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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 Midnight
SATURDAY AND SUNDAY 8:00 a.m. to 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 Noon to 5:00 p.m.
SUNDAY Noon to 9:00 p.m.

No one is permitted to remain in the building after regular hours without permission from the Law Librarian.

The Law Library is closed during the Christmas recess, and during emergencies. Changes in library hours will be posted when necessary.
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 selected 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 law, 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 reshelved after use and may not be placed in carrel collections.

FEDERAL COLLECTION

Federal materials may be found on all three floors. Sets of the United States Code Annotated, Supreme Court Reporter, Federal Reporter, and Federal Supplement are 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

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 encyclopedias, 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 1-16 to 1-17. 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/departmental 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.


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 Condyne 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, 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 reshelved, as will materials for which no shelf-slip has been filled out.

Books should be reshelved and the shelf-slips destroyed as soon as they are no longer needed. Books at carrels will be reshelved 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, current periodicals, and reference or reserve materials. In addition, reporters and other materials marked with red tape and shelved on the main floor may not be charged to a carrel. Patrons must use the duplicate sets marked with blue (2nd floor) or yellow (ground floor) tape 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.
PHOTOCOPYING

Public Access 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 machine accepts nickels, dimes or quarters and gives 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 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

IBM personal computers for student use are located in the Computer Room on the first floor. Several 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 reshelved.

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 and WESTLAW

LEXIS and WESTLAW, computerized legal research tools, are available in the Law Library for student and faculty research. CALR (Computer Assisted Legal Research) instruction is conducted by the Reference/Documents Librarian. Notebooks for scheduling computer time are maintained at the circulation desk. Regulations and time for usage of both terminals are discussed in the CALR manuals which are located by 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 are placed on shelving located in the current reading area 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. Unclaimed articles will be sent to the College's Property Control Office at the end of the semester.
FINDING AIDS

LAW LIBRARY CARD CATALOG

The card catalog records, describes, and indexes library holdings. The Law Library card catalog is located by the elevator on the first floor. 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.

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.
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
    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.

J     POLITICAL SCIENCE
    JX    Public international law. International relations.

K     LAW
    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 - AMERICAN 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 CREDITOR'S 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
8931-8984 EVIDENCE
9201-9461 CRIMINAL LAW
9601-9760 CRIMINAL PROCEDURE & PENOLOGY

KFA-KFW  LAWS OF THE INDIVIDUAL STATES
<table>
<thead>
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<th>SUBJECT</th>
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<tbody>
<tr>
<td>Accounting - Legal</td>
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<td>Property - Real</td>
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<td>Public Utilities</td>
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<td>Railroads</td>
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<td>Exchange transactions</td>
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<td>Trial techniques</td>
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<td>Virginia law</td>
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<td>Zoning</td>
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</table>

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.

<table>
<thead>
<tr>
<th>High level agency</th>
<th>Issuing Agency</th>
<th>Series</th>
<th>Book number</th>
<th>Description</th>
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<tbody>
<tr>
<td>Justice Department</td>
<td>J 1.1:979</td>
<td></td>
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<td>Annual report for 1979</td>
</tr>
<tr>
<td>Immigration and Naturalization Service</td>
<td>J 21.16: Im 6</td>
<td></td>
<td></td>
<td>Bibliographies and list of publications series</td>
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<tr>
<td>Drug Enforcement Administration</td>
<td>J 24.3/2: 6/4</td>
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<td>Drug enforcement volume 6, number 4</td>
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<td>Law Enforcement Assistance Administration</td>
<td>J 26.10: SD-SB-6</td>
<td></td>
<td></td>
<td>National criminal justice information and statistics service</td>
</tr>
</tbody>
</table>
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 kardex by the Technical Services Department. Other information contained in the kardex concerns publication frequency, subscription information, payment records and shelving locations. The kardex is located in the Technical Processing area of the library. Questions concerning kardexed 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    5. Decennial Digest, ALR    9. Specialized Shepard's Citations
4. Periodicals   8. Selected Virginia Materials

* 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 Looseleafs
7. Duplicate Periodicals
8. National Reporter System

* Intercom Phone
OUTLINE OF LEGAL RESEARCH MATERIALS

PRIMARY AUTHORITY

STATUTORY

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

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 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, 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):

- Executive Orders, Proclamations and Promulgations (Federal)
- (e.g. Virginia Register of Regulations, Rules and Regulations of the State Corporation Commission)

- 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)
  (e.g. Black's Law Dictionary)

Dictionaries:
- 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 CURRENT LOOSELEAF SERVICES

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