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Law Library Guide 2002-2003


University of Georgia School of Law Library

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Law Library Guide 2002-2003

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MESSAGE FROM THE DIRECTOR

The University of Georgia School of Law Library has a long and proud history. Its primary mission is to support the research needs of the faculty and students of the School of Law, but as one of the largest and richest collections of legal materials in the Southeast, it is also a valuable resource for the State of Georgia and the entire region. State-of-the-art technology and a library staff who are determined to bring the world's information to our doorstep, or perhaps I should say to our computer screens, make this truly a "library without walls".

The Law Library occupies some 45,000 square feet in two buildings that are connected by an aerial bridge. The most striking feature of the library building is the magnificent reading room with its wall of floor-to-ceiling windows looking onto ancient oak trees, ivy, and rhododendrons. The prime location on the North Campus, the oldest and most beautiful part of UGA's campus, makes coming to the library a positive inspiration, and its proximity to the main University library makes research convenient as well.

People from many different constituencies use the Law Library. In addition to law students and faculty, the clientele on any given day may include alumni/ae of the School of Law, attorneys from Georgia and surrounding states, students and faculty of other University departments, members of the community or the general public, and visiting scholars from anywhere in the world.

The Law Library is one of only 11 law school depositories for European Union documents in the United States. In addition, the library maintains an extensive collection of United Nations documents. The EU and UN documents complement a well-developed collection of foreign and international law designed to support the LLM program, the Rusk Center, the Georgia Journal of International and Comparative Law, and the work of several internationally acclaimed scholars who are members of the law faculty. Collections of domestic law, both state and federal, are quite comprehensive. The Law Library is a selective depository for United States government documents. Three computer labs permit law students to use a variety of networked electronic resources. The Law Library web page provides links to hundreds of web databases of use to legal researchers, and the library also provides four GALILEO (GeorgiA Library LEarning On-line) terminals for use by the general public. The on-line catalog, GAVEL, allows library users and potential users to search Law Library collections from any computer with a modem or

Internet access.

The single greatest asset of the Law Library is its capable, dedicated staff. Among them there are seven law degrees, ten master's degrees in Library Science, three master's degrees in other subjects, familiarity with seven languages (Chinese, English, French, German, Latin, Russian, and Spanish) and more than 150 years of experience in this law library. Whether they are on the front lines at the reference desk or secreted away in the halls of Technical Services, staff members share one common goal: to provide our library users with the most complete, accurate, and timely information available.

E. Ann Puckett
Director of the Law Library and
Professor of Law

LAW LIBRARY HOURS

Fall and Spring Semesters

Monday-Friday	7:30 a.m. - Midnight
Saturday-Sunday	8:00 a.m. - Midnight

Summer Semester

Monday-Thursday	8:00 a.m. - 10:00 p.m.	8:00 a.m. - 5:00 p.m.
Friday		
Saturday	9:00a.m. - 5:00 p.m.	
Sunday	1:00 p.m. - 10:00 p.m.	

Interim Periods

Monday - Friday	8:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	Closed

On holidays, during exams, and for other special occasions, library hours will vary from this schedule. Special library hours are posted throughout the library and are published in Amicus Briefs.

LAW LIBRARY STAFF

The Law Library staff is one of the Library's most important resources. The people listed below are full-time staff. The Library also has many part-time and student staff. Library users should feel free to ask any staff member for assistance. If that person cannot provide the information needed, he or she can refer the user to the appropriate person for help.

Library Administration:

Director
E. Ann Puckett..... 542-5078
.....apuckett@uga.edu

Senior Administrative Secretary
Joyce Moss..... 542-8480
.....jmoss@uga.edu

Bookkeeper
Joan Logan..... 542-5080
.....jlogan@uga.edu

Circulation/Reserves/Interlibrary Loans:

Circulation Manager
Myrtle Miller..... 542-1922
.....msmiller@uga.edu

Circulation Assistant
 Joe Johnson..... 542-6670
djoej@uga.edu

Circulation Assistant
 Tamara Jordan..... 542-1923
seppo@uga.edu

Circulation Desk..... 542-1922

Cataloging:

Catalog Librarian
 Beth Holmes..... 542-5082
eholmes@uga.edu

Assistant Catalog Librarian
 Diana Duderwicz..... 542-5597
dduder@uga.edu

Catalog Assistant
 Kathy Caveney..... 542-6261
kcaveney@uga.edu

Catalog Assistant
 Ursula Ferrenberg..... 542-6049
uf@uga.edu

Computing Services:

Reference/Computing Services Librarian
 Carol Watson..... 542-7365
cwatson@uga.edu

Systems Administrator
 Jason Pancake..... 542-1941
jpancake@uga.edu

Instructional Support Specialist
 JoEllen Childers..... 542-9120
joellen@uga.edu

Database Administrator
 Kay Wang 542-3099
kuiwang@uga.edu

Help Desk Manager
 Jim Henneberger..... 542-0895
jhennebe@uga.edu

Help Desk..... 542-0895

Acquisitions/Serials:

Acquisitions/Serials Librarian
 Wendy E. Moore..... 542-5081
wemoore@uga.edu

Senior Serials Assistant
 Ann Smith... 542-5053
absmith@uga.edu

Orders Assistant

Jeff Satterfield..... 542-5588
aramis@uga.edu

Serials Assistant
 Carol Halstead..... 542-5149
carolhal@uga.edu

Foreign/International:

Reference/Foreign and International Law Librarian
 Anne E. Burnett..... 542-5298
aburnett@uga.edu

Collection Management:

Reference/Collection Management Librarian
 Maureen Cahill..... 542-3825
mcahill@uga.edu

Faculty Services:

Reference/Faculty Services Librarian
 Jim Sherwood..... 542-5083
jshrwood@uga.edu

THE LAW LIBRARY

The Law Library is housed in two buildings connected by an over the street walkway which everyone calls “the bridge.” The main law library building is simply the north end of the main law school building. The J. Alton Hosch Law Library, known as “the annex,” completed in 1981, is across Herty Drive. Both library buildings consist of three floors. In the main building they are designated *balcony*, *main floor* and *basement*. The annex floors are simply *annex 1*, *2*, and *3*.

The Law Library entrance is just inside the doors into the law school on the north end of the central law school building. The annex may be accessed only by crossing the bridge from the main law library building.

The circulation and reference desks, photocopy room, and public access computers are on the main floor clustered near the entrance. Casual seating is available just inside the entrance and on the bridge. Study tables which take advantage of the dramatic, open reading rooms in both buildings are located on the balcony, main floor, annex 1 and annex 2. Carrels providing more private study space are on annex 1 and 2.

The Law Library Collection

The Main Floor of the library contains most of the materials that a law student or attorney will regularly need such as West’s federal and regional reporters, Shepard’s Citators, ALRs, and law reviews. Georgia materials are grouped together at one end of the reading room. Reference materials, including The Physician’s Desk Reference, Familiar Quotations, and the Martindale-Hubbell Law Directory, may be found near the front doors. The published writings of the law faculty are placed on display near the front doors.

The Balcony, which overlooks the Main Floor, contains many works on international law, jurisprudence, and U.S. law, arranged by ascending call number order. The Basement houses materials from all 50 states, Canada, and the countries of the British Commonwealth. There is also material on a wide variety of topics, with titles ranging from *Arab Law Quarterly* to *Zanzibar: Its Society and its Politics*. Older KF’s and superseded works are also located there.

The main floor of the annex (Annex 2) contains the state codes and reporters for

the 49 states other than Georgia. The third floor holds material on foreign law and features materials on the European Union and United Nations documents. As a selective European Union Depository, the library receives paper and microform materials and has access to electronic sources.

Annex 1 holds a large collection of foreign laws and treatises, grouped in part by call number and in part alphabetically by country. Too, as a participant in the Library Depository Program, the library receives approximately 15% of all U.S. Government Documents published; most of these government documents are housed on the south side of the first floor.

The Louis B. Sohn Collection on International Relations is housed in a separate building, Rusk Hall. Professor Sohn, who formerly taught at the law school, was involved in the formation of the United Nations. His collection, gathered over his long career in international law, includes titles such as *Danger in Kashmir*, *A History of the United Nations Charter*, and *Peacetime Uses of Atomic Energy*. Sohn materials are included in the Library's online catalog, GAVEL. For assistance in accessing these materials, please ask a Reference Librarian.

Locating Materials in the Law Library

GAVEL, the Law Library's online catalog, contains records for nearly all of the materials in the Law Library. It may be searched using a variety of fields including author's name, title, and key word (in title, subject, contents). Each GAVEL record will give the call number of the item and its location in the Law Library. Always take note of an item's location as well as its call number.

GAVEL uses the following abbreviations for locations:

Annx1	First floor, Annex
Annx2	Second floor, Annex
Annx3	Third floor, Annex
Ask	Ask at Circulation
Balc	Balcony
Base	Basement
Law	Ask at Circulation
Main	Main floor
Ref	Reference collection
Res	Reserve
Sohn	Sohn library

Classification

Most materials in the Law Library are classified using the Library of Congress classification system. The primary exceptions are federal materials and the regional reporters on the main floor, and portions of the foreign law collection on Annex 1. The federal materials are divided into legislative, administrative, and judicial groupings for ease of use; the Regional reporters are arranged alphabetically (Atlantic, Northeastern, etc); and the unclassified foreign law materials are arranged alphabetically by country.

An outline of the Library of Congress classification system (with emphasis on classifications of legal materials) is available in one of the acrylic holders near the entrance to the Law Library.

Location Guide for Selected Materials

American Jurisprudence (AmJur2d)	Main Floor
American Law Reports (ALR)	Main Floor
Call Numbers	
A-JW.....	Basement
JX-JZ	Annex 3
K1-K30 (law reviews).....	Main Floor
K31- end.....	Balcony
KD-KEY.....	Basement
KF	Balcony
(Older material).....	Basement
KFA-KFZ (State material).....	Basement
KG-KHW.....	Annex 1
KJ-KJE.....	Annex 3
KJG-KTZ.....	Annex 1
KU-KZD.....	Basement
L-Z.....	Basement
Code of Federal Regulations (CFR)	Main Floor
Congressional Record	Basement
Corpus Juris Secundum (CJS)	Main Floor
Digests (Decennial, Federal, Regional, S. Ct.)	Main Floor
European Community Documents	Annex 3
Federal Register (<i>current</i>)	Main Floor
(<i>older</i>)	Basement
Georgia Materials <i>Session Laws, Code, Reports, Digests, Encyclopedias, AG Opinions</i>	Main Floor
Form Books, Practice materials	Reserve
Other materials	Basement
Law Reviews (<i>bound</i>)	Main Floor
(<i>unbound</i>)	Reserve
Martindale-Hubbell (<i>Georgia</i>)	Reserve
(<i>all other</i>)	Reference
Periodical Indexes	Main Floor
Regional Reporters	Main Floor
Restatements	Reserve
Shepard's	Main Floor
State Materials (<i>excluding Georgia</i>) <i>Codes, Reports</i> <i>Other materials (KFA-KFW)</i>	Annex 2 Basement
Supreme Court Reporters	Main Floor
United Nations Documents	Annex 3
United States Code	Main Floor
U.S. Law Week	Reference

CIRCULATION POLICIES

Most of the Law Library's collection is non-circulating. However, some materials in the Law Library collection may be checked out by members of the University community and local attorneys. The general public is welcome in the Law Library; however, individuals unconnected with the University who are not members of the local bar must use Law Library materials within the building.

The Circulation Desk closes fifteen minutes before the Library closes in the evening, so all materials must be checked out before that time.

Most material that has been placed on Reserve is available to be checked out for two hours at a time. Law reviews and any book with a blue card in the pocket inside the back cover may be checked out two hours before closing and must be returned within one hour of the library's opening on the following day. Any book with a short white card may be checked out for four weeks. These four week books may be renewed indefinitely, subject to recall by other library patrons. However, at the beginning of each four week period the book must be returned to the Circulation Desk for renewal.

The following types of materials DO NOT CIRCULATE:

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

Overdue Books

Always take careful notice of the date and/or time materials you have borrowed from the library must be returned. The Law Library does charge fines for late returns. Reserve and overnight materials are generally in the greatest demand. To ensure that they are available to all, steep fines are charged when these materials are not returned on time: \$1.00 for the first hour and 25 cents for each additional hour (with fines increasing during exams). The fine for late return of four-week materials is 25 cents per day. When returning materials, remain at the circulation desk until your name is canceled off the card(s) to ensure that you are not charged fines or the fee for book replacement on materials you have brought back to the library. Unpaid fines or fees can cause student records to be "flagged" which will prevent registration or graduation.

Interlibrary Loan

Law faculty and law students may obtain materials not available in the Law Library or the Main or Science Libraries on campus through Interlibrary Loan. After you have checked the online catalogs for the Law Library and UGA's Main and Science Libraries, ask at the Circulation Desk for the form to make an interlibrary loan request. Materials usually take ten days to two weeks to arrive, and in some cases a fee is charged for the materials.

Reserve Desk

Reserve materials include books and other materials on Course Reserve lists, unbound issues of many law reviews and journals, and other materials for which there is high demand. These materials are shelved behind the circulation desk, and this area is not open to the public. If you need materials from the Reserve area, ask for the materials at the Circulation Desk by title and call number. A Circulation Desk employee will get them for you. Most Reserve materials circulate for only two hours at a time, due to heavy demand for them.

REFERENCE SERVICES

The reference desk is located prominently within view of the library entrance. Monday through Friday the desk is staffed 9 a.m. - 5 p.m. Each of the librarians who share these reference hours is a law school and library school graduate. During the academic year, reference service is also available Tuesday and Thursday until 7 p.m., and on Sundays from 2 p.m. - 6 p.m. These evening and weekend shifts are rotated among the entire professional staff.

The Reference Librarians are available to assist with any question related to use of the Library, location of materials, or research strategy. Reference Librarians cannot give legal advice.

LIBRARY RULES

PLEASE OBSERVE THESE BASIC RULES IN THE LAW LIBRARY:

Do not eat food or smoke or chew tobacco anywhere in the Library.

Drinks are permitted if they are in spillproof containers or commercial bottles with screw-on tops.

Reshelve Main Floor books after you have used them.

Remove all personal items from the Library when you leave for the day.

Do not mark any Library materials with a pen, pencil or Post-It .

Check out any Library material you intend to remove from the Library.

Keep conversation and other noise to a minimum.

Turn off cell phones and pagers while inside the library.

STACKING PERMITS

Law students are eligible for stacking permits while working on their writing requirements; cite checking or writing for the Georgia Law Review, Georgia Journal of International and Comparative Law or Journal of Intellectual Property; or preparing a Moot Court Team brief or Mock Trial argument. Permits allow a student to keep certain library materials together on a study table in the library. Stacks are not permitted outside of the public areas of the library (i.e., not in journal offices). If you are working on one of the assignments listed above, you may request a Stacking Permit at the Circulation Desk from 8 a.m. - 5 p.m. Monday through Friday. The rules governing stacks are printed on the permits.

COMPUTING SERVICES

Computing Facilities

In addition to public access computers near the Reference Desk, we have three

computing labs. One lab located in Room 274 near the Circulation Desk is primarily dedicated to legal research. The other two labs are located in the Annex on the second floor in Rooms A211 and A212. These multi-purpose labs may be used for word-processing, e-mail, class registration, Westlaw and Lexis, and Internet resources. There is a Help Desk located in Room A211. You can reach the Help Desk by telephone at 542-0895, or by e-mail at lawhelp@listserv.uga.edu.

A laser printer is available in Labs A211 and A274. The cost of printing is ten cents per page. The same copy cards that work for the photocopying machines are used to pay for laser printing.

E-mail Accounts and Internet Access

All law students are required to have an ARCHES e-mail account. The Law Library maintains an intranet web page (<http://www.law.uga.edu/mailroom>) which lists e-mail addresses for all law students. This page is only accessible from computers located within the School of Law. If you do not already have an e-mail address or if you do not intend to establish an account with an Internet Service Provider, you should plan to establish a free e-mail account through ARCHES (<http://www.arches.uga.edu>). ARCHES is a free e-mail service provided by the University of Georgia.

Free Internet access (www, e-mail, etc.) is available from all Law School computers. To get dial-up access from home for graphical viewing of the world wide web, you must establish an account with an Internet Service Provider.

Computer Research Resources

Gavel

Our on-line catalog, GAVEL (the GeorgiA Visual Electronic Library), is available from any of the Law Library computers. GAVEL is extremely simple to use and it contains most of the materials in the Law Library that have been cataloged.

GAVEL is available at all computers in the Law Library or at any computer with World Wide Web access. It may be accessed at the following address:
<http://lawlib.lawsch.uga.edu>

Lexis and Westlaw

The Library subscribes to both Lexis-Nexis and Westlaw computer-assisted legal research systems. Lexis-Nexis and Westlaw may only be used by law students, faculty and staff for projects relating to the curriculum of the Law School. Lexis-Nexis and Westlaw may not be used by or for practicing attorneys. Lexis-Nexis and Westlaw can be accessed from any of the Law Library computer labs or via the Internet. Their web addresses are:

Westlaw -- <http://www.lawschool.westlaw.com/>

Lexis -- <http://www.lexis-nexis.com/lawschools/>

Other Research Databases

In addition to Westlaw and Lexis, the Library subscribes to numerous Internet and CD-ROM databases. Due to current contractual limitations, most Internet databases are only available when you are physically located in the Law Library. All Internet databases are linked from the Law Library web page:

<http://www.lawsch.uga.edu/lawlib>. Ask at the Reference Desk if you are prompted for database passwords. Internet databases to which we currently subscribe include: legal periodicals index, legislative history documents, European Union law, tax research materials, state and federal cases and codes.

CD-ROMs are available on the public access computers near the Reference Desk. Watch the Law Library newsletter for announcements regarding CD-ROMs that we are adding. You will also find a list attached to each computer near the Reference Desk. Some of the CD-ROM titles that we subscribe to include the following materials: Georgia cases, codes, encyclopedia and regulations, bankruptcy, environmental, disability and labor cases, code and regulations, United States

Code Annotated, Uniform Commercial Code, U.S. treaties, United Nations documents index and interactive courtroom multimedia simulations.

CALI

CALI is a collection of more than one hundred interactive, computer-based lessons covering legal education subject areas such as Evidence, Torts, Labor Law, etc. CALI is available on all Law Library lab computers. Students may purchase a CALI CD-ROM for home use for \$19.95 or download the lessons for free from the CALI web page at <http://www.cali.org/>.

Ask at the Reference Desk for the password for downloading the CALI lessons.

Important Web Addresses

UGA Law Library <http://www.law.uga.edu/lawlib/>

Arches accounts <http://www.arches.uga.edu/>

CALI <http://www.cali.org/>

Lexis-Nexis <http://www.lexis-nexis.com/lawschools/>

Westlaw <http://www.lawschool.westlaw.com/>

GAVEL <http://lawlib.lawsch.uga.edu/>

Computer Ethics at Georgia

Summary of Policies; last revised January 3, 1997

The University of Georgia is committed to free and open inquiry and discussion, fair allocation of University resources, and the provision of a working environment free of needless disruption. To advance these goals, the University has adopted policies on computer usage that are summarized here and stated in detail elsewhere. Most of these policies follow from pre-existing regulations, agreements, and/or laws. They fulfill a Board of Regents directive requiring adoption of explicit computer security and ethics policies.

(Full text of policies available at: <http://www.uga.edu/compsec/use.html>)

Like all University facilities, University computers and computer networks are to be used only by persons authorized by the University, and only for University purposes. University purposes include the educational programs of the University, as well as its research, administrative, and outreach activities. Use of University facilities for other purposes requires prior authorization.

No one shall give a computer password to an unauthorized person, nor obtain another person's computer password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer is authorized to issue passwords for that computer. Disclosing a password to an unauthorized person can be a crime under Georgia law.

No one shall engage in, encourage, or conceal from authorities any "cracking," unauthorized tampering, or other unauthorized use or deliberate disruption of computers.

No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail, even if the operating system of the computer permits them to do so.

Users shall not place confidential data into computers without protecting it appropriately. The University cannot guarantee the privacy or authenticity of computer files or electronic communications unless special arrangements are made.

No one shall copy or use software or data in violation of copyright laws, license agreements, or the basic requirements of academic honesty.

Users shall take full responsibility for messages that they transmit through the University's computers and network facilities and shall obey the policies of discussion forums in which they participate. Laws and rules against fraud, harassment, obscenity, and the like apply to electronic communications no less than other media.

Those who publish World Wide Web pages or similar information resources on University computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization. References and links to commercial sites are permitted, but advertisements, and especially paid advertisements, are not. Users shall not accept payments, discounts, free merchandise or services, or any other remuneration in return for placing anything on their web pages or similar facilities.

Those who administer computers and network facilities shall perform their duties fairly, in accordance with University policies, and shall refer all disciplinary matters to appropriate authorities.

Violations of these policies incur the same types of disciplinary measures as violations of other University policies or state or federal laws, including criminal prosecution in serious cases.

PHOTOCOPYING

Four photocopy machines are available for use by patrons. They are located in Room 268A, the glass office on the Main Floor, near the Circulation Desk. Prices are 7 cents per copy with the UGACard, 10 cents per copy if paid in cash (on the enlarging/reducing machine, 10 cents per copy with the UGACard and 15 cents if paid in cash).

Each machine accepts the UGACard in payment for copies; two of the photocopiers also accept coins or \$1, \$5, \$10 and \$20 bills. You may add value to the UGACard in the Law Library if you use cash, but adding value with checks or credit cards requires a trip to the Tate Center.

For those not eligible for the UGACard, patron copicards may be purchased from the dispensing machine in the Copy Room. You must purchase the card with a \$1 bill (not change or larger denominations), but the card costs only \$.40; the remaining 60 cents will go on your card.

If you have a problem with a copy machine or need other assistance, please contact a staff member at the Circulation Desk.

TELEPHONES

Telephones for use by patrons of the Law Library are located just inside the entrance to the Library, and on Annex 2. Calls to UGA campus numbers can be made by simply dialing the last five numbers (all UGA numbers begin '542'; the '54' can be omitted). Other local calls can be dialed by inserting a '9' before the phone number. Please keep phone conversations brief and quiet.

LOST AND FOUND

There is a 'lost and found' shelf at the Circulation Desk. Please bring items that you find or check for missing items there.

SECURITY

Remember that the Law Library is a public area. You should not leave valuables such as bookbags, purses, or laptops unattended. Too, you should never prop open doors into the Library or the Law School. If you find a door into the Library propped open, please close it.

If you have to walk to your car alone, remember that there is a campus escort service. Call 2-2000 to request an escort.

AMICUS BRIEFS

Throughout the academic year, the Law Library periodically publishes a newsletter, UGA Amicus Briefs. Each issue contains helpful computer and research tips, posts changes in the Library's hours, and announces upcoming training sessions. The newsletter is available on the Web at <http://www.law.uga.edu/newsletter/index.html>, and in the Library. In addition, a copy is placed in each student mailbox.

[Contact Information](#)

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