Judge Kathryn J. DuFour Law Library

The Catholic University of America
Columbus School of Law

2007—2008
Judge Kathryn J. DuFour Law Library Staff Members

The staff welcomes you to the Judge Kathryn J. DuFour Law Library. The current members of the law library staff are listed below and are eager to assist you in using the library. Please do not hesitate to call on them.

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Secretary to Director

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Associate Director & Head of Public Services

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Steve Young, B.A., M.L.S
Reference Librarian

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Librarian Emeritus

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Interlibrary Loan/Circulation Librarian

Christina M. McMahon, B.A.
Circulation Assistant (GLP)

Philip N. Venable
Collection Maintenance Assistant
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Library Phone Numbers and Address

Judge Kathryn J. DuFour Law Library
3600 John McCormack Road, N.E.
Washington, DC 20064

http://law.cua.edu/library/

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Library Hours & Access Policy

The Judge Kathryn J. DuFour Law Library's regular hours are:

- Monday - Friday: 7:00 a.m. * - 11:45 p.m. **
- Saturday - Sunday: 9:00 a.m. - 11:45 p.m. **

* Doors open via CUA I.D. at 7:30 a.m. Please buzz the intercom prior to 7:30 a.m.
** Library staff begin clearing the library at 11:30 p.m.

Full access to the library is available to CUA law school faculty, students, staff and alumni. Limited access to the library is available to the following patrons:

1. Bar members (non-alumni)
2. Law students from other schools
3. CUA Faculty/staff (non-law)
4. CUA students (non-law) with a need to use the library collection for research
5. Any patron with a need to use the library's U.S. Government Depository collection
6. Any patron with a need to use the library collection for legal research

The Law Library is available to non-law school students for legal research only, and not as a place to study. During spring and fall examination periods, use of the library is restricted to Catholic University law students.

For security purposes, access to the law library is controlled all hours the library is open. The doors to the library are locked and CUA faculty, staff, and students must swipe their CUA I.D.s to enter the library. Visitors who wish to use the library must press the button to the right of the doors to request admittance. A door guard is on duty seven days a week during the school year. During the hours the door guard is on duty, visitors must provide a current photo I.D. that includes a street address in order to use the library. The door guard will register the name and address of all visitors to the library. Visitors to the library must abide by the Visitor Guidelines. These guidelines are posted throughout the library and are available at the Door Guard’s desk.
Law Library Catalog
http://columbo.law.cua.edu

The law library’s online catalog is affectionately known as COLUMBO. COLUMBO contains information about all materials (books, periodicals, microforms, videotapes, etc.) held by the DuFour Law Library. COLUMBO permits you to explore the law library collection quickly and thoroughly. Simple guides and reference materials are available at the computer counters on Floor 2 (also see Quick Guide to Using COLUMBO below). The library staff is always happy to show you how to put COLUMBO through its paces.

- **Library Catalog Stations**

  COLUMBO may be accessed at two computers on Floor 2 (in the corridor outside the Circulation Department), on Floor 3 (outside the copy room), and on Floor 4 (outside the copy room).

- **Internet Access**

  CUA law students may access the Internet by logging on to any computer in the library. There are also two public-access terminals in the library that may be used to search the Internet (access is limited to the law library’s subscription databases and to sites that end in .edu, .gov and .org). These terminals are located in the corridor outside the Reference Room. A popular feature on these terminals is ALADIN (http://www.aladin.wrlc.org), the online catalog maintained by Catholic University's main library. The ALADIN system also contains records for all materials found in the Washington Research Library Consortium. Reference librarians are available to assist you with ALADIN and other database searches.

- **Library Web Page**

  The library's web page is available at http://law.cua.edu/library. The web page includes information about the law library collection, past CUA law school exams, links to other library catalogs, online databases, guides to legal research, and other useful Internet sites.
COLUMBO, the Law Library’s online catalog, may be searched by: title, author, author/title combination, subject, keyword, call number or government/sudoc number. COLUMBO is not case-sensitive. Use upper or lower case letters when performing a search. Use drop-down and button menu options to facilitate effective searches.

To begin searching at the main menu, go to:   http://columbo.law.cua.edu/

HOW DO I SEARCH BY TITLE? After selecting the title search option, enter as much or as little of the title as you prefer in the search box. Initial articles that precede the title such as “the” or “a” will be ignored by COLUMBO.

Examples:
- Wiretapping and eavesdropping
- Wiretapping and e
- Wiretap

HOW DO I SEARCH BY AUTHOR? After selecting the author search option, enter the author’s last name first in the search box. If you would like to include the author’s first and/or middle name, you may do so as well. It is also possible to search by the name of an organization or governmental body.

Examples:
- Rohner
- Rohner, Ralph
- American Bar Association
- United States Congress

HOW DO I SEARCH BY SUBJECT? After selecting the subject search option, enter the subject heading in the search box. Since the subject headings in the catalog are from a controlled vocabulary (the Library of Congress Subject Headings), you may find it more useful to search by keyword if unsure of the correct subject heading.

Examples:
- Products Liability
- Products

HOW DO I SEARCH BY KEYWORD? After selecting the keyword search option, you may search by entering one word or a combination of words. The keyword index searches the title, author, subject and series fields. You may search for:

- ADJACENCY: Multiple words are searched together as one phrase.
  - Example: United States supreme court
• **TRUNCATION:** Words may be right-hand truncated using an asterisk. Use a single asterisk * to truncate from 1-5 characters. Use a double asterisk ** for open-ended truncation.
  
  o Examples: environment* polic* rhett ludw**

• **OPERATORS:** Use "and" or "or" to specify multiple words in any field, any order. Use "and not" to exclude words. Use parentheses to group words together when using more than one connector.
  
  o Examples: criminal and hornbook
torts or damages
  (civil and rico) and not puerto Rico
  (mediation or alternative dispute resolution or adr or arbitrat*) and (international near business)

• **PROXIMITY:** Use "near" to specify words close to each other, in any order. Use "within #" to specify terms which occur within # words of each other in the record.
  
  o Examples: california near university
discrimination within 3 employ*

• **FIELDS:** Specify fields to search, using field abbreviation. Fields available for this database are a: (author), t: (title), s: (subject), and N: (note.)
  
  o Examples: (a:rohner) and (t:consumer)
  (a:united and (a:states) and
  (d:handicapped or d:disabled)

For further instruction or assistance using COLUMBO, please see a reference librarian.
Circulation Services

Since the law library is primarily a reference collection, most materials may not be checked out. Only single-volume treatises, which are not updated in any way, circulate. Borrowing is limited to CUA faculty, staff, students, and law school alumni.

Loan Periods

Books

CUA law students 4 weeks with 2 renewals for a total of 12 weeks
CUA law alumni 2 weeks with 1 renewal for a total of 4 weeks
University faculty, staff, and students (non-law) 2 weeks with 1 renewal for a total of 4 weeks

Circulation notices are sent as a courtesy via e-mail. It is the patron’s responsibility to know the date books are due.

Reserve Materials

NOTE: Reserve materials may not be taken out of the library

Books 3 hours with 1 renewal
Files 2 hours with 1 renewal
Locker keys 4 hours with 1 renewal

To check out any materials you must present a valid CUA I.D. or a driver's license. Non-CUA patrons are issued borrowing cards, which enable them to check out reserve items to be used in the library. Non-CUA patrons must present a current driver's license in order to receive a borrowing card.

Overdue Fines

Books (non-reserve) $0.50 per book per day
Reserve materials $0.25 per item per hour

Borrowing privileges may be suspended if excessive fines accumulate. Students’ academic records and/or diploma may be withheld if library materials are not returned or outstanding fines are not paid.

Renewals

You can renew your books online at http://columbo.law.cua.edu/patroninfo or by calling 202-319-5156.

Overdue Notices

Overdue notices are sent primarily via e-mail. Overdue notices are a courtesy; it is the patron’s responsibility to know the date books are due.
Reference Services

Professional reference librarians are available in the Reference Room most hours the library is open. Students are encouraged to avail themselves of their services, either in person or by phone at 202-319-6284. The reference librarians will be happy to teach you how to use any library resource or discuss with you strategies for doing specialized legal research. Reference librarians are not able to give legal advice, research the law, or interpret the law for any patron.

● Instructional Services

Reference librarians teach a course in advanced legal research, specialized research components of classes and prepare bibliographies of materials concerning particular legal topics. The library reference staff also conducts classes in computer assisted legal research in the library computer training lab. Workshops on special legal research topics are offered throughout the school year. See the Research Guides page for a variety of legal and non-legal research guides (http://lib.law.cua.edu/home/resguides/resguide.htm).

Government Documents

http://lib.law.cua.edu/home/libinfo/govdocs.htm

General Information

The Law Library was designated a U.S. Federal Depository Library in 1979. The Law Library is committed to providing free public access to government information for all of our patrons. As a selective depository, the Library receives approximately 15% of all government documents available through this program. In accordance with the mission of the law library, most depository selections cover a broad range of law related materials in many formats. However, the Federal Depository Library Program continues to increase the number of documents available in digital format.

Access & Policy Information

Many of the government paper documents are integrated into the library's collection. All microform and select paper documents are located in the Government Documents/Microform area, Room 330, which also houses all microform reader/printers. Patrons may need assistance locating older documents that may not appear in COLUMBO. Patrons should feel free to ask the Reference staff (main floor) or the Government Documents/Acquisitions Librarian (Room 330A) for assistance.

Within the Government Documents/Microform area, there is a computer designated exclusively for government documents research. This computer has a time limit of 20 minute use if others are waiting.
Government Documents Contact Information

Government Documents Librarian, Dr. Lynn Monkres, 202-319-5136, monkres@law.edu is available to assist with reference questions M-F 9am-5pm. For assistance with government documents materials at other times, or if Dr. Monkres is unavailable, please contact the Reference staff, 202-319-6284.

A number of government documents received through the Federal Depository Library Program are kept at Mullen Library, Catholic University of America's main library. For help regarding the government documents at Mullen Library contact Ms. Anne Lesher, 202-319-5068, lesher@cua.edu.

The Regional Depository library for this area is the University of Maryland's McKeldin Library in College Park. As a regional depository, the McKeldin Library receives most of the government documents available in the Depository Library Program. The telephone number of McKeldin Library is (301) 405-9165.
Audiovisual Materials & Media Services

Materials

The library offers a variety of media and audiovisual services in support of the curriculum. The video collection and interactive compact discs are available at the circulation desk. Follow the procedures described below to access these materials and the rooms where they may be viewed.

Copyrighted videos and DVDs may not be presented for public performances. Videos and DVDs may be shown in conjunction with classroom activities where there is a faculty teaching component included as part of the presentation. For further information, see 17 U.S.C. 110(1).

- **Videotape Collection**

  The library holds a large number of instructional video programs on a wide variety of legal topics. The collection also includes programs produced in-house, e.g., lectures, review sessions, guest speakers, etc. The tapes can be checked out from the circulation desk and viewed in a VCR/DVD viewing room. **Video programs may not be removed from the library.**

- **Audiotape Collection**

  The library also has a collection of instructional audiotapes on a variety of subjects. These audiotapes may be checked out of the library for 48 hours with one renewal. A subject guide is available at the circulation desk. **Class tapes and review tapes are checked out for 2 hours and may not be removed from the library.**

Media Services Department

The Media Services Department is located in room 235D of the Reference Room and in 224B (located in the circulation department). Reservations are required for equipment or services. Media Services may take requests via e-mail or telephone. **It is required, however, that requests for recording classes are submitted by respective professors or the Office of Academic Affairs.** Staff and faculty may place requests via e-mail. Requests should be addressed to the “CSL Audio Visual Request List” in MS Outlook. The telephone number for the Media Services Department is (202) 319-6254 and/or (202) 319-6294. Time sensitive requests may also be submitted at the circulation desk and/or by calling (202) 319-6394. Regular hours of operation: Monday-Friday from 8:00 a.m. to 6:30 p.m.

- **Audio Recording**

  Voice recorders may be checked out at the circulation desk. Although tape recorders may be borrowed for almost any purpose, students must provide their own cassette tapes.
• **Video Recording**

Camcorders and integrated room systems are used to record lectures, review sessions, moot court arguments, etc. Most recordings are placed on reserve where they may be checked out for viewing in rooms on third floor.

• **Assistive Listening Devices**

Assistive listening devices (ALD) may be used in the auditorium (rooms 204 and/or 205) in conjunction with the sound system. Headphones and teleloops are made available by contacting Media Services.

• **Columbus Community Television (CCTV)**

Broadcast television, a variety of premium channels, and programming available via the law school satellite downlink are available on CCTV. This cable system distributes programming throughout the building and is available in the library viewing rooms as well as the student lounge. CCTV includes the Video Information System (VIS) which carries special notices, cancellations, and classroom updates.

• **Interview and Simulation Rooms**

There are several rooms available for videotaping. Legal Career Services (LCS) controls rooms located within the Interview and Simulation Suite. LCS is located in room 163, telephone (202) 319-5132. Conference room videotaping is supported in the Judge/Jury rooms. Please contact Student Life and Special Events at (202)319-6126 to schedule Judge/Jury rooms.

• **Courtroom Videotaping**

The Slowinski and the Haislip and Yewell Courtrooms support automatic videotaping and video playback. A multi-camera, voice switched system will record participants in trial practice exercises. The system includes a variety of features, which are made available through Media Services.

• **Videoconferencing**

Media Services supports ISDN videoconferencing. Several rooms, which vary in size, can be used to facilitate a conference of this type.

• **Presentation Classrooms**
Classrooms 204, 205, 208, 211, 213, 220, 249, 303, 305, 307, 311, 312D and 313 have integrated presentation systems. LCD projectors and electric screens facilitate large screen projection of data and video. Computers and VHS/DVD players, document cameras, and other media support a variety of functions. Please refer to the following table:

### Integrated Classroom Audiovisual Support (Fall 2007)

| Sound Systems       | 204 | 205 | Aud | 208 | 211 | 213 | 217 | 220 | 249 | 252 | 253 | 257 | 303 | 305 | 307 | 311 | 312D | 313 |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Amplification       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Wireless Mic        |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Podium Mic          |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Cassette Record     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Cassette Playback   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| CD Playback         |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| **Presentation Systems** |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| LCD Projector       |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Sympodium           |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Sympodium Overlay   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Screen (Electric)   |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Monitors (Audience) |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Data Projection(PC) |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Data Projection(LPT)|     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Video Playback      |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Document Visualizer |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Video Recording     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Touch Panel Control |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| **Other**           |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| ISDN (Videoconference) |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |
| Whiteboard/Cabinet  |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

* Interview and simulation rooms (6) that support videotaping include: 157, 158,159,160, 252, 253
Computer Services

- Computer Labs and Carrels

The library has three computer locations: two labs are on Floor 3 (hosting 24 computers) and the third area consists of designated large computer carrels on Floor 4 (hosting 11 computers). Lab computers are both Pentium IVs and Celeron machines. Several computers on Floor 4 are Macs. All of the computers in the labs and carrels are connected to the law school’s network.

- Access

All lab and carrel computers are restricted to Catholic University Law School students, faculty and staff. A CUA login and password are required to access the University and Law School network. To obtain a login, students should go to the Computer Services Department in room 315 (on Atrium balcony) or to the office of the Systems Librarian (room 322 inside the library). Computers are available on a first come, first served basis. All computer printouts must be completed by 11:30 p.m.

- Assistance

Courtesy phones are available in the large lab to request assistance from the Systems Librarian and the Computer Services Department. The large lab also has courtesy phones to contact Westlaw and Lexis for assistance using each system.

- Printing

Printers are located in the computer labs on Floor 3 (rooms 318, 319), the copy rooms on each floor (rooms 228, 323, 426). High-speed Lexis and Westlaw printers are located in room 229. Please note that the law school presently does not assess a separate fee for printing, but the library can continue this practice only if students act wisely when requesting printing. This is especially true when printing from Lexis or Westlaw; these prints should always be directed to the Lexis and Westlaw high-speed printers. Please print sparingly; it is environmentally proper and avoids wasting other resources as well.

- University Computing

Computers are also connected to a university wide network. As a registered CUA student, you are eligible for a University computing account. This account includes e-mail. See The Office of Computer Services student page (http://law.cua.edu/computers/) for further information.

- Computer Applications
The law school network contains a variety of applications, including Microsoft Word, Corel Word Perfect, Netscape, Internet Explorer, Lexis/Nexis, Westlaw and Computer Assisted Legal Instruction (CALI) exercises. The library web page (http://law.cua.edu/library/) also provides links to popular web sites and subscription databases. A link to the University's online catalog, Aladin, is also available. As a member of the Washington Research Library Consortium (WRLC), Aladin also provides links to more than 80 additional research databases, all of which are available to Catholic University law students.

- **Laptops**

  Please turn off your laptop sound feature when in the library!

  - **Laptop Network Access**

    CUA students with laptops may access the network in the library on Floors 2, 3, and 4. Electrical power outlets are installed under the shelf in each carrel and on the side of each table. The school wireless network can be accessed anywhere in the library. Specifications for the appropriate wireless card can be found at on the Computer Services web page at: http://law.cua.edu/computers/laptop3.cfm.

  - **Equipment**

    The Law School’s Office of Computer Services, and the Systems Librarian are available to assist with the quick installation of simple software to initiate laptop connection. At the beginning of each semester, the schedule of when and where installation will be available will be posted on the Video Information System. Typically several hours are set aside twice a week to help students get configured for the network.

  - **Laptop Use Policy**

    Laptops are not permitted in the carrels adjacent to and in the Clark Reading Room on Floor 3, where students may wish to study without the noise of laptops.

  - **Laptop Printing**

    There are laptop printers on each floor of the library, in the following rooms: 228, 323, 426. For laptops without wireless access, there is one printer in the large computer lab (room 318) that has a USB cable for direct printing. **Never disconnect a networked printer to print from your laptop.**

- **Macs**
Several Apple Macintosh computers are available on Floor 4 of the library, on the eastside by the elevator. The Macs have the same network applications as other lab PCs. Networked printing is also available.

- **Computer Assisted Legal Research**

Lexis-Nexis ([http://lawschool.lexis.com/](http://lawschool.lexis.com/)) and Westlaw ([http://lawschool.westlaw.com/](http://lawschool.westlaw.com/)) are online databases which include computer-searchable, full-text court opinions, statutes, regulations and journal articles. Westlaw and Lexis both also have extensive collections of newspaper, magazine, and newsletter articles, indexes, and other reference sources. Use of these systems is limited to current Catholic University law students, law school faculty and library personnel. Classes on the use of both systems are offered throughout the year. Information on these classes will be given to first year students through their Lawyering Skills class. As a refresher, there are self-paced tutorials available on both Westlaw and Lexis. Both systems provide student representatives who can provide assistance. The representatives sit at tables outside of the large computer lab (room 318).

High-speed Lexis and Westlaw printers are available for student use. When ordering a print job during a research session, direct your printout to go to the stand-alone printer. The Lexis and Westlaw stand-alone printers are located in room 229.

- **Computer Assisted Legal Instruction (CALI)**

The CALI Library of Lessons is a collection of over 600 interactive, computer-based lessons covering 32 legal education subject areas. The lessons are designed to augment traditional law school instruction. All exercises are available on the web at:

[http://www2.cali.org/](http://www2.cali.org/)

To get started, you must first register with a membership authorization code. The code is:

CATHLCstu34

It is case sensitive. Access is limited to current CUA Law students.

Please note that some CALI lessons must be downloaded in order to use. If you do not want to download a lesson onto your pc, you may check a CALI cd out from the Circulation Desk for 48 hours.

- **Public Use Computers**

The library has two public access computers that do not require a login to use. These computers provide access to the library’s subscription databases and limited access to the Internet. Commercial sites cannot be accessed from these computers. There is also a computer available to research government documents (Floor 3, Room 330). These
computers may be used for 30-minute sessions only. Monopolizing of these computers is not permitted.

**Computer Use Policy**

- Adding additional software or tampering with library computer configuration is not permitted.
- Library software is protected by copyright. Computer users are prohibited by federal law from unauthorized copying of any copyrighted program.
- Viewing, sending or making available offensive explicit materials is not permitted. This includes materials which would tend to create a hostile environment. See CUA policies at [http://policies.cua.edu/infotech/compethicsfull.cfm](http://policies.cua.edu/infotech/compethicsfull.cfm) for more information.
Library Amenities

- Photocopiers

Each floor of the library has a photocopy room for patron use. The photocopiers in these rooms are self-serve and use a card system. Cards are purchased at vending machines next to the photocopiers on floors 2 and 4. Copy cards are sold in increments of $1.00. The machines do not accept coins or give change. Eight copies are available for the first dollar (which includes the cost of the card itself), and ten copies are credited on the card for each dollar thereafter. **The copy card is reusable; do not discard it.**

Each patron of the library photocopying facilities is expected to make copies in accordance with prevailing federal copyright laws.

- Telephones

One public telephone, which is also TDD, is available on the main floor (floor two) by the lockers just inside the entrance. Telephones at the circulation desk, reference desk and in library offices are for staff use only.

- Lockers

A few temporary-use visitors' lockers are available on the main floor (floor two) inside the library entrance. Even-numbered lockers have power outlets available for recharging laptop computers. Keys may be checked out from the circulation desk.

- Wireless Network

The wireless network is available on all three floors of the Law Library. Only current CUA law students with a valid student ID are given access to this network. The law school also has wireless, IP based printing available to students for academic use. These printers, located on all levels of the library, can be printed to from anywhere in the building. Please see the Office of Computer Services’ web page for more information: [http://law.cua.edu/computers/](http://law.cua.edu/computers/).

- Study Rooms

Six student group study rooms are located on floor four. Any group of two or more CUA law students may reserve a group study room for up to three hours per group per day. Use of rooms is restricted to CUA law students only. To reserve a room, click “Reserve a Study Room” on the library’s home page ([http://law.cua.edu/library/](http://law.cua.edu/library/)).

- Items for Pick-Up
Students and faculty may leave items for pick-up at the library circulation desk. However, this service is provided only as a convenience and the library cannot be responsible for the items left.

- **Lost & Found**

  The library lost and found is located at the front desk. Items of value are taken to the Guard Desk on the first floor of the building. Because of the large number of individuals using the library, we cannot be responsible for lost items. *Do not leave personal articles unattended in the library.*

- **Office Supplies**

  Staplers, paper cutters and hole punchers are available in the photocopy rooms and in the Reference Room. Please use this fragile equipment with care and report any problems to Circulation staff.
Rules for Library Use

The following rules are intended to ensure that the library retains a quiet, pleasant, and clean study environment. Abiding by these rules and regulations will also ensure that all material in the library is accessible. The full cooperation of all library users is required to achieve these goals.

• Verbal or physical conduct that creates an intimidating or offensive work environment for other patrons or staff is not permitted. See CUA policies at http://eeo.cua.edu/policies/.

• Verbal or physical conduct that interferes with a library employee’s ability to perform his/her job is not permitted.

• Library computers and network may not be used for viewing, sending or making available offensive or explicit materials. This includes materials which would tend to create a hostile environment. See CUA policies at http://policies.cua.edu/infotech/compethicsfull.cfm.

• Law Library computing resources may not be used for personal commercial purposes.

• Quiet should be maintained in the Law Library’s reading rooms. Extended discussions and personal conversations belong outside the library.

• Cell phones may not be used in the library reading rooms. Cell phones may be used in the main floor hallway between circulation and reference. Please turn off your cell phones while you are in the library.

• Laptop computers may be used anywhere in the law library except in the carrels adjacent to the Clark Reading Room on Floor 3 and in the Clark Reading Room. Please turn off your laptop sound while in the library.

• The Law Library is not responsible for materials left unattended. **Do not leave personal belongings unattended at any time.** Personal belongings may not be kept on carrels or tables overnight.  
  o The library does not allow patrons to "claim" a spot in the library by leaving materials overnight on carrels or tables.  
  o Materials left overnight are collected prior to opening each morning.

• Food is prohibited at all times. Beverages are permitted in closed containers only.

• Smoking and chewing tobacco are prohibited at all times.

• The staff of the library has taken steps to ensure that only Catholic University faculty, students, and other authorized users are admitted to the law library. Since not every staff
member can be expected to know every student by sight, students should be prepared to produce their CUA I.D. cards when requested.
## Book Stacks & Services Locations

<table>
<thead>
<tr>
<th>Call Numbers</th>
<th>Floor</th>
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<tr>
<td>A – KF 4999 (not including K1 – K30, law journals)</td>
<td>3</td>
</tr>
<tr>
<td>KF 5000 - 9999</td>
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<tr>
<td>K 1 – K 30 (Law Journals)</td>
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<tr>
<td>KFA – KFZ (State Materials)</td>
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<td>KG - Z</td>
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<tr>
<td>Federal Materials</td>
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<tr>
<td>Government Documents</td>
<td>3 (Room 330)</td>
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<tr>
<td>Law Journals</td>
<td>2</td>
</tr>
<tr>
<td>Microform</td>
<td>3 (Government Documents Room, 330)</td>
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<tr>
<td>Reference</td>
<td>2</td>
</tr>
<tr>
<td>Regional Reporters</td>
<td>4 (Compact Shelving, CA &amp; NYS in regular shelving)</td>
</tr>
<tr>
<td>Reserve</td>
<td>2 (Circulation)</td>
</tr>
<tr>
<td>Superseded Code Section</td>
<td>4 (Compact Shelving)</td>
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<tr>
<td>State Materials</td>
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<tr>
<td>Circulation &amp; Reserves</td>
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<tr>
<td>Computer Labs (CUA Law students only)</td>
<td>3</td>
</tr>
<tr>
<td>Computer Carrels (CUA Law students only)</td>
<td>4</td>
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<tr>
<td>Lexis and Westlaw Printers</td>
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<td>Lockers (short-term use)</td>
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<tr>
<td>Media Services</td>
<td>2 (Room 235A)</td>
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<td>2, 3, 4</td>
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<tr>
<td>Rest Rooms</td>
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<tr>
<td>Study Rooms (CUA Law students only)</td>
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</tr>
<tr>
<td>Telephones</td>
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</tbody>
</table>
The Law Library Collection & Resources

I. FEDERAL AND STATE LAW REPORTS

A. U.S. SUPREME COURT

1. **U.S. Reports** (Official) [Main Floor (Floor Two), begins in aisle 206B] is the official government edition of Supreme Court decisions.

2. **Supreme Court Reporter** (West) [Main Floor (Floor Two), begins in aisle 207A] & **U.S. Reports, Lawyers Edition** (Lawyers Co-op.) [Main Floor (Floor Two), begins in aisle 207B] are unofficial reporters containing the same text of the opinions as the official *U.S. Reports*.

3. **U.S. Law Week** [Reference (Floor Two), Circulation Desk) is a weekly publication which is the first printed source for the full text of a new Supreme Court opinion.

4. **U.S. Supreme Court Records and Briefs** (Government Documents Room, Room 330, Floor Three) is a microfiche collection of records and briefs of cases argued before the Court since the 1974 term.

B. LOWER FEDERAL COURTS

1. **Federal Cases** [Main Floor (Floor Two), Aisle 208A] contains significant federal court opinions to 1880.

2. **Federal Reporter** [Main Floor (Floor Two, begins in aisle 208A] contains Federal District Court and Court of Appeals decisions from 1880 to 1931. After 1931, the **Federal Reporter, Second Series** and **Third Series** contain primarily Court of Appeals decisions.

3. **Federal Supplement** [Main Floor (Floor Two), begins in aisle 210B] primarily reports U.S. District Court opinions from 1931 to the present.

4. Specialty Federal Courts:
   a. **West's Bankruptcy Reporter** (KF/1515/.A2W4, Floor Three)
   b. **U.S. Claims Court Reporter** (KF/125/.C5W4, Floor Three)
   c. **West's Military Justice Reporter** (KF/7605/.A2W4, Floor Four)
   d. **West's Veteran's Appeals Reporter** (KF/7755.A2W3, Floor Four)

5. **Federal Rules Decisions** [Main Floor (Floor Two), Aisle 213A] reports significant cases interpreting the Federal Rules of Civil and Criminal Procedure.
C. STATE LAW REPORTS - THE NATIONAL REPORTER SYSTEM

The National Reporter System is a comprehensive reporter of decisions of state appellate courts. It is divided into seven regional reporters that group together the decisions of contiguous states. New York and California have separate reporters. The regional units of the National Reporter System are as follows:

1. **Atlantic Reporter**
   - Floor Four, Compact Shelving, begins in aisle 429B

2. **California Reporter**
   - Floor Four, begins in aisle 413, KFC 47 .C32

3. **New York Supplement**
   - Floor Four, begins in aisle 422, KFN 5045 .A33

4. **North Eastern Reporter**
   - Floor Four, Compact Shelving, begins in aisle 431A
   - Illinois, Indiana, Massachusetts, New York and Ohio.

5. **North Western Reporter**
   - Floor Four, Compact Shelving, begins in aisle 432B
   - Iowa, Michigan, Minnesota, Nebraska, North Dakota, South Dakota and Wisconsin.

6. **Pacific Reporter**
   - Floor Four, Compact Shelving, begins in aisle 434A

7. **South Eastern Reporter**
   - Floor Four, Compact Shelving, begins in aisle 436A
   - Georgia, North Carolina, South Carolina, Virginia and West Virginia.

8. **South Western Reporter**
   - Floor Four, Compact Shelving, begins in aisle 437A
   - Arkansas, Kentucky, Missouri, Tennessee and Texas.

9. **Southern Reporter**
   - Floor Four, Compact Shelving, begins in aisle 438B
   - Alabama, Florida, Louisiana and Mississippi.

D. STATE LAW REPORTS - OFFICIAL STATE REPORTS

The law library has all official state reports that predate the National Reporter System. In addition, the collection includes a significant number of official reports since the
National Reporter System began in 1887. All bound state reports are located with the other state materials between the call numbers KFA and KFW on Floor Four of the library. Some official state reports are available in microform.

II. CASE DIGESTS

Case digests are comprehensive indexes to court reports at both the federal and state level. The most extensive of these research sources are the "Key Number Digests" produced by the West Group. They provide organized and consistent index access to all reported decisions. The major components of this digest system are detailed below:

A. THE AMERICAN DIGEST SYSTEM

The American Digest System [Main Floor (Floor Two), Aisles 240-244] is the most comprehensive digest of American case law. It is divided into several units, each covering cases from all American jurisdictions for that time span.

1. The Century Digest (Aisle 241A) covers the period to 1896.
2. The Decennial Digests (Aisles 241A-245A) continues the Century Digest. Each Decennial covers a ten-year period.
3. The General Digest (Aisle 245A) begins where the latest Decennial ends and brings the system up to date.

B. FEDERAL DIGESTS

The federal digests listed below index decisions from the three levels of the U. S. court system: Supreme Court, Circuit Courts of Appeal, and District Courts.

1. United States Supreme Court Digest (West Publishing) and United States Supreme Court Digest: Lawyers Edition (Lawyers Co-op.) [Main Floor (Floor Two), Aisle 236A] includes only Supreme Court cases.

2. Federal Digest System [Main Floor (Floor Two), Aisles 236B-239]:

   a. Federal Digest (Aisle 236B) covers 1754 to 1939.
   e. West's Federal Practice Digest,4th (Aisles 238B-240B): 1984 to date.
C. REGIONAL DIGESTS

Regional digests index the case law of the jurisdictions reported in the regional unit of the National Reporter System that they accompany.

1. **Atlantic Digest**. (Floor Four, Compact Shelving, Aisle 429A).
2. **North Western Digest**. (Floor Four, Compact Shelving, Aisle 429A).
3. **Pacific Digest**. (Floor Four, Compact Shelving, Aisle 429A-429B).
4. **South Eastern Digest** (Floor Four, Compact Shelving, Aisle 429B).

The **North Eastern Digest**, the **Southern Digest**, and the **South Western Digest** are no longer published.

D. STATE DIGESTS

The law library maintains all of the state digests that West publishes. Individual state digests can be found on Floor Four with the library's collection of state reports. There are no individual state digests for Delaware, Nevada or Utah. Delaware cases are summarized in the **Atlantic Digest**, while cases from Nevada and Utah are summarized in the **Pacific Digest**.

III. LEGAL ENCYCLOPEDIAS

A. COMPREHENSIVE LEGAL ENCYCLOPEDIAS

1. **Corpus Juris Secundum** [Main Floor (Floor Two), Aisle 204A]
2. **American Jurisprudence, Second** [Main Floor (Floor Two), Aisle 203B]

B. The **AMERICAN LAW REPORTS** System [Main Floor (Floor Two), Aisles 204B]

The American Law Reports system (A.L.R.) [Main Floor (Floor Two), Aisles 204B-206A] is published by Lawyers Cooperative. While A.L.R. is technically classed as a selective law reporter, in actual practice it operates much like an encyclopedia. The A.L.R. annotations explore a narrow point of law in great detail. The A.L.R. system consists of five series. The First, Second, and Third series cover state law issues from 1919 to 1979 and federal law issues from 1919 to 1969. Since 1969 federal topics are contained exclusively in A.L.R. Federal. In addition, a Fourth and Fifth series continues the numbered series and deal exclusively with state law issues. It is important to realize that a subsequent series does not replace an earlier one, although some of the individual articles may be superseded or supplemented by one published in a more recent series.
The easiest way to locate annotations in the A.L.R. system is to use the topical Index to Annotations [Main Floor (Floor Two), Aisle 206A]. The first series is kept current by the Bluebook of Supplemental Decisions. A.L.R.2d is updated by the Later Case Service. A.L.R.3d, A.L.R.4th, A.L.R. 5th and A.L.R. Federal are kept current by pocket parts at the back of each volume.

C. WORDS AND PHRASES [Main Floor (Floor Two), Aisle 204B].

*Words and Phrases* helps locate cases defining particular legal terms and phrases. In effect, it is a massive (90 volumes) legal dictionary.

D. STATE ENCYCLOPEDIAS

State encyclopedias limit themselves to the law of one or a few states. Only the larger states offer a sufficient market for the publication of a state legal encyclopedia. Check COLUMBO, the law library's online catalog for the library's holdings.

IV. SHEPARD'S CITATIONS & KEYCITE

*Shepard’s* and *KeyCite* are two competing services from the major legal publishers that fulfill the same research need. The most important function of these systems is to provide individual case histories. Each citation indicates whether a case has been affirmed, reversed, followed, distinguished, etc. *Shepard’s* is available both in print and online (through Lexis). *KeyCite* is available only online (through Westlaw). While it is likely you will use these online versions as law students, there are many different *Shepard's* citators in print. Each is designed to be used with a particular case reporter or code. The *Shepard's* citators in the law library’s print collection are listed below:

A. SHEPARD’S FEDERAL CITATORS [Main Floor (Floor Two), Aisle 235A-235B]:

1. *Shepard’s U.S. Citations.*
4. *Shepard’s Federal Statute Citations*

B. CITATORS ON LEXIS & WESTLAW

*Lexis* offers *Shepard's* information and *Westlaw* offers *KeyCite* in automated formats. The systems display parallel citations, the history of a cited case and the treatment accorded it by subsequent cases. *Shepard's* and *KeyCite* are especially convenient to use online because the information displayed is cumulative.
V. STATUTORY MATERIALS

A. FEDERAL STATUTES

1. *Statutes At Large* [Main Floor (Floor Two), Aisle 202] contain the laws enacted by each session of the U.S. Congress.

2. Codes

   a. *U.S. Code* (1994) [Main Floor (Floor Two), Aisle 201A] is the official federal code.

   b. *U.S. Code Annotated* [Main Floor (Floor Two), Aisle 201A & 201B], published by West, and *U.S. Code Service* [Main Floor (Floor Two), Aisles 201B], published by Lawyers Cooperative, contains the full text of the statutes and extensive annotations which digest cases interpreting the code section.

3. Aids to Federal Legislative Research

   a. *U.S. Code, Congressional & Administrative News* [Main Floor (Floor Two), Aisle 202B] provides "thumbnail" legislative histories of congressional acts and reprints the *Statutes at Large*.

   b. *Congressional Record* provides a report of the debates of Congress. The library has the entire collection of the *Congressional Record*. The more recent volumes are in hard copy and the older volumes are on microform. All are located in (or immediately outside of) the Government Documents Room (Room 330).


   d. Congressional Documents (Government Documents Room, Room 330, Floor Three). The law library has a large collection of congressional documents on microform.

   e. *Congressional Index* (Government Documents Room, Room 330, Floor Three) is an excellent reference for background information on current bills which have not yet become law.

B. STATE STATUTES
All state codes are located on Floor Four between KFA and KFW. State session laws are on microfiche and are located in the microform area in room 330.

VI. ADMINISTRATIVE MATERIALS

A. RULES AND REGULATIONS

1. All rules and regulations of federal administrative agencies first appear in the *Federal Register*, which is published daily by the Government Printing Office. The law library has the complete backfile of the *Federal Register* (from 1936) in microform in room 330 on Floor Three and in digital form on *Hein Online*. The individual copies of the current year are on the Main Floor (Floor Two), Aisle 203B.

2. The *Code of Federal Regulations* (C.F.R.) [Main Floor (Floor Two), Aisle 203A] is a codification of the rules and regulations that appear in the *Federal Register*. The C.F.R. arranges these rules under 50 titles or topics. Within each title, there are numerous subtopics called parts. These volumes are revised annually. Changes in the regulations since the publication of the last annual volume of the C.F.R. are listed in the *List of CFR Sections Affected*. The L.S.A. will indicate any changes in the regulations and gives the Federal Register cite of the change.

The entire backfile of the C.F.R. is available in microform in room 330 and is available in digital (.pdf) form on *Hein Online*.

B. ADMINISTRATIVE DECISIONS

Like court reports, the decisions of administrative agencies are published chronologically. There is no comprehensive digest for these opinions. Some administrative agencies do provide a digest or index to their opinions, but most do not. One form of access to these opinions is consulting a loose-leaf reporting system that covers the subject matter of a particular agency. For example, the National Labor Relations Board decisions are abstracted, indexed, and reported in the Commerce Clearing House and Bureau of National Affairs loose-leaf labor law reporting services. Another way to gain access to decisions of administrative agencies is through one of the specialized libraries of *Lexis* or *Westlaw*.

The law library contains the decisions of most federal administrative agencies, either in bound volumes, on microfiche or in full text on *Lexis* or *Westlaw*.
VII. PERIODICALS AND PERIODICAL GUIDES

A. PERIODICALS

Legal periodicals (law reviews, bar association magazines, and specialized legal journals) provide in-depth, scholarly analysis of legal problems.

The law library subscribes to more than 700 legal periodicals. All bound periodicals are located on the Main Floor (Floor Two), Aisles 214-234. Unbound current issues of these law periodicals are shelved in the Reserve Area and may be checked out at the circulation desk. Many journals are available on microfiche. Ask a circulation or reference librarian for information about the microform collection.

B. PERIODICAL GUIDES

1. Current Law Index [Main Floor (Floor Two), Reference, K33/.C87] thoroughly indexes legal periodicals from 1980 to date by topic or author. The Legal Resource Index is the computerized version of the hardbound Current Law Index. A World Wide Web version called LegalTrac is available through any law library computer. It is also available in the LRI database on Westlaw and the LGLIND file on Lexis (for use by current CUA law students, faculty and staff only).

2. The Index to Legal Periodicals (I.L.P.) [Main Floor (Floor Two), Reference, K33/.I58] is a legal periodical index that dates back to 1908, and is particularly useful for journal articles published before 1980. It is available in electronic format from 1918 forward. This electronic version is available on the law library web page and, from 1980, in the ILP database on Westlaw and in the ILP file on Lexis (for use by current CUA law students, faculty and staff only).

3. Index to Foreign Legal Periodicals [Main Floor (Floor Two), Reference, K33/.I38] is arranged like the I.L.P. but surveys foreign law journals. It is available in electronic form at the law library web page.

4. Jones-Chipman Index to Legal Periodicals [Main Floor (Floor Two), Reference, K33/.I53] indexes articles published before the coverage of the Index to Legal Periodicals (prior to 1923). It is also available in electronic format in the 19th Century Masterfile database.

5. Nexis, a feature of the Lexis computer-assisted research system, allows full-text access to many daily and legal newspapers. Newspapers and other periodical literature are available on Westlaw in its news databases (for use by current CUA law students, faculty and staff only).
C. PERIODICALS AVAILABLE ONLINE IN LEXIS, WESTLAW, HEIN ONLINE, ETC.

The Online Journal Finder is a searchable database of online journals found at the Law Library, including journals from HeinOnline, Lexis/Nexis, Westlaw and others. The Online Journal Finder also includes selected journals from the CUA e-Journals Collection. You can access the Online Journal Finder through the Law Library’s web site (listed under the Popular Links tab).

Lexis and Westlaw contain the full text of major law reviews. The content of these files change rapidly. Check the online menu to determine current coverage. While these files are constantly growing, they contain only a fraction of all the law review articles available in hardcopy on the library's main floor (Floor Two), aisles 214-234. Hein Online also provides retrospective access to select law reviews.

VIII. TREATISES AND OTHER MATERIALS

A. TREATISES

Treatises are single or multi-volume works which explain in detail a particular subject area of the law. The most popular of the single-volume treatises--commonly known as "hornbooks"--are kept on reserve behind the circulation desk.

Most of the multi-volume treatises are kept on Floor Three of the law library and are grouped together by call numbers with other materials that concern that subject area. COLUMBO, the law library's online catalog, is the best guide to the library's holdings in these subject areas.

B. LEGAL DIRECTORIES

The Martindale-Hubbell Law Directory, [Main Floor (Floor Two), Reference], the most comprehensive directory of the legal profession, lists lawyers and law firms in the United States by state. It contains biographical information on individual lawyers and information on the firms. The last volumes of Martindale-Hubbell contains a digest of state laws, a summary of the laws of foreign countries, and the text of all uniform state laws.

C. UNIFORM LAWS ANNOTATED, MASTER EDITION

This 20-volume set, located on Floor Three under call number KF/165/.A5/1980, is a compendium of all uniform acts drafted and recommended for adoption by the National Conference of Commissioners on Uniform State Laws. This set is also available on microfiche.
D. **RESTATMENTS OF THE LAW**

The Restatements are a series of publications by the American Law Institute that attempts to state generally agreed-upon "best rules" as applied by courts in the United States. The Restatements are located on floor three with the other materials on that topic. A set of Restatements is also available on microfiche. Check COLUMBO for a specific Restatement title. The Restatements constitute a summary of the common law on a number of legal subjects and contain extensive annotations and “black letter” statements of the law. Most topics are in a second series. For those that have not yet been published in a second series, tentative drafts of the work in progress have been published, and can be found in the microfiche collection.

E. **FORM BOOKS**

Form books are intended as aids in drawing up legal documents. The law library has a large collection of form books located on Floor Three under KF/170 for office forms and on Floor 4 under KF/8900 for court forms.

F. **LOOSE-LEAF SERVICES**

Loose-leaf services are valuable sources of current information in specialized areas of law and are updated frequently. There are two major types of loose-leaf services. One type contains current awareness articles of recent developments, summaries of cases and abstracts of new legislation in a particular field of law. Most of the publications of the Bureau of National Affairs (BNA) are of this type. The second type is a more comprehensive service containing cases, statutes, regulations, editorial comments and notes in a special subject area. Commerce Clearing House (CCH) is a major publisher of this type of loose-leaf topical reporter. Loose-leaf services are located on Floor Three under the subject area that it concerns. COLUMBO, the law library's online catalog, is the best guide to what loose-leaf services the library carries and where they are located. Please ask the library staff for help locating appropriate loose-leafs.

**IX. COMPUTER-ASSISTED LEGAL RESEARCH**

*Lexis, Westlaw, and Loislaw* are full text, online, interactive, computer-assisted systems for legal research. The legal information accessible through these research services is organized into libraries or databases, each of which is a collection of materials for specific jurisdictions or specific areas of law. Specialized libraries are available for subject areas, such as Family Law, Securities, Trade Regulation, etc. These libraries contain court cases, administrative rules and decisions, and other documents pertaining to the particular subject area. Students are issued passwords for Lexis, Westlaw and Loislaw. All of these research services may be accessed from home via the Internet.
In addition to these comprehensive services, the law library subscribes to many electronic databases that can assist the researcher in specific types of legal research. The library provides access to electronic databases for Congressional materials, legal periodicals, treaties, and comprehensive research databases in specific subject areas. Check the law library web page for assistance in accessing these databases.