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Law Library Handbook, 1985-1986

William & Mary Law Library

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INTRODUCTION

The Marshall-Wythe Law Library is located on South Henry Street adjacent to the National Center for State Courts and near the Williamsburg-James City County Courthouse. The library, which opened its doors in May, 1980, has a stack capacity of nearly 240,000 volumes and a seating capacity of 458.

The law library staff, headed by Law Librarian Ed Edmonds, endeavors to provide high quality service to all our patrons. This handbook has been prepared to relay information about the collection, our rules and regulations, and tools for access to the collection. The staff welcomes the opportunity to serve you.

LAW LIBRARY HOURS

CLASSES IN SESSION:

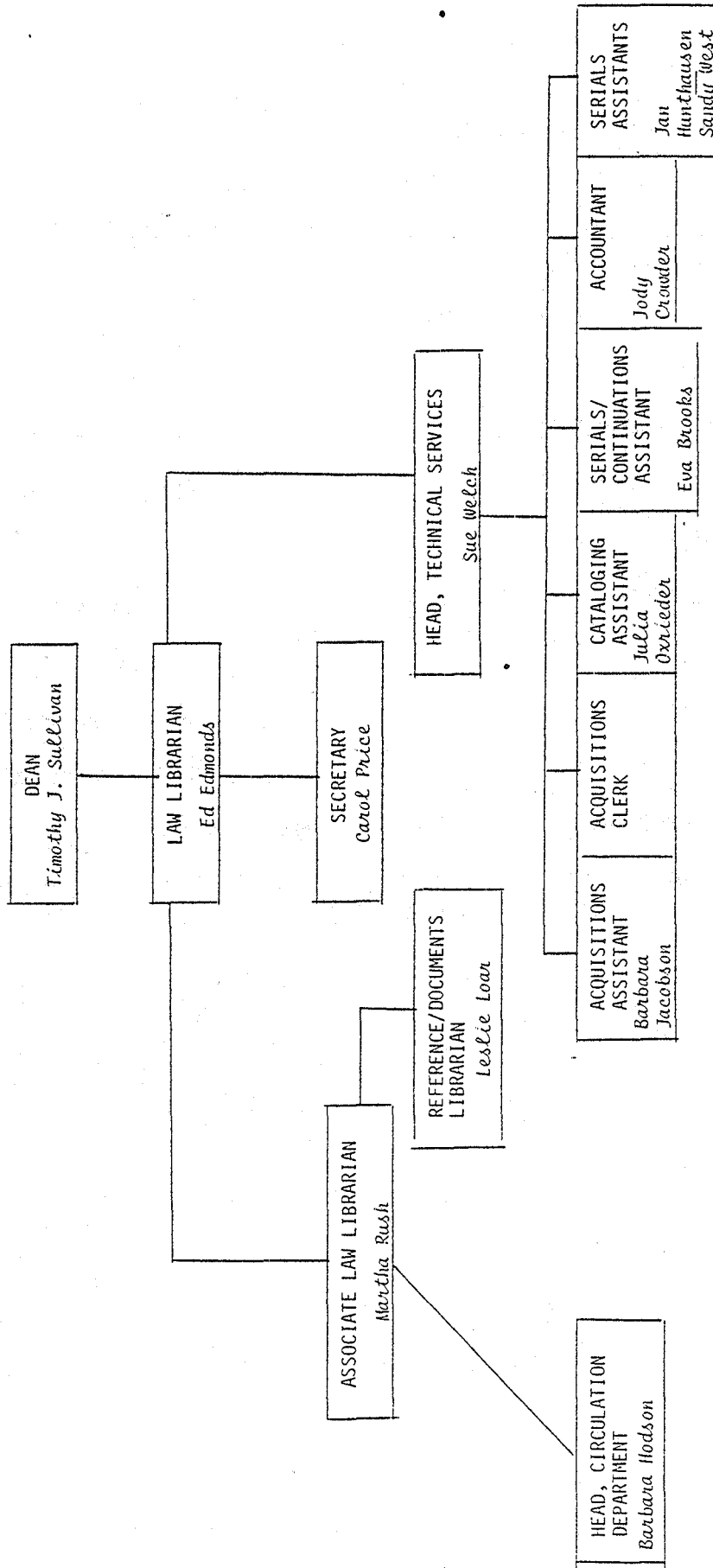
MONDAY THROUGH FRIDAY	7:30 a.m. to 12:00 Midnight
SATURDAY AND SUNDAY	8:00 a.m. to 12:00 Midnight

CLASSES NOT IN SESSION:

MONDAY THROUGH THURSDAY	7:30 a.m. to 9:00 p.m.
FRIDAY	8:00 a.m. to 5:00 p.m.
SATURDAY	12:00 Noon to 5:00 p.m.
SUNDAY	12:00 Noon to 9:00 p.m.

No one is permitted to remain in the building after regular hours.

The Law Library is closed during the Christmas recess, and during emergencies. Schedule changes will be posted when necessary.



TECHNICAL SERVICES

PUBLIC SERVICES

HEAD, CIRCULATION
DEPARTMENT
Barbara Hodson

EVENING SUPERVISOR/
INTERLIBRARY LOANS
Joan Pearlstein

LAW LIBRARY COLLECTION

INTRODUCTION

The Marshall-Wythe Law Library collection contains over 200,000 volumes. All basic materials necessary for research and study in Anglo-American law are provided. Essentially all reported decisions of the federal, state, and territorial courts as well as decisions of the courts of England and selected Commonwealth countries are maintained. The collection also contains all editions of the United States Code, all current codes of the fifty states and territories, the statutes of England, Canada, and Australia, federal administrative decisions, and special subject area reports. There is a carefully selected, well-rounded collection of treatises in law and related fields, encyclopedias, digests, and citators. The library maintains an extensive collection of topical loose-leaf services and periodicals in the English language. The library has a substantial International Law Collection and maintains special collections in tax law, Roman law, environmental law, and jurisprudence. The library's collections are currently supported by funds established by the Spratley Family, Marshall-Wythe Law Alumni, Mrs. Jessie Ball Dupont, the Administrative Law Section of the Virginia State Bar and the State Corporation Commission, and the families of Louis Ellenson, Guillermo Butler Sherwell, and Dr. Charles P. Sherman.

ARRANGEMENT

The Law Library occupies three floors. The ground level contains the Tax Collection, the Environmental Law Collection, a third set of selected federal materials, 4th Circuit and Virginia Supreme Court records and briefs, audio-visual materials, and superseded and little used materials (located in the compact shelving). The central component of the first and second floors is the core collection consisting of the American Digest System, American Law Reports, the National Reporter System, and federal and Virginia materials. The first floor also contains government documents, classified monographs and treatises, periodicals, bibliography, reference and reserve materials. International and foreign law books, the British and Commonwealth Collections, state and agency materials, and special subject area reports are shelved on the second floor.

Core collections have been established on both the first and second floors to assure that patrons working on either level have available the most frequently used legal materials. Volumes in these collections, as well as materials in special collections such as tax and environmental, are tagged with colored signals—yellow and green on the ground floor, red on the first floor, and blue on the second floor. It is intended that books shelved on the first floor (red) serve as quick reference. Thus, to allow accessibility to one set at all times, they should be reshelfed after use and may not be placed in carrel collections.

FEDERAL COLLECTION

Federal materials may be found on all three floors. A set of the United States Code Annotated, Supreme Court Reporter, Federal Reporter, and Federal Supplement is located on the ground floor. The core collection on the first floor is arranged as follows: United States Code Congressional and Administrative News, United States Statutes at Large, codes, court reports, Shepard's and digests. The core collection on the second floor is arranged as follows: journals of the House and Senate, Annals of Congress, Congressional Debates, Congressional Globe, Congressional Record, United States Code Congressional and Administrative News, Statutes at Large, codes, Federal Register, Code of Federal Regulations, court reports, Shepard's and digests.

VIRGINIA AND STATE COLLECTIONS

The Virginia Collection, and that of the states and territories, is located on the second floor. The basic sequence is as follows: constitutions, legislative journals, bills, session laws (located in the microfiche collection), codes, administrative codes, court reports, Shepard's citators, the enclopedias, digests, administrative reports, municipal codes and legal treatises. The state collection is being classified in the Library of Congress classification scheme falling between KFA-KFZ. All material classified between KFA-KFZ is located in the state collection and shelved in ranges 3-81 to 3-110.

CLASSIFIED MONOGRAPHS AND TREATISES

Monographs and treatises are classified according to the Library of Congress schedules. The main monograph and treatise section is shelved on the first floor in ranges 2-5 to 2-42 and contains materials classified as follows: A-JL, JS-JV, KF, L-Z. International law, jurisprudence, comparative law, and foreign law treatises are shelved on the second floor in ranges 3-17 to 3-33 and are classified under JN-JQ, JX, K-KE, and KG-KTF. State legal treatises are classified between KFA-KFZ and are shelved on the second floor in ranges 3-81 to 3-110. Environmental and tax law treatises are located in special collections described below.

TAX COLLECTION

The Law Library's Tax Collection is extensive and consists of loose-leaf services, court decisions, publications of the Internal Revenue Service, periodicals, and classified treatises and monographs. The majority of the classified materials in this collection may be found in call number ranges KF 749 to KF 750 and KF 6265 to KF 6795. Most material in the Tax Collection is tagged with yellow signals and shelved on the ground floor in ranges 1-10 to 1-21. Superseded tax loose-leaves are shelved on range 1-24.

ENVIRONMENTAL LAW COLLECTION

The Law Library has a special collection of environmental law materials supported in large measure by a grant from the Virginia Environmental Endowment Fund. The collection is shelved on the ground floor in ranges 1-28 through 1-32 and is tagged with a green dot. All periodicals, topical loose-leaf services, and classified treatises and monographs dealing with environmental concerns are found in this section. Additional environmental material may be found in the Government Documents Collection.

PERIODICALS

All periodicals, with the exception of certain duplicate volumes and titles contained in the Environmental Law Collection and the Tax Law Collection, are arranged alphabetically by title in ranges 2-74 to 2-80 (A-For) and 2-61 to 2-72 (Fordham-Y). Environmental law titles are located at 1-29. Tax law periodicals are located at 1-15 to 1-16. Duplicates of many periodical titles, including all the major law reviews, are shelved in ranges 3-67 through 3-70. The most recent issues of selected titles are gathered in the Current Periodicals Reading Area. Periodicals selected for inclusion in this area are distinguished by transparent red signals on the visible file index at the circulation desk. Other current periodicals are maintained in the stack area. Popular Magazines and Newsletters are filed behind the circulation desk. Newspapers are shelved in the Current Periodicals Reading Area.

GOVERNMENT DOCUMENTS

The Marshall-Wythe Law Library was designated a federal depository library in October 1978 as a result of Public Law 95-261 (H.R. 8358) passed on April 17, 1978. Public Law 95-261 allows the library of a law school "accredited by a nationally recognized accrediting agency or association approved by the Commissioner of Education for such purpose or accredited by the highest appellate court of the state in which the law school is located" to become a depository library.

The Law Library has elected to receive approximately fourteen percent of the items available through the depository program. The Law Library's collection development policies determine the items selected and received. Selection of environmental, judicial, and legal materials is emphasized.

Documents received through the program are located in three main areas. Most documents are classified and integrated into the main library collection allowing accessibility through the Library's card catalog. Unclassed government documents are shelved in various library locations: ground floor - tax and treasury decisions/regulations; first floor - Supreme Court opinions and legislative materials; second floor - agency/departamental decisions and congressional materials. The remainder of the documents are arranged by the Superintendent of Documents (Su-Docs) classification scheme and are shelved on the 1st floor in ranges 2-1 - 2-4.

AGENCY MATERIALS

Federal agency decisions, digests, indexes, and registers are shelved in ranges 3-53 through 3-59 on the second floor. This collection is arranged alphabetically by issuing agency.

SPECIAL SUBJECT AREA REPORTS

The special subject area reports section, located in ranges 3-60 through 3-66, contains topical loose-leaf services as well as subject-oriented reporters. The reports are shelved alphabetically by title. Bound volumes of reports which are related to a specific loose-leaf service are shelved behind that service.

INTERNATIONAL AND FOREIGN LAW

The Law Library's International and Foreign Law Collection is classified according to schedules for JN through KTF. These materials are shelved on the second floor in ranges 3-17 to 3-33 and access can be gained through the card catalog. The collection contains treaties, publications of the League of Nations, the United Nations, the European Economic Community, the International Court of Justice, and other world organizations.

BRITISH AND COMMONWEALTH COLLECTION

Unclassified British material held by the Law Library is shelved in ranges 3-1 to 3-16 and includes current and retrospective statute collections, court reports, encyclopedias, digests, administrative materials, and classified treatises. The Commonwealth Collection contains statutes, court reports, and the digest of Australia; House of Commons debates, statutes, court reports, encyclopedias, and classified treatises of Canada; and Scotland's Session Cases.

SHEPARD'S CITATORS

State and Federal citators are shelved with the appropriate set. The law review citator is located on the index table on the first floor. The federal taxation citator is shelved in the tax collection on range 1-13. The restatement, military law and bankruptcy citators are classified and shelved on the first floor with the classified treatises. Other specialized citators are classified with the designation Shep. and shelved on range 2-60.

REFERENCE

The reference collection is located on range 2-73. In addition to basic legal sources such as American Jurisprudence 2d, Corpus Juris Secundum, Words and Phrases, and national form books, the section contains general encyclopedias, dictionaries, atlases, business reference sources, and other classified reference tools. A smaller collection, which duplicates many of these titles, is shelved on the second floor, range 3-79. A small ready reference collection is maintained at the circulation desk. Other standard reference works are available at Swem Library.

BIBLIOGRAPHY

The National Union Catalog, standard legal and trade bibliographies (i.e. Law Books in Print, Cumulative Book Index) and other bibliographic sources are shelved in the Bibliography Room. Telephone books from major U.S. cities are also kept here.

RESERVE

The permanent reserve collection, consisting of hornbooks, popular treatises, directories, and other frequently used materials, is housed in the reserve room directly behind the circulation desk. A reserve card catalog, separate from the main public catalog, is kept at the desk. Patrons may look up books by author, title, or subject and request them by call number.

Books and photocopies placed on temporary reserve by a professor for a particular course are also available at the circulation desk. Lists of required or recommended reading materials as well as course syllabi and an index to old examinations are filed in the temporary reserve binder for the current semester.

MICROFORMS

Microfiche and microfilm holdings represent a major portion of the Law Library's collection. The main storage area and the Microform Reader/Printers are located on the first floor. Another storage area and additional readers are located on the ground floor.

The largest single component of the microfiche collection is the Records and Briefs of the United States Supreme Court. This series includes briefs and records for all full opinion cases from 1832 to the present, as well as per curiam and certiorari denied cases from 1940 to the present. The pre-1974/75 term components of this collection are maintained in the ground floor storage area.

The Congressional Information Service (CIS) Legislative Histories and Public Laws provides House and Senate reports, hearings, documents, and committee prints. This set begins with the 1971 compilation.

The library's holdings also include the Code of Federal Regulations, beginning in 1938, and the Federal Register from 1960 to date. Federal Register and Code of Federal Regulations will continue to be updated periodically.

Two important collections of state material include the 475 reels of microfilm which complete the Law Library's collection of state appellate court reports issued prior to the advent of the National Reporter System and the collection of American State Session Laws.

Significant additional microform holdings include Congressional bills and resolutions, selected government documents disseminated by the Government Printing Office, papers related to the work of Thomas Jefferson, Franklin Roosevelt, and William Short and to the Alger Hiss and Exxon cases, doctoral dissertations on law and related subjects, proceedings of the Association of American Law Schools, Pennsylvania Side Reports, Statutes of the Realm, Papers of the Continental Congress, Records of the States of the United States and Oral Arguments of the Supreme Court. In the field of international law, the microform collection contains the Official Journal of the European Communities, International Court of Justice yearbooks, United Nations Treaty Series, and the United Nations Environment Programme. In the tax area the microfiche holdings include Tax Notes and the CCH Ultrafiche Library.

For a more complete description of the microform collection and instructions on the use of micrographic equipment, please see the Library's microform manual.

AUDIO-VISUAL COLLECTION

The Law Library maintains an increasing collection of audio-visual titles. Principal holdings include Condyné tapes in the areas of real estate, trusts and estate planning, corporations, commercial law, tax, defense tactics, trial techniques, and school law; ATLA trial tactics series; NDAA juvenile justice series; West audio-cassette series; and material from various ABA, ATLA, and ALI-ABA institutes and workshops. The audio-visual material is located in the A-V Room on the ground floor. A listing by title is kept at the circulation desk.

Audio-visual viewing equipment is located in Room G1A on the ground floor. Access and information concerning use of the equipment may be obtained at the Circulation Department.

RARE BOOK ROOM

The Rare Book Room houses three important cornerstone collections. The Jefferson Collection is being reconstructed from the original catalog. When completed, it will replicate the law library offered to Congress by Thomas Jefferson after the original Library of Congress was destroyed during the War of 1812. The major benefactors of this collection are Daniel and Lena Stratton Baran, Class of 1936, of San Mateo, California. It was presented in honor of Mrs. Baran's sons, Ralph Alexander Elmore, III, Class of 1970, and Donald Stratton Elmore, Class of 1976.

The second major collection is the Armistead Collection. These books have been assembled by the Armistead family during their many years of residence in Williamsburg. It was given by the family in memory of Robert Henry Armistead, a College of William and Mary graduate who received a Bachelor of Civil Law in 1832. The newest major collection is that of Mr. John L. Abbot, late of Lynchburg, Virginia. This collection includes many important Virginia items as well as early American legal texts and classic British legal material.

SUPERSEDED MATERIALS

Superseded and little used material is located in the compact shelving on the ground floor in Ranges 1-41 to 1-88. Annotated reports, including the Trinity Series, superseded state and federal statutory material, records and briefs of the United States Fourth Circuit Court of Appeals and the Virginia Supreme Court, old Martindale-Hubbell's, Congressional Directories, and superseded treatises and monographs of historical value may be found here. The Circulation Department provides assistance in retrieving items from the compact shelving units. The circulation desk (Ext. 8) may be reached on the intercom phone near these stacks.

LAW LIBRARY RULES AND GENERAL INFORMATION

ACCESS

The Law Library is located in the south wing of the Law School building and is entered through the double doors leading from the main lobby. Fire exits are located at the extreme south corners of the first and second floors and at the south right-hand corner of the ground floor (see map). These exits are connected by alarms to the library security system and may be used only in an emergency.

Sheltered bicycle racks are provided at either side of the main Law School entrance and on the ground floor level at the far south end of the building. Library patrons using the south bicycle area may enter the Law School building by using the rear sidewalk ramp to the patio.

A location map for library materials is included in this handbook. A color-coded diagram of the library is located in the library foyer.

USE OF THE LIBRARY

The use of the reading rooms is primarily for those using legal materials or engaged in legal research. Although other members of the college community are free to use the facility, observance of all rules is expected. A quiet atmosphere conducive to research and study will be maintained.

Smoking, tobacco, food, and beverages are prohibited in the library.

Books from the open stacks may be used anywhere within the library. Since the Law Library is a research library and books must be readily available, patrons are asked to reshelve their own books as quickly as possible. Any books left in carrels or on tables at the end of the day will be reshelved, unless they are properly charged out to a carrel collection.

CARRELS

Study carrels and tables, with the exception of carrels designated for students in certain law school organizations and faculty research assistants are for use by all patrons and may not be reserved. Carrels do not become "assigned" by placing one's charged materials in a carrel. However, patrons doing extended research with library materials may charge up to twenty-five items to a carrel or table location for a limited period of time by using the shelf-slip system. Casebooks, notes, and writing equipment may be left in a carrel for limited time periods, at the risk of the owner. Other personal items left in carrels will be removed at the end of the day. Library materials charged out to a carrel should be left in a manner which allows other patrons access to the publications. As a courtesy to fellow library users, no book should be removed from a carrel collection without leaving a note giving a name and study location. Return the book to the carrel by the end of the day. Typing carrels may not be used for carrel collections.

SHELF-SLIP PROCEDURE

A maximum of twenty-five books may be charged to a carrel by filling out a shelf-slip (available at the circulation desk and dictionary stand) and placing a dated bookmark in the volume. The shelf-slip, which must clearly indicate the carrel or table location, should be left on the shelf in place of the book removed. The dated bookmark must be

visible at all times. Items without the bookmark will be reshelfed, as will materials for which no shelf-slip has been filled out.

Books should be reshelfed and the shelf-slips destroyed as soon as they are no longer needed. Books at carrels will be reshelfed automatically by the library staff on the fourth Friday of each month. Materials still in use may be "renewed" by requesting a bookmark dated for the coming month at the circulation desk.

Due to the research nature of the collection, the following materials may not be signed out to a carrel: the Index to Legal Periodicals, Shepard's citators, loose-leaf services and reference or reserve materials. In addition, reporters and other materials marked with red signals and shelved on the main floor may not be charged to a carrel. Patrons are requested to use the duplicate sets marked with blue (2nd floor) or yellow (ground floor) signals when charging such items to a carrel.

CIRCULATION AND FINES

Check with the circulation desk before removing any books or materials from the library. The following materials may not be removed from the library:

Periodicals
Statutes and codes
Court reports
Agency decisions
Digests
Indexes

Citators
Encyclopedias
Loose-leaf volumes
Multivolume treatises (four
or more volumes)
Reference books

Circulating materials, including most classified treatises and many government documents, may be checked out for a period of two weeks. Two renewals may be made by phone (253-4428) or in person, if no other patron has requested the material. The loan period for William and Mary faculty members is one year, subject to recall after two weeks if requested by another patron.

A fine of \$0.25 per day is imposed for each overdue book. 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.

All fines must be paid in exact cash or by check. Failure to pay is reported to the Dean's Office and the Registrar's Office. Those with delinquent accounts will not be permitted to register for classes, and transcripts will not be released.

Reserve books and photocopies, samples of previous law examinations, and law school catalogs may be requested at the circulation desk. A binder containing lists of reserve materials required or recommended by professors for specific courses is also kept there for student use. A separate reserve card catalog with author, title, subject, and call number entries is maintained as well.

Reserve books may be checked out for four hours for use only in the Law School building. They may be renewed if not requested by another patron, but 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, the Law Librarian, or the Associate Law Librarian 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 two hours before closing time and must be returned before 9 a.m. the following day.

The fine for overdue reserve books is \$0.25 for each hour or part of any hour. There is a maximum fine of \$3.00 per day.

TELEPHONE CALLS

Telephones in the library and library offices are for the exclusive use of the full-time staff. Student calls are not accepted. Public telephones for outgoing calls are located next to the Photocopy Room on the first floor and the administrative offices on the second floor. A local telephone is also located in the student lounge.

LIBRARY NOTICES

Library notices will be posted in the display cases on the main floor. Notices for students should be placed in the appropriate file folder near Room 127.

DESTRUCTION OR THEFT OF LIBRARY MATERIALS—PROVISIONS UNDER VIRGINIA LAW

Sections 42.1-72 through 42.1-74 of the Code of Virginia provide penalties for the mutilation, destruction, concealment, or removal of library property, as well as for the failure to return such property.

LIBRARY SERVICES

PHOTOCOPYING

Three Sharp 815 copiers are located in the Photocopying Room on the first floor. All machines are equipped to accept VendaCards which may be purchased at specified times through the Circulation Department. A list of VendaCard charges and policies may be obtained at the circulation desk. The charge is \$0.05 per copy. A coin box on one of the three machines will accept nickels, dimes or quarters and give change. Tidewater attorneys may set up an account with the library and be billed for copying. Information on establishing law firm accounts is available at the circulation desk.

MICROFORM READERS

Microfiche and microfilm readers are located in several areas throughout the library. A number of readers are located on the ground floor in the Audio-Visual room (which is kept locked, with a key available at the Circulation Desk), and at a station near the microform cabinets and the compact shelving units. Several portable readers are available at the circulation desk.

MICROFORM READER-PRINTERS

One microform reader-printer is located in the Computer Room. Two reader-printers, one for microfilm and one for microfiche, are located in the Bibliography Room on the first floor. Ask the circulation desk attendant for assistance. The charge is \$0.10 per copy.

COMPUTERS AND WORD PROCESSORS

There are five IBM personal computers located in the Computer Room. Three printers are also available. These computers may be used for computer assisted legal instruction or for composing papers, resumes or job application letters. Discs for classroom instruction may be checked out at the circulation desk. Blank discs and paper for word processing must be furnished by the individual student. The SBA sells blank discs.

Sign-up notebooks for scheduling computer time are located at the circulation desk. The PCs may be scheduled for periods of two hours. Longer use is permitted if no other student is scheduled to use the computer.

Four additional terminals, linked with the College's main frame Prime computer, and one printer are located in carrels F-J on the first floor. Students wishing instruction on these computers should contact the College's Computer Center (Jones Hall 4477, 4547) to schedule a training session.

AUDIO-CASSETTE PLAYERS

Audio-cassette players with earphones are available at the circulation desk for use in study carrels provided with electrical outlets. The cassette players may be signed out for four hour periods. A valid ID card must be left at the desk. Cassette players may not be removed from the library.

VIDEO-CASSETTE MONITOR AND TAPE DECK

A video-cassette monitor and tape deck are available for use with the library's video-cassette collection. This equipment is located in the Audio-Visual Room on the ground floor. The Reference/Documents Librarian or the Circulation Department staff will assist patrons in using this equipment.

TYPEWRITER CARRELS AND LOCKERS

Closed carrels on the first and second floors may be used for typing only. They are not study carrels. No carrel collections may be established in the typing carrels, and no personal materials may be left unattended in these carrels.

Storage lockers for typewriters and typing equipment are located immediately across from the typing carrels. An SBA typewriter to be used only by law students is located in typing carrel A. For sign-out procedures and usage policies, check with the Head of the Circulation Department.

STUDENT CONFERENCE ROOMS

Two conference rooms on the second floor are available for small group meetings. The room may be reserved for no more than two weeks in advance for a maximum of six hours per week and two hours per day. A sign-up notebook is kept at the circulation desk. If time slots remain unreserved on a particular day, any group may sign up on that day for additional hours on a first-come, first-served basis.

SERVICES FOR THE HANDICAPPED

Parking spaces directly in front of the Law Library are reserved for the handicapped. The building has elevators, and the Circulation Department staff will assist the handicapped in using library facilities. Phones located on each floor (see library floor plan) may be used to call the circulation desk for assistance.

SEARCH/HOLDS

If a book, periodical, or other item cannot be located, a search may be requested by filling out a brief form at the circulation desk. Check again within a day or two to see whether the material has been found. The circulation staff will conduct searches for up to one week and notify you of the status of the search.

If a book is checked out, the patron may request that a hold be placed on the book. When the item is returned, the patron will be notified and the book will be held at the desk for five days before it is reshelfed.

REFERENCE

Reference assistance is available during the day from the Reference/Documents Librarian or the Associate Law Librarian. The Reference Office is located in Room 130C. If no one is in the Reference Office, please inquire at the Circulation Desk. Questions which arise during the weekend or evening hours which cannot be handled by the Circulation Department staff will be referred to the reference librarian on the next working day.

LEXIS

LEXIS, a computerized legal research tool, is available in the Law Library for student and faculty research. Instruction in its use is conducted by the Reference/Documents Librarian. Notebooks for scheduling LEXIS research time are located at the circulation desk. Regulations and time for usage of LEXIS is discussed in the CALR manuals which are maintained on the right hand side of the machine and in the reserve area.

INTERLIBRARY LOANS AND PHOTODUPLICATION SERVICES

General Statement:

Interlibrary loan service is offered to Marshall-Wythe students and faculty. Books and other materials needed for research which are not available at Marshall-Wythe may be borrowed from cooperating libraries in accordance with the American Library Association Interlibrary Loan Code.

Photocopies of articles from periodicals and law reviews not owned by or missing from the Law Library may be ordered in compliance with the Copyright Law (Title 17, USC) and Copyright Law Guidelines. Charges for copies and postage may be levied by the supplying library, but there is no surcharge for processing by Marshall-Wythe.

Procedure:

After checking the library card catalog and the visible file to determine that we do not own the needed material or that it is missing, the patron may fill out a request form at the circulation desk. If your signature is not on the ILL photoduplication form, your request will not be processed. The Head of Circulation or the Evening Circulation Supervisor will answer any questions concerning your request. A patron should allow at least two weeks to receive the desired material. The patron will be contacted when the material is received.

NEW ACQUISITIONS SHELVES

To give faculty and students an opportunity to browse current acquisitions, new treatises will be placed on shelving located across from the Bibliography Room for approximately two weeks before they are shelved in the regular collection. Books that circulate may be charged out in the normal manner.

LOST AND FOUND

Personal items found in the library will be held at the circulation desk for a brief period. Unclaimed articles will be sent to the SBA Office.

FINDING AIDS

LAW LIBRARY CARD CATALOG

The card catalog records, describes, and indexes library holdings. The Law Library card catalog is located across from the circulation desk. It contains cards for all treatises, and for the majority of non-classified material in the library. Information may be found by looking up a work by author, title, or subject. Name entries include authors (personal or corporate), joint authors, editors, compilers, and special headings such as "United States. Supreme Court." Title entries include titles, variant titles, and series entries. Subject entries indicate the major content of a book and are based on the Library of Congress Subject Headings list. Always refer to this listing (two volume red set) to locate all possible subject terms pertinent to a chosen topic.

The card catalog is divided into two parts: an alphabetical name-title catalog and an alphabetical subject catalog. All entries except subject entries are inter-filed in the name-title catalog.

Information on a catalog card is presented in a standard format, illustrated on the following sample catalog card.

② KF 8840 .W7 1970	① RESERVE BOOK ③ Wright, Charles Alan. ④ Handbook of the law of Federal courts. ⑤ 2d ed. ⑥ St. Paul, West Pub. Co., 1970. ⑦ ⑦ xviii, 745 p. forma. 27 cm. (Hornbook series) Cover title: Law of Federal courts; on spine: Federal courts. "Federal rules of civil procedure for the United States District Courts": p. 507-628. ⑨ "Federal rules of appellate procedure": p. 623-680. Includes bibliographical references. ⑪ 1. Jurisdiction—U. S. 2. Procedure (Law)—U. S. ⑫ U. S. District Courts. Rules of civil procedure for the United States District Courts. 1970. ⑩ ii. U. S. Court of Appeals. Federal rules of appellate procedure. 1970. ⑬ Title. iv. Title: Federal courts. (Series) ⑭ ⑬ KF8840.W7 1970 347.9973 ⑮ 74-14279 MARC Library of Congress 70 4
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1. Card jacket indicating that the book is located in a special collection
2. Call number
3. Author
4. Title
5. Edition
6. Imprint: place, publisher and date
7. Physical description: pagination and other information
8. Series
9. Notes of interest or more detailed description of the item, including any special features
10. Tracings: All of the added entries listed at the bottom of the card are called tracings
11. Subject entries — these are preceded by arabic numbers
12. Other added entries - these are preceded by roman numbers
13. Suggested Library of Congress classification
14. Suggested Dewey Decimal classification
15. Library of Congress card order number

GENERAL FILING RULES, AND SPECIAL LOCATIONS

Filing:

The basic filing order in the card catalog is alphabetical, disregarding punctuation and disregarding "a," "an," and "the" at the beginning of an entry. Words beginning with initials file at the beginning of a letter range. The filing order is word-by-word, letter-by-letter within words. The following examples illustrate these filing rules:

- OECD observer
- OSAHRC reports
- Out of debt through Chapter 13
- Outer limits
- Outline of criminal procedure
- An outline of federal criminal procedure

An exception to the basic filing rule is that personal surnames (names of individuals) are always arranged before other entries beginning with the same word.

- Price, Miles, joint author
- Price, Miles O.
- Price (Allen) Company (This is the name of a corporation -
not a personal name)
- The price and availability of automobile insurance
- Price, Waterhouse, and Company
- The price we pay for discrimination

In the subject catalog, many subject headings are subdivided by various subheadings. These file word by word, disregarding special punctuation.

- PRESS - ARGENTINA
- PRESS LAW
- PRESS - UNITED STATES

An exception to the alphabetical arrangement is chronological subdivisions, which file according to date, even when the historical subdivision is a phrase.

- UNITED STATES - HISTORY - REVOLUTION, 1775-1783
- UNITED STATES - HISTORY - CIVIL WAR, 1861-1865

Special Locations:

Much material in the Law Library is unclassified, and is arranged as outlined in the "LAW LIBRARY COLLECTION" section of this handbook. Cards in the catalog for such materials indicate a special location or format, such as: Periodical, British Commonwealth Collection, Microfiche. The State Section is currently being classified. Catalog cards for material dealing with the law of individual states will either have a regular Library of Congress classification number or the notation "State Section." For assistance in locating unclassified materials, refer to the location guide in this handbook or check with the circulation staff.

Materials in audio-cassette format are kept in the Audio-Visual Room.

Titles with a tax emphasis are kept in the separate Tax Collection on the ground floor. This includes all classified material in the range KF 749-750 and KF 6295-6795. Some classified material may be shelved in separate locations within the library. This is indicated in the catalog by using the location above the call number of all cards in the catalog for a given title or by using a plastic overlay (sleeve) over selected cards for a given title. For example, all titles in the separate Tax Collection will say Tax Collect. on all cards in the set.

However, titles on reserve have a red plastic sleeve over only the author and title cards in the catalog. Books shelved in the special Environmental Collection have a green plastic overlay over the author and title cards only. Patrons should be aware that at the present time, all titles in the library pertaining to the environment, regardless of format or classification, are shelved in the separate Environmental Collection.

Tax Collect. REAL PROPERTY AND TAXATION - UNITED STATES

KF 6535 A8 Arnold, Alvin L
Tax shelter in real estate today : including the Revenue act of 1978 : special report / by Alvin L. Arnold. — Boston : Warren, Gorham & Lamont, c1979.
92 p. ; 28 cm.

Subject card for title in Tax Collection

RESERVE BOOK

Real property in a nutshell

KF 570 Z9B47 Bernhardt, Roger.
Real property in a nutshell / by Roger Bernhardt. — St. Paul, Minn. : West Pub. Co., 1975.
xl, 425 p. ; 19 cm. — (West nutshell series)
Includes index.

Title card for book on Reserve

VA. ENVIRONMENTAL ENDOWMENT FUND

TD 892 B69 Bragdon, Clifford R
Noise pollution: the unquiet crisis [by] Clifford R. Bragdon. Philadelphia, University of Pennsylvania Press [c1971]
xxii, 280 p. illus. 25 cm. \$15.00
Bibliography: p. [243]-273.

Author card for title in Environmental Collection

I. Noise pollution.

I. Title.

TD892.B69
ISBN 0-8122-7638-6

620.2'3

70-157049
MARC

Library of Congress

72

LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

The Law Library uses the Library of Congress classification system for treatises and some serials. Below is a general outline of the classification system, and an outline of the KF classification which covers United States law.

GENERAL OUTLINE:

- A GENERAL WORKS
- B PHILOSOPHY. PSYCHOLOGY. RELIGION.
- C HISTORY: AUXILIARY SCIENCES
- D HISTORY: GENERAL AND OLD WORLD
- E-F HISTORY: AMERICA
- G GEOGRAPHY
- H SOCIAL SCIENCES
 - H Social Sciences (General)
 - HA Statistics
 - HB Economic theory
 - HC Economic history and conditions
 - HD Land. Agriculture. Industry.
 - HE Transportation and Communication
 - HF Commerce
 - HG-HJ Finance, Taxation
 - HM Sociology
 - HN Social history. Social Reform.
 - HQ The family. Marriage. Women.
 - HS Societies, Clubs
 - HT Communities. Classes. Races.
 - HV Social pathology. Criminology.
 - HX Socialism. Communism. Anarchism.
- J POLITICAL SCIENCE
 - JX Public international law. International relations.
- K LAW
 - K Generalia. Jurisprudence, legal philosophy. Comparative law. Conflict of laws
 - KBD Roman law
 - KD United Kingdom.
 - KE Canada
 - KF United States (see following page)
 - KFA-KFW Law of individual states
 - KH South America
 - KJ Europe
 - KM Soviet Union
 - KR Africa
 - KTA Australia

L EDUCATION
M MUSIC
N FINE ARTS, ARCHITECTURE
P LANGUAGE AND LITERATURE
Q SCIENCE
R MEDICINE
S AGRICULTURE
T TECHNOLOGY
U MILITARY SCIENCE
V NAVAL SCIENCE
Z BIBLIOGRAPHY AND LIBRARY SCIENCE

OUTLINE OF CLASSIFICATION KF - UNITED STATES LAW

1-8	BIBLIOGRAPHY
156	LAW DICTIONARIES. WORDS AND PHRASES
190-195	DIRECTORIES
220-224	CRIMINAL TRIALS
240-250	LEGAL RESEARCH AND WRITING
262-292	LEGAL EDUCATION
297-334	THE LEGAL PROFESSION
336-337	LEGAL AID. LEGAL SERVICES
350-374	LEGAL HISTORY
379-382	JURISPRUDENCE AND PHILOSOPHY OF LAW
398-400	EQUITY
410-418	CONFLICT OF LAWS
501-553	FAMILY LAW
560-664	PROPERTY & ESTATES IN LAND
726-745	TRUSTS AND TRUSTEES
749-750	ESTATE PLANNING
753-780	WILLS, PROBATE, DECEDENTS' ESTATES
801-869	CONTRACTS
871-1241	COMMERCIAL TRANSACTIONS
1066-1086	SECURITIES REGULATION (See also 1431-1465)
1096-1137	ADMIRALTY AND MARITIME LAW
1146-1238	INSURANCE
1246-1327	TORTS AND PERSONAL INJURIES
1341-1348	AGENCY
1355-1480	BUSINESS ASSOCIATIONS, CORPORATIONS
1501-1548	BANKRUPTCY AND CREDITORS RIGHTS
1600-2940	REGULATED INDUSTRIES, ANTITRUST, TRADE REGULATION
2971-3198	PATENTS, TRADEMARKS, COPYRIGHTS, UNFAIR COMPETITION
3300-3750	LABOR LAW AND SOCIAL LEGISLATION
3775-3813	ENVIRONMENTAL LAW
4501-5130	CONSTITUTIONAL LAW
5300-5332	LOCAL GOVERNMENT LAW
5500-5865	PUBLIC LAND LAW
5551-5599	WATER LAW
5691-5740	URBAN PLANNING AND DEVELOPMENT
6200-6795	PUBLIC FINANCE & TAXATION
7201-7755	MILITARY LAW. NATIONAL DEFENSE
8201-8228	AMERICAN INDIAN LAW
8700-8708	ADMINISTRATION OF JUSTICE. JUDICIARY
8711-8807	COURT ORGANIZATION
8810-9075	CIVIL PROCEDURE, FEDERAL PRACTICE, TRIALS
8931-8964	EVIDENCE
9201-9461	CRIMINAL LAW
9601-9760	CRIMINAL PROCEDURE & PENOLOGY
KFA-KFW	LAWS OF THE INDIVIDUAL STATES

SUBJECT GUIDE TO CLASSIFICATION TABLE

<u>SUBJECT</u>		<u>NUMBER</u>
Accounting - Legal	KF	320.A2
See also	HF	1201-1400
Administrative law	KF	5401-
Admiralty	KF	1096-
Agency	KF	1341-
Air - Aviation law	KF	2400-
Antitrust law	KF	1631-
Arbitration and Award		
Commercial	KF	9085-
Labor	KF	3416-
Atomic energy	KF	2138-
Automobile law	KF	2201-
Banks and banking	KF	966-
Biography		
General	KF	353
Supreme Court Justices	KF	8744-
Business organizations	KF	1365-
See also	KF	5500-
Canon law	K	555-
Civil law	K	30-
Commercial law	KF	871-
See also	HF	1201-
Comparative law	K	540-5570
Conflict of laws	KF	410-
Constitutional law	KF	4501-
Consumer credit	KF	1039-
Contracts	KF	801-
Copyright	KF	2986-
Corporations - Private	KF	1384-
Courts	KF	8700-
Creditors' rights	KF	1501-
Criminal law	KF	9201-
Criminology	HV	
Damages	KF	445-
Domestic relations	KF	501-
English law	KD	
Environmental law	KF	3775-
Equity	KF	398-
Estate planning	KF	746-
See also: Taxation,		
Trusts, and Wills		
Ethics, legal	KF	305-
Evidence		
Civil	KF	8931-
Criminal	KF	9660-
Examinations	KF	279-
Family law	KF	501-
Foreign law	KB-KI	
Housing	HD	
Insurance	KF	1146-
International law		

Public international law	JX	
Private International law	K	
Jurisprudence	KF	379-
See also	K	230-
Juvenile law	KF	9701-
Labor law	KF	3301-
Land use planning	HD & HT	
Legal education	KF	262-
Legal history	KF	350-
Legal profession	KF	297
Legal research	KF	240-
Medical legislation	KF	3821-
Military law	KF	7201-
Mortgages	KF	691-
Municipal corporations	KF	5301-
Negligence	KF	1276-
Negotiable instruments	KF	956-
Oil, gas and mining law	KF	1841-
Partnership	KF	1371-
Patents	KF	3096-
Philosophy of law	KF	379
See also	K	230-
Poverty law	KF	390.5.P6
Procedure - Federal		
General	KF	8700-
Civil	KF	8810-
Criminal	KF	9601-
Property - Personal	KF	701-
Property - Real	KF	566-
Public Utilities	KF	2076-
Radio, television law	KF	2801-
Railroads	KF	2271-
Remedies		
See: Damages, Equity		
Restatements of the law	KF	395.A2-
Roman Law	KBD	
Sales	KF	911-
Securities regulation	KF	1431-
See also: Investments and Stock		
Exchange transactions	KF	1066-
Statutory construction	KF	425-
Suretyship and guaranty	KF	1045-
Taxation	KF	6271-
Torts	KF	1246-
Trademarks	KF	3176-
Trial techniques	KF	8911-
Trusts and trustees	KF	726-
Urban law	KF	5721
Virginia law	KFV	& Va. Section
Wills	KF	755-
Workmen's compensation	KF	3611-
Zoning	KF	5697-

For works on, or about laws of specific states,
please see items under KFA through KFW and KFZ.

GOVERNMENT DOCUMENTS

Government documents that are placed in the Superintendent of Documents (SuDoc) collection are not entered into the public card catalog. Two primary finding aids for locating government documents are:

Monthly Catalog:

Current listing of government documents arranged by SuDoc number (issuing agency) with monthly and more comprehensive annual indexes. Annual indexes are by subject, title, series/reports, stock number and class number. The current issues of the Catalog are located on the index table on the first floor. Older issues are located at the beginning of the document collection on range 2-1.

Publications Reference File:

This is a microfiche listing of government documents available through the Government Printing Office. This compilation represents an "in stock" listing. The microfiche is located in the Bibliography Room. It is issued bimonthly with monthly updates.

Government documents do circulate and are available through interlibrary loan. Be sure to check the card catalog as many documents have been classified into the main collection.

The SuDoc classification scheme is based on the principle of provenance; the issuing agency and its department determine the basis for the class number assigned, rather than the subject matter of the material. The class number is alphanumeric; the letters denoting a high level agency and the issuing agency - the number representing subordinate units, series and book numbers.

	High level agency Issuing Agency Series Book number	
Justice Department	J 1.1:979	Annual report for 1979
Immigration and Naturalization Service	J 21.16: Im 6	Bibliographies and list of publications series
Drug Enforcement Administration	J 24.3/2: 6/4	Drug enforcement volume 6, number 4
Law Enforcement Assistance Administration	J 26.10: SD-SB-6	National criminal justice information and statistics service

Selected Agency/Department Symbols:

A	Agriculture
C	Commerce
CC	Federal Communications Commission

D	Defense
E	Energy
ED	Education
EP	Environmental Protection Agency
FP	Federal Power Commission
FT	Federal Trade Commission
GA	General Accounting Office
GP	Government Printing Office
GS	General Services Administration
HE	Department of Health and Human Services
I	Interior
IC	Interstate Commerce Commission
J	Justice
Ju	Judiciary
L	Labor
LC	Library of Congress
LR	National Labor Relations Board
NAS	National Aeronautics and Space Administration
PR	President
PrEx	Executive Office of the President
S	State
SE	Securities and Exchange Commission
T	Treasury
TD	Transportation
VA	Veterans
X	Congress

Series Designations:

- 1: Annual report
- 2: General publications
- 3: Bulletins
- 4: Circulars
- 5: Laws (administered by the agency and published by it)
- 6: Regulations, rules, and instructions
- 7: Releases
- 8: Handbooks, manuals, guides

VISIBLE-FILE

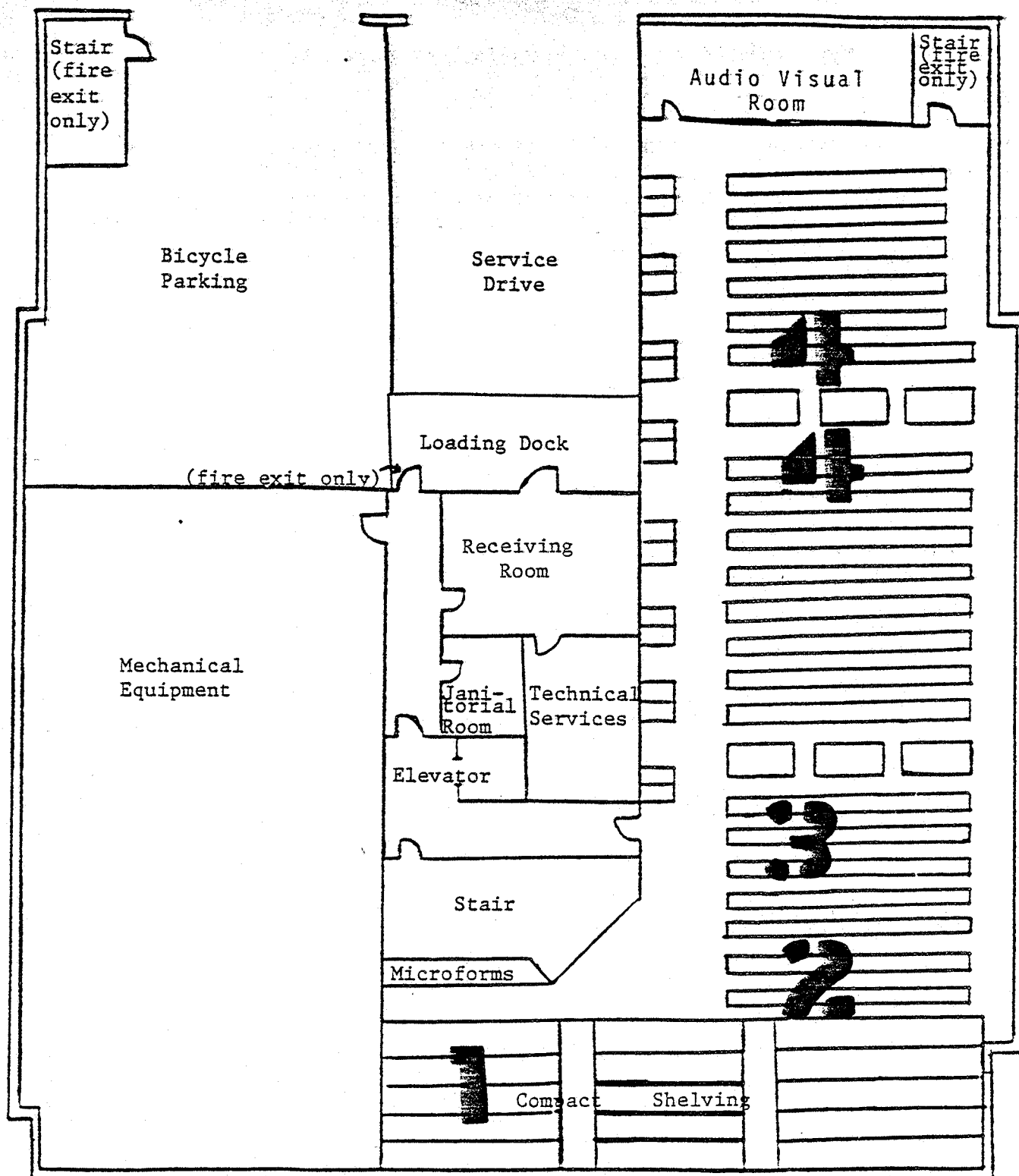
A rotating visible-file on the Circulation Desk provides rapid aid in locating unclassified materials, such as loose-leaf services, court reports, encyclopedias, and periodicals. These titles are arranged alphabetically. Floor, range number, and library holdings are given for each entry.

KARDEX

A record of the receipt/non-receipt of periodicals, serials and U.S. Government Document publications is maintained in a kardedex by the Technical Services Department. Other information contained in the kardedex concerns publication frequency, subscription information, payment records and shelving locations. The kardedex is located in the Technical Processing area of the library. Questions concerning kardedex information should be directed to the Circulation Department staff.

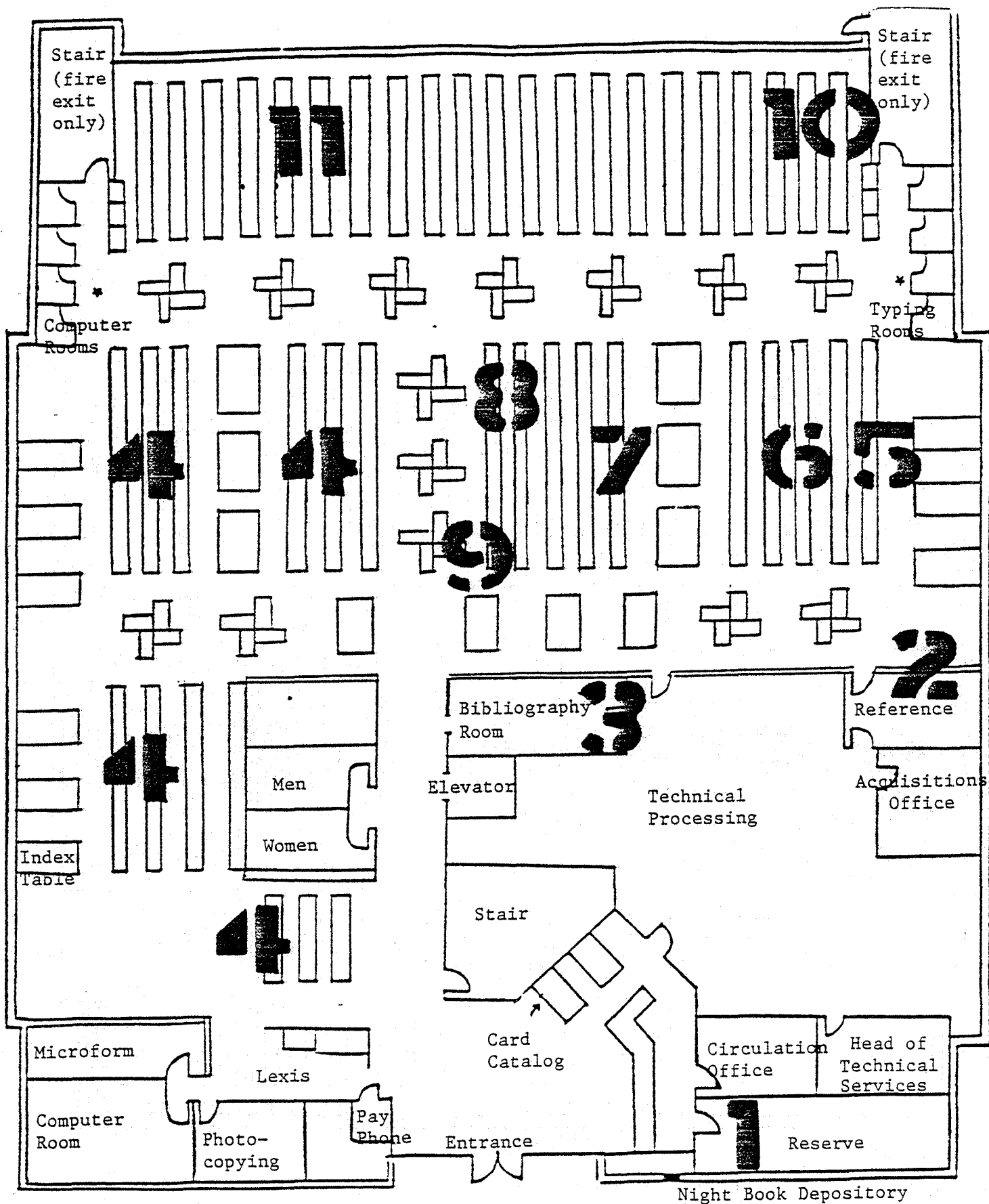
BINDERY LIST

At least once each month the Technical Services Department prepares loose issues of law reviews and other periodicals to be sent to the bindery. Occasionally a patron may be asked to return a periodical issue from a carrel collection for binding. He/she will be given plenty of notice so that research may be completed before the issue is returned. If a volume/issue cannot be located in the stacks, check the bindery list at the index table or at the Circulation Desk.



GROUND FLOOR

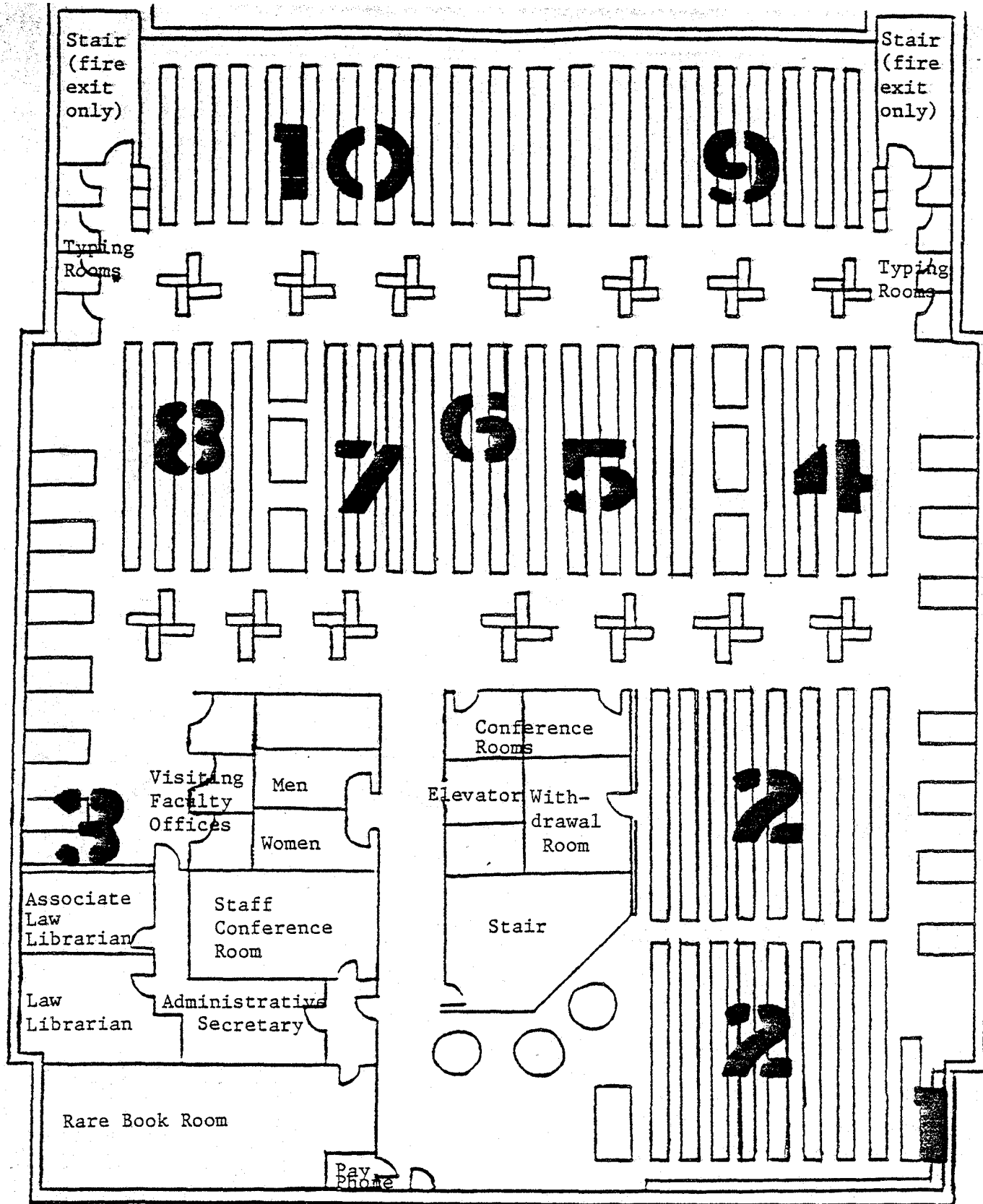
- KEY :
- 1. Superseded Materials
 - 2. Federal Materials
 - 3. Environmental Collection
 - 4. Tax Collection
 - * Intercom Phone



FIRST FLOOR

KEY :

- | | |
|-----------------------------|-----------------------------------|
| 1. Reserve | 7. Federal Materials |
| 2. Reference | 8. Selected Virginia Materials |
| 3. Bibliography | 9. Specialized Shepard's Citators |
| 4. Periodicals | 10. Government Documents |
| 5. Decennial Digest, ALR | 11. Classified Materials |
| 6. National Reporter System | * Intercom Phone |



SECOND FLOOR

- KEY :**
- 1. Decennial Digests, ALR
 - 2. State Collection
 - 3. Selected Reference Materials
 - 4. Federal Materials
 - 5. Agency Materials
 - 6. Special Subject Loose-leaf

- 7. Duplicate Periodicals
- 8. National Reporter System
- 9. British & Commonwealth
- 10. International Materials
- * Intercom Phone

OUTLINE OF LEGAL RESEARCH MATERIALS

PRIMARY AUTHORITY

STATUTORY

Constitutions:

Treaties:

United States Treaties and other
International Agreements (U.S.T.)

Federal Statutes:

Statutes at Large (Stat.)
United States Code (U.S.C.)
United States Code Annotated (U.S.C.A.)
United States Code Service (U.S.C.S.)

State Statutes:

Session Laws (e.g. Acts of Assembly)
Codes (e.g. Code of Virginia)

Municipal Ordinances:

(e.g. The Code of the City of Williamsburg)

JUDICIAL DECISIONS

United States Supreme
Court:

United States Reports (U.S.)
Supreme Court Reporter (S. Ct.)
United States Reports, Lawyers' Edition (L.Ed.)
United States Reports, Lawyers' Edition, 2nd
Series (L. Ed. 2d)
United States Law Week (U.S.L.W.)
Supreme Court Bulletin (CCH S. Ct. Bull.)

Federal Court Reports
(West):

Federal Cases (to 1880) (F. Cas.)
Federal Reporter (F.)
Federal Reporter, 2d Series (F.2d)
Federal Supplement (F. Supp.)
Federal Rules Decisions (F.R.D.)
United States Claims Court Reporter
(U.S. Cl. Ct.)
Bankruptcy Reporter (Bankr.)

Official Federal Court
Reports:

(e.g. United States Court of International Trade
[Ct. Int'l Trade])

National Reporter System:

Atlantic Reporter (A.)
Atlantic Reporter, 2d Series (A.2d)
California Reporter (Cal. Rptr.)
New York Supplement (N.Y.S.)
New York Supplement, 2d Series (N.Y.S.2d)
North Eastern Reporter (N.E.)
North Eastern Reporter, 2d Series (N.E.2d)

JUDICIAL DECISIONS, cont.

North Western Reporter (N.W.)
North Western Reporter, 2d Series (N.W.2d)
Pacific Reporter (P.)
Pacific Reporter, 2d Series (P.2d)
South Eastern Reporter (S.E.)
South Eastern Reporter, 2d Series (S.E.2d)
South Western Reporter (S.W.)
South Western Reporter, 2d Series (S.W.2d)
Southern Reporter (So.)
Southern Reporter, 2d Series (So. 2d)

State Court Reports

(e.g. Virginia Reports)

Annotated Reports

American Law Reports: 1st, 2d, 3d and 4th Series
(A.L.R., A.L.R.2d, A.L.R.3d A.L.R. 4th)
American Law Reports, Federal (A.L.R. Fed.)

Special Subject Reports:

(e.g. American Maritime Cases [A.M.C.])

ADMINISTRATIVE LAW AND EXECUTIVE DECISIONS

Rules of Administrative
Bodies (Federal):

Federal Register
Code of Federal Regulations

Rules of Administrative
Bodies (State):

(e.g. Virginia Register of Regulations,
Rules and Regulations of the State
Corporation Commission)

Executive Orders, Proclamations
and Promulgations (Federal)

Executive Orders (State)

Decisions of Administrative
Bodies

(e.g. Interstate Commerce Commission Reports)

SECONDARY AUTHORITY AND SEARCH BOOKS

SECONDARY AUTHORITY

Treatises, Textbooks, and
Hornbooks:

(e.g. Williston on Contracts)

Legal Periodicals:

(e.g. Harvard Law Review)

Restatements of the Law:

(e.g. Restatement of Torts, 2d)

SECONDARY AUTHORITY, cont.

Loose-Leaf Services:

(e.g. Criminal Law Reporter)

Annotations in Annotated Reports:

(e.g. Annotations in American Law Reports, 4th)

Encyclopedias (National):

Corpus Juris Secundum (C.J.S.)
American Jurisprudence, 2d (Am. Jur. 2d)

Encyclopedias (State):

(e.g. Michie's Jurisprudence)

INDEX AND SEARCH BOOKS

Digests

American Digest System: Century Digest,
Decennial Digests (First through Ninth Part I),
General Digest, Fifth Series
General Digest, Sixth Series
Supreme Court Digests
Federal Digest
Modern Federal Practice Digest
Federal Practice Digest, 2d
Regional Digests (i.e. South Eastern Digest)
State Digests (i.e. Virginia-West Virginia Digest)

Dictionaries:

(e.g. Black's Law Dictionary)

Words and Phrases

Current Law Index

Index to Legal Periodicals

Legal Resource Index

Shepard's Citations

National Reporter Blue Book

Table of Cases

FORM BOOKS

Pleading and Practice Forms:

(e.g. American Jurisprudence Pleading and Practice Forms)

Legal Forms:

(e.g. Modern Legal Forms)

UNCLASSIFIED LOOSELEAF SERVICES

BNA - Bureau of National Affairs
 CCH - Commerce Clearing House
 CRR - CRR Publishing Company
 GPO - Government Printing Office
 MB - Matthew Bender
 NOLPE - National Organization on Legal Problems of Education
 P-F - Pike and Fischer
 P-H - Prentice-Hall
 RIA - Research Institute of America
 WSB - Washington Service Bureau

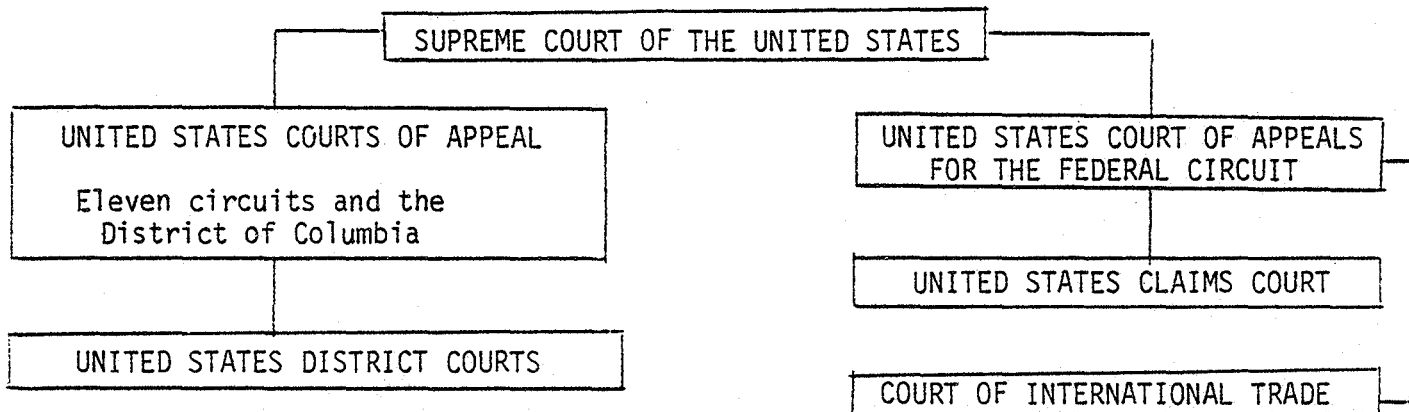
<u>Title</u>	<u>Location</u>
Administrative Law (P-F)	3-60
All States Tax Guide (P-H)	1-11
American Stock Exchange Guide (CCH)	3-60
Annotated Tax Forms (P-H)	1-13
Antitrust and Trade Regulation Reporter (BNA)	3-60
Automobile Law Reporter/Ins (CCH)	3-60
Aviation Law Reporter (CCH)	3-60
Bankruptcy Court Decisions (CRR)	3-60
Bankruptcy Law Reporter (CCH)	3-60
Bender's Federal Practice Forms (MB)	2-57
Bender's Forms of Discovery (MB)	2-57
Benefits Review Board Service (MB)	3-60
Black Lung Reporter (MB)	3-60
Longshore Reporter (MB)	3-60
Blue Sky Law Reporter (CCH)	3-60
Bulletin to Management (BNA)	3-61
Capital Adjustment (P-H)	1-13
Capital Changes Reporter (CCH)	1-12
Charitable Giving and Solicitation (P-H)	1-13
Chemical Regulation Reporter (CCH)	1-28
Closely Held Business (P-H)	1-13
Closely Held Business Ideas (P-H)	1-13
Common Market Reporter (CCH)	3-61
Comptroller General's Procurement Decisions (Federal Publications)	3-61
Congressional Index (CCH)	2-73
Consumer and Commercial Credit/Installment Sales (P-H)	3-61
Consumer Credit Guide (CCH)	3-61
Consumer Product Safety Guide (CCH)	3-61
Contract Appeals Decisions (CCH)	3-61
Control of Banking (P-H)	3-61
Copyright Law Reporter (CCH)	3-61
Corporate Capital Transactions Coordinator (RIA)	1-12
Corporate Practice Series (BNA)	3-61
Corporation (P-H)	3-61
Corporation Forms (P-H)	3-61
Corporation Law Guide (CCH)	3-61
Criminal Law Reporter (BNA)	3-61 and Reserve
Divorce Taxation (P-H)	1-13

Education for the Handicapped Law Reports (CRR)	3-61
Employee Benefits Cases (BNA)	3-61
Employment Coordinator (RIA)	3-61
Employment Practices Guide (CCH)	3-61
Employment, Safety and Health Guide (CCH)	3-61
Energy Controls (P-H)	2-15
Energy Resources Tax Reporter (CCH)	1-12
Entertainment Law Reporter (Entertainment Law Reporter Publishing Co.)	3-61
Environment Reporter (BNA)	1-28
Environmental Law Reporter (Environmental Law Institute)	1-28
Equal Employment Opportunity Compliance Manual (P-H)	3-61
Estate and Gift Taxes (P-H)	1-13
Estate Planning (P-H)	1-13
Estate Planning and Taxation Coordinator (RIA)	1-12
Estate Planning Ideas (P-H)	1-13
Estate Planning-Wills/Trusts (P-H)	1-13
Ethics in Government Reporter (WSB)	3-61
Excise Taxes (P-H)	1-13
Exempt Organizations Reporter (CCH)	1-12
Family Law Reporter (BNA)	3-62
Federal Banking Law Reports (CCH)	3-62
Federal Carrier Reports (CCH)	3-62
Federal Court Procurement Decisions (Federal Publications)	3-62
Federal Election Campaign Financing Guide (CCH)	3-62
Federal Energy Guidelines: FERC Reports (GPO)	1-28
Federal Energy Guidelines: FERC Statutes & Regulations (GPO)	1-28
Federal Estate and Gift Tax Reporter (CCH) 3 copies	1-12
Federal Estate and Gift Taxes (P-H)	1-13
Federal Excise Tax Reporter (CCH)	1-12
Federal Immigration Law Reporter (WSB)	3-62
Federal Local Court Rules (Callaghan)	2-57
Federal Pension Law Service (MB)	3-62
Federal Revenue Forms (P-H)	1-13
Federal Rules of Evidence Service (Callaghan)	2-57
Federal Rules Service (Callaghan)	2-57
Federal Securities Law Reporter (CCH)	3-62
Federal Tax Articles (CCH)	1-12
Federal Tax Compliance Planning (P-H)	1-13
Federal Tax Compliance Reporter (CCH)	1-12
Federal Tax Coordinator 2nd (RIA)	1-12
Federal Taxation of Insurance Companies (P-H)	1-13
Federal Taxes (P-H)	1-13
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