

# A WALKING TOUR OF THE GOLDEN GATE UNIVERSITY LAW LIBRARY



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.

## **FIRST FLOOR**

### **Entrance / Circulation Desk / Course Reserves**

The entrance to the library is on the first floor to the left of the information desk. You will need your school ID or membership 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. As you enter the Library, the Circulation/Course Reserve Desk is on your right.

### **Golden Gate University Libraries On-line Catalog / Other Terminals**

To the left of the entrance are five computers from 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 university 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.

### **Silent Reading Room**

Behind the computers is our Reading Room dedicated to quiet study.

### **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. Behind and to the right of the Reference Desk is 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).

Also included in this area is what we call “Open Reserve.” This section holds the current and most-used federal and California practice materials including treatises, court rules, forms, and jury instructions. Most of the collection here does not circulate, although a few items may be checked out for 24 hours.

### **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.

### **Library Guides**

Next to the stairwell behind the Reference Desk is a rack that holds Library Guides. 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.

### **Copy Alcove, Restrooms and Elevator**

In an alcove to the right of Open Reserve we have a print station. Here students may plug in a flash drive to print documents. Also there is a photocopy machine. You can purchase a \$1.00 copy card at the card machine right next to it. Our photocopiers do not take cash.

Down the hallway from this alcove are restrooms, and the elevator and stairwell to the lower levels.

## **PLAZA LEVEL**

### **Computer Lab/Study Rooms**

Coming down one level, you enter the plaza level. Close to the elevator/stairwell are three group study rooms, and to the immediate right is the plaza level computer lab. Our Technical Coordinator’s office is in this lab. Around to the far left is the Golden Gate University Environmental Law Journal office.

### **California Archive & Study Carrels**

Entering the main library room you will see many study carrels available for quiet study. On your right is the California Archive. The archive holds state government documents, older editions of important California treatises, as well as older editions of jury instructions, some forms books, and practice materials. Beyond the study carrels and on the left is an emergency exit. AN ALARM WILL SOUND IF THESE DOORS ARE OPENED.

### **California Legislative Materials**

Next to these doors are current state senate and assembly bills and legislative materials, California chapter statutes, Deering's and West's California codes, California Code of Regulations and building codes.

### **California Cases**

The remaining shelves hold California 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 (Pacific Reporter is shelved along the back wall). There are advance sheets for the reporters at the end of each set. The corresponding Shepard's volumes are also 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.

Here you will also 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.

### **Glass Enclosed Workspaces**

At the far end of the plaza level 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

### **Back Wall**

The Pacific Reporter is shelved along the back wall, along with its corresponding digest and Shepard's. Also along the back wall are two sets of legal forms.

### **Dictionary Table / Online Catalog Computers**

In the middle of the room and between the two stairwells to the basement level is the dictionary table. 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.

## **BASEMENT LEVEL**

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. The basement level is reached by either the elevator, the stairwell next to the elevator, or the two stairwells in the middle of the room that connect the plaza and basement levels.

Starting from the elevator:

### **Golden Gate University Law Review Office**

To the immediate right from the elevator is the office for the Law Review.

### **Law & Literature Collection**

To the immediate left from the elevator and around in the alcove is our Law & Literature collection as well as a small collection of legal fiction. Enjoy!

Walking forward from the elevator/stairwell and to the right you will see:

### **Tax Collection**

Beginning from the front of this section 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.

Walking forward from the elevator/stairwell and to the left you will see:

### **Index to Legal Periodicals / Bound Periodicals**

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.

Continuing down the rows:

### **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.

### **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 1<sup>st</sup> -3<sup>rd</sup>) 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.

### **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 1<sup>st</sup> through ALR 6<sup>th</sup> have annotations to state cases, while ALR Fed and Fed 2<sup>nd</sup> 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.

### **Regional Reporters**

Next you will come to the regional reporters. State cases throughout the country are compiled and organized by region into these reporters. You can always check which states are in a particular reporter by reading the title page. 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.

### **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

### **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 & DVDs.

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.

### **Lower Level B2 (LL-B2) Copiers, Computers and Microforms**

At the far end of the basement level and next to the B-4 lab 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.

### **Treatises**

Leaving the room LL-B2 and on the 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.

### **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.

### **US 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 guided 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**  
GOLDEN GATE UNIVERSITY LAW LIBRARY  
2009 – 2010  
<http://www.ggu.edu/lawlibrary>