1977


William & Mary Law Library
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LIBRARY HOURS

Marshall-Wythe
Monday - Friday 7:30 AM - Midnight
Saturday - Sunday 8:00 AM - Midnight

Camp
Monday - Friday 8:00 AM - Midnight
Saturday - Sunday CLOSED

Holiday and vacation schedules will be posted.

COLLEGE HOLIDAYS
New Years Day
Memorial Day
July 4
Labor Day
Thanksgiving Day
Christmas Day

VACATION PERIODS
Thanksgiving Holiday
Christmas Recess
Spring Recess
Summer
LIBRARY ORGANIZATION AND STAFF

DEAN
Mrs. B. Spong

LAW LIBRARIAN
Caroline C. Heriot

SECRETARY
Carol Adams

ASSOCIATE LAW LIBRARIAN
Mrs. Anna B. Johnson

TECHNICAL SERVICES

Acquisitions
Miss Heriot

Cataloging
Mrs. Sue Welch

Serials

Lib. Asst.
Julia Oxlieder

Secretary
Sandra Clayton

Lib. Asst.

ACCOUNTANT
Jody Crowder

SECRETARY
Ann Barnes

PUBLIC SERVICES

REFERENCE
Mrs. Johnson

CIRCULATION
Bobbie Crump

INTERLIB.
Loans
Jane Banks

NIGHT SUPERVISOR
Jane Banks
LAW LIBRARY COLLECTION

The Law Library has a good basic collection of over a hundred thousand volumes which include encyclopedias (general and legal); state, federal and selected foreign and international statutes; federal, state, and international court reports; regulatory agency decisions; digests; citators; looseleaf services; periodicals and treatises in law and related fields. Microforms (microfiche and microfilm) include U.S. Supreme Court Records and Briefs, state court decisions preceding the Reporter System, early state session laws, Federal Register, out-of-print books listed in A.A.L.S. LAW BOOKS RECOMMENDED FOR LIBRARIES (publication in process), and Congressional materials.

Generally, shelving of statutes, court reports, digests, and citators is by jurisdiction: federal and states alphabetically. Periodicals are shelved alphabetically by title as listed in the INDEX TO LEGAL PERIODICALS. Treatises are classified according to the Library of Congress classification system (in process). Reserve books are shelved behind the circulation desk and must be called for and returned to the desk.

Since the collection is primarily a research collection, very few books circulate. Stacks are open for convenience and browsing. Books removed from the stacks should be returned as quickly as possible by the user.

Because of overcrowded conditions, the Law Library collection is housed in three buildings, Marshall-Wythe, Cam Hall, and Old Rogers Hall. The main collection is in Marshall-Wythe. The Cam collection is primarily tax material; however, duplicate copies of frequently used treatises and the West Reporter System are included. Superseded material which must be retained is located in Old Rogers Hall.
HOW TO FIND LIBRARY MATERIALS

The Law Library is presently on two classification systems for treatises. All incoming material is classified according to the Library of Congress classification. The colon classification, a "faceted" scheme utilizing punctuation marks, was in use for several years. Material still classified in colon classification is shelved at the end of the treatise section. Location guides for colon numbers are posted to assist in locating books on the shelves.

On the following pages are listed the most frequently used classification numbers for a Law Library.

The Card Catalog

The card catalog provides access to the library's holdings for monographs and serials. Information may be found by looking up a work by author, title, or subject. You may also find a work if you know the editor, a joint author, or a corporate author. The catalog is "divided," with all author-title entries in one section and subjects in another.

In the Law Library public card catalog, the correct classification number for treatises is found only on the "main entry" (main author) card. If a work is found through title or subject (etc.) you must refer to the main author card.

Since much material in a law library is considered self-classifying, card sets for such material have only a location code penciled in or typed in one the main entry card. See location guide across from the card catalog.
Sample cards:

Library of Congress call no.

Horowitz, Donald L


xi, 145 p. : 24 cm.
Includes bibliographical references and index.
ISBN 0-669-0986-3

KF299.G6H67 342'.73066 76-27921
MARC

Library of Congress

Colon classification call no. penciled in.

Parker, David Berkeley.


xxv, 360 p. tables. 22 cm. 70/-

70-1143


Library of Congress

Library of Congress
PARTIAL OUTLINE OF THE LIBRARY OF CONGRESS
CLASSIFICATION

A  GENERAL WORKS.  POLYGRAPHY.
B  PHILOSOPHY.  PSYCHOLOGY.  RELIGION.
C-F  HISTORY.
G  GEOGRAPHY.  ANTHROPOLOGY.  RECREATION.

HE  SOCIAL SCIENCES
   H  Social Sciences (General)
   HA  Statistics.
   HB  Economic theory.
   HC  Economic history and conditions:
       National production.
   HE  Transportation and Communication.
   HF  Commerce.
   HG-HJ  Finance.
   HM  Sociology (General and theoretical)
   HN  Social history.  Social problems.
   HQ  Social reform.
   HS  The family.  Marriage.  Woman.
   HT  Societies:  Secret, benevolent, etc.
   HU  Clubs.
   HV  Social pathology.  Social and public
       welfare.  Criminology.

J  POLITICAL SCIENCE
   JX  International law.  International
       relations.

K  LAW.
   KD  Comparative law.
   KEO  Roman law.
   KD  United Kingdom.
   KE  Canada.
   KG  United States (see following page)
PARTIAL OUTLINE OF THE "KF - UNITED STATES" CLASSIFICATION

KF

240-251 Legal research.
   245 Citation of legal authorities.
   250 Legal composition, i.e., writing.
   251 Briefs.
264 Law - study and teaching.
285 Law Schools - U.S. - Entrance Examinations.
262-292 Legal education, i.e., Law - studying and teaching.
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<td>Legal aid. Legal aid societies.</td>
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<td>350-384</td>
<td>History, jurisprudence and philosophy of American law.</td>
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<td>394-395</td>
<td>Common law in the U.S., Restatements.</td>
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<td>5401-5425</td>
<td>Administrative law.</td>
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<tr>
<td>5500-5865</td>
<td>Public property. Public restraints on private property.</td>
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<td>6200-6795</td>
<td>Tax law.</td>
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<td>7201-7755</td>
<td>Military law.</td>
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<tr>
<td>8700-8075</td>
<td>Courts, Procedure, Evidence.</td>
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<tr>
<td>9201-9760</td>
<td>Criminal law and procedure.</td>
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RULES AND REGULATIONS

Reading Rooms

The use of the reading rooms is reserved for those using legal materials. Crowded conditions prevent opening the library to undergraduates or the general public. A quiet atmosphere conducive to research and study will be maintained.

The Law Library is a research library and books must be readily available. Please reshelve books as quickly as possible.

Smoking, food, and beverages are prohibited in the reading rooms and stack areas.

Circulation and fines

Check with the circulation desk before removing any books or materials from the library.

The following may not be removed from the library:

- Periodicals
- Statutes or Codes
- Court reports
- Agency decisions
- Digests
- Indexes
- Citators
- Encyclopedias
- Looseleaf volumes
- Multivolume treatises
- Reference books

Single volume treatises usually circulate for a period of two weeks. If there is no demand for the book, it may be renewed.
Circulation and fines (continued)

A fine of 25¢ per day is imposed for each overdue book. (For fines for reserve books, see below).

For lost or damaged books, the amount of the fine will be relative to the extent of damage or the cost of replacing the books, plus processing costs.

Reserve books may be checked out at any time during the day but must be returned before the desk closes at night. Reserve books may not be removed from the library and are subject to recall by a staff member. A valid ID card must be left at the circulation desk for the entire time that the book is checked out. Professors may restrict the time period for use of reserve books.

Treatises which normally circulate for a period of two weeks but which have been placed on reserve, may be charged for overnight use one hour before closing time and must be returned before the first scheduled class on the following day, or weekends, before the end of the first hour the library is open.

The fine for overdue reserve books is 50¢ for each hour or for any part of an hour. There is an additional fine of $2.00 for failure to check out a reserve book for overnight use.

All fines must be paid in cash or by check. Failure to pay is reported to the Dean’s office and grades are not released until payment is made.
Telephone Calls

Telephones in the library and library offices are for the exclusive use of the full time staff. Student calls are not accepted. Messages will be posted on the bulletin board. A public telephone is located just off the front lobby of the Law School building.

Library Notices

Library notices will be posted on the bulletin board adjacent to the circulation desk.

LAW LIBRARY SERVICES

Photocopying

A Xerox 7000 is located in the basement opposite the Cataloging Department. Check with the Circulation Desk for the audutron. A coin changer provides change for quarters.

Microform Readers

Microfiche and microfilm readers are located in the room with the Xerox machine. Follow the printed instruction near the machines. Report any difficulties to the Circulation Librarian.

Library Use When the Library is Closed

Use of the library after hours is by special permission only. Students may present to the Librarian or Associate Librarian a signed statement of the need and the period of time from the