



Finding Information on Paralegal Studies

If you need assistance at any point in your research, please contact a reference librarian at nhtireference@ccsnh.edu or by phone at 603-271-7186.

To find books, CDs, and DVDs in the library

The **Library Catalog** can be accessed via the library's homepage:
www.nhti.edu/library

> **Click on the On-Line Catalog button**

(The catalog can also be accessed directly at:
www.library.ccsnh.edu)

Search tips: Search for books in the library catalog (see also General Research Guide). Start with a keyword or subject search. Select Concord as your location. When you find an interesting book, look at the subject headings in the record.

By selecting any one of those links, you can refine your search to include all books with that particular subject heading. Be sure to write down shelf location and call number to locate the book.

Examples of keywords: Paralegal, Legal Assistant, Federal Law, Criminal Law, Civil Law

Library	Shelf Location	Call Number	Item Status
Concord	General Collection	KF320.L4 C87 2009	Available

Browsing: You can also browse the shelves at the library. The books in the library are organized by the Library of Congress Classification system, which uses letters and numbers as a code for a subject. This code is referred to as the call number. The following LC classes will be helpful to you: **K – for law, KF320 – for paralegal studies, HV for criminology**

Select **NEW BOOKS** available in our collection:

Business Law Today: The Essentials by Miller KF889 .M527 2011
Contracts: The Essential Business Desk Reference by Stim KF801.Z9 S75 2010
The Law of Life and Death by Foley KF3827.D4 F65 2011
Legal Writing: Process, Analysis, and Organization by Edwards KF250 .E38 2010
Principles of Legal Research by Olson KF240 .O378 2009

Select **REFERENCE BOOKS** available in our collection:

The Bluebook: A Uniform System of Citation REF KF245 .B58 2005
The Martindale-Hubbell Law Directory REF KF190 .H813 1999
New Hampshire Constitution REF KFN1601 1784 .A2956 2009-2010
New Hampshire Revised Statutes Annotated REF KFN1230 .A2 2009
New Hampshire Rules of Court: Federal REF KFN1729 .A197 2009
New Hampshire Rules of Court: State REF KFN1729 .A198 2009
The U.S. Legal System ed. by Hall REF KF387 .U15 200

Please Note: NHTI has a reciprocal agreement with the **University of New Hampshire School of Law** in Concord, so you are welcome to use their library and can borrow materials using your NHTI Student ID. Please visit their website at: library.law.unh.edu or call (603) 513-5130 for library hours and more information.

Select DVDs and CDs available in our collection:

Business Law Superpack DVD KF888 .C877 2008

A Conversation on the Constitution: Judicial Independence DVD KF4550.C66 C66 2006

Key Constitutional Concepts: A Conversation DVD KF4749 C667 K49 2006

Order in the Court DVD KF922.Z9 O72 2002

Trial by Jury DVD KF8972 .T75 1999

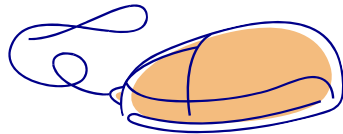
Magazines and Journals

The following print magazines and journals are available in the library but cannot be checked out. Articles may be scanned at the BookScan Station and emailed or saved to a USB drive. A coin operated photocopier is also available. A list of all the magazines is can be accessed from the library's homepage. Select Union List of Periodicals.

- *The Annotator*
- *National Paralegal Reporter*
- *New Hampshire Bar Journal*
- *New Hampshire Town and City*
- *Paralegal Today*
- *School Law Newsletter*

Electronic Resources

Off-campus access to electronic resources is restricted to members of the NHTI community. Use these instructions to access electronic resources off-campus.



Logging in to Electronic Resources Off-Campus:

Students:

If your email address is **jdjoe123@students.ccsnh.edu** then your username is **jdjoe123**

Faculty and Staff:

If your email address is **jdjoe@ccsnh.edu** then your username is **jdjoe**

In both cases your password is your email password.

eReference

Credo Reference is a multidisciplinary reference collection including directories, encyclopedias, fact or reference books and full-text books.

Sample titles:

- *Collins Dictionary of Law, 2006*
- *Dictionary of Law, 2007*
- *Great American Court Cases, 1999*

Gale Virtual Reference is a multidisciplinary database of directories, encyclopedias, fact or reference books; full-text periodicals/journals; full text newspaper and other news sources; full-text ebooks and historical collections in digital format. (Password- conc90075)

Sample title:

- *West's Encyclopedia of American Law, 2004*

eBooks

eBooks on EBSCOhost® is an online collection of ebooks. Search by topic or title and view the full text of digital books. Create notes, download to portable devices, save, cite and email options available.

Sample titles:

- *Legal Research Via the Internet* by Brown, 2001
- *Legally Speaking: Contemporary American Culture and Law* by Porsdam, 1999

EBRARY is an online e-book database listed on the Library's Database Page. The ebrary collection contains thousands of books that can be accessed off campus 24/7.

Sample titles:

- *Opportunities in Paralegal Careers* by Fins, 2005
- *Law and Judicial Duty* by Hamburger, 2008

Article Databases

The NHTI Library subscribes to comprehensive article databases: **EBSCOHost**, **JSTOR** and **ProQuest**. All are accessible via the library homepage. The lists below are just a selection of the many titles available in these Databases. If you are looking for a particular title check the publications list in each database. **All databases may be searched by topic keywords.**

EBSCOHost Provides online access to articles, e-books, and reference books. Create your personal MyEBSCOhost account to save and organize your research with folders, save preferences, save and retrieve search history.

Sample titles:

- *American Bar Association Journal*
- *American Journal of Law & Medicine*
- *Law & Social Inquiry*

JSTOR Contains more than a thousand academic journals and over 1 million images, letters, and other primary sources. Main focus is arts and humanities. Register a MyJSTOR account in order to save, email and export citations.

Sample titles:

- *Columbia Law Review*
- *Duke Law Journal*
- *Harvard Law Review*
- *Stanford Law Review*

PROQUEST Access journal, magazine, and newspaper articles. Also contains e-books. Primary subject focus is news, science, and business. The My Research feature lets you save documents you find useful and view details from your searches during your ProQuest session. You can then print a bibliography and email or export several documents at once.

Sample titles:

- *Antitrust*
- *Law and Human Behavior*
- *Public Contract Law Journal*

eResource

Lexis Academic www.nhti.edu/library/libtools.html

Database located on the NHTI Library Databases page. Use the database to access legal cases, Supreme Court briefs, and federal and state statutes, codes, and regulations.

Internet Resources

FindLaw Constitutional Law Center www.findlaw.com

A FREE legal Web site, providing a comprehensive set of resources on the Internet for legal professionals, corporate counsel, law students and consumers. Resources include Web search utilities, cases and codes, legal news and an online career center.

Law Library of Congress www.loc.gov/law/

Provides access to current legal topics, news, and more than 100 legal blogs. Offers links to THOMAS, congressional hearings and lawmaking, and the Global Legal Monitor.

New Hampshire Revised Statutes Annotated www.nh.gov/government/laws.html

Provides access to state statutes, code of administration rules, NH court rules, Supreme Court slip opinions, pending legislation, and the New Hampshire State Constitution.

New Hampshire Judicial Branch www.courts.state.nh.us/index.htm

Resources for lawyers, paralegals, jurors, and residents. Provides access to webcasts of the NH Supreme Court and recent news.

NOLO Press Self Help Law Center www.nolo.com

Legal publisher offers this site, which features articles explaining legal issues to lay persons and an online legal encyclopedia covering all aspects of law.

Associations

- NFPA – National Federation of Paralegal Associations www.paralegals.org
- National Association of Legal Assistants (NALA) www.nala.org
- American Alliance of Paralegals, Inc. www.aapipara.org
- Association of Legal Administrators www.alanet.org/home.html
- Paralegal Association of New Hampshire (PANH) <http://www.panh.org/>

Online Career Resources

Career Library features Industry Career Guides, Career Profiles, Job Application and Interview Advice. Career Library can be accessed through the Databases page.

Learning Express Access is through the NHTI Library Databases page. Online tutorials in all NHTI skill-areas. Includes assessment, skill-building, and test preparation. Learning Express provides professional hand scoring of writing and provides targeted direction for further study. Offers test preparation for GED, AP, SAT, ACT, GRE, GMAT, MCAT, TOEFL, ASVAB, civil service, and a full range of professional licensing exams. Available 24/7 from anywhere. Free registration required for access.