

9-1-1982

## Readers' Guide September 1982

University of Georgia School of Law Library

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### Repository Citation

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**LAW LIBRARY**  
**UNIVERSITY OF**  
**GEORGIA**

**READER'S**  
**GUIDE**

SEPTEMBER 1982



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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>
Erwin C. Surrency	Annex	Law Librarian
Jose R. Pages	Main Floor	Acquisitions Librarian
Martha Hampton	Main Floor	Assistant Acquisitions Librarian
Carol Ramsey	Main Floor	Head Law Cataloger
Diana Duderwicz	Main Floor	Cataloger
Jose F. Rodriguez	Main Floor	Public Services Librarian

## INTRODUCTION

The Law Library, which operates under the direct administration of the Dean of the Law School, is essentially a reference and research collection of books available on open shelves to be used in its facilities and a few books may circulate for different periods of time, ranging from two hours to fourteen days. It is a working collection with an open-shelf policy; therefore as many books as possible are available on open stacks for readers to use freely without the necessity of checkout formalities. For the Law Library to function effectively requires your support and assistance.

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 under 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 assisting 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. 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 have the responsibility of using the Law Library with consideration for the rights of others.

## THE LAW LIBRARY

The physical facilities of the Law Library consist 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. Entrance to the Main Building is made at the Main Floor level (2nd floor of the Law School) and at the second floor level of the Annex.

### MAIN LAW LIBRARY BUILDING

#### MAIN FLOOR:

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

#### Reading Room:

Its open stacks contain federal reports and current federal statutes, the National Reporter System, federal administrative regulations, federal and regional digests, and legal journals.

The federal, regional and state Shepard's Citators, are located on three tables at the west end of the room. (Behind those tables you will find the shelves containing the three series of the American Law Reports Annotated.)

At the east end of the room are shelved the copies of the Georgia session laws, annotated code, reports, digests, encyclopedia of law, administrative rules and regulations, form books, and attorney general opinions. 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. Also at the east end there is a table for the Index to Legal Periodicals and other important indexes.

#### Circulation and Reserve Section:

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.



On the Circulation Desk there is a list of those books which are on reserve for each particular course. 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 only to verify legal citations appearing in books, journals or the unbound law review issues.

Within the Circulation section, there are some publications which are also considered a part of the Reserve collection. They include: The United States Law Week, the Criminal Law Reporter, Tax Management Portfolios, Corporate Practice Series 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 contain 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. 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 mentioned above must be used in the Circulation office only.

#### Library Lounge:

Bookcases forming a rectangle in this area contain the legal encyclopedias American Jurisprudence 2d, and Corpus Juris Secundum; the American, Federal, Modern Federal, and West Federal Practice Digests, and a collection of form books. Also located in this area are general and legal Reference materials (encyclopedias, directories, dictionaries, atlases, yearbooks, etc.), current newspapers, and copies of popular magazines. 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 Librarians' Offices:

The Rare Book Room is located next to the Public Services section offices. It mainly houses rare and valuable books on British law published in Great Britain and books on Anglo-American law published in the United States. 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. Books kept in the Rare Book Room do not circulate. The Public Service Librarians office is to the east side of the Circulation office. A portion of the Cataloging section is located in the glass-enclosed area behind part of the public card catalog and the rest is located beside the Rare Book Room. The Acquisitions Librarian's office is located behind the Reserve collection area. The Serials Librarian and the Acquisitions staff offices are located behind the Circulation office.

## BALCONY

This floor houses the current classified collections for law in general, and for Great Britain, Canada, Australia and New Zealand. Current editions of United States law books and periodicals follow these collections. Current Codes and Administrative Regulations for the fifty United States states; English, Canadian and Australian statutes, reports and digests, and the Caribbean collection are located on the west end of this floor. The Tax collection is located in the middle of the floor beside the Faculty Library which is housed in an enclosed area.

## BASEMENT

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

The north side, from east to west, contains the State collections which are alphabetically arranged from Alabama to Wyoming. Each state's collection contains outdated codes, session laws, and texts and treatises pertaining to the state. CURRENT STATE CODES ARE FOUND ON THE BALCONY WITH THE CURRENT STATE ADMINISTRATIVE RULES AND REGULATIONS. They are distinguished from the replaced volumes by a gold dot on the spine of each book. Also on this side are the bar journals (PB), historical journals (PH), and miscellaneous journals (PE).

The south side, from east to west, contains: 1) books under classes A to K (Except JX: International Law); 2) American and English older editions of texts and treatises; 3) books under the classes L to Z.

The Serials staff office is located immediately to the South side of the Basement.

## LAW LIBRARY ANNEX

Materials located in the Annex which are available for circulation should be checked out at the Main Law Library Circulation desk. There are no facilities for circulation of books in the Annex. Also, materials housed in the Annex should be used in that Building. They should not be taken to the other building except for photocopying purposes.

## FIRST FLOOR

The materials located on this floor are shelved from the south side of the building (that closest to the Law School Building) to the north. From the south wall to row 2 is the United States Government Documents collection, arranged by the Superintendent of Documents Classification scheme. These materials are not reflected in the card catalog and can be identified through the use of the Monthly Catalog and other document indexes.

The east sections (those nearest to the windows) of rows 2 and 3 house the Labor Law collection with rows 4 through 6 housing a second set of Federal materials including United States Reports, Federal Reporter 1st and 2d series, Federal Supplement and West's Federal Digests. The west sections of rows 2 through 6 house the bound volumes of the Federal Register and Congressional Record, the U.S. Patent Office Gazette, the U.S. Fifth Circuit Court of Appeals Briefs (1972-1977) and Georgia Supreme Court Briefs (1981-date).

The Foreign Law collection, arranged alphabetically by country, is located on rows 6 through 12.

## SECOND FLOOR

There are several important areas located on this floor of the Annex: a) Attorney General Opinions and State Reports; b) LEXIS; c) Audio-Visual Room; d) Librarian Offices.

### Attorney General's Opinions and State Reports

These two sets of materials are arranged alphabetically by state beginning at the south side of the building.

### LEXIS

The Library is a subscriber to this computer-assisted research service. First year students will be taught to use LEXIS at the conclusion of the legal research course. Second and third year students who are interested in being trained should contact the Public Services Department in order to schedule a training session. LEXIS may be used for any project related to the curriculum of the law school or for any law school affiliated organization (i.e. Legal Aid or Prosecutorial Clinic). However, under the contract, the Law School's LEXIS terminal may not be used by or for practicing attorneys.

### Audio-Visual Room

The Law Library has a substantial amount of material available in microform. Included are Records and Briefs of the United States Supreme Court (1832-date); the Congressional Record; Code of Federal Regulations and a growing number of other U.S. Government Documents; legislative histories for many important laws; Eighteenth and Nineteenth Century State codes and court records, along with State Attorney General's Opinions and State Bar Association Proceedings. Several microfilm and microfiche readers and a reader-printer are available for use in the Audio-Visual room.

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

Microforms have a very sensitive nature and can be easily damaged. For these reasons, use of the materials is subject to closer supervision and greater restrictions than is the case with conventional library materials. Any materials needed will be retrieved by the library staff and will not circulate outside the Audio-Visual Room.

### THIRD FLOOR

The Annex's third floor houses the International Law collection (subclass JX); European materials, especially that of the European Economic Community (subclass KJ); Foreign Law journals (PF) and the Library's growing collection of United Nations Documents (arranged by UN document numbers). The editorial offices of the GEORGIA LAW REVIEW and the GEORGIA JOURNAL OF INTERNATIONAL AND COMPARATIVE LAW are also located here.

### THE PUBLIC CARD CATALOG

This catalog is located on the Main Floor between the Lounge and the Catalogers' glass-enclosed office. It is a dictionary catalog, in which all the entries (author, title, subject, series, etc.) and 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.

The symbols appearing at the top of some cards or above the call number (e.g.: "R", "TAX", "Texts and Treatises", "P", etc.) are location symbols for their special collection. A list of symbols appears at the end of this guide.

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

### 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.
2. Reports, codes and periodicals should not be moved from the Library to the Annex and viceversa. These books must be kept in their respective buildings all the time.
3. Typewriters and Library office equipment, material and furniture are to be used only by the staff. There are a hole puncher, a stapler, a pencil sharpener, and scotch tape available for patrons' use at the Circulation Desk.
4. Library staff members are not authorized to type student 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).
7. Users are requested to reshelve reports, digests and periodicals immediately after use on the Main Floor or in the Annex. 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. Marking books or microform publications with a pen or pencil is absolutely prohibited. A student guilty of theft, mutilation, or defacement of Library materials is subject to suspension from the University.
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. Law School Faculty should print their names on the checkout card. Law School students should print their names and ID number, or their names and local address and phone number on the card. UGA faculty and students who are not related to the Law School have loan privileges but must identify themselves through ID cards, and must print their local address and phone number on the checkout card. Attorneys properly identified have the same borrowing privileges as UGA undergraduate and graduate students. Georgia citizens may use the Library collection within the building but do not have loan privileges.

- C. Library users may check out books and Library material as follows:
- 1) a. OVERNIGHT BOOKS - BLUE CARDS: May be checked out two hours before the time for closing the Library. These books should be returned to the Library the following day, within one hour after the Library opens.
  - b. OVERNIGHT - BOOKS NOT HAVING CARD AND POCKET: There are some books in the Library collection which do not have a card and pocket. Some of these books, such as reporters can be checked out for overnight use. The desk attendant will make a check out card for you to sign.
  - 2) RESERVE BOOKS - GREEN CARDS: These books may be checked out at any time and are due the following day, within one hour after the Library opens.
  - 3) RESERVE BOOKS - ORANGE CARDS: These are 3-day books. They may be checked out at any time and are due at 12:00 p.m. on the date due which is stamped in the book.
  - 4) RESERVE BOOKS - WHITE LONG CARDS: These are books in great demand by students and may be checked out for two hours. They are due at the Circulation Desk at the exact time stamped in the book. They may be checked out for overnight use according to the rules above mentioned in item C-1.
  - 5) OTHER TEXTS AND TREATIES - WHITE CARDS: 14 days. These books may be checked out at any time and are due at 12:00 p.m. on the date due, which is stamped in the book.
  - 6) UNBOUND LAW REVIEW ISSUES - LONG WHITE CARDS: They are kept in the Reserve Area. May be checked out following the procedure established for two hour books (C-4).
  - 7) UNBOUND BAR JOURNALS & OTHER PERIODICALS: The most important ones are kept with the unbound law review issues and may be checked out following the same procedure. The rest are kept with their respective sets in the stacks. Do not circulate and should be kept in the Library.
- D. CITATORS, LOOSELEAF SERVICES AND BOOKS HAVING AN "R" ON TOP OF THE CALL NUMBER are considered as non-circulating material and should be used at their respective locations.
- E. BOOK RETURNS: Return checked out books through the slots or to the person attending the desk. If no person is at the desk call the people in the Circulation Office. **DO NOT LEAVE THE BOOK ON THE COUNTER. YOU ARE RESPONSIBLE FOR THE BOOKS CHECKED OUT IN YOUR NAME UNTIL THEY ARE CHECKED IN PROPERLY AND YOUR NAME CANCELLED.**
- F. BOOK RENEWALS: Must be done at the Circulation Desk. Telephone call renewals are prohibited.
- G. CARD'S SIGNATURE: Do not sign the book card. Please PRINT your name and follow other instructions mentioned in paragraph B.

## FINES

- 1) TWO WEEK BOOKS (White cards): Fine is 10 cents for each day overdue, including weekends and holidays. Maximum accruable for two week book is \$18.20 (six months period).
- 2) RESERVE MATERIALS (Green, Orange, and Long White Cards): Fine is 25 cents the first hour or fraction of an hour, and 10 cents for each additional hour or fraction of an hour. Since the fine is charged to secure the return of the book, THERE IS NO LIMIT TO THE AMOUNT A FINE MAY REACH FOR THIS KIND OF BOOK.
- 3) OVERNIGHT BOOKS (Blue cards): Same as No. 2.
- 4) BOOKS NOT HAVING CARD AND POCKET: Same as No. 2.
- 5) LOST BOOKS: The person whose name appears last on the book card is responsible for paying the price of the book that is considered lost. AN ADDED \$5.00 WILL BE CHARGED FOR PROCESSING FEES. THIS AMOUNT WILL BE IN ADDITION TO THE COST OF THE BOOK AND THE FINE. FINE IS RUNNING UNTIL THE LOSS OF THE BOOK IS REPORTED BY THE PERSON TO CIRCULATION OFFICE.

## MISCELLANEOUS INFORMATION

Carrels: Because of their limited number, the closed carrels located on balcony are reserved for students showing a specific need, generally one involving research, such as Law Review try-out programs, a special project for a Law Faculty member, etc. The open carrels located in the Annex cannot be reserved, and are open to anyone at any time they are not in use.

Copy Machine: One is available to patrons on the west end of the balcony. It is a coin operated photocopy machine at 5 cents per page. Also available is the microforms copying machine service in the Annex. For this kind of service please consult a librarian on duty in the Annex.

Exams: The Library maintains a number of copies of final examinations. Exams given during the last three years are kept on Reserve for two hours use. Earlier exams are located in the Basement, at PE/G372 (Miscellaneous periodical collection).

Stacking 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) Moot Court Team brief, or (3) an individual project specifically authorized by the Law or the Public Services Librarian. A slip containing the rules governing those individual collections will serve to identify an individual collection.

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	Annex		
JY-JZ	Basement		Consult Reference Librarian
K	Balcony*	Any other K followed by 1 or 2 letters (e.g.: KP or KPN)	
KD	Balcony*		
KF	Balcony*	I-Z	Basement
KJ	Annex		

\* Older editions are located in the Basement.

Symbols (Law Library)

Symbols appear on the top left side of the public catalog cards. Many symbols will be followed by a call number (e.g.: TAX/KF6759/A514), and some are alone (e.g.: 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
Brit. Mat.	Unclassified British Material	Consult Reference Librarian
Commonwealth	Unclassified Commonwealth Material	Consult Reference Librarian
Fac.	Faculty Reading Room	Consult Reference Librarian
Fed. Sect. or Federal	Federal Section	Main Floor
Forg. or Foreign	Foreign Law	Annex, First Floor
Film, MFC	Films, Microforms, etc.	Consult Reference Librarian
Law R. Law Rev. Law Review	Law Schools Journals	Main Floor
P	Indexed Legal Periodicals	Main Floor
PB, PE, PH	Other Legal Periodicals	Basement
PF	Foreign Law Periodicals	Annex, Third Floor
R	Reference Collection	Main Floor
RB	Rare Book Room	Consult Reference Librarian
RESERVE	Permanent Reserve	Main Floor-Reserve Area
St. Mat'l. or State Mat'l.	Unclassified State Material	Basement
Tax	Tax Collection	Balcony
Other symbols		Consult Reference Librarian



