

A WALKING TOUR OF THE GOLDEN GATE UNIVERSITY LAW LIBRARY



Guide Series 1

Welcome to Golden Gate University Law Library. The library is devoted primarily to the research needs of the Golden Gate Law School community. We also support the needs of the Golden Gate University community, our members, and alumni.

This guide will explain what materials are available in the law library and where to find them. The tour should be taken in conjunction with the attached law library map. As you walk through this tour you will see titled areas on the map that correspond to the topic numbers in this guide. We hope that these will increase your knowledge and understanding of the law library's resources. If at any time you have a question about anything you read or encounter on your tour, please make a note of it and ask for more details at the Reference Desk.

1. Entrance / Circulation Desk / Course Reserves

The entrance to the library is on the plaza level, one floor below street level. As you enter the Library, the Circulation / Course Reserve Desk is on your right. You will need your school ID or members pass to access the library's automated gate. If you are not affiliated with the university, you can purchase a membership or a daily pass at this desk, or you can request access to federal or state depository materials.

2. Reference Desk

Directly in front of the entrance is the Reference Desk where a reference librarian is available to answer questions on legal research or about finding materials in the library. The shelves to the left of the Reference Desk hold the reference collection. The collection includes legal dictionaries, encyclopedias, guides to legal abbreviations, along with guides to legal research and statistical sources (e.g. Statistical Abstract of the United States). Additionally, it contains several directories, including directories of lawyers (e.g. Martindale-Hubbell), judges (e.g. The Almanac of the Federal Judiciary) and government officials (e.g., The United State Government Manual).

3. Golden Gate University Libraries On-line Catalog / Other Terminals

To the right of the Reference Desk are four computers connected to our network, through which you can gain access to the Internet, and to the Golden Gate University Libraries Online Catalog. The catalog searches both the law library and the general library collections. You can search the system by title, author, subject, keyword in subject, or keyword in title. Additionally, the online catalog can connect you to our online databases and the index to legal periodical articles. These computers can also connect you to the on-line catalogs of other libraries. Please ask the reference staff if you need assistance with these computers.

4. Newspapers / Exams

Included in the Reference Collection on the shelf to the left of the Reference Desk are issues of current legal newspapers, including The Recorder and the Daily Journal. Orange bound volumes of previous GGU Law School exams are also on these shelves. More recent exams can be found on-line on the law library's web page.

5. California Practice Materials/ California Archives Alcove

To the right of the Reference Desk and past the bulletin board you will see a stairway to the basement stacks. If you stay on this floor and pass the stairway, you will come to the current California Practice Materials / California Archives Alcove. The collection includes California Practice Guide materials, California treatises, court rules, forms and jury instructions, as well as current and historical California documents. Most of the collection here does not circulate, although a few items may be checked out for 24 hours.

6. Copy Area and Elevator

Past the California Practice Materials/ California Archives Alcove is the copy area for the plaza level. Two photocopiers are available here. You can purchase a \$1.00 copy card at a machine mounted to the pillar near the California Practice Materials / California Archives Alcove (cash only). To the left of the copy area is an elevator to the basement level.

7. Computer Lab

To the left of the copy area and beyond the elevator is the library's plaza level computer lab. There are a number of personal and Macintosh computers with networked laserjet printers. These computers are equipped for word processing, e-mail, Internet access, computer-assisted legal instruction (CALI), and online research. Law students have priority in this lab.

8. California Cases Wall

The back wall of the plaza level holds California state case law, in both official and unofficial reporters. The official reporters are California Appellate Reports for appellate cases and California Reports for California Supreme Court cases. The unofficial reporters include West's California Reporter and Pacific Reporter. There are advance sheets for the reporters at the end of each set. The most recent cases reported from this jurisdiction are found in the daily advance sheets: the Daily Opinion Service and the Daily Appellate Report. These updates are newspaper inserts from the local legal newspapers and report all cases decided in the U.S. Supreme Court, the Ninth Circuit Court of Appeals, the District Court for the Northern District of California, as well as the California Supreme Court and the California Court of Appeal. One year of the Daily Appellate Report and the Daily Opinion Service are kept with the newspapers. Note that the reports do not report all the decided cases – just the cases that the courts mark for publication.

9. Open Reserve

To the left of the Reference Desk is the Open Reserve section. The Open Reserves contain the most up-to-date and heavily used materials in the law library, including, among other things, hornbooks, nutshells, the Restatement series, MCLE materials and past bar exam questions. Most of the Open Reserve collection does not circulate, although a few items may be checked out for 24 hours.

10. California Codes / Regulations

As you walk along the back wall with the case reporters on your right, you will pass behind the Open Reserves and come upon California legislative and administrative materials. Competing publishers print the California Annotated Codes: Deering (Lexis) in Row 1, and West in Row 2. While the language of the actual code sections is identical in West's and Deering's, they have different annotations. The Statutes and Amendments to the Codes, which contain the laws passed by the California Legislature in Chronological order, are found in Row 9.

Behind Deering's in Row 2 is Barclay's California Code of Regulations, containing regulations promulgated by California administrative agencies.

11. California Legislative Materials

In Rows 4-9, near the California Code of Regulations, are California legislative history materials in addition to the Statutes and Amendments already mentioned. Rows 4-8 house the current year of the California Legislative Index, California Summary Digest, Final Histories of both the California Senate and Assembly, Senate & assembly bills and journals.

12. California Official Reports

In Row 11, you will find a complete collection of California Official Reports, which are advance sheets for the official California reporters. This set also includes some information that is not transferred over to the bound reporter, such as the minutes to meetings of the California Supreme Court. Note that the library holds additional copies of the most recent issues of California Official Reports at the end of both the California Reports and the California Appellate Reports.

13. Cal Jur

Back on Row 2, you will find California Jurisprudence, commonly called Cal Jur. This is an encyclopedic explanation of California law. Each article includes a discussion of an area of law with citations to the relevant cases, codes and regulations.

14. California Digests

Row 10 holds the California Digests, both the West's California Digest and McKinney's Digest. They both provide a subject matter index to California case law.

15. Forms

Next in Row 12, you will find a collection of form books, both transactional and for pleadings, primarily for California or for general use. (There are federal form manuals in the basement.) Legal form books contain more than fill-in-the-blank forms. The better form books include a detailed discussion of the current law as well as examples of useful contract or pleading language. The California Judicial Council Forms are located here, along with Matthew Bender's California Forms of Pleading and Practice and Points and Authorities.

16. Glass Enclosed Workspaces

Behind the forms and against the wall is a set of glass-enclosed carrels wired for computer use and to contain noise. These are wired so that patrons with portable computers can access the law library's local area network. The glass enclosed carrels are to be used specifically for slightly noisy activities such as typing or listening to audiotapes.

17. California Shepard's / Pacific Shepard's

Shepard's California Citations-Cases and Shepard's Pacific Reporter Citations sit on the citation table, between Rows 5/6 and the California Appellate Reports on the west wall. Shepard's provides information on whether a particular case or statute is still good law, if it was questioned, distinguished, overruled by another case, or if a statute was repealed. Additionally, Shepard's furnishes references to other courts' treatment of a particular case, statute, or regulations. Please ask the reference librarian on duty if you need help with Shepard's.

18. New Books

If you stand at the top of the stairs to the basement and face the Circulation Desk, on your left you will see a short shelf holding new books. Browse these titles at your leisure.

19. Phone Room

Heading back toward the Circulation Desk, just before you get to the main entrance, there is a room on your right with one pay phone. The room is not soundproof so please talk quietly.

20. Dictionary Table / Online Catalog Computers

The dictionary table is directly across from the phone booth. Attached to this table are the most recent Black's Law Dictionary, which contains definitions of legal term and phrases, and Webster's Third New International Dictionary, an unabridged general dictionary. This table also holds two computers especially dedicated for searching our online catalog.

21. Library Guides / Buzz Book

As you approach the Reference Desk from the dictionary table, you will see the library Guide carousel. These library guides provide detailed instructions on how to do various kinds of legal

research as well as information and rules relevant to using the law library. Between the dictionary table and the guide carousel sits the Buzz Book, for anonymous comment. Although tongue-in-cheek, matters that need addressing can often be brought to library staff attention quickly and one hopes, entertainingly, in this way.

Now, let's head past the Reference and Circulation Desks to the stairs by the California Practice Material/Archives Collection.

22. Stairs to the Basement Level (by the California Practice Materials/ Archives Alcove)

The basement level holds a majority of the library's print collection and all of its microforms, group study rooms and one more computer lab.

23. Tax Alcove, Unbound Tax Periodicals & Online Catalog Terminal

Going down the stairs by the California Practice Materials/Archives Alcove, you enter the basement level. Take a left; you will come to the Unbound Periodicals section that are shelved alphabetically and the Tax Alcove, containing most of our tax resources. This is a collection of federal and state tax statutes, regulations, IRS pronouncements, and cases. In addition to primary sources, there are several finding aids, such as citators, Loose-leaf services, and scholarly treatises.

There is an online catalog terminal near the foot of these stairs to your immediate right.

24. Index to Legal Periodicals, Bound Periodicals & Law & Literature Collection

Past the Tax Alcove, make a right and at the very beginning of the aisle, you will see a set of the Index to Legal Periodicals. This will help you find law review articles on a given topic. Past the Index, you will be at the beginning of the bound periodicals. These are shelved in alphabetical order by the periodical's title. Periodicals, which include law reviews, law journals and bar journals, are good tools to research an unfamiliar area of law. Articles are usually written by legal scholars or law students who analyze specific areas of law.

To the back of the wall is the Law & Literature alcove that contains collections of our law and literature books.

25. Foreign and International Law

After the periodicals you come to the beginning of the main portion of the stacks, shelved in call-number order. The first section you come to is foreign and international law. This includes English and Canadian legal materials, international laws, and U.S. treaties.

26. Federal Collection

Continuing down the center aisle, the next section contains the federal collection. The library carries reporters of federal cases including all three Supreme Court reporters and reporters for

federal appellate cases (Federal Reporter 1st-3d) and district court cases (Federal Supplement). The library also carries federal statutes, both in chronological order in the Statutes at large and in subject matter order in the three U.S. Codes, USC. USCA and USCS. Each of the three code publications contains the identical code language. USCA and USCS are commercially published and include historical information about each section and annotations to cases that interpret that section.

This area also contains the Supreme Court and federal digests which provide subject matter indexing to federal cases, in the same way the California digests index California cases. The federal collection also holds the Code of Federal Regulations (CFR) which is a subject matter compilation of regulations promulgated by federal agencies.

27. ALR

American Law Reports, commonly called ALR, publishes selected state cases from around the country. The most valuable thing about ALR is that it includes articles that discuss legal issues and provide important citations to the laws of each state. Unlike law review articles the publishers of ALR regularly update each article. The ALR is broken up into six sets. ALR 1st–ALR 6th have annotations to state cases, while ALR Fed and Fed 2nd have similar coverage of federal cases. There are unified indexes and finding aids for the whole set. This set is an excellent place to begin researching a topic and is valuable for updating your research.

28. Regional Reporters

Next you will come to the regional reporters. State cases throughout the country are compiled and organized by region into these reporters. For example, the cases from western states like California and Nevada are published in the Pacific Reporter. The collection is in alphabetical order by the title of the reporter. Note that this area contains only the second series of each reporter. Each set starts in the late 1930s to the 1940s. Older cases are on ultra fiche, housed in room B-2.

29. Legal Encyclopedias and Decennial Digest

The last aisle in this area holds legal encyclopedias, which are also good starting places for legal research. Like the encyclopedias for California law, American Jurisprudence, Corpus Juris Secundum and other legal encyclopedias have short discussions of various legal issues and concepts. You will also find West's Decennial Digest in this area. This "mother of all digests" indexes American cases reported from the formation of the country.

30. Group Study Rooms and Computer Training Labs

Behind the staircase as you approach room B-2 are several rooms:

The next four rooms are Group Study Rooms, all of which contain audio and video equipment for viewing videotapes & DVD.

In the far corner of the basement, next to the fire exit and beyond the Group Study Rooms, is the library's second training computer lab. Room B-4 contains 13 personal computers which are available for law student use when the lab is not being used for a class.

31. Lower Level B2 (LL-B2) Copiers, Computers and Microforms

If you round the corner and go past the fire exit you will come to the room LL-B2. As you enter, you will see an online catalog terminal to your left. This terminal is identical to the ones near the Reference Desk on the plaza level.

Two photocopiers are located on the left side of this room. Deeper into the room, you will find microform reader / printers and the library's microform collection. Our microform collection includes among other documents, federal legislative history materials, session laws from every state, the federal register, and some international materials.

32. Treatises

Leaving the room LL-B2 and turning left we come to the area containing the bulk of the library's collection of legal treatises and other law-related loose-leaf services. Legal treatises provide detailed and scholarly discussions about specific legal topics. These materials cover a broad range of subjects, are organized by subject matter and are shelved in call-number order. The online catalog will help you match treatise with call number so you can find what you are looking for on the shelves.

33. State Statutes and Codes

Continuing down the center aisle you will see the collection of state statutes, codes and secondary source materials. The call number starts with KF (**K** meaning "Law" and **F** for "American") followed by the first letter in the state's name. For example, Hawaiian law is shelved under KFH.

34. U.S. Territories and Commonwealth Materials

The final section of the basement level contains more legal treatises, and related books. They also include legal materials for American Territories and the European Commonwealth.

You are now back at the stairs you used to enter the basement level. You can go back up these stairs and end your tour at the Reference Desk. Again, if you have any questions about any aspect of this tour or about the library, please feel free to ask a reference librarian here.

Thank you for taking this self guide tour. We hope that it was fulfilling and informative and that you continue to enjoy using the services and materials available at the Golden Gate University Law Library.

For Further Information Consult a Librarian

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