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CLIC USER GUIDE

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CLIC: COMMUNITY LEGAL INFORMATION CENTER

WHO:

CLIC is financed by an annual grant from the Vermont Department of Libraries and operated by Vermont Law School (VLS) librarians and staff.

WHAT:

CLIC is here to serve your legal research needs.

WHEN:

CLIC is open 7 days per week, unless otherwise noted. Find the up-to-date hours, including when a reference librarian is available, on the VLS library webpage.

WHERE:

CLIC is located in the Julien & Virginia Cornell Library on the Vermont Law School campus in South Royalton, Vt.



Community Legal Information Center
VERMONT LAW SCHOOL

WHAT DOES CLIC OFFER?

As a member of the public, you have off-site, online access to limited legal reference services via our website, which includes links to our collection of Libguides.

You can also send an email to reference@vermontlaw.edu or call the ASK A LAW LIBRARIAN LINE at 802-831-1313 and leave a message for a reference librarian who will respond when available.

The remainder of our offerings are walk-in services.

During an on-site visit to CLIC, you have access to:

- Legal Research Databases
- Vermont Legal Materials
- Legal Self-Help Books
- Academic Research Databases
- Environmental Databases
- The VLS library's general collection
- Computer, Printer, Scanner, Photocopier, Fax Machine

**LET'S BREAK IT DOWN.
BUT IN A QUIET, LIBRARY WAY...**

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LIBRARY USE POLICY

The Julien and Virginia Cornell Law Library is a law library primarily serving the research and educational needs of Vermont Law School students, faculty and staff.

The library provides access to selected databases and resources for the public through its Community Legal Information Center (CLIC), but please be advised that librarians reserve the right to restrict access to certain areas of the library for non-VLS users during exam periods, times of increased library demand by the VLS community, and for other reasons as required.

All library users must comply with the library code of conduct.

In addition, all library users must adhere to VLS library and campus policies and standards of professional conduct. Failure to do so will result in denied access to the library and campus.

Authorized service animals only – otherwise no animals allowed.

LEGAL RESEARCH DATABASES

The legal research databases offered include *Westlaw* and *Lexis Advance*, which are online subscription legal research databases used by lawyers and legal professionals.

These databases contain legal documents and discussions about the documents, such as court decisions, statutes, regulations, encyclopedias, treatises, and dictionaries.

Other general legal databases available:

- Columbia International Affairs Online (CIAO)
- Criminal Justice Collection (Gale)
- HeinOnline Law Journal Library and other Databases
- LegalTrac (Gale)
- Proquest Congressional

To search these databases visit
<http://libguides.vermontlaw.edu/public>

**ACCESS ALL THE LEGAL RESEARCH
DATABASES FROM A CLIC COMPUTER**

SUPPLEMENT YOUR LEGAL RESEARCH

Non-legal research databases provide access to peer-reviewed full-text scholarly content, text books, journals, news magazines, newspapers, and periodical articles.

ACADEMIC & ENVIRONMENTAL RESEARCH DATABASES

Academic (non-legal) databases available:

- Academic OneFile (Gale)
- Ebook Central
- Expanded Academic ASAP (Gale)
- General OneFile (Gale)
- Health and Wellness Resource Center (Gale)
- JSTOR
- Opposing Viewpoints Resource Center (Gale)
- Oxford Dictionaries
- Statistical Abstract of the U.S.
- Agricultural Collection (Gale)
- ClimateWire
- EnergyWire
- Environment Complete
- Environmental Law Reporter
- Environmental Studies & Policy Collection (Gale)
- Greenwire
- Science in Context (Gale)

To search these databases visit
<http://libguides.vermontlaw.edu/public>

THE VLS LIBRARY COLLECTION

The library's collection is searchable via JULIEN, the online library catalog. You may search for and request access to a book during your visit, but it will not be available to check-out or borrow. You are welcome to scan a few pages, though!

To begin your JULIEN search visit <http://libguides.vermontlaw.edu/julien>

Additionally, the library is also a selective depository as part of the Federal Depository Library Program (FDLP).

VERMONT LEGAL MATERIALS

There are a lot of free Vermont legal materials online.

A select number of these legal documents are listed in a Vermont Law Research Guide, which can be accessed at <http://libguides.vermontlaw.edu/vermontlawguide>

For additional Vermont legal materials, access Westlaw and/or Lexis and the legal research databases described on Page 2.

For public records not found on Westlaw and/or Lexis, or for non-published materials, contact the entity where the documents were generated, such as a court or agency.

AND REMEMBER...

It is often helpful to look for discussion pieces about the law (often called secondary sources) such as books or articles, to identify important documents or how the law works for a particular topic.

LEGAL SELF-HELP BOOKS

CLIC has a collection of legal self-help books of various topics and editions, located on bookshelves in the CLIC rooms. If you would like to see what legal self-help titles are available before your visit, you can search JULIEN using an advanced keyword search and choose the location "Community Legal Information Corner."

Advanced Keyword Search

Please be aware that when conducting a keyword search, JULIEN will retrieve resources with the keyword(s) appearing anywhere in the field you select.

Enter Search Terms

Any Field: ▾	<input type="text"/>	And ▾	
Any Field: ▾	<input type="text"/>	And ▾	
Any Field: ▾	<input type="text"/>	And ▾	
Any Field: ▾	<input type="text"/>	And ▾	

Limit search to available items

Add Limits (Optional)

Location: Community Legal Information Corner

Periodicals
Microfiche Collection
Seminar Rare Book Room
Chase Center Basement

Material: ANY

Type: PRINTED MATL

EBOOK
COMPACT DISK
MAP

Language: ANY

English
French
German
Italian

Year: After

and Before

Publisher:

Search and Sort: sorted by relevance ▾

Search Tips

Adjacency Multiple words are searched together as one phrase.
Example : "world health organization" Note: you must use quotation marks around the phrase.

Wildcards Words may be right-hand truncated using an asterisk (*) in place of other characters. The * wildcard may also be embedded in a search string. You may use ? to replace a single character anywhere within a word.
Examples : environment* polic*, wom?n

Boolean Operators Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words.
Example : stocks and bonds
Example : (alaska or canada) and (adventure and not vacation)

Field limits A field limit causes the system to search only the specified field for the specified word(s).

Grouping Keyword search results are usually grouped by relevance to bring the most likely titles to the top of the list. Each group represents a similar level of relevance and results are sorted within the group by date or title. To get an ungrouped result set, use boolean operators to form a complex query.

To begin your search visit <http://julien.vermontlaw.edu/search/X>

COMPUTERS, PRINTERS, SCANNER, PHOTOCOPIER, FAX MACHINE

There are two CLIC computers available for public use on a first-come first-served basis. Each computer is connected to a printer; you also have the option to print a document directly from a USB drive. There is no cost to print, scan, photocopy, or fax.

NOTARY PUBLIC

There is sometimes a notary public on staff in the library. While not a guaranteed service, this is a free service when available.

LEGAL RESEARCH ASSISTANCE

If a reference librarian is on staff during your visit, they will be delighted to assist you in getting started with your legal research. Ask at the information desk.

If unavailable, you have the option to send an email to reference@vermontlaw.edu or call the ASK A LAW LIBRARIAN LINE at 802-831-1313 and leave a message for a reference librarian who will respond when available.

Reference hours are Monday-Friday, 8:30am to 5:00pm.

LOOKING FOR LEGAL ADVICE?

Law librarians are unable to provide legal advice, but they may be able to provide information on potential sources of help.

Potential sources of help are organized in a flowchart format, located in a binder on the CLIC bookshelf, and online at <https://libguides.vermontlaw.edu/clic/legalresources>

Civil Legal Resources in Vermont: Home

This guide is for Vermont residents who are seeking assistance with civil legal issues.

- [Home](#)
- [Addison](#)
- [Bennington](#)
- [Caledonia](#)
- [Chittenden](#)
- [Essex](#)
- [Franklin](#)
- [Grand Isle](#)
- [Lamoille](#)
- [Orange](#)
- [Orleans](#)
- [Rutland](#)
- [Washington](#)
- [Windham](#)
- [Windsor](#)

Looking for Civil Legal Assistance in Vermont?

There are many civil legal resources available for Vermonters.

For self-help, the Community Legal Information Center (CLIC) offers free [walk-in](#) legal reference services.

But sometimes, we need to talk to an attorney.

This collection of flowcharts is meant to help you navigate your options for civil legal aid based on the county where you reside.

If you prefer not to use the flowchart, scroll to the bottom of the page to see the resources in a list format.

To begin, select your county from the tabs above.

Please note: Every attempt is made to keep this information up-to-date, but of course, things change!

If you have a suggestion, comment, or concern, please send a message to the CLIC Coordinator at ktibbott@vermontlaw.edu. Thank you.