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THE UNIVERSITY OF GEORGIA
LAW LIBRARY

ATHENS, GEORGIA

(706) 542-1922

READER'S GUIDE
1996-1997

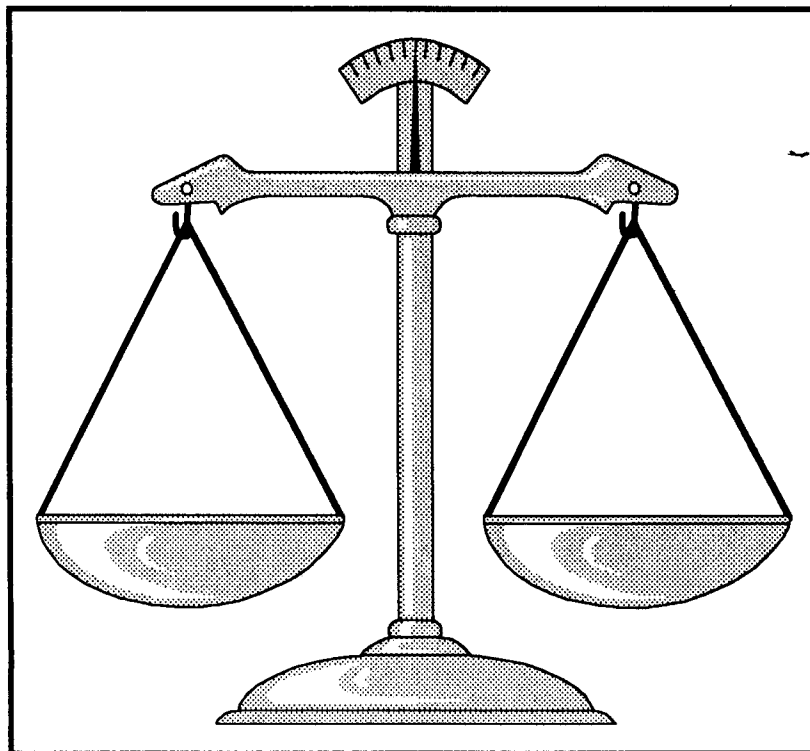


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**Welcome
to the
University of Georgia
Law Library**

The purpose of this guide is to familiarize you with the Law Library. It is divided into three parts. The first is a description of the Law Library: its staff, services, policies and special collections.

The second section is designed to help you find the tools available in the library and to briefly explain how these tools are used. If, at any time, you need additional help, the members of the Law Library Staff will be happy to be of assistance.

The third section contains a quick index of locations to help you find your way. We try to keep these tools as accurate as possible, but please bear with us as we continue to shift. If in doubt, please don't hesitate to ask.

We welcome your suggestions and comments as to how we might better serve you. To encourage your comments, both good and bad, we have provided a "comment book." It is located on the counter to the left of the front entrance. We review this book on a continuing basis and a member of the law library staff will respond to your comments.

Once again, welcome.

SECURITY

We would all like to believe that Athens and its surroundings are idyllic and crime-free. Unfortunately, this is not the case. Each year, we have the problem of bookbags and wallets being stolen. We would like to ask your cooperation in making the Law Library a safe place for all patrons.

We have installed a new security system. The only entrance to the Law Library is the front doors leading from the Law School Lobby. All other doors remain locked at all times.

Please keep in mind the following:

1. NEVER prop open doors to the Law Library or the Law School.
2. If you find a door open, please close it.
3. Please do not leave any of your personal belongings, including bookbags, unattended. Having your notes stolen the week before exams can be detrimental to your health.
4. If you are in the Library late at night, use common sense. Try to walk to your car with someone else. If you feel the least bit uncomfortable, call the Escort Service (542-2000) or Campus Police (542-2200). There are two phones available for this purpose. One is on the counter on the Main Floor as you enter the building and one is in the Annex on the Circulation Desk there.

When the Law School is in session, there is a security guard on duty until closing. The guard will be happy to escort you to your car.

The Law Library Staff thanks you in advance for your cooperation.

HOURS OF SERVICE

Hours of Service in the Law Library are tailored to fit the schedule of most students and faculty.

Monday-Friday 7:30 AM - 12:00 midnight
Saturday-Sunday 8:00 AM - 12:00 midnight

Hours may vary during examination periods, holidays and summer sessions. Schedules for these periods are posted in the Library and in the newsletter.

LIBRARY STAFF

Ann Puckett	Director
Carmen Urdanivia	Administrative Secretary

Public Services Department

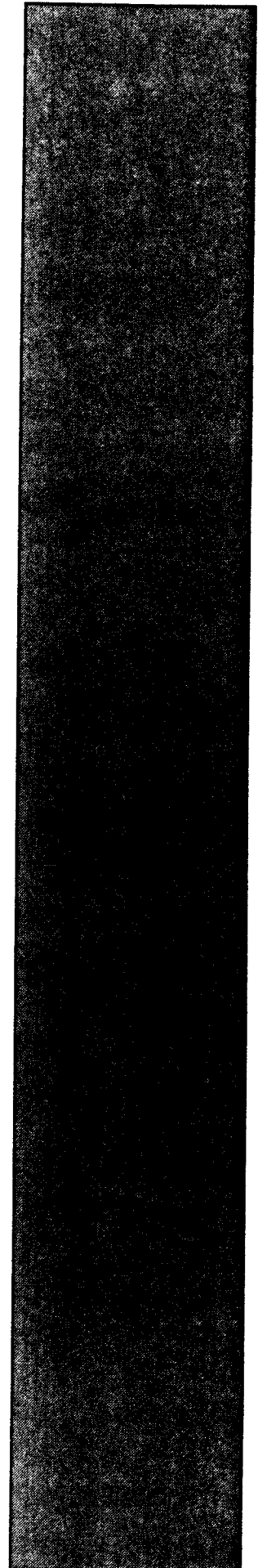
Sally Curtis AsKew	Reference/Public Services Librarian
Carol A. Watson	Reference/Computer Services Librarian
Anne Burnett	Reference/Foreign and International Law Librarian
Cecilia P. Cleveland	Reference/Faculty Services Coordinator
Heather Turnbull	Circulation Manager
Margaret McGrath	Circulation Assistant
Myrtle Miller	Circulation Assistant

Acquisitions Department

Jose R. Pages	Associate Director
Martha N. Hampton	Acquisitions/Serials Librarian
Jeff Satterfield	Orders Assistant
Joan Logan	Bookkeeper
Ann Smith	Senior Serials Assistant
Liz Spainhour	Serials Assistant

Cataloging Department

Carol Ramsey	Catalog Librarian
Diana Duderwicz	Assistant Catalog Librarian
Rob Boney	Catalog Assistant
Shannon Dunn	Catalog/Binding Assistant





THE LAW LIBRARY

The Law Library consists of the Main Law Library Building and the Law Library Annex. The Main Building contains three levels of book stacks which correspond to the three floors of the Law School building. These levels are commonly known as the Main Floor, the Balcony, and the Basement. The Annex is connected to the Main Building by an over-the-street walkway ("The Bridge") located at the west end of the Main Floor. The Annex also contains three floors, known simply as the first, second and third floors. The Bridge enters the Annex on the second floor.

The Law Library has installed a new security system. As a result, only the main entrance to the Law Library will be open during library hours. All other doors will remain locked.

LIBRARY SERVICES

GENERAL SERVICES

Reference Desk

There is a Reference Desk prominently located as you first enter the Law Library. During the school year, there is a law-trained librarian at the desk from 9:00 a.m. to 5:00 p.m. After 5:00 and on the weekends, reference desk duty is rotated among the professional staff. The telephone number at the Reference Desk is 542-6591.

Public Services

The Public Services Department of the Law Library offers services to help you in your use of the Library.

We publish a newsletter approximately every other month. This newsletter contains useful computer and research tips, book reviews and previews of upcoming library events. We put a copy of the newsletter in each of the student mailboxes. We also try to put some extras on the counter by the main entrance.

We offer specialized computer classes as well as advanced legal research classes during the school year. Notices are posted around the Law School, in the Law Library, and in the newsletter.

Photocopying

The Law Library has four photocopy machines. These machines are located in the glass office on the first floor of the Main Building and are available for use by patrons at 10 cents per copy or 15 cents for the enlarging/reducing machine. Each machine takes change, \$1 bills, \$5 bills, copicards and credit cards. Copicards may be purchased from the Copicard dispensing machine also located in the Copy Room. Because of the nature of the coding on the Copicards, Copicards purchased at the Law Library cannot be used at the Main Library.

Nor can you use Main Library copicards here in the Law Library.

We hope that these copiers will behave beautifully.

However, please note that hitting, kicking or swearing at them does not improve their behavior. Please let someone at the Circulation desk know if there is a problem.



Interlibrary Loan

Materials that are not available in the Law Library or the Main/Science Libraries of the University of Georgia may be requested through interlibrary loan. A request sheet may be obtained in the Circulation Office. Materials requested usually take ten days to two weeks to arrive and, in some cases, a fee is charged for the materials. In emergency situations, reference librarians can often arrange a fax delivery for short articles.

Circulation and Reserve Desk

This area contains the Reserve collection. It consists of books included on the Law Faculty reserve book listings, and books in heavy demand. Also in this area are the unbound issues of the most important law journals. This area is not open to the public. If you need material that is on Reserve, one of the Library staff will be happy to get it for you. Most material on Reserve may be checked out for two hours at a time.

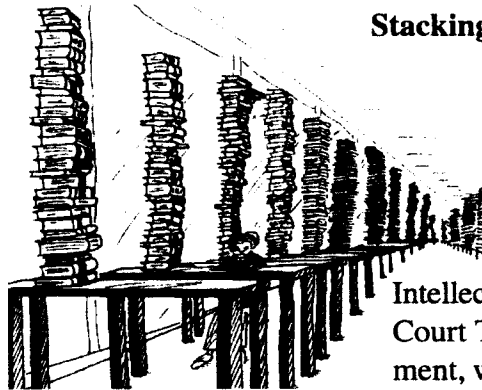
LAW LIBRARY

At the Circulation Desk, there is a notebook with a list of those books which are on reserve for each particular course.

In order to serve you faster, please give the person at the Circulation desk the call number of the book you would like.

In addition to material placed on Reserve by professors are hornbooks, legal treatises and nutshells. Other Reserve books which may be useful are:

1. *The Restatements of the Law*
2. *The Georgia Martindale-Hubbell*, a useful tool for job searching which contains biographical information on lawyers.
3. A copy of *Fulton County Daily Report* which contains unbound decisions of the Georgia Supreme Court and Court of Appeals.
4. *Official Compilation of the Rules and Regulations of the State of Georgia*.
5. Old examinations from professors are also kept at the Reserve Desk.
6. *Brown's Form Books* - A helpful tool for drafting pleadings, petitions, answers etc.



Stacking Permits

For the convenience of those patrons who are working either on: (1) a Georgia Law Review, Georgia Journal of International and Comparative Law or Journal of Intellectual Property paper, (2) a Moot Court Team brief, or (3) a writing requirement, we offer the Stacking Permit. This allows a student to keep library materials together while working on a project. You can obtain a stacking permit from the Circulation Office. You will be given bookends and a slip which contains the rules. Like other rules in the Library, these are not designed to frustrate you, but to provide a method of sharing the more frequently used materials. Please follow the guidelines on the stacking permit. Also, remember not to leave any personal property unattended.

CIRCULATION

Generally, the Law Library is a non-circulating Library. In other words, most of the material is designed to be used in the Law Library buildings. However, it is possible to check out some of the materials. This material may be checked out by any member of the UGA community as well as members of the local bar.

Most material that has been placed on Reserve is available to be checked out for two hours at a time. This is not to frustrate you, but to

allow you and others access to heavily used material. Please keep this in mind when using Reserve materials. Law Reviews and any book with a blue card may be checked out two hours before closing and must be returned one hour after opening the following day. Any book that has a short white card may be checked out for two weeks. These books may be renewed indefinitely, but you need to do that in person with the book, so that we may stamp the return date for you. If you have any doubts about whether something can be checked out and for how long, just ask at the Circulation Desk.

The following types of materials **do not circulate**:

- | | |
|----------------------------|------------------------|
| Administrative regulations | Multi-volume treatises |
| Codes | Periodicals |
| Dictionaries | Rare books |
| Digests | Reference books |
| Encyclopedias | Reporters |
| Exams | Restatements |
| Labor collection | Session laws |
| Looseleaf services | Shepard's citators |
| Microfiche | Tax collection |

Something needs to be mentioned here, as unpleasant as it is, and that is the subject of fines. Because the Reserve materials are placed there for class preparation and must be shared by many, the fine for returning this material late is fairly steep. The fine is 25¢ for the first hour and 10¢ for every hour thereafter. This structure also applies to all other material that is checked out except for items with short white cards. The charge for overdue items with short white cards is 10¢ per day. A word of warning: past due fines can cause your record to be "flagged." Until the fines are paid, you will not be able to register or graduate.

To keep you from being charged for a replacement book, we ask that you wait until your name is cancelled off the card. Unfortunately, each year we have at least one student who returned a book, but did not wait for the name to be cancelled and someone else picked it up. This may seem inconvenient at times, but it will save you time and money in the long run.



RULES

While we don't want to overwhelm you with a bunch of rules, the Law Library staff needs your cooperation in making the Library run as smoothly as possible. With this in mind, we ask the following:

1. Please reshelve any Main Floor book you have used. This will help us and help you.
2. Please do not eat, drink, smoke or chew tobacco anywhere in the Law Library. This rule is necessary to preserve the Library materials.
3. Please do not leave personal items and books on the Library tables overnight. Anything left on the tables will be placed in the Lost and Found section at the Circulation Desk.
4. Please mark loose, torn, or missing pages of Library materials with a slip of paper and leave them with the Circulation desk attendant.
5. Please do not mark any library materials with a pen or pencil or even Post-It notes (which will remove ink from the printed pages).
6. Please be sure to have your name cancelled off the card because you will have to pay for any lost or damaged material that has been checked out in your name.
7. Please be sure to check out all library materials you wish to remove from the Law Library.

COMPUTER SERVICES

LEXIS and WESTLAW

The Library is a subscriber to both the LEXIS/NEXIS and WESTLAW computer-assisted legal research systems. There are seven LEXIS terminals in Room A207 in the Annex. Nine WESTLAW terminals are located in Room A212, as well as one near the Government Documents section on the first floor of the Annex. LEXIS/NEXIS and WESTLAW may be used by students and faculty for any project relating to the curriculum of the Law School or for any Law School affiliated organizations (i.e. Legal Aid or Prosecutorial Clinic). However, under contract, the Law School's LEXIS and WESTLAW services may **not** be used by or for practicing attorneys.

Computing Facilities

Fourteen IBM-compatible PC computers are available for use by students for computer-assisted legal instruction and word-processing. These computers are located on the second floor of the Annex in Room A211. WordPerfect 5.1 and 6.0 for DOS are stored on the hard disk of each of these computers. In addition, WordPerfect 6.1 for Windows is available on most of the computers. Microsoft Word is available on three of the PCs in the lab.

We are adding a second computer lab in Room 274 of the Law Library. This lab will be opening during Fall semester. Watch the newsletter and the bulletin boards for details.

Because all the PCs in the labs are networked, you will be able word process, register for classes on OASIS, access Westlaw, Lexis and the Internet and use the World Wide Web.

E-mail Accounts and Internet Access

We encourage all law students to have an e-mail account. There are two choices available through the University:

1) All law students are eligible for a free CONTAC e-mail account. You can pick up a form for a CONTAC account at the Circulation desk. The account usually takes about one week to set up. We have instruction sheets at the Reference Desk and on the glass wall near the Circulation Desk that tell you how to sign on and also how to access your account from home. We also offer classes several times during the semester. Watch the Library newsletter for times.

Please note: A CONTAC account does not provide access for graphical viewing of the WWW. CONTAC only displays text from the WWW.

2) All UGA students may subscribe to Internet services via MCI. The MCI service not only offers e-mail but full access to the WWW. To sign up for an MCI account, call 1-800-275-9082. The rates for an MCI subscription are \$12.00 for 60 peak hours of usage per month. There is a \$10.00 sign-up fee. For further details on the rates, contact MCI.

CCH On-Line Electronic Library

This service allows you to search the CCH services, including tax, on-line. You may access it from one of the four public workstations on the Main Floor. The CCH Electronic Library currently covers the following subject areas: tax research and compliance, healthcare, employee benefits, financial and estate planning, human resources and federal securities.

GAVEL

GAVEL, the UGA Law Library on-line catalog, is available from any of the eight PCs on the Main Floor of the Law Library and from the Law Library Annex Computer Lab and from the new Computer Lab in Room 274. It is extremely simple to use. It contains everything in the Law Library that has been cataloged since 1980. We are currently working on a retrospective conversion, but until then you will need to check the card catalog for older materials.

UGA Law School Web Page

The URL for the University of Georgia School of Law home page is <http://www.lawsch.uga.edu>. This page contains information about the School of Law and the Law Library. It also provides links to useful legal resources. Please consult a Reference Librarian if you need help accessing our web page.

GALILEO - WWW resources

GALILEO is a statewide initiative to improve information access in college and university libraries in the state of Georgia. In addition to providing access to Georgia library on-line catalogs and Internet resources, the GALILEO Web Homepage includes over 50 different databases, including Index to Legal Periodicals, ABI Inform, Social Sciences Index and the Encyclopedia Britannica. This site is continually being upgraded, so have some fun and surf the Web.



CD ROMS

The CD ROM titles are available on the computers located on the Main Floor of the Law Library outside the Copy Room. We keep the manuals for each CD adjacent to these computers. All patrons may use any of the CD ROM products. CD ROM technology is booming and we are trying to keep up. Please watch the newsletter as we add more and more titles.

The following CD-ROMs are networked and may be searched from any of the four public workstations on the main floor of the Law Library or from the Law Library Computer labs:

LegalTrac

LegalTrac is an index to over 750 legal publications including law reviews, bar journals and legal newspapers. Simply follow the instructions on the screen.

Michie Georgia Law on Disc

Michie's Georgia Law on Disc contains the full text of the Georgia Code, Georgia Attorney General Opinions (1976-present), Georgia Supreme Court cases (1937-present) and Georgia Court of Appeals cases (1945-present).

West's Georgia Code and Cases

The West's Georgia CD ROM includes the full text of the Georgia Code, the Georgia Administrative Code, Georgia Attorney General Opinions (1977-present) and Georgia Supreme Court and Court of Appeals cases (S.E. volume 189 to present).

West's Georgia Digest

The West's Georgia Digest covers cases from 1942 to the present. It can help you locate cases on a specific topic, and, because it is linked to the other West products, you can "jump" to the codes and cases.

West's Bankruptcy Library

West's bankruptcy library contains the full text of the bankruptcy annotated code, rules and forms, West's Bankruptcy Digest, Cowan's Bankruptcy Law and Practice, Bankruptcy Manual and West's bankruptcy cases from 1979 to present.

West's United States Code Annotated

This product contains the full-text of the United States Code as well as its annotations.

Autographics

Autographics is a CD ROM system that provides easy access to the Law Library's Government Documents Collection. The collection contains a wealth of information, but was often overlooked because it was difficult to access. Autographics has solved that problem. For a more in-depth description of the Government Documents Collection, see the description in the Special Collections section of this guide.

BNA's Environmental Library on CD

This CD ROM title contains federal regulations, statutes, legislative histories, executive orders, court opinions and administrative opinions. **Please note:** this is only available on public workstation 2 on the main floor of the Law Library.

Georgia Shepard's

The Georgia Shepard's CD ROM consolidates the display of Georgia Shepard's citation information. The CD ROM version of Shepard's replaces the multi-volume, multi-supplement book search. **Please note:** this is only available on public workstation 3 on the main floor of the Law Library.

UCC Search

UCC Search contains the full text of the official U.C.C. with official comments, states' variations and fee tables. The full text of the UCC Case Digest is also included.

Tiara

Treaties and International Agreement Researchers' Archive (TIARA) is a full-text searchable database of U.S. Treaties and International Agreements from 1783 to 1964 and including current treaties and agreements from 1986 to present.

Please note: these two CD ROMS are only available on public workstation 4 on the main floor of the Law Library.

SPECIAL COLLECTIONS

Faculty Collection

The writings of the University of Georgia School of Law faculty are displayed in the glass-front bookshelves immediately to the right as you enter the Law Library. We also place the most recent publications in the display case between these bookshelves.

Georgia Collection

At the end of the Reading Room is a separate section of heavily used Georgia materials such as the Georgia session laws, annotated codes, case reports, digests, Encyclopedia of Georgia Law, and attorney general opinions. Please use these materials in this area and reshelve them when you are finished.

Session laws, superseded codes, and Georgia texts and treatises are shelved in the Southeast section of the Basement. Books located in this section are identified with red tape.

The Law Library maintains a collection of briefs filed in the Supreme Court of Georgia. These briefs are located in the Southeast section of the Basement. These briefs are arranged in order of citation in the GEORGIA REPORTS and begin with volume 248 (1982). The Law Library maintains a computer index for these briefs. A paper copy of this index is shelved in the Reserve Area.

Reference Collection

The Law Library houses its reference collection on the two sets of low bookshelves located on the Main Floor behind the Reference Desk. These materials are primarily law related although we do have a set of encyclopedias as well as numerous dictionaries. The first floor of the Main Library has an extensive general reference section.

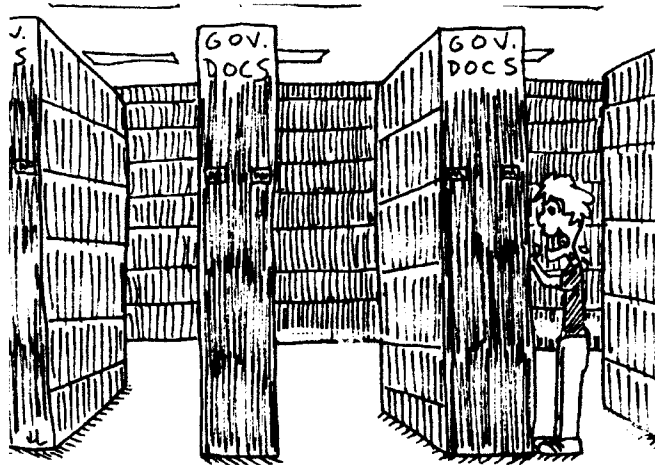
Labor Bay & Tax Bay

For the convenience of patrons conducting tax and labor research, materials, including Shepards, related to tax and labor have been shelved surrounding the tables in the middle of the stacks on the Balcony. These materials have stickers on their spine marked "Labor" or "Tax." "Labor" or "Tax" is also printed above their call number in the card catalog as well as in GAVEL.

Government Documents Collection

The U.S. Government is the largest publisher in the world. It publishes books, periodicals, reports, newsletters, maps, House and Senate Reports and Documents, hearings and many other types of government documents. The Federal government provides free copies of many documents to selected libraries. The UGA Law Library receives approximately 15% of the government documents available for distribution through the Library Depository Program.

Frequently used government documents are shelved in the main collection. Additional documents are shelved on the first floor of the Annex. The materials are arranged by their government document number. The Library also receives a large



number of documents on microfiche. These documents are also located on the first floor of the Annex in the microfiche cabinets by the staircase.

Government documents are accessed in a number of ways. The *Monthly Catalog of U.S. Government Publications* and the *Congressional Information Service Index* help users find publications. The *Monthly Catalog* is located in the Gov Docs section of the Annex. The *Monthly Catalog* is also available on WESTLAW. Its database identifier is GPO-CTLG. The *CIS Index* is located in the Reference Area on the Main Floor. In addition, the Law Library has purchased AUTOGRAPHICS (explained also in Computing Services). AUTOGRAPHICS is located outside the Copy Room on the Main Floor. Its primary function is to make access to the wealth of information available in Government Documents more manageable. If you need help accessing government documents, please consult a reference librarian.

Legal Literature

Everyone needs to take a break from studying occasionally. The librarians have selected biographies and legal literature which might be of interest to patrons seeking pleasure reading. These books are shelved in front of the circulation desk. Feel free to browse this



section. These books may be checked out. Book reviews are offered in the newsletter.

Microform Collection

The Law Library has a substantial amount of material available in microform including *Records and Briefs of the United States Supreme Court* (1832 - present); the *Congressional Record* (beginning with the 1st Congressional Session); a growing number of *U.S. Government Documents*; *legislative histories* for many important laws; *European Community documents*; *Eighteenth and Nineteenth Century state codes and court records*, along with *state attorney general's opinions* and *state bar association proceedings*. Microfilm and microform readers are available for use on the first and second floors of the Law Library Annex. A microfilm/fiche reader-printer is located on the second floor. Copies are available at ten cents per copy. This machine is coin-operated.

Microform materials are indicated in GAVEL and in the card catalog by the designation MFC or FILM above the call number. Items which are available in both microform and hardcopy will have a clear plastic sleeve stating "Microform" filed over the main entry card.

The *Records and Briefs of the U.S. Supreme Court* are located adjacent to the staircase on the second floor of the Annex.

The remainder of the microform collection is located adjacent to the staircase on the first floor of the Annex.



Foreign Law Collection

The Law Library has an extensive foreign law collection on the first floor of the Annex. Some of the foreign laws have been given call numbers. These are arranged at the beginning of the foreign law collection. Many of the foreign law books have not been "classified" (do not have call numbers). These books are shelved alphabetically by country.

International Law Collection

The Law Library has a strong international law collection including treaties, international law periodicals and documents of international organizations. Most of the international law texts are located on the third floor of the Annex. The Library is depository library for the documents of the European Community. These documents have the call number EC and are shelved on the third floor of the Annex. We also have the mimeographed documents of the United Nations. The U.N. documents are arranged by their U.N. document number and are located on the third floor of the Annex.

Rare Book Collection

The Law Library owns an extensive collection of rare law books, designated by the notation RB at the head of the call number. Should you need to use a rare book, please consult one of the reference librarians. Because these books are valuable and often very fragile, their use is carefully monitored.

Map Collection

The Library has a collection of state, national and international maps. The collection is located in the map case which is situated by the staircase on the second floor of the Annex. The Library maintains a computer index for this collection. A paper copy of the index is shelved on the top of the map case.

Louis B. Sohn Collection

Professor Louis B. Sohn has donated his collection of monographic works to the Law Library. This collection includes titles that cover a broad range of topics including international law, the United Nations, the proliferation of nuclear weapons and the impact of global warming on the earth. One particularly interesting aspect of the collection is that it represents the current thinking during critical political, social and economic times of our history. Most notably, perhaps, is the birth of the United Nations and all that surrounded its creation as well as the Cuban Missile Crisis. The collection does not circulate, but it is accessible to the public in the Sohn Library in Rusk Hall. The Law Library is delighted to have such a collection and hopes you will take advantage of the wealth of information that it contains.

FREQUENTLY USED MATERIALS

JUDICIAL DECISIONS

A “reporter” is a series of books containing a collection of court decisions designated for publication by a court. Reporters do not include transcripts of court proceedings nor the texts of briefs submitted by the parties.

The federal court reporters are located on the Main Floor of the Law Library Reading Room. Adjacent to the federal reporters are the regional reporters of the West National Reporter system. The West “regional” reporters include state appellate decisions for each of the 50 states. West divided the U.S. into 7 regions. A state’s appellate court cases are published according to that state’s location within these regions.

Some state court decisions are published in state reporters as well as in the West reporters. The state reporters are arranged alphabetically by state and are located in the Law Library Annex on the second floor. Most people find the regional reporters easier to read.

How to read a case citation

Bradshaw v. Swagerty, 1 Kan. App. 2d 213, 563 P.2d 511 (1977)

All U.S. case citations are constructed the same way: the name of the case, the volume number, the abbreviation for the reporter, the page number and, finally, the year of the decision. This rule also applies to citations for law reviews and ALRs (discussed later). Looking at this citation, the number **1** indicates the volume of the state reporter that includes the decision. **Kan. App. 2d** indicates the reporter title and the series of the reporter, *Kansas Court of Appeals Reports, Second Series*. The number **213** indicates the page on which the case begins. Again, the *Kansas Court of Appeals Reports* are located on the second floor of the Law Library Annex.

The Bradshaw case can be found in two reporters; the state reporter (above) and volume **563** of *West’s Pacific Reporter, Second Series* beginning on page **511**. Again, the regional reporters are located on the Main Floor of the Reading Room. You can get the parallel citation by using *Shepard’s*. The trick here is to go to the first volume of the *Shepard’s* series that has the volume containing your case. Look under the volume number to find the page number of your case. The first time a case is cited in *Shepard’s*, the citator references the parallel cite as its first entry. Confused? Please do not hesitate to ask a Reference Librarian for help.

Abbreviations for frequently cited reporters

As you may notice from the previous example, titles are abbreviated in legal citations. Below are some of the more frequently cited reporters.

West's Regional Reporter Abbreviations

A. or A.2d.	West's Atlantic Reporter
N.E. or N.E.2d.	West's Northeastern Reporter
N.W. or N.W.2d.	West's Northwestern Reporter
P. or P.2d.	West's Pacific Reporter
S.E. or S.E.2d.	West's Southeastern Reporter
S.W. or S.W.2d.	West's Southwestern Reporter
So. or So.2d.	West's Southern Reporter

Federal Reporter Abbreviations

F., F.2d or F.3d.	West's Federal Reporter
F. Supp.	West's Federal Supplement
L. Ed. or L. Ed.2d.	U.S. Supreme Court Reporter, ~ Lawyers' Edition
S. Ct.	West's Supreme Court Reporter
U.S.	United States Reports

Other Frequently Used Abbreviations

U.S.C.	United States Code
U.S.C.A.	United States Code Annotated
U.S.C.S.	United States Code Service
O.C.G.A.	Official Code of Georgia Annotated

CODES AND STATUTES

Laws are published and compiled in a similar fashion at both the federal and state levels.

Session Laws

At the end of a legislative session, the laws for that session are compiled into one or more bound volumes, which are called SESSION LAWS because they contain all the laws enacted during a particular legislative session. SESSION LAWS are typically arranged in chronological order by the dates the laws were passed.

The federal SESSION LAWS are called *United States Statutes at Large*. *Statutes at Large* is shelved on the Main Floor of the Reading Room adjacent to the federal codes.

The most recent three years of the state SESSION LAWS are shelved beside each state code in the Law Library Annex. The older state SESSION LAWS are located in the Main Building Basement.

Codes

Because session laws are difficult to use, laws are also published in subject arrangements called CODES. CODES contain the current text of the laws of a jurisdiction.

The federal CODES of the United States are shelved on the first aisle on the Main Floor of the Reading Room. These CODES include *United States Code* (U.S.C.), *United States Code Annotated* (U.S.C.A.) and *United States Code Service* (U.S.C.S.). Each of these sets contains exactly the same text of the law. The difference is that the U.S.C.A. and the U.S.C.S. contain case annotations as well as other reference information.

The state CODES for each of the fifty states are arranged alphabetically along the walls on the second floor of the Law Library Annex.

When using a CODE, it is extremely important to check the POCKET PART which is usually located in the back of each volume. The POCKET PART will note any changes in the law or any cases that have been decided since the bound volume was published.

ADMINISTRATIVE RULES AND REGULATIONS

Administrative agencies are involved in almost every field of American life and law from agriculture to zoning. Administrative rules and regulations are adopted by administrative agencies under the authority given by a statute. These rules are not to be confused with statutes.

Federal Register

Like session laws, the *Federal Register* is a chronological arrangement of the rules and regulations (including proposed rules and regulations) of administrative agencies. The *Federal Register* is published daily. The *Federal Registers* for the current year are on the first and second aisles by the *Code of Federal Regulations* in the Reading Room. Older bound volumes of *Federal Registers* are located in the Basement of the Main Law Library.

Code of Federal Regulations

The *Code of Federal Regulations* (C.F.R.) is a topical arrangement of the federal administrative rules and regulations. Each volume of C.F.R. is out-of-date almost as soon as it is published. Updating a C.F.R. section can be difficult; if you need help, please consult a Reference Librarian. The *Code of Federal Regulations* is on the first aisle on the Main Floor of the Reading Room.



State Administrative Codes

Most states also have administrative regulations and codes. The UGA Law Library does not collect these for states other than Georgia, but the reference librarians can assist you if you need another state's regulations. The official compilation of *Rules and Regulations of the State of Georgia* is shelved in the Reserve area.

OTHER SOURCES

Legal Periodicals

Articles in LEGAL PERIODICALS or law reviews analyze, describe and comment on the law. Many of these volumes are located on the Main Floor of the Law Library after the Regional Reporters. They will be

classified with a "P" or "K1 - K30" on GAVEL and are arranged in alphabetical order by title. Unbound issues are on Reserve. Some LEGAL PERIODICALS may have a call number that is not a "P," for example, PE or KF. These volumes are not shelved in the same area. Check the LOCATIONS INDEX in the back of this manual to determine where they are shelved. If in doubt, do not hesitate to ask.

The INDEX TO LEGAL PERIODICALS is on the table next to the stairs on the Main Floor. This index is arranged by subject and author. Also located on the same table is the INDEX TO FOREIGN LEGAL PERIODICALS.

A popular method of accessing LEGAL PERIODICALS is by using Legaltrac outside the Copy Room. Legaltrac (explained also in Computing Services) provides computerized access to the articles contained in a law review. For articles published since 1980, Legaltrac is the easiest method of access.

LEGAL PERIODICALS are particularly helpful because of the wealth of references contained in the footnotes. These footnotes will often lead you to other sources.

American Law Reports

AMERICAN LAW REPORTS (or ALR) contain articles or annotations on narrow topics. There are 5 series of ALRs as well as a Federal series. The index is located at the end of all the sets and is extremely good. If there is an ALR annotation on your subject, you will get to know the majority and minority views on the subject as well as case references. Be sure to check the POCKET PART located at the back of the volume for additional references. The ALRs are located on the bookshelves along the wall of the Main Floor of the Law Library near the double doors leading to the Annex.

Restatements of the Law

Located on Reserve are the RESTATEMENTS. Put out by the American Law Institute, RESTATEMENTS are a comprehensive "statement" of the law on a particular subject. By using the index, it is possible to determine what the majority view is on a particular subject. After each section there are examples. The RESTATEMENTS do not give you case law or statutes, they only provide a general statement of the law.

Hornbooks & Nutshells

Also located on Reserve are HORNBOOKS and NUTSHELLS. These books are particularly helpful when confusion inevitably hits in your first year of law school. These books provide a simple (well, relatively) summary of points of law on a particular subject. To see if there is a HORNBOOK or NUTSHELL on a particular subject, look in the black notebook on the Circulation Desk under the course heading. This notebook also contains the listing, by course, of material put on Reserve by the professors. Items that are on Reserve can only be checked out for two hours at a time.

Legal Encyclopedias

Corpus Juris Secundum (CJS) and *American Jurisprudence 2d* (AMJUR) are legal encyclopedias that encompass both state and federal jurisdictions. They are organized alphabetically by subject. They provide a general statement and then cite specific cases in the footnotes. CJS and AMJUR are good places to start if you have a tricky question. CJS and AMJUR are located on low bookcases near the ALRs on the Main Floor.

Texts & Treatises

The Law Library has a number of TEXTS AND TREATISES that may be used in your research. One of the best ways to locate this material is by using GAVEL, our on-line catalog, which may be found in front of the Circulation Desk. GAVEL, combined with the card catalog, provides a comprehensive listing of the books that are located in the Law Library. GAVEL is extremely user-friendly, allowing you to search by title, author, subject or key word. In the card catalog, all entries (author, title, and subject) are arranged in alphabetical order. Locations for call numbers are listed in the back of this manual. Feel free to ask about locations at the Circulation Desk. Once you have obtained a call number, go to the area where that call number is shelved. Because of the classification scheme, books on a similar subject will be shelved near each other.

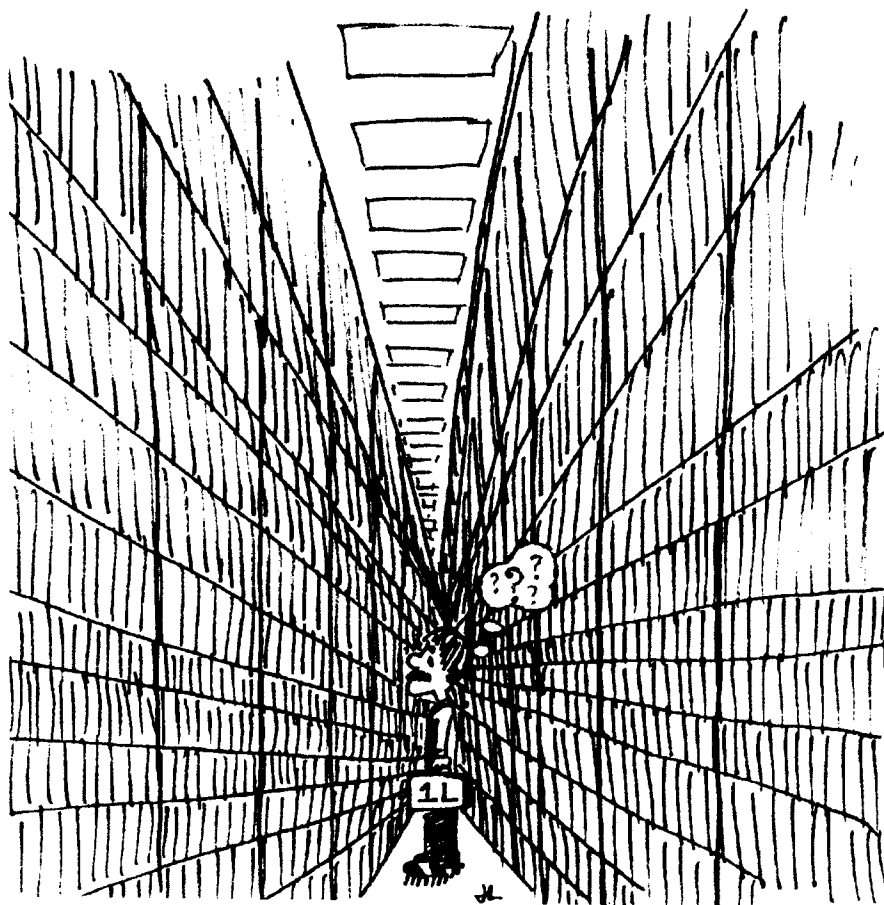
Shepard's

Some of the most hated, but extremely important, sets of books are *Shepard's Citations*. *Shepard's* are located on the tables as you first enter the Law Library. *Shepard's* lists all the cases that have cited your case. Furthermore, you can use *Shepard's* to get the parallel citation for a case. When you need a parallel cite, just go to the first volume of *Shepard's* which contains your cite and the parallel cite is the first entry. Using *Shepard's* can be confusing. If you would like to know how, please consult a reference librarian. We would be happy to show you and unravel the mystery as to why these books are "most hated."

Digests

DIGESTS are an extremely useful finding tool. Published by West Publishing Co., DIGESTS are arranged by subject and then sub-subject (or KEY NUMBER). These KEY NUMBERS are the same no matter which West DIGEST you are in. Under each KEY NUMBER, the cases deciding that subject are summarized and the cite is given. The Law Library has a number of DIGESTS available to you. Most of the regional reporters have DIGESTS which are shelved at the end of each set. The Federal DIGEST is located in front of the Copy Room on the Main Floor. The Decennial DIGESTS cover state and federal jurisdictions and are broken down into ten year periods. These DIGESTS are located in the low bookshelves near the ALRs.

Lost or Confused???
Please consult a Reference Librarian



SUBJECT GUIDE FOR LIBRARY OF CONGRESS CLASSIFIED MATERIAL

Subject	Call Number	Subject	Call Number
Administration of Justice	KF 8700-8709	International Law	JX
Administrative Law	KF 5401-5425	Jurisprudence	KF 379-389
Admiralty	KF 1096-1137	Juvenile Justice	KF 9771-9865
African Law	KR	Labor Law	KF 3301-3580
Agency	KF 1341- 1348	Land Use, Housing & Zoning	KF 5691-5740
Antitrust & Trade Regulation	KF 1601-1666	Latin American Law	KG
Asian Law	KP, KQ	Law Office Management	KF 318-320
Australian & New Zealand Law	KT	Legal Aid	KF 336-337.5
Automobile Law	KF 1290	Legal Education	KF 262-292
Aviation Law	KF 1290, 2400-2439	Legal Ethics	KF 305-310
Bankruptcy	KF 1501-1548	Legal History	KF 350-374
Banks & Banking	KF 966-1032	Legal Profession	KF 297-334
Bibliography	Z	Legal Research & Writing	KF 240-251
British Law	KD	Local Government Law	KF 5300-5332
Business Law	KF1365-1477	Media Law	KF 2761-2849
Canadian Law	KE	Medical Jurisprudence	KF 2905-2950,RA
Civil Procedure		Military Law	KF 7201-7755
Federal Practice	KF8810-9075	Negligence	KF 1280-1290
Commercial Transactions	KF 871-1241	Negotiable Instruments	KF 956-962
Communications Law	KF 2761-2849	Oil, Gas & Mining Law	KF 1801-1873
Comparative Law	K	Partnership	KF 1371-1380
Conflict of Laws	KF 410-418	Patents, Trademarks & Unfair Competition	KF 3096-3198
Constitutional Law	KF 4501-5130	Poverty Law	KF 390.5
Consumer Credit	KF1039-1040	Products Liability	KF 1296-1299
Contracts	KF 801-869	Professional Responsibility	KF 297-334
Copyright	KF 2986-3086	Property (Real & Personal)	KF 560-720
Corporations	KF1384-1480	Public Land Law	KF 5500-5646
Court Organizations & Procedure	KF8711-8807	Public Utilities	KF 2085-2140
Creditor's Rights	KF 1501-1548	Regulated Industries	KF 2076-2140
Criminal Law	KF 9201-9461	Remedies	KF 9010-9075
Criminal Procedure	KF 9601-9760	Sales	KF 914-935
Damages	KF 445-450	Secured Transactions	KF 1066-1087
Domestic Relations	KF 501-553	Social Security	KF 3643-3649
Education	KF 4102-4258	South American Law	KH
Environmental Law	KF3775-3812	Soviet Law	KM
Equity	KF398-400	Supreme Court, U.S.	KF 8742-8748
Estate & Gift Taxation	KF 6572-6594	Taxation	KF 6271-6795
Estate Planning	KF 746-750	Torts	KF 1246-1327
European Law	KJ, KK, KL	Trade Regulation	KF 1601-1666
Evidence	KF 8931-8968	Transportation Law	KF 2181-2566
Family Law	KF 501-553	Trial Practice	KF 8911-8925
Georgia Law	KFG	Trusts & Trustees	KF 726-745
German Law	KK	Uniform Commercial Code	KF 879-885
Government Contracts	KF 841-865	Urban Law	KF 5728-5740
Immigration	KF 4801-4848	Wills	KF 755-760
Income Tax	KF 6368-6499	Worker's Compensation	KF 3615-3634
Insurance	KF 1146-1238	Zoning	KF 5691-5699
Intellectual Property	KF 2971-3192		

LOCATIONS INDEX

American Jurisprudence (AmJur2d)	Main Floor by doors leading to Annex
American Law Reports (ALR)	Main Floor by doors leading to Annex
Autographics (CD ROM Gov. Doc. Index)	Main Floor outside copyroom
Bankruptcy Reporter (West)	Main Floor following F.Supp
BNA Environmental Reporter (CD ROM)	Main Floor outside Copy Room
Brown's Form Books	Reserve
Call Numbers	
A-JW	Basement
JX	3rd Floor, Annex older editions, Basement
JY-JZ	Basement
K1-K30	Main Floor
K31 - end	Balcony
KB-KDZ	Basement
KF	Balcony older editions, Basement
KFA-KFZ(State material)	Basement
KG-KGZ	1st Floor, Annex
KH-KHZ	1st Floor, Annex
KJ	3rd Floor, Annex older editions, Basement
KJA-KJE	3rd Floor, Annex

LAW LIBRARY	
KJF-KZ	1st Floor, Annex
L.Pam.	Basement
P	Main Floor, adjacent to Regional Reporters
PB	Basement
PE	Basement
PF	1st Floor, Annex
PH	Basement
L-Z	Basement
Card Catalog	Main Floor
CCH ON-LINE ELECTRONIC LIBRARY	Main Floor outside Copy Room
Code of Federal Regulations (CFR)	Main Floor first set of stacks
Computing Facilities	Main Floor, Rm 274& 2d floor, Annex, Rm 210
Congressional Record	Basement
Copyroom	~ Main Floor
Corpus Juris Secundum (CJS)	Main Floor by door leading to Annex
Digests	
Federal	Main Floor outside Copy Room
Decennial	Main Floor by doors leading to Annex
Supreme Court	Main Floor following sets of Supreme Court Reporters
Regional	Main Floor following corresponding regional reporter

	LOCATIONS
Encyclopedia Britannica	Reference, Main Floor
European Community (EC)	3rd Floor, Annex
Federal Register	
Current year	Main Floor, following CFRs
Past years	Basement
Federal Reporter System	
F, F2d, F3d, FSupp	Main Floor, following Supreme Court Reporters
Federal Rules Decisions	Main Floor, after F.3d
Foreign Law	1st Floor, Annex
Form Books	Main Floor by doors leading to Annex
GALIN (UGA Main Library On-line Catalog)	Main Floor outside Copy Room
GAVEL (UGA Law Library On-line Catalog)	Main Floor outside Copy Room
Georgia	
Code (O.C.G.A.)	Main Floor right hand corner when entering Library
Reports (Ga., Ga.App.)	same as above
Digests	same as above
Attorney General Opinions	same as above
Encyclopedias	same as above
Other material	Basement, left hand corner when coming from GA section
Georgia Journal of International and Comparative Law Office	3rd Floor, Annex
Georgia Law Review Office	3rd Floor, Annex

LAW LIBRARY

Georgia Shepard's (CD ROM)

Main Floor
outside Copy Room

Government Documents

1st Floor, Annex

Index to Legal Periodicals

Main Floor

InfoTrac/LegalTrac

Main Floor
outside Copy Room

International Legal Materials (ILM)

bound

3rd Floor, Annex

unbound

Reserve

International Materials

3rd Floor, Annex

Labor Bay

Balcony

Law Reviews

bound

Main Floor
following regional reporters

unbound

Reserve

Legal Literature

Main Floor
outside Circulation

Lexis Computers

2d Floor, Annex Rm 207

Martindale-Hubbell

Georgia

Reserve

Other

Reference, Main Floor

Michie Law On Disc (GA CD ROM)

Main Floor
outside Copy Room

Microform

Supreme Court Briefs

2d Floor, Annex

Other Microform

1st Floor, Annex

Microform Reader-Printer

2d Floor, Annex

Military Justice Reporter (West)

Main Floor
following F.Supp.

Patent Gazette

Basement

	LOCATIONS
Restatements	Reserve
Shepards	Main Floor
State Materials (other than Georgia)	
Codes	2d Floor, Annex (alpha order)
Reports	2d Floor, Annex (alpha order)
Other Material (KFA-KFZ)	Basement
Supreme Court Reporters	
United States Supreme Court(U.S.)	Main Floor second set of stacks
Supreme Court Reporter (S. Ct.)	Main Floor second set of stacks
Lawyer's Edition (L. Ed, L. Ed2d)	Main Floor second set of stacks
Tax Bay	Balcony
TIARA (CD ROM treaty index)	Main Floor outside Copy Room
UCC Search (CD ROM)	Main Floor outside Copy Room
United Nations	
Documents	3rd Floor, Annex
Treaty Series	3rd Floor, Annex
United States Code	
United States Code (U.S.C.)	Main Floor first set of stacks
United States Code Annotated (U.S.C.A.)	Main Floor first set of stacks
United States Code Service (U.S.C.S.)	Main Floor first set of stacks
United States Court of Claims Reporter	Main Floor following F.Supp.

LAW LIBRARY

U.S. Code Congressional and Administrative News (USCCAN) Main Floor
first set of stacks

United States Court of Customs and Patents Reporter Main Floor
following F. Supp.

United States Statutes at Large Main Floor
first set of stacks

U.S. Law Week Reference, Main Floor

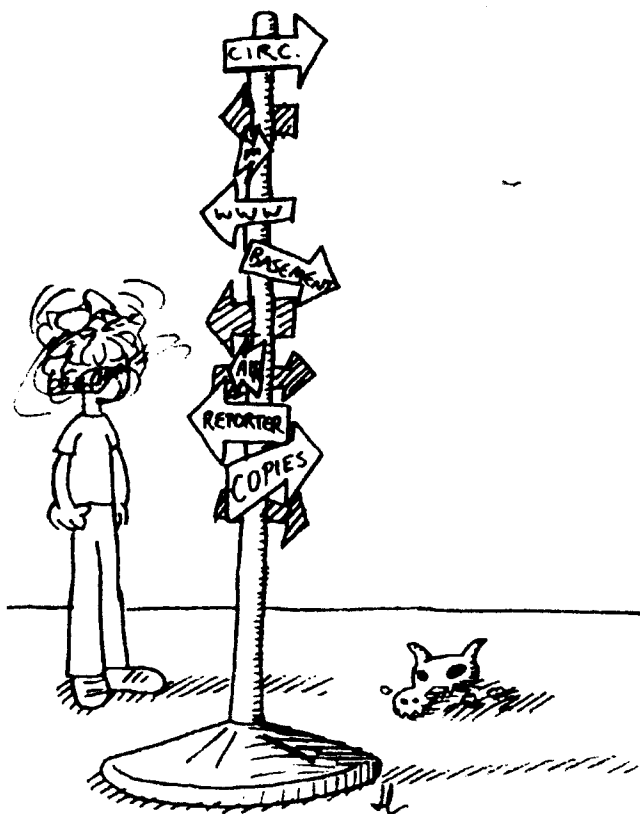
Westlaw Computers 2d Floor, Annex Rm A212

Wordprocessing Lab 2d Floor, Annex Rm A210

Words and Phrases Reference, Main Floor

Veterans Appeals Reporter (West) Main Floor
following F.Supp.

**PLEASE CONSULT A REFERENCE
LIBRARIAN IF YOU ARE
UNABLE TO LOCATE SOMETHING**



IMPORTANT INFORMATION

Main Law Library	542-1922	Campus Police	542-2200
Reference Desk	542-6591	Escort Service	542-2000

YOUR LIBRARY STAFF

Person	Room #	Phone #
Ann Puckett, Director	A206	542-5078
Carmen Urdanivia, Administrative Assistant	A203	542-8480
Public Services		
Sally Curtis AsKew	272	542-5077
Anne Burnett	A205	542-5298
Carol Watson	A207	542-7365
Cici Cleveland	270C	542-3825
Heather Turnbull	270	542-1922
Margaret McGrath	267	542-6670
Myrtle Miller	267	542-1923
Acquisitions		
Jose Pages	260C	542-5083
Martha Hampton	A103	542-5081
Jeff Satterfield	A102	542-5588
Joan Logan	A104	542-5080
Ann Smith	A102	542-5053
Liz Spainhour		542-5149
Cataloging		
Carol Ramsey	A105	542-5082
Diana Duderwicz	A106	542-5597
Rob Boney	A107	542-5091
Shannon Dunn	A108	542-5117