NEW Library Training Videos Are Now Available!

The library’s research services team has created two short training videos that you may be interested in viewing prior to attending HOLLIS training. They can be viewed on YouTube.

1. **Searching the Law Library Catalog (with Jennifer Allison):**
   [https://www.youtube.com/watch?v=0H7IRAqV1](https://www.youtube.com/watch?v=0H7IRAqV1)

2. **Searching for e-Resources (with Meg Kribble):**
   [https://www.youtube.com/watch?v=JIB_HQE3jnk](https://www.youtube.com/watch?v=JIB_HQE3jnk)

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**WELCOME!**

This short training session provides a brief introduction to these law library resources:

- The law library website (including its “Research,” “For Students,” and “Ask a Librarian” page):
  [https://hls.harvard.edu/library/](https://hls.harvard.edu/library/)

- The Find a Database Page:
  [https://hls.harvard.edu/library/research/find-a-database/](https://hls.harvard.edu/library/research/find-a-database/)

- The Harvard Library’s online catalog, HOLLIS:
  [https://hollis.harvard.edu/](https://hollis.harvard.edu/)
LAW LIBRARY WEBSITE

The Law Library website is the best place to go for information about the law library and legal research. We’ll take a brief look at four resources during this session: Research, For Students, Ask a Librarian, and the HOLLIS catalog.
The Research section of the law library website provides links to the resources you need to find an article, a book, and a database. In this part of the training, we will look a bit more closely at the Find a Database page.
The **For Students** page has all the information that students need to learn about library services and policies, computers and printing, research assistance, and more.
ASK A LIBRARIAN

The law library website’s Ask a Librarian page provides contact information for the library’s research librarians. This page also lists the library’s opening hours and our library training calendar, where you can sign up for training classes.

The law library’s research librarians are happy to help you. We are available by phone, text, or email. You can also meet with us in person, either to get an answer to a quick reference question, or to have a more in-depth personal research consultation meeting.
HOLLIS LIBRARY CATALOG

The HOLLIS library catalog is available at https://hollis.harvard.edu. There are also several links to it throughout the law library’s website, including the homepage, the For Research page, and the Ask a Librarian page.

HOLLIS is what you use to find books, journals, and other materials in the collections of all of the libraries at Harvard. It has a simple search box at the top of the screen, as well as an advanced search option.

**Important:**
Before you start using HOLLIS, make sure that you sign in with your HarvardKey credentials. If you do not do this, you cannot use all of HOLLIS’s functions for finding and accessing materials. To do this, click the Sign In link in the upper right corner.
By default, a HOLLIS search results list includes “everything” (books, book chapters, articles, dissertations, manuscripts, etc.) from all Harvard libraries.

The items are ordered by relevance in accordance with HOLLIS’s relevancy ranking algorithm. To change the sort of the search results list, use the Sort by drop-down menu.

You can limit (filter) the search results list using the options on the right side of the search results screen. Filtering options include date, resource type, location, subject, author, language, form/genre, and more.
Each item in the search results list has its own item record screen.

The item record screen displays the following information about the item, in this order as you scroll down:

1. The title and author of the item.
2. Options to link to, send, or export the item record.
3. Details about the item.
4. Information about where the item is located, and how to get it.
5. Shelf view, which shows the relative location of the item if all of the items in the entire Harvard Library system were organized by subject.
Important:
You will only see options for how to get the item if you are signed into HOLLIS with your HarvardKey credentials.

The item used in this example is a book that is stored at the Harvard Library offsite storage facility. As long as you are signed in, you can request that this book be sent to the law library for you to check out. To do this, click the Request Pick Up link in the item record.

The delivery time for materials from offsite storage is generally one business day.

You may also see an option for Scan & Deliver. This is a free service through which you can request that a portion of a book (like a chapter) or print journal (like an article) be scanned and sent to you as a PDF. Fulfillment of a Scan & Deliver request takes approximately four business days.
In the final example, the item is a journal article. Its item record looks slightly different than that for a book.

The item record for an article includes one or more links to the article in an online database to which the Harvard libraries subscribe. Click the link to view the article.

The item record also includes suggestions for related articles to view, listed on the right-hand side of the item record screen.

**Tip:**
When it comes to HOLLIS, the more you practice, the easier it will become for you to use! Spend some time trying some searches on your own. If you get stuck, there is an online help guide for HOLLIS at [https://guides.library.harvard.edu/hollishelp](https://guides.library.harvard.edu/hollishelp), which includes a Frequently Asked Questions (FAQ) document at [https://guides.library.harvard.edu/hollishelp/faq](https://guides.library.harvard.edu/hollishelp/faq). You can also contact the law library’s research librarians with questions by emailing research@law.harvard.edu.