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Readers' Guide September 1979

University of Georgia School of Law Library

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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	Main Floor	Law Librarian
Jose R. Pages	Balcony	Acquisitions Librarian
Martha Hampton	Balcony	Assistant Acquisitions Librarian
Carol Ramsey	Main Floor	Head Law Cataloger
Diana Duderwicz	Main Floor	Cataloger
Jose F. Rodriguez	Main Floor	Public Services Librarian
Hazel Johnson	Main Floor	Assistant 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 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. 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, law reviews and bar journals.

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 three bookcases containing copies of the American Digest, Federal Digest, Modern Federal Practice Digest, and West's Federal Practice Digest 2nd.

At the east end of the room are shelved the copies of the Georgia session laws, annotated code, reports, digest, 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.

At the east end you will also find three other bookcases containing the legal encyclopedias Corpus Juris Secundum and American Jurisprudence, second, and a set of Words and Phrases.

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. Also in this area are the unbound issues of the most important law journals, and photocopied material put on Reserve by the Law Faculty. 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 just 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 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.

The Public Services 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 ask any other librarian available. At night and on weekends you will find a then scheduled librarian available to help you in case of need.

BALCONY

This floor houses classified Texts and Treatises and the Tax collection.

The classified Texts and Treatises begins with the shelf at the east end (T1-A). Shelved in this section you will find the international law books, treaties and periodicals (subclass: JX), a great amount of United States law books and periodicals (subclass: KF), and European material in general, including European Economic Community (subclass: KJ).

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

The Balcony contains 26 carrels. The Acquisitions Librarian's Offices, 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, and 2) the Shepard's State citators and some big sets of American annotated reports.

The state collections are alphabetically arranged from Alabama to Wyoming. Each state's collection contains texts and treatises pertaining to a particular state, reports, session laws and outdated codes. CURRENT STATE CODES ARE FOUND ON THE MAIN FLOOR WITH THE CURRENT STATE RULES AND ADMINISTRATIVE REGULATION (M-10 east & west). 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, the Trinity series and other annotated reports are shelved in the middle of the Basement (B11-A, north).

The south side, from east to west, contains: 1) books under classes A to K (except JX: International Law); 2) the core of texts and treatises belonging to the English collection (KD); 3) a set of the Federal Register from 1936 through 1975; 4) books under classes L to Z; 5) the rest of the bar journals collection, and 6) a section of U. S. Government documents.

COLLECTIONS PROVISIONALLY HOUSED IN THE MAIN LIBRARY

Because of the lack of room in the present building, a portion of the collection is housed in the Main Library annex. The material housed there is the remainder of the British collection, part of the Commonwealth collection (Australia, Canada, India, New Zealand, etc) and the Foreign Law collection. These books are kept in closed stacks. If you want to use one of them request it through the Circulation department.

THE PUBLIC CARD CATALOG

This catalog is located on the Main Floor between the Lounge and the Catalogers' glass-walled 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. 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 hole 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).
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. Marking books or microform publications with 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 I.D. cards, and must print their local address and phone number on the checkout card. Attorneys properly identified have the same privileges and duties conferred upon 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. They can be checked out for overnight use filling a punched keysort card. Each punched card must have the author and title, the call number if any, and the volume and copy number if there is one on the book. Do not use legal abbreviations (e.g.: F2d, instead of Federal Reporter, Second Series). For advance sheets add the issue or part number of the material in addition to the copy number, if any. This will identify the unbound issue or bound half volumes. In case of doubt see sample on top of the Circulation Desk. Since this checkout card may form the basis of a charge for a lost book, it is very important that all information needed to identify that material is placed on the punched card, accurately and legibly.
 - 2) RESERVE BOOKS - GREEN CARDS: These books may be checked out at any time, and are due at 12:00 p.m. on the same day, but they can be returned 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, but can be returned the following day, within one hour after the library opens.
 - 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 TREATISES - 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 - WHITE LONG CARDS: They are kept in the Circulation Office. 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 \$18.25 (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. 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 ~~amount~~ ^{quantity}, the carrels are reserved for students showing a specific need, generally one involving research, such as Law Review try-out programs, National Moot Court Team preparation, a special project for a Law Faculty member, etc.

COPYING MACHINES: Two are available to patrons in the lobby adjacent to the main library entrance. They are coin operated-photocopy machines at 5 cents per page. Also available is the microforms copying machine service provided by the Main Library at 15 cents per page. A patron wanting to use the Main Library service must check out individually each of the different materials taken to that library for copying's purposes.

EXAMS: The Library maintains a number 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 in the Basement.

MICROFORMS: The library has a substantial amount of material in microfiche, microcards and microfilms. The most important are: Records and Briefs of the United States Supreme Court; The Wall Street Journal (1889-1978); The Congressional Record and its predecessors; and early State Session Laws, and some United States Government Documents. 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.

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.

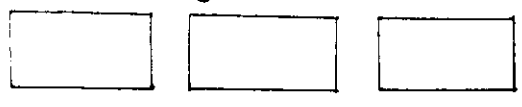
TYPEWRITER LOCKERS: There are 45 lockers available for this use in the library. The lockers should be reassigned at the end of each quarter. If a person having a locker decides not to continue attending law school the key to the locker must be returned to Circulation. Lockers are assigned on a first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

LEXIS: The library is a subscriber to this computer-assisted research service. Third and second year students interested in being trained on how to use the computer, and who have a law school connected research project should get in touch with the Assistant Public Services Librarian at Circulation. First year students are not trained on the computer until they have completed their course in legal research and brief writing. Under the contract, neither students nor faculty can use LEXIS for private practice.



Lobby

Georgia Section



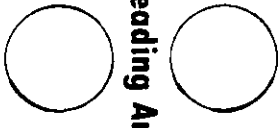
Corpus Juris Secundum
Am. Jur. 2d

Georgia Material
Amer Jur 2d; Words & Phrases

Magazines &
Newspapers

Stairs

Reading Area



Reference Area
Card Catalog

Restricted
"X" Collection

LEARN

Reserve

Room

Circulation Desk

Tables



Card Catalog

Cataloging
Office

Form Books, U.S. Code, Statutes at Large

Main Floor



Tables

Processing Area

Circulation
Office

Reference
Librarian

Law
Librarian

Rare Book
Room

Legal periodicals

Legal periodicals

U.S. Reports; U.S. Code Congress & Adm. News
Supreme Ct. Reporter; Supreme Ct Lawyers' Ed.

Federal Reporter; Federal Cases
Federal Reporter 2d.

Federal Supp; Federal Rules Decs; F. Rep 2d
Federal Supplement; Legal periodicals

Legal Periodicals
Legal Periodicals

Legal Periodicals
Legal Periodicals

Legal Periodicals
Legal Periodicals

Legal Periodicals
Legal Periodicals

Legal Periodicals
Legal Periodicals

Current State Codes
Current State Codes; Atlantic Reporter

N.W. Reporter; N.E. Reporter 2d
N.W. Reporter 2d; Pacific Reporter

S.W. Reporter 2d; S.W. Reporter
S.W. Reporter 2d; English Reports

Legal periodicals
Legal periodicals

Legal periodicals
Legal periodicals

Current State Codes
Atlantic Reporter 2d.

Current State Codes
California Rep; N.Y. Supplement

N.E. Rep 2d; N.E. Reporter
Pacific Reporter 2d

New York Supplement 2d
Pacific Rep 2d; S.E. Reporter

Southern Rep 2d; Southern Rep
British Law Reports

South Eastern Reporter 2d
British Statutes & EncyClnp.

West's Am. Decennials and Digests

Periodical Locator

Mod. Fed. Practice
Digest

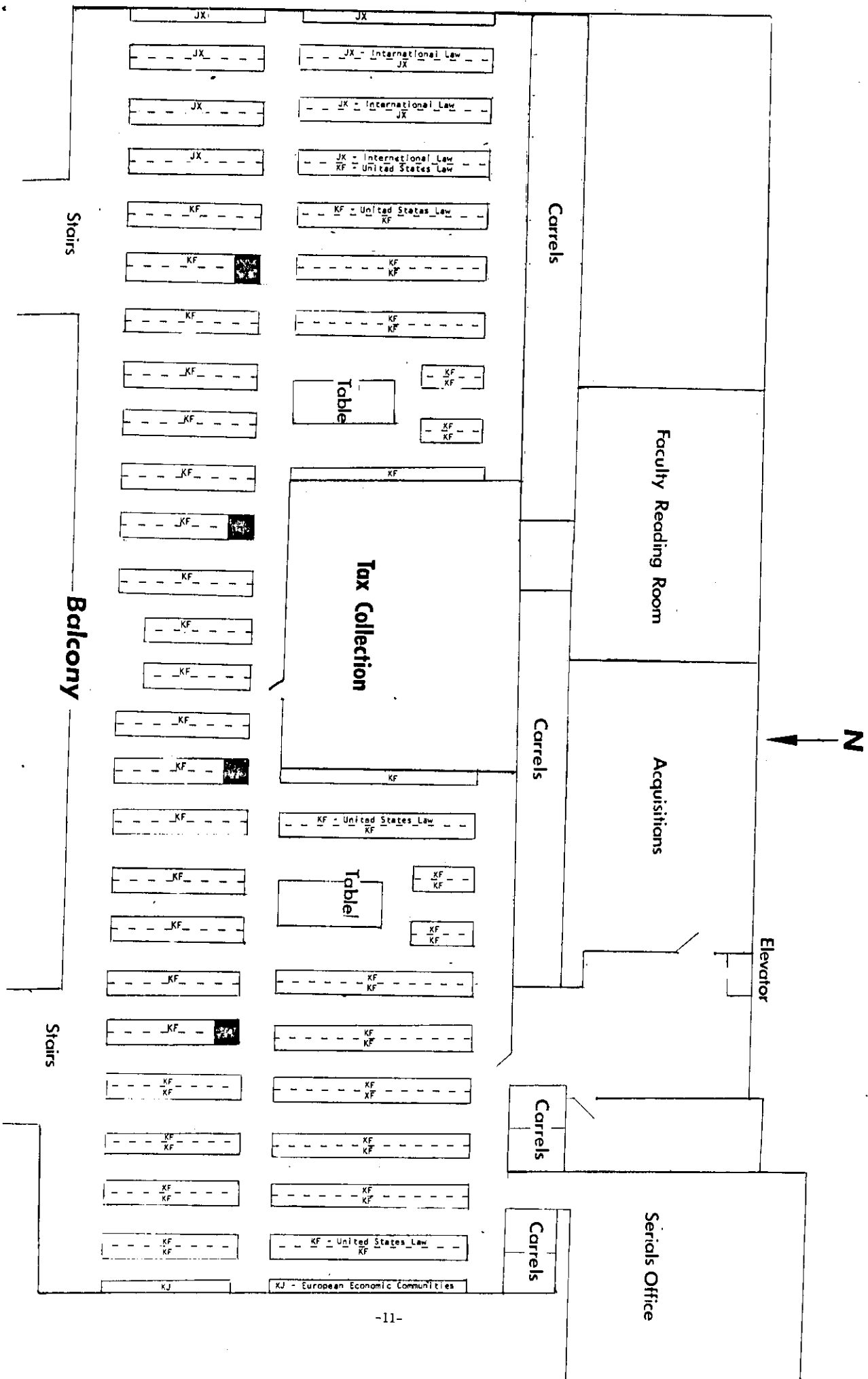
Index to
Legal
Periodicals

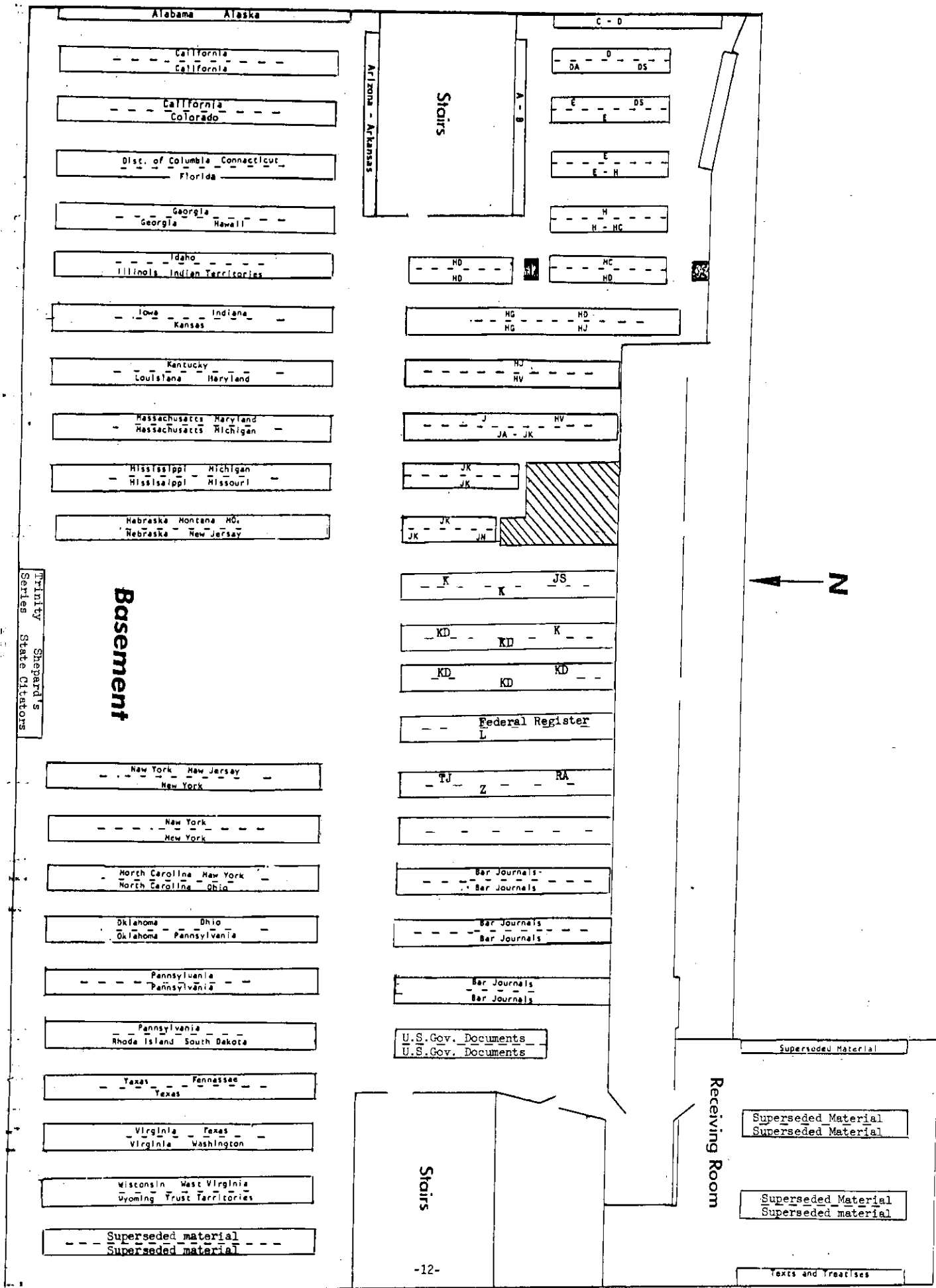
Bluebooks &
Shepard's
Citators

Stairs

American Law Reports, Federal; ALR 3rd; ALR 2d; ALR

Code Fed. Reg; Federal Register





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	KPA-KPZ	Basement
JX	Balcony		
JY-JZ	Basement	Any other K followed by 1 or 2 letters (e.g.: KD OR KPN)	Consult Reference Librarian
K	Basement	L-Z	Basement
KF	Balcony		
KJ	Balcony		

Symbols (Law Library)

Symbols appear on the top left side of public catalog cards. Many symbols will be followed by a call number (e.g.: TAX/KP6750/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
Bar J. or Bar Journal	Unclassified periodicals, annuals, etc.	Basement
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	Consult Reference Librarian
Film	Films, Micorforms, etc.	Consult Reference Librarian
Law R. Law Rev. Law Review	Law Schools Journals	Main Floor
P	Legal Periodicals	Main 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-Enclosed Area
Text and Treatises	Unclassified Texts & Treatises	Basement (SEE NOTE BELOW)
X	X Room	Consult at Circulation Desk
Other symbols		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)