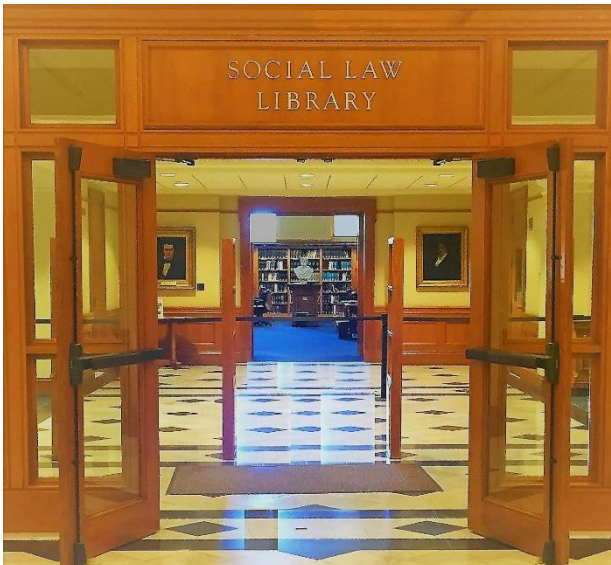


MEMBERSHIP GUIDE

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Welcome

Welcome to the Social Law Library! Established in 1803, we are one of the oldest legal research libraries in the Commonwealth of Massachusetts. Our collection has over half a million volumes of books, microfiche, as well as online databases and eBooks, and covers state, federal and international law. The Library also provides research assistance, continuing legal education, on-site trainings, technology support and so much more.

About

The Library & Research Services Department is happy to help you locate books in the collection, use microfiche, retrieve court documents, and answer any other questions you may have. Call (617) 226-1500 or email frontdesk@sociallaw.com

The Reference Department can help answer your legal research questions, point you in the direction of a specific resource, assist with locating forms and other materials. They can be reached via phone (617) 226-1520 or email reference@sociallaw.com.



Our Reference Attorneys

Main Library Phone Number: (617) 226-1500

Membership: (617) 226-1530
Email: membership@sociallaw.com

Document Delivery: (617) 226-1510
Email: docdel@sociallaw.com

Circulation: (617) 226-1500
Email: circulation@sociallaw.com

Accounting: (617) 226-1560
Email: accounting@sociallaw.com

Reference: (617) 226-1520
Email: reference@sociallaw.com

Technology Services: (617) 226-1570
Email: technology@sociallaw.com

Using the Library

Borrowing books Members with Circulation Privileges can check books out for a period of one week, with the option to renew up to three times, for a total checkout period of 28 days. Overdue notices are sent out daily for items that have not been returned or renewed on time. A fine of \$1.10 per business day will be incurred for the first five days an item is overdue, after that a fine of \$2.25 will be incurred. For more information about borrowers' liability, overdue fines and circulation notices visit <http://www.sociallaw.com/research/borrowing>

Printing and photocopying are available in the library at a cost of \$0.25 per page. To avoid charges members are encouraged to bring their own memory stick or email the documents to their email account.

The **Scanning Station** with its self-serve easy-to-use interface is available to members of the Library for free. Members can scan to USB, Email, Dropbox & Google Drive! Staff assistance is available. Copyright law applies.



Events at the Library

CLE and cultural programs The Library offers an array of educational and cultural programs throughout the year. Members may receive a discount on registration as well as CLE credit when applicable. Contact Michael Saporito at msaporito@sociallaw.com or (617) 226-1343 for more information.

Networking Events give our members an opportunity to engage with the rest of the legal community.

For a full list of events visit <http://sociallaw.com/education/upcoming-events>.



Our Resources

Our collection is built for the practicing attorney with a special focus on Massachusetts law. Some of the highlights include:

MCLE forms and treatises – The Library has 2 copies of every current MCLE title, as well as all of their forms on discs that members can borrow.

eBooks – The LexisNexis Digital Library has over 3,000 volumes of materials covering everything from the basics of estate planning in Massachusetts to more sophisticated tax issues and international law disputes. Included are the several popular Matthew Bender titles.

Massachusetts primary law – The Library keeps current and historical copies of the *Massachusetts General Laws Annotated*, Acts & Resolves, Code of Massachusetts Regulations, Massachusetts Register, SJC and Appeals Court transcripts and briefs, and other primary documents.

50 state collection – In addition to Massachusetts the Library also has CLE materials, jury instructions, annotated laws and secondary resources for all of the New England States, California, New York, Delaware and Florida, as well as selected materials for all 50 U.S. states.

Foreign materials – This collection includes resources on the practice of law in countries like China, Brazil and France, as well as international treatises and similar topics.

Legal journals and newspapers – Including *Massachusetts Lawyers Weekly*, *Boston Bar Journal*, American Bar Association publications and hundreds of other titles covering real estate practice, tax law, estates and trusts, corporate practice and similar practice areas.

Research Guides – Covering a variety of practice areas and subject specific topics, our Research Guides are an easy “cheat sheet” to help you get started. Guides are compiled by our Research Attorneys and include resources available both in the library, online and from other sources. <http://www.sociallaw.com/research/research-guides>

Explore our online catalog at
<http://sociallaw.com/catalog>

Our Services

Available in the Library, from your office, wherever you are.

Legal Alerts This service delivers the table of contents from the most recent issue of legal journals and newspapers such as *Harvard Business Review*, *Journal of Health & Life Sciences Law*, *Mealey's Litigation Reports* and *Boston Bar Journal*.

Legal Tracking Reference staff can set up an alert service that lets you know where a particular piece of law is in the legislative process. You will receive notification every time a change is made, if there is floor discussion or a report filed, as well as confirmation that the bill has been signed by the Governor. To learn more about these and many other services please contact Jessica Jones at jjones@sociallaw.com or (617) 226-1520.

Massachusetts Register and CMR This bi-weekly notification delivers the front matter, notices of public review, emergency regulations and other administrative orders the day the Register is issued. Members can also access the current Register and CMR online.

Slip Opinions and Judicial Assignments Members receive the latest SJC and Appeals Court decisions the day they are published, as well as monthly notification of judicial assignments for the Commonwealth.

Document Delivery The Patron Services department can make a copy of almost anything and deliver it via email, U.S. mail, fax or messenger delivery service. Cost varies depending on the size, delivery method and membership level. (The Library is compliant with U.S. copyright laws and regulations and is facilitated through the Copyright Clearance Center, Inc.)

Service	Member Cost
Photocopying	\$.25 per page
Color copying	\$1.00 per page
Retrieval and delivery	\$2.50 per item for all members, \$10.00 additional service fee for Limited Members.

Interlibrary Loan Our staff can help you borrow materials that fall outside of just the legal field, including medical and engineering textbooks, scientific journals, graduate thesis and conference proceedings. Contact at ill@sociallaw.com.

Databases Available to Anyone, Anywhere, at Any Time

AILALink is an immigration resource with practical guidance and authoritative resources, and includes access to titles like Kurzban's Immigration Law Sourcebook.

Empower Legal Tutorial videos to share with your clients on what to expect when attending a deposition, mediation, or trial. *

Fastcase is a comprehensive 50-state and federal case law database.

HeinOnline provides access to hundreds of current and historical law reviews and journals, state and federal laws, Attorney General reports and opinions and legislative histories. *+

Law Journal Press has over 100 eBook titles written by leading professionals in the field including titles on business and IP litigation and securities and venture capital. *

Legal Trac contains the indexes and full text articles from legal periodicals and journals.

LexisNexis Digital Library has over 3,000 eBook volumes of materials covering everything from the basics of estate planning in Massachusetts to more sophisticated tax issues and international law disputes.

LLMC Digital is an archive of rare and historical materials for U.S. federal and state laws. It also includes subject specific collections.

Massachusetts Substantive Law Databases is Social Law Library proprietary collection that includes decisions from the Supreme Judicial Court and Appeals Court of Massachusetts, the Business Litigation Session, Housing and Land Courts, Rule 1:28/23.0 decisions, selected Superior Court decisions, Appellate Division Decisions of the District Court and Boston Municipal Court, as well as the General Laws, Code of Massachusetts Regulations, Rules of Court, State Building Code and Constitution.

Massachusetts Administrative Law Databases are available by subscription and include opinions, rulings or decisions from the ABCC, Appellate Tax Board, Bid Protest Decisions, BBO, Board of Conciliation and Arbitration, Bureau of Health Professional Licensure (BHPL), Bureau of Special Education, Board of Registration in Medicine, Civil Service Commission, CRAB, DEP, DIA, Division of Administrative Law Appeals (DALA), Division of Insurance, Department of Public Health, Department of Public Safety, Department of Public Utilities, Division of Labor Relations, Energy Facilities Siting, Board Housing Appeals Committee, Joint Labor Management Committee, MCAD, Office of the Attorney General, State Ethics Commission

ProQuest Congressional includes federal legislative research and publications.

ProQuest Northeast Newsstream provides access to the archives of Massachusetts and New England newspapers including the *Boston Globe*, *Boston Herald*, *Patriot Ledger* and *Worcester Telegram & Gazette*.

*Due to licensing, access is limited to firms with fewer than 50 attorneys.

+ Massachusetts accounts only.

Databases Available in the Library

These databases can only be accessed while in the library or you can contact the Reference Department to request materials from them at (617) 226-1520 or reference@sociallaw.com.

Westlaw is a comprehensive database for federal and state legal research, containing West's Key Number System and KeyCite. It provides access to CLE materials, Massachusetts Practice Series, legal analytical sources, Practical Law and an extensive collection of forms and tools.

Lexis Advance covers state and federal primary law, jury verdicts, secondary sources, Shepard's citator service.

Law360 Get the latest in breaking legal news in intellectual property, securities, bankruptcy, employment, business litigation, life sciences, and many more practice areas. Law360 Pulse, Employment Authority, and Tax Authority are all included in the Library's subscription.

Bloomberg Law® is a comprehensive search tool featuring national primary law, secondary source materials from Bloomberg BNA, legal news, and business, company, and financial information. *Access is restricted to designated terminals in the Library.*

Wolter Kluwer's Vitallaw (formerly Cheetah) Our onsite library includes access to over 200 Aspen treatises, 69 CCH Reporters, 23 guidebooks, 7 journals, multi-state smart charts, multiple news sources, archived primary and secondary content and tools in a wide variety of practice areas.

WSJ Pro Provides premium articles in the areas of bankruptcy, venture capital, central banking, private equity, and cybersecurity.

State House News Service provides daily and archived coverage of the Massachusetts Senate and House sessions. Includes profiles, summaries, forecasts and background information on virtually every aspect of Massachusetts government, politics and regulatory affairs.

Masstrac is the comprehensive database for information from the Massachusetts legislature. It allows you to track bills, read committee hearings and reports, view state budgets and other resources to keep you up to date on Massachusetts government happenings.

Massachusetts Register (Archive) Search a regulation by agency name, CMR#/chapter# or by description dating back to 1/12/07.

National Consumer Law Center treatises on matters of consumer law.

ProQuest U.S. Serial Set gives you access to thousands of reports including the full text of House and Senate Reports on federal laws enacted from 1817 to 2003.

To access all of the databases you will need your username and password. If you do not know your login please contact the Membership Department at (617) 226-1530 or membership@sociallaw.com.

Law Practice Management Software

Social LAW
Research. Education. Services. **Answers.** +

zolaSUITE
Legal Practice Management Software

One Membership

merging legal research and law practice
management

Zola Suite, a robust, end-to-end practice management solution, is now available free for to one eligible Library member and one free outside accountant user per firm. Receive Zola Suite's powerful practice management tool for the price of a Library membership and a one-time activation fee of \$25.

Zola Suite is loaded with amazing functionality:

- Billing & Accounting Platform
- Task Management
- Built-in Email Client
- Email Encryption, E-Signatures and
- Court-Admissible Proof of Delivery
- Document Automation
- Document Management
- Calendar
- Client Portal
- Matter Management
- iOS and Android Mobile Apps
- Notes Organizer
- Contact Management
- Reports and Analytics

For more on Zola Suite visit <http://www.sociallaw.com/zola>

Member Advantages & Discounts

ALL PRICES AND DISCOUNTS SUBJECT TO CHANGE

FTG Social Law members get a 10% discount on all telephone systems maintenance plans supporting Avaya, Nortel and Cisco systems. Call Michael Caron at (617) 367-7474 or email mcaron@ftgtechnologies.com.

Landy Insurance Get assistance with professional liability, privacy/cyber breach, office liability and other insurance needs. Contact John Torvi at john@landy.com or call (781) 292-5417.

NECS Discounts on Canon Copiers and Printers from New England Copy Specialists (NECS). NECS Canon has been serving area businesses since 1965 and is the largest independent copier dealer in New England. To learn more about the SLL membership discount program, call Dan McBride at (800) 321-6327, Ext 7725 or email dan.mcbride@necs.biz.

ProPrint 10% discount on in-house printing, photocopying, binding and design. Call Jay Arthur at (617) 267-4113 and mention Social Law Library.

Staples Business Advantage Benefits include discounted pricing and free next day delivery. To sign up email Artem Lomaz at artem.lomaz@staples.com.

Women's Fitness of Boston at 27 School Street, Boston – Discounted monthly rate of \$44.99. One free week trial membership; Free 1/2 hour with trainer, free daily locker, fitness schedules provided. Mention you are a member of the Social Law Library. Call (617) 227-1221.



Website Design & Hosting

Let Us Help You!

We deal exclusively with lawyers and the legal services market. Because 100% of our clientele comes from the legal profession, we have skills that set us apart. The Social Library's Technology Department provides



a variety of services to our members including: registering a website domain, helping with email configuration(s), and designing and hosting your website. We can also assist your firm in creating an internal Internet-based network (an intranet) featuring substantive legal content, tailored to your practice.

What's Involved?

Our design experience includes solo and small firms, mid-size & larger firms, as well as large organizations. Most law firm websites, regardless of the firm's size or practice areas, include common elements such as: firm description, practice areas, attorney profiles, and contact information. We estimate the development and the design of a custom website, as described below, takes about 15 hours of work, billed at \$120/hour.

A basic site would include the following:

- Registration of your domain (if needed)
- Home page with links to:
 - Firm Description
 - Practice Areas
 - Attorney Profiles
 - Directions to Office
 - One other page of content (list of articles with links, an article, newsletter, etc.)
- Simple but attractive graphic design based on your brochure or other criteria that you specify
- Logical navigation system
- Registration of site on major search sites

Website Design & Hosting (continued)

ESTIMATED PRICE: \$1500

For the basic site, the estimated price is \$1,500. This is broken into a 3-part payment plan - \$500 at the start of project, \$500 at the midpoint, and the remainder is due 30 days after completion.

À LA CARTE SERVICES

Website design, hosting services, and Internet access may be contracted on an à la carte basis. We are happy to discuss custom packages and budgets for special projects. All Technology Services are provided to Social Law Library members only.

**WEBSITE
HOSTING:** \$20/month

**WEBSITE
DESIGN:** \$120/hour

Design, HTML conversion, editing, graphics, updates, forms development

ADDITIONAL SERVICES:

Domain name registration and/or setup \$25/each**

*Limited to Web Hosting or Internet Access clients only

**Applies to each domain name setup on SLL servers.

For more information, please contact Technology Services at (617) 226-1570 or email technology@sociallaw.com.

Location and Directions

The main entrance to the Social Law Library is located on the 4th floor of the John Adams Courthouse, One Pemberton Square, Boston. The front entrance of the courthouse is accessed from the plaza located through the archway at Three Center Plaza. The rear entrance, on Somerset Street, is one block from the east entrance to the Massachusetts State House (the rear entrance is temporarily closed at this time).

ADDRESS

Social Law Library
John Adams Courthouse
One Pemberton Square
Suite 4100
Boston, MA 02108

HOURS

MONDAY- FRIDAY

Check the website for the latest hours. The Library is closed on federal and state holidays.

CONTACT INFORMATION

Membership Office: (617) 226-1530
Email: membership@sociallaw.com

Circulation: (617) 226-1500
Email: circulation@sociallaw.com

Reference: (617) 226-1520
Email: reference@sociallaw.com

Document Delivery: (617) 226-1510
Email: docdel@sociallaw.com

Technology Services: (617) 226-1570
Email: technology@sociallaw.com

