FDD is closed for all University approved holidays that otherwise fall on typical hours of operation.

Who Is Eligible to Use the FDD Service?

- Penn Law standing and clinical law faculty
- Law school deans and administrators
- Fellows of Penn Law Centers/Institutes
- Visiting and adjunct law faculty during the semesters they are teaching at the Law School
  » Please note: FDD service for visiting/adjunct law faculty is only available for materials directly related to the law course they are teaching that semester.

Student research assistants are not eligible to use the FDD service nor are they permitted to request materials on behalf of professors they are working with.

If FDD Borrows a Book on My Behalf, Who Receives the Renewal, Recall, Overdue or Other Notices?

All renewal, recall and overdue notices are sent directly to you via email. If you would like to renew or return a book based on a library notice, it is your responsibility to notify FDD about the notice and what you would like to do. FDD is happy to renew items (when possible) and/or return overdue / recalled items on your behalf. It is critical that you honor all due dates and recall notices to avoid suspension of your borrowing privileges.

How Do I Return Books That I Requested via FDD?

Simply email your assigned library liaison or email fdd@law.upenn.edu and indicate what library books you would like returned and where you will leave them in your office for pickup. A member of the FDD staff will pick-up and return your items to the appropriate library on your behalf.

Does FDD Handle Rush Requests?

FDD strives to provide all materials available via Penn libraries to the requestor within 1 business day after the request is made. However, if materials are needed immediately, rush requests can be made. In such situations, it is oftentimes beneficial to contact your assigned library liaison in addition to FDD to assist with the request. While FDD and the library endeavor to meet such requests, it is not always possible to do so. FDD will notify you if they cannot meet your accelerated timeframe.
Faculty Research Support

The Biddle Law Library offers a full range of faculty services to support all stages of scholarly research. Experienced and knowledgeable liaison librarians are assigned to and work closely with each member of the standing faculty to provide research services tailored to fit differing needs. Complex research requests are welcomed and routinely handled. If you need any assistance to facilitate your scholarship, please contact your assigned library liaison – we can’t say YES to your request until you ask.

Current Awareness Services

Biddle liaisons will be happy to work with you to set up a variety of current awareness services. Commonly used services include:

SMARTCILP: A customized version of the Current Index to Legal Periodicals (CILP), which indexes and provides tables of contents for over 650 law reviews and legal journals. SmartCILP provides weekly e-mail delivery focusing on the subjects and journals you select; it also includes full tables of contents for the journals you select.

WESTLAW, LEXIS & LAW360: Library Liaisons can assist you in setting up research and current awareness alerts on Lexis, Westlaw, and Law360 (via Lexis).

SOCIAL SCIENCES RESEARCH NETWORK (SSRN): SSRN provides web and e-mail access to abstracts and working papers in licensed subject areas. Your Library liaison will be happy to help you to subscribe to any of the SSRN networks and journals.

TABLE OF CONTENTS ALERTS FROM OTHER DISCIPLINES: Your library liaison will be happy to investigate and help set up any TOCS alerts available from other disciplines relevant to your research.

Research and Bibliographies

Biddle liaison librarians are experienced with conducting challenging research requests from a variety of academic disciplines. Assistance is provided for both shorter (e.g. literature reviews / bibliographies) and longer-term (e.g. 50 state surveys, legislative histories) research projects. Your liaison will work directly with you to provide you with the research you need in the time you need it. Please be aware, however, that Biddle liaisons serve multiple faculty members so there may be times when they are not immediately available to assist. In such situations, please contact Tim Von Dulm (tvondulm@law.upenn.edu) and he will work with you to develop a mutually agreeable solution.

Purchasing

The library may purchase materials for the collection based on faculty recommendations and assists in obtaining personal materials using faculty research account funds. Purchase requests / suggestions can be made either to your assigned liaison or directly to Jeff Grillo (jgrillo@law.upenn.edu)

Research Assistant Training

Liaison Librarians provide faculty RA training on the library’s services and collections and offer individualized guidance on recommended resources and research strategies.

Biddle Library Summer Research Fellows

During the summer (i.e. late May to end of July), Biddle employs several research fellows to provide additional support with short-term research projects (i.e. those able to be completed by a single fellow in under 40-60 hours) under the supervision of Biddle librarians. Projects are assigned generally assigned on first-come, first-served basis. Data collection/entry/coding/review/analysis projects or any project that requires extensive contact with agencies, organizations, etc. are not suitable for this service. Moreover, projects that that are primarily administrative with little research value are also discouraged since we are looking to provide students with substantive experiences that they can confidently discuss during their on-campus interviews. If interested and you have a suitable project, please contact Tim Von Dulm (tvondulm@law.upenn.edu).
**Publication Services & Intellectual Life**

Biddle staff and librarians are here to provide support throughout the publication process. For assistance with any of the following topics that do not provide a more specific email address, please contact us at **facpubs@law.upenn.edu**.

**Manuscript Review / Citation Work**

Biddle Law Library employs a full-time library specialist devoted to providing article proofreading, footnote completion (within reasonable limits), and citation formatting (e.g. Bluebook, Chicago, MLA, Publisher House Style, etc.) prior to manuscript submission. Due to the popularity of this service, there is often a queue, particularly during peak submission seasons. Requests are completed on a first-come, first-served basis. Please submit any requests directly to Tim Von Dulm (**tvondulm@law.upenn.edu**), and he will let you know within 1 business day your place in the queue, and your estimated start and completion dates for the project.

**SSRN**

We will work with you to generate descriptive metadata and keywords to enhance the reach and discoverability of your paper, submit the paper to appropriate SSRN e-Journals for distribution, and include your paper in one of Penn Carey Law’s working paper series.

**Publication Support & Consultation**

Librarians can assist you with publication questions and provide guidance during the publication process. Reach out to us about issues with Scholastica, questions about submitting to journals, and advice for crafting a title, abstract, and keywords.

**Institutional Repository**

Our Institutional Repository (**https://scholarship.law.upenn.edu/**) collects, preserves, and publicizes the intellectual life of the Law School. Please reach out to us to let us know about your newly-published works, including shorter essays, op-eds, podcast appearances, recorded conference talks, and anything else that we can preserve and make accessible.

**Faculty Profiles**

Biddle is happy to assist you in the creation and upkeep of faculty profiles, including the Penn Carey Law Website, Hein Online author pages, and ORCID profiles. Send us updates about new publications, presentations, and professional accomplishments.

**Faculty Papers**

The Biddle Archives and Special Collections Department collects selectively in the area of faculty papers while also striving to document the diversity of faculty members’ backgrounds, perspectives, and research interests. We are particularly interested in the materials which document an individual’s career at Penn Law, including teaching, research, and service internal to the institution and as an agent for the institution. Please contact **biddlearchives@law.upenn.edu** for more information.
Research Instruction for Seminars and Clinics

Your liaison librarian will be happy to provide in-class research instruction / strategies for seminars and clinical law programs to assist law students with writing seminar papers or performing specialized legal research. Liaison librarians will also be happy to provide individualized research consultations for upper-level students enrolled in seminar courses. If you are interested in having a liaison librarian come to your course to provide a research session, please request the session at least 2–3 weeks before the date of the you would like the librarian to present the demonstration to enable to the liaison librarian to prepare an appropriate lesson that meets your needs.

Course Reserves

Biddle Law Library will automatically place required materials for your course (that are listed on your syllabus / marked as required by the Registrar) on reserve for your course(s) each semester. Faculty can also request additional electronic reserves for their Canvas course site, providing students easy access to e-books, electronic articles, and other digital materials. Requests may be directed to Lori Rowland, Assistant Director for Access Services (lorirowl@law.upenn.edu).

Course Support Scanning

Biddle Law Library scans the first 2 weeks of your course materials each semester (add/drop period) and uploads these materials to your Canvas page. You will receive a notice from Biddle before the semester starts (typically 2-4 weeks prior) to forward either your syllabus or the required reading materials to blscan@law.upenn.edu. Please be aware that Biddle is only capable of scanning the first two weeks of materials for courses.
BIDDLE LIBRARIANS

Administration

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Access Services and Faculty Document Delivery

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