

## GUIDE SERIES 5 – NAVIGATING THE LAW LIBRARY



### Guide #5C – USING GOLDPAC

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#### Searching the OPAC

The **Online Public Access Catalog**, known as the OPAC, is your guide to finding materials in the Law Library. The GGU OPAC is nicknamed, “**GOLDPAC.**”

The catalog is accessible at <http://library.ggu.edu/> and offers the options of searching for Author, Title, Subject, Key Words, Government Document Number, or ISBN. Each item record shows the author, title, publisher, date of publication, latest update received, whether or not the item circulates, and, in some cases, the Table of Contents. Where available, the Table of Contents is also searchable by key word. You may expand your research by clicking on the author’s name to find other books written by the same person, or by clicking on the subject heading to find other titles on the same subject

Some titles are available on the web and, in those instances, instead of a call number, we provide a link that will take you to that site. (For online journals, see the Research Guide, “Guide to Electronic Databases.”)

Initially, GOLDPAC gives two vital pieces of information: the location of the item and its call number.

#### Location

When a record appears on the screen, the first box on the left shows the location of the item. Please note the location; you will need this to find your book. GOLDPAC is shared by the Law Library and the University Library, so some locations may refer you to the University Library. The major Law Locations are as follows:

*Law Stacks* – These are the main shelves on the basement level, with items in call number order.

*Law Periodicals* – Periodicals are on the basement level in alphabetical order by title.

*Law Open Reserve* – These are the most-used titles kept on the Plaza level, to the left of the Reference Desk as you stand facing the Reference Desk.

*Law Stacks Tax Collection* – Our tax collection is on the basement level, left of the north staircase.

*Law Reference* – Dictionaries, directories, and similar materials are to the immediate left of the Reference Desk.

*LLB2* – This refers to the microforms room in the basement level, Lower Level room B-2.

*Law Closed/Course Reserve* – These items are held at the Circulation desk. They have been put on reserve by a professor or are study guides, and they circulate for two hours. Several high-use titles are also kept here.

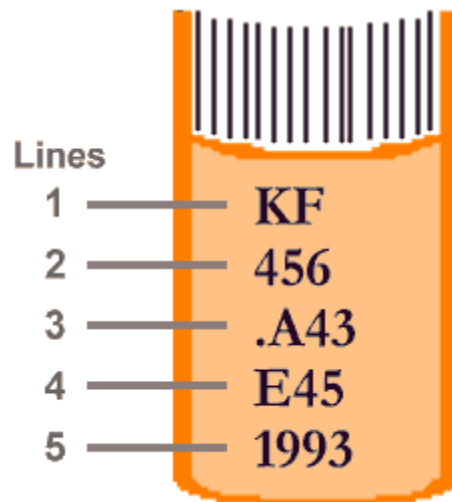
## Call Number

Most items are shelved in call number order. The major exceptions are periodicals, which are shelved in alphabetical order by title, and some of our government documents, which are shelved by the SuDoc number (government documents number).

This library uses the Library of Congress classification system, and law materials in general begin with the call number “K.” United States law materials begin with call number “KF,” and California law materials begin with “KFC.” The numbers and letters following the initial letters indicate the item’s placement on the shelf.

Books are shelved by call number on a line-by-line basis.

1. Alphabetically by the first line, then
2. Numerically by the second line, then
3. First alphabetically, then numerically by the third line. *Note that the numbers on line three are treated as decimals, so that .C263 comes between .C26 and .C27.*
4. If there is a fourth line before the year of publication, it is sorted first alphabetically and then numerically.
5. If a call number is identical in all respects except for year of publication, then the books are placed in chronological order by the year of publication. This would apply to different editions of the same title.



## USING GOLDPAC

### Examples

***“I need Prof. Bernhardt’s book on real estate.”***

At the GOLDPAC search screen, click on “Author and Title,” then type “Bernhardt” in the Author box and “real estate” in the Title box. GOLDPAC will retrieve all the items by Bernhardt with the words “real estate” in the title. There are many; click on the title you seek.

***“I need something on contracts.”***

At the GOLDPAC search screen, click on “Subject Heading.” Type “contracts” in the search box. GOLDPAC will retrieve many pages of items dealing with contracts. From the initial results page, you can refine your search by clicking on specific results, such as “Contracts – California.” Or, at the top of the page, click on “Limit/Sort Search” and further refine your search or sort the list by the year of publication. Click on the title(s) that best meet your need.

***“Are there any statistics published by the Department of Justice in our Law Library?”***

At the GOLDPAC search screen, click on “Advanced Search.” In the first field, choose “Author” and type: “United States. Dept. of Justice.” In the second field, choose “Any Field” and type: “statistics.” For good measure, let’s limit the location to “Law Library.” GOLDPAC will return several items. Scroll through and click on the title(s) that best meet your need. (Note the special format for “author.”)

***“I need the book Professor Pagano put on Reserve.”***

At the GOLDPAC search screen, click on “Course Reserves by Instructor” and type in ‘Pagano.’

***“Is there a Nutshell on taxation?”***

At the GOLDPAC search screen, click on “Title” and type in “taxation in a nutshell.” The results screen informs you that there is no such title, but offers the option of searching for the title words. Click on “Search as Words” and you will see the listing of books with “taxation” and “nutshell” in the title. Click on the title that best meets your need.

***“What legal periodicals are in the Law Library?”***

At the GOLDPAC search screen, click on “Call Number” and type in “periodical.” At the results screen click on “Advanced Search” and limit the location to “Law Library,” then under “system sorted” choose “Sort by Title.” This will give you an alphabetical listing of all the periodicals in the Law Library.

***“Does the Law Library have anything on the use of statistics in discrimination cases?”***

At the GOLDPAC search screen, click on “Advanced Search.” Type in the following search terms: “Any Field” = “statistics,” and “Any Field” = “employment” and “Any Field” = “litigation.” Click on “Submit” and you will see the record for *The practitioner's guide to defense of EPL claims* by the ABA. Looking further down the record, you will see that Chapter 6 covers “The use and misuse of statistics in employment litigation.”

With a bit of practice, GOLDPAC becomes a powerful tool for finding legal materials.

**For Further Information Consult a Librarian**

**GOLDEN GATE UNIVERSITY**

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<http://www.ggu.edu/lawlibrary>