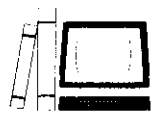


The University of Georgia Law Library Readers' Guide

JOSE F. RODRIGUEZ
1976 - 77



University of Georgia Libraries
Athens, Georgia 30602

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UNIVERSITY OF GEORGIA LAW LIBRARY

ATHENS, GEORGIA 30602

PROFESSIONAL LIBRARY STAFF

Phone: (404)542-1922

<u>Name</u>	<u>Location</u>	<u>Title</u>	<u>Extension</u>
Sewell M. Brumby	Main Floor	Law Librarian	21
Jose R. Pages	Balcony	Acquisitions Librarian	24
Linda Richardson	Balcony	Serials Librarian	6
Carol Ramsey	Main Floor	Head Law Cataloger	0
Diana Duderwicz	Main Floor	Cataloger	0
Virginia Gower	Main Floor	Cataloger	0
Jose R. Rodriguez	Main Floor	Circulation and Reference Librarian	5

INTRODUCTION

The Law Library, which is a branch of the University of Georgia Libraries, is essentially a reference and research collection of books available on open shelves to be used in its facilities and books which also circulate for different periods of time, ranging from two hours to fourteen days. It is a working collection with an open-shelf policy; therefore we have as many books as possible available in open stacks for readers to use freely without the necessity of checkout formalities. Since it is a research library, the law collection must be available for use whenever the library is open. However, with the exception of a limited number of books and materials (Reference books, Looseleaf services, unbound Journals, and some finding tools like Citators and special Indexes) there is not a book in this library that cannot be checked out, for at least overnight use.

This guide is not a manual on how to use law books. Rather, it will help you to gain the maximum benefit from the Law Library's resources and services by understanding something of the theories upon which it operates and the reasoning behind its rules. In addition, this manual will help you to find your way around the Law Library, and familiarize you with the rules governing circulation and general use of books in our collection.

The Law Library has a well trained and experienced staff dedicated to serving the patrons in their effective use of the library. However, like many other organizations, the library has to operate within its rules. The regulations which are contained in the following pages are not barriers to make the use of the collection difficult and complicated; they are necessary rules to facilitate the use of the library. Patrons can cooperate by observing these simple rules. It is firmly believed that only through mutual cooperation between patrons and the library staff can the library achieve its ultimate goal - to provide the best library service to more than six hundred law students, the law faculty, undergraduate and graduate students and university faculty, attorneys, and citizens of Georgia. Each of them has the responsibility of using the Law Library with consideration for the rights of others.

THE LAW LIBRARY

The Law Library 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.

MAIN FLOOR

It is divided into four areas: a) the large Reading Room and its adjacent stacks; b) the Circulation and Reserve section; c) the Library Lounge, and d) the Rare Book and "X" Rooms, and some of the Librarians' offices.

Reading Room:

Its open stacks contain the federal and regional court reports, current federal and states statutes, federal administrative regulations, federal and regional digests and law reviews.

The federal and regional Shepard's Citators, the Index to Legal Periodicals, and other important indexes are located on two tables on the west end of the room. Behind those two tables you will find the shelves containing the three series of the American Law Reports Annotated. Also in that area there are two bookcases containing copies of the American Digest and Modern Federal Practice Digest.

At the east end of the room is shelved a special Reference collection for the state of Georgia. This collection is composed of copies of the Georgia constitution, session laws, annotated code, reports, digest, encyclopedia of law, administrative rules and regulations, form books, attorney general opinions and bar journal. Because of the heavy use of these publications they do not circulate and should be used and also kept in the area in which they belong. This special collection is distinguished by the letter "R" placed above the call number appearing on the spine of each book. (Note: Georgia law books call numbers begin with "KFG". Those without the notation "R" on top of the number are not included in this special collection. They will be found in the Basement among the State collections.)

At the east end you will also find two other bookcases containing the legal encyclopedias Corpus Juris Secundum and American Jurisprudence, second, and another copy of the Modern Federal Practice Digest.

Circulation and Reserve Section:

In this area you will find the Reserve collection. It consists of books included in the Law Faculty reserve book listings, and books in heavy demand. Some are on permanent reserve, such as the Gilbert Law Summaries, while others are on reserve only for a short period of time and are returned to the stacks as soon as the course is completed. Unbound law review issues are shelved in the Circulation office adjacent to the Reserve stacks.

The Reserve collection is arranged alphabetically according to the publication's main entry appearing in the public card catalog. On the Circulation Desk there is a list of those books which are on reserve for each particular quarter. You will also find there a two-drawer file catalog which contains cards showing every book on reserve. Access to the Reserve shelves is permitted just to verify legal citations appearing in books, journals or the unbound law review issues. **BUT IF YOU NEED A RESERVE BOOK, DO NOT TRY TO GET IT YOURSELF; ASK THE STAFF FOR HELP.**

Within the Circulation office proper, there are some publications which are also considered a part of the Reserve collection. They include: the unbound law review issues, a copy of the United States Law Week, the Criminal Law Reporter, Tax Management Portfolios, the unbound issues of the Federal Register, a copy of the preliminary print of the U.S. Reports, copies of the Georgia Law Reporter which contains the unbound decisions of the Supreme Court and of the Court of Appeals of Georgia, a copy of the current Acts and Resolutions of the General Assembly of the state of Georgia, and a copy of the Georgia Code Annotated containing the "advance" supplementation. A table and chair are provided for patrons using these particular materials. The unbound law review issues, the portfolios, and the books located in the Reserve collection may be checked out according to standard Circulation procedures. The remaining materials, aforementioned, must be used in the Circulation office only.

Library Lounge:

Located in this area are general and legal Reference materials (encyclopedias, directories, dictionaries, atlases, yearbooks, etc.), current newspapers, (New York Times, Wall Street Journal, Atlanta Journal, Atlanta Constitution, Athens Banner Herald) and copies of popular magazines (Time, U.S. News and World Report, Fortune, Esquire, Ebony, etc.) These publications are to be used in the lounge area only. They do not circulate and should not be moved to the tables in the Reading Room or the Balcony.

Rare Book and "X" Rooms; Librarians' Offices:

The Rare Book Room is located on the west side of the Law Librarian's office. It houses rare and valuable books, books on British law published in Great Britain before 1776, and books on Anglo-American law published in the United States before 1825. It also contains important or difficult-to-obtain publications of the State of Georgia (early statutes, codes, digests, municipal ordinances, etc.) and films, books, or other materials which it is deemed necessary to shelve in closed stacks.

The "X" Room is located behind the Reserve shelves. It houses copies of the case books appearing in the faculty mandatory lists or any other book in heavy demand that experience has shown should be shelved in closed stacks.

Books kept in the Rare Book and "X" Rooms may be checked out according to standard Circulation procedures.

A portion of the Cataloging section is located in the glass-enclosed area behind part of the public card catalog. Shelved in that area are some important bibliographical tools such as the National Union Catalog, the Dictionary Catalog of the Columbia University Law Library, the Catalog of the Carson Law Collection, the Catalog of the Anglo-American Law Collections of the University of California Law Libraries at Berkeley and Davis, and the Catalog of the Foreign Relations Library of New York. The Catalog of the Library of Harvard Law School (1909) and the Catalog of the Law Collection of New York University (1953) are kept in the Law Librarian's Office. Any of these useful catalogs may be used by any library patron once he has obtained authorization.

The Circulation and Reference Librarian, whose office is to the east side of the Law Librarian's Office, should answer any kind of questions you might have. If you are unable to find him in his office or at the Reference Desk located beside the entrance to the Library, ask any other librarian available. At night and on weekends you will find a then scheduled librarian available to help you. Do not hesitate to ask for their help if you are unable to use the public catalog, or if you do not know the location of the materials you need.

BALCONY

This floor houses classified Texts and Treatises, the Tax collection, and the Bar Journals collection.

The classified Texts and Treatises begins with the shelf at the east end (T1-A). This section contains not only books, but classified looseleaf services and classified periodicals. Shelved in this section you will find, the international law books, treaties and periodicals (subclass: JX), law in general (Class K), and a great amount of United States law books and periodicals (subclass: KF).

The Tax collection is shelved in the enclosed area of the Balcony. It contains the most important material used in the field of taxes.

Finally, the Bar Journals collection is shelved at the end of the west side. This collection contains the most important periodicals published by legal associations, bars, legal societies, etc. Since they have not been classified yet, they are shelved in alphabetical order according to the main entry for the publication in the public card catalog.

Upon the first table on the east side of the Balcony there is a second copy of the Index to Legal Periodicals and a second edition of the Unabridged Webster Dictionary. The Balcony contains 26 carrels, and the Acquisitions and Serials Librarian's Offices, which are located in the west end, adjacent to the elevator.

BASEMENT

This floor is divided in two sides, north and south.

The north side, from east to west, contains: 1) The State collections; 2) Shepard's State citators and a second copy of the American Digest; and 3) superseded materials.

The state collections are alphabetically arranged from Alabama to Wyoming. Each state's collection contains books which have been classified (mainly texts and treatises containing state laws and regulations; classification KFA to KFW) and books pending classification (generally big sets of reports, session laws and outdated codes). CURRENT STATE CODES ARE FOUND ON THE MAIN FLOOR WITH THE CURRENT STATE RULES AND ADMINISTRATIVE REGULATIONS (M-9 west and M-10 east). They are distinguished from the replaced volumes by a golden dot placed above the call number appearing on the spine of each book.

The Shepard's State citators and the second copy of the American Digest are shelved in the middle of the Basement (B11-A, north).

The superseded material, valuable for retrospective research, is shelved immediately after the State collections. They are not arranged in any specific fashion. If you have problems using these materials, please ask for help from the Circulation-Reference librarian.

The south side, from east to west, contains: 1) Books under class A to subclass JZ (except JX); 2) the British collection (classified KD and unclassified); 3) Material under classes L to Z; 4) the Texts and Treatises collection; and 5) Part of the Foreign Law collection (Argentina, Belgium, France, USSR). The rest of the Foreign Law and the Commonwealth collection are provisionally housed in the second floor of the Annex to the Main Library. If you want to use a book belonging to some of these collections, please get in touch with the Circulation-Reference Librarian.

The books classified under letters A to JZ are related to philosophy, ethics, history, economy, sociology, political sciences, etc. The classified British collection is mainly composed of law treatises and the unclassified part is composed of statutes and reports. Books classified under letters L to Z are related to education, music, fine arts, language and literature, science, medicine, agriculture, technology, military and naval science, bibliography and library science.

The Texts and Treatises collection mainly contains many British and some American unclassified treatises. It is arranged in alphabetical order according to the main entry for the book in the card catalog. All the books in this particular collection will eventually be classified. It is located at the end of the south side of the Basement continuing into the receiving room.

The Foreign Law collection housed in the Main Library Annex is arranged by countries. Each country's collection is then arranged in alphabetical order according to the main entry for the book.

The Commonwealth collection is partially classified.

THE PUBLIC CARD CATALOG

This catalog is located on the Main Floor beside the Lounge and the Catalogers' glass-walled office. Every publication the library contains is listed in the catalog. It is a dictionary catalog, in which all the entries (author, title, subject, series, etc.) are their related references are arranged in one general alphabetical sequence. The material that you need can be found through any of the different kinds of entries mentioned above. The large sample of cards on top of the catalog will assist you in finding the material you need. You can use them to learn about materials on an unfamiliar subject, to verify the exact title of a book you want, or to find the exact spelling of an author's name, as well as to find out the collection to which the book belongs.

In using the public card catalog keep in mind that the Law Library's collection is being partially recatalogued and is being totally classified, according to the Library of Congress system of classification. This is a process that will take years to complete. Consequently you will find many cards in the catalog which do not have any call numbers on the top of its left side. (Do not pay attention to classification numbers appearing at the bottom of the cards. They do not mean anything IN THIS LIBRARY.) If a card does not have a number at the top of its left side this means that the publication, to which it refers, has not yet been classified. In that case, you probably will find the book in the unclassified Texts and Treatises section of the Basement and in a few instances (particularly in connection with big sets) on the Main Floor or in the Basement.

Finally pay due attention to the symbols appearing at the top of some cards or above the call number (e.g.: "R", "Tax", "Texts and Treatises", "Law R", "Bar J", etc.) These symbols are used to hold together the classified or unclassified material belonging to special collections. A list of the definition of symbols is placed on top of the public card catalog. Read it and become familiar with it. See also the location chart appearing at the end of this guide.

Please do not mark or remove catalog cards or slips from the trays of the card catalog.

THE LINE FILE

This useful locator is divided in two parts. One consists of the three metal files located on top of one of the bookcases at the end of the west side of the Reading Room which contains the location of the law reviews, bar journals and foreign legal periodicals. The other is one metal file located on top of the back of the card catalog containing the locations of the most important codes, reports, digests, citators and looseleaf services. Because we are classifying much of the collection, the line file may sometimes be innacurate because of backlog. In this event, check the public catalog and if you do not find what you need there, ask the Reference Librarian for assistance.

LAW LIBRARY REGULATIONS

Library rules are made to protect the majority of users from the carelessness and thoughtlessness of the few. Your use of the library is tacit acceptance of the validity of the rules and of the intention to abide by them.

Please remember that many other students are using the library and its books, and act accordingly. The library should be kept as quiet as possible and should be used only for study and reading. It is not a student union.

1. Personal books and other personal belongings of students may not be left on the library tables overnight, nor left during the day so as to interfere with use of the tables and chairs by others. Anything left on the tables will be removed by the staff early every morning. There are no reserved seats. For an exception to this rule see Stack-Permits on page 11.
2. Students may not study in Room 328, which is the Faculty Library. Books located in this area are for the exclusive use of the Faculty. This room should not be used by students as a passageway.
3. Typewriters and library office equipment, material and furniture are to be used only by the staff. There are a hold puncher, two staplers, a pencil sharpener, and scotch tape available for patrons' use at the Circulation Desk.
4. Library staff members are not authorized to type students papers or to do any other work for students which is not related to library services.
5. Readers may not eat, drink or smoke in any part of the library.
6. Telephones in the Law Library are restricted for the use of the library staff. Page service is not available to call patrons of the library to the telephone. The Student Bar Association maintains a free phone for students' local calls in the Student Lounge (First Floor - Law School). Pay phones are located in the lobby of the main entrance to the library.
7. Users are requested to reshelve reports and codes, digests and law reviews immediately after use on the Main Floor. Do not reshelve any book or material belonging to the Balcony or to the Basement.
8. Users are requested to mark loose, torn, or missing pages of library materials with a slip of paper and leave them with the desk attendant.
9. A student guilty of theft, mutilation, or defacement of library materials is subject to suspension from the University. Marking books or microform publications with pen or pencil is absolutely prohibited.
10. Lost or damaged materials will have to be paid for by the person to whom they have been charged.

CIRCULATION PROCEDURES

- A. All books and other materials removed from the Law Library must always be checked out.
- B. Patrons who are not registered as Law Students must identify themselves through I. D. cards or any other means and must print their local addresses and phone numbers on the checkout card.

Pages 9 & 10 missing from original

EXAMS: The Library maintains a good amount of copies of final examinations. Exams given during the last two years are kept on Reserve for two hours use. Earlier exams are shelved in the Bar Journal section.

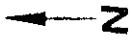
INTERLIBRARY LOAN: An interlibrary loan service is maintained by the Law Library in cooperation with the Main Library. Through this service, books not owned by the Law Library may be obtained from other libraries in the country. The purpose of the interlibrary loan system is to provide materials which for any reason are not presently available in our library. Request forms may be obtained from the Circulation and Reference Librarian during the hours 8:00 A.M. to 5:00 P.M.

MICROFORMS: The library has a substantial amount of material in microfiche, microcards and microfilms. The most important are: United States Records and Briefs; the Legislative History of the Internal Revenue Acts from 1909 to 1950, and from the 82nd Congress on; The Wall Street Journal (1889-1975); The Congressional Record and its predecessors; and early States Session Laws. Microforms' readers are located by the stairs at the entrance of the east end of the Basement. Microforms are considered noncirculating material but in case of urgent need, if there is no reader available for a library patron, permission can be obtained to use the Main Library readers.

MONTHLY ACQUISITIONS LIST: The Law Library compiles and distributes a monthly new books list to show the acquisition of important books and other materials made by this library. This is a list with complete bibliographical information of each book. Copies of the list are available to the patrons at the south corner of the Circulation Desk as a current awareness service in the field of legal literature.

STACK PERMITS: Individual collections of library materials may be kept on tables in the library by students only when they are actively working on: (1) a Georgia Law Review or Georgia Journal of International and Comparative Law paper, or (2) a Moot Court Team brief, or (3) an individual project specifically authorized by notification to the Circulation Librarian from a Law Faculty member. Such authorized collections may be made only on Balcony tables, the two tables in front of each of the book-cases placed at the east and west ends of the Reading Room, and tables in the Basement. A slip containing the rules governing those individual collections will serve to identify an individual collection.

TYPEWRITER LOCKERS: There are 45 lockers available for this use in the library. The lockers should be reassigned at the end of each quarter. If a person having a locker decides not to continue attending law school the key to the locker must be returned to Circulation. Lockers are assigned on a first come, first serve basis.



Georgia Section



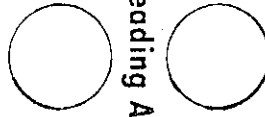
Corpus Juris Secundum
Am. Jur. 2d

Georgia Material
Modern Fed. Practice Digest

Stairs

Magazines &
Newspapers

Reading Area



Lobby

Reference Area
Card Catalog

Tables



Main Floor



Tables



Wesc's Am. Decennials and Digests

Periodical Locator

Mod. Fed. Practice Digest

Index to
Legal
Periodicals

Bluebooks &
Shepard's
Citations

Stairs

Annotated Reports - Lawyers Ed.
Atlantic Reporter/ Atlantic 2d

N.W. Reporter 2d/ N.W. Reporter
Pacific Rep./ Pacific 2d

Southwestern Rep. 2d
Congressional Record/Fed. Register

Card Catalog

Cataloging
Office

U.S. Code, Sc. ac Large, ecc.

U.S. Reports/U.S. Code Congress & Adm. News
Supreme Ct. Reporter; Federal Cases

Federal Reporter 2d; Federal Reporter
Federal Reporter 2d; Fed. Rules Decisions.

Federal Supp.
Law Reviews (Beginning with A)

Law Reviews
Law Reviews

Law Reviews
Law Reviews

Law Reviews
Law Reviews

Law Reviews
Law Reviews

Law Reviews
Current State Codes & Admin. Rules

Circulation Desk

Reserve
Room

Restricted
"X" Collection

Circulation
Office

Reference
Librarian

Law
Librarian

Rare Book
Room

Processing Area

Law Reviews
Current State Codes

Law Reviews
Current State Codes

Current State Codes
Calif. Rep. & N.Y. Supp.

Current State Codes
N.Y. Supp. & N.Y. Supp. 2d

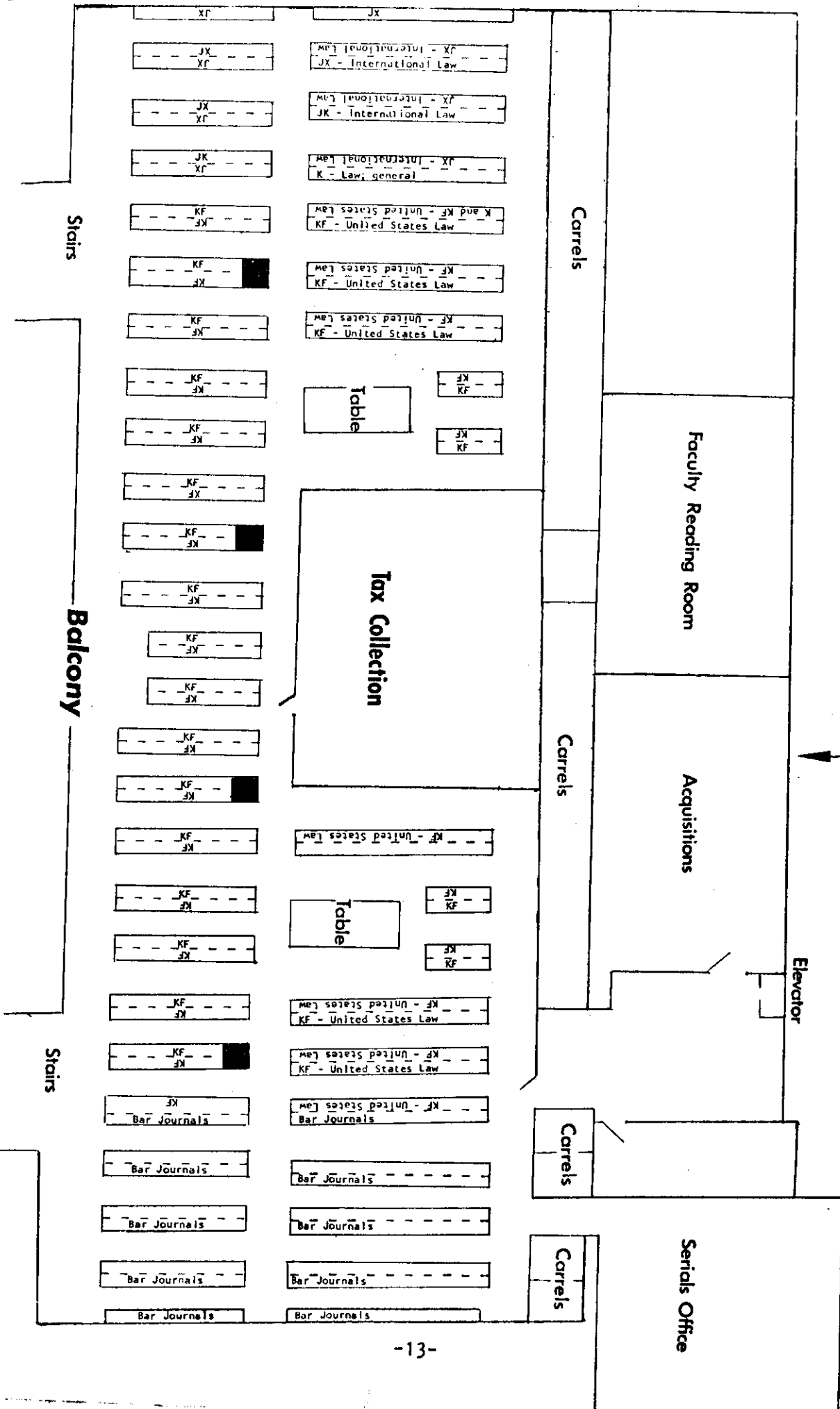
N.E. Reporter 2d
Pacific 2d/ S.E. Reporter

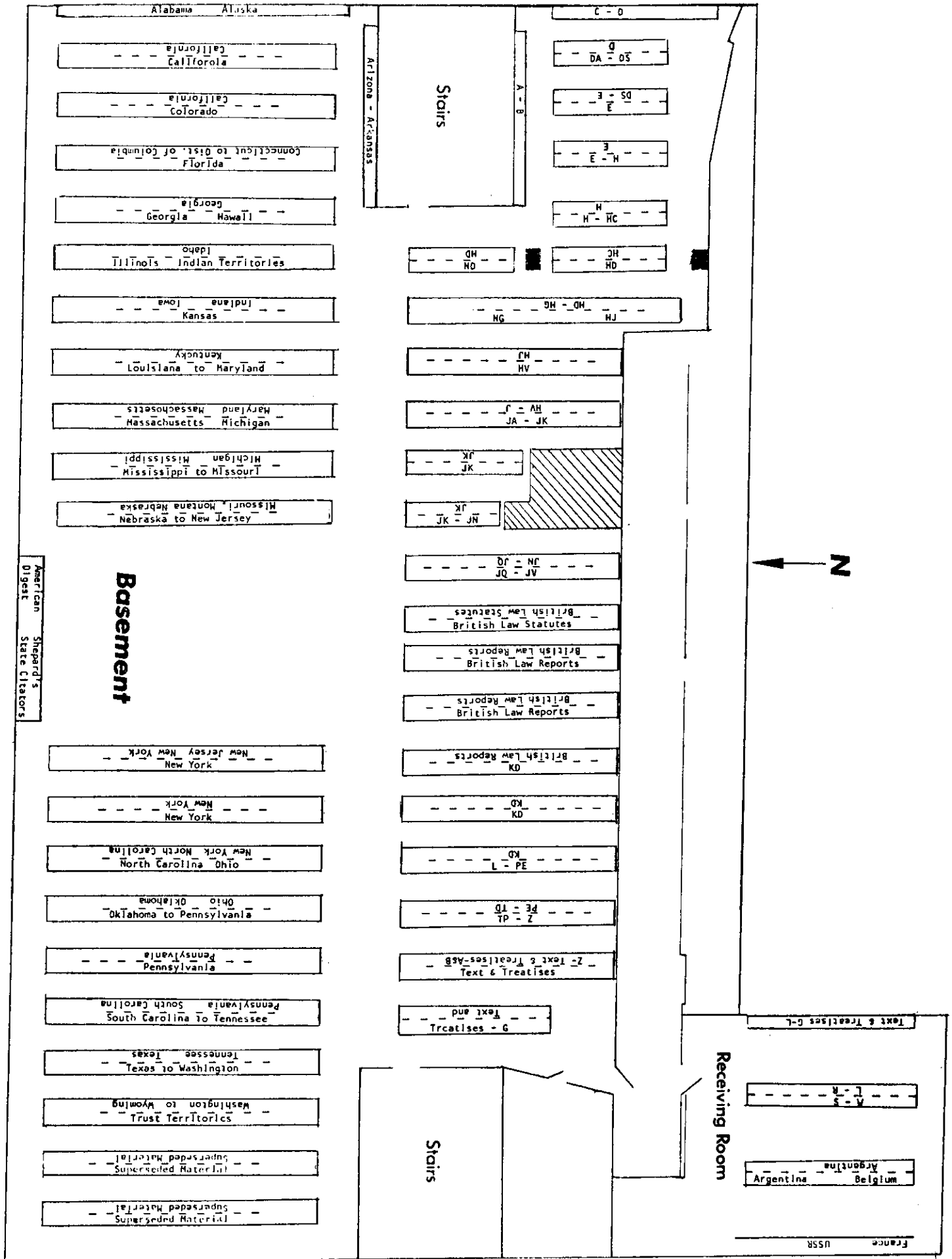
N.E. Reporter & N.Y. Supp. 2d
S.E./S.E. 2d

S.W. Reporter/Southwest 2d
Federal Register

Southern 2d/ Southern
Code Federal Regulations

C.F.R. - Superseded





Classifications (Law Library)

Call numbers used IN THIS LIBRARY appear on the top left side of the public catalog cards. Do not pay any attention to numbers appearing at the bottom of the cards.

A-JW	Basement	KFA-KFZ	Basement
JX	Balcony		
JX-JZ	Basement		
K	Balcony		Any other K followed
KD	Basement		by 1 or 2 letters
KF	Balcony		(eg: KE or KPN)
			L-Z
			Consult Reference Librarian
			Basement

Symbols (Law Library)

Symbols appear on the top left side of public catalog cards. Many symbols will be followed by a call number (eg: TAX/KF6750/A514), and some are alone (eg: Text and Treatises). The symbols are used to hold together the classified or unclassified material belonging to a particular collection.

Anno. Rept.	Annotated Reports	Main Floor
Bar J. or Bar Journal	Unclassified periodicals, annuals, etc.	Balcony
Brit Mat.	Unclassified British Material	Basement
Commonwealth	Unclassified Commonwealth Material	Consult Reference Librarian
Fac.	Faculty Reading Room	"
Fed. Sect. or Federal	Federal Section	"
Forg. or Foreign	Foreign Law	Main Floor
Film	Films, Microforms, etc.	Consult Reference Librarian
Law R. Law Rev. Law Review	Law Schools Journals	"
R	Reference Collection	"
RB	Rare Book Room	Main Floor
RESERVE	Permanent Reserve	Main Floor
St. Mat'l. or State Mat'l.	Unclassified State Material	Consult Reference Librarian
Tax	Tax Collection	Main Floor-Reserve Area
Text and Treatises	Unclassified Texts & Treatises	Basement
X	X Room	Balcony-Enclosed Area
Other symbols		Basement (SEE NOTE BELOW)
		Consult at Circulation Desk
		Consult Reference Librarian

NOTE: There are some cards in the public catalog whose top left side is blank. They refer to unclassified material which will generally be found in "Text and Treatises".

(This is a provisional chart)