

CUNY SCHOOL OF LAW

LAW LIBRARY GUIDE

Fall 2013

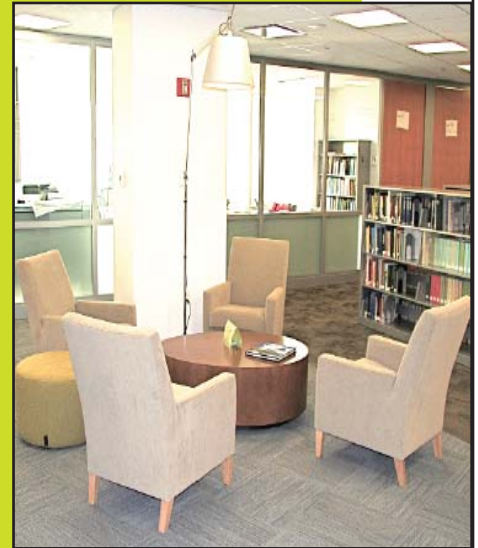


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2 Court Square, 6th Floor
 Long Island City, N.Y. 11101-4356
 (718)340-4240
 Homepage: <http://www.cuny.edu/library>
 Facebook: <http://www.facebook.com/cunylawlibrary>

ORGANIZATION OF COLLECTION

Core Collection:

This section contains a *non-circulating* collection of selected U.S. federal and New York state materials. Here you will find: selected legal encyclopedias; federal statutes and regulations; the latest federal and New York digests; and New York statutes.

Reserve Collection:

Materials which are in high demand are kept behind the Circulation Desk located near the library's main entrance. These include hornbooks, current issues of law reviews, course reserve materials, and copies of each required course book. Also on reserve are materials such as newspapers, unbound government documents (e.g. *Federal Register*, *Congressional Record*), and master copies of audio and video tapes. The reserve collection is open to library staff *only*; when the library is not staffed by library personnel this collection is closed.

Reference, New York State, New York City & Federal Legal Collections:

This area is comprised of legal reference materials; federal materials such as case reporters and digests; and New York State materials such as case reporters, codes, session laws, regulations and practice aids. New York City legal materials are also located here.

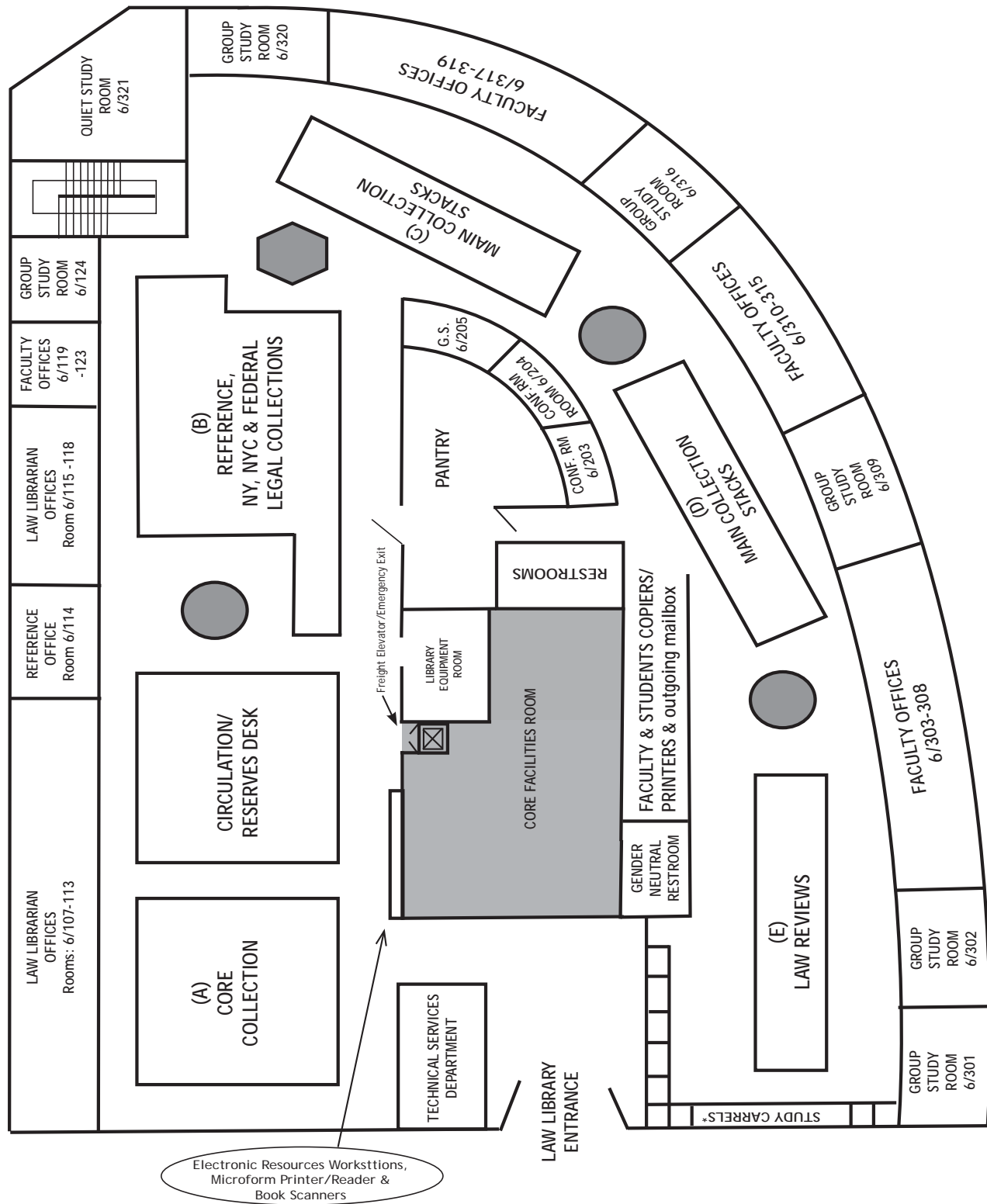
Main Collection & Law Reviews:

Notable collections here are the law reviews and major legal treatises. This section also houses our collection of foreign, international and comparative law materials. In addition, the majority of non-legal materials are located here.

Microforms Collection:

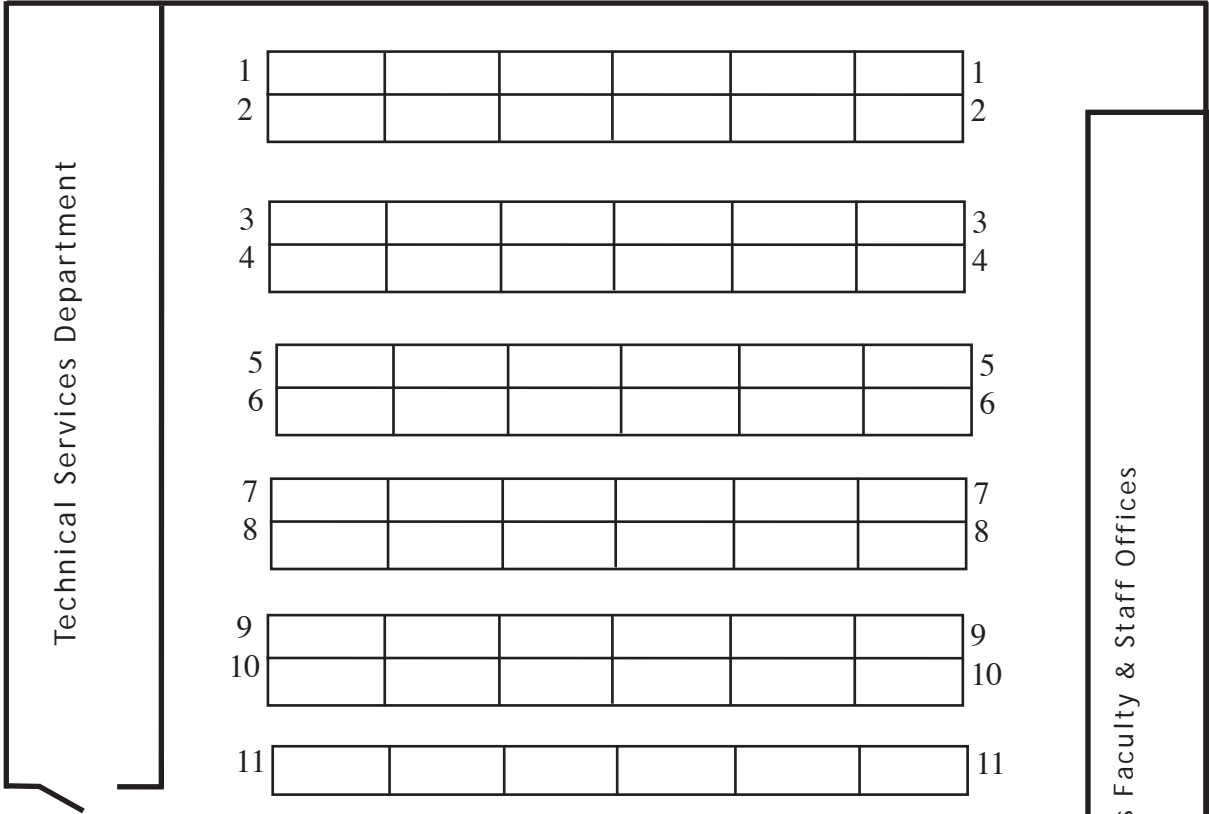
The library's substantial microforms collection, which includes many government publications. The *CUNY OPAC* catalog indicates which of our materials are in microform format. This collection, which is not amenable to browsing, is currently available from 10:00 am - 4:00 pm. Microform reader/printer is located directly opposite the Circulation Desk.

LAW LIBRARY FLOOR PLAN

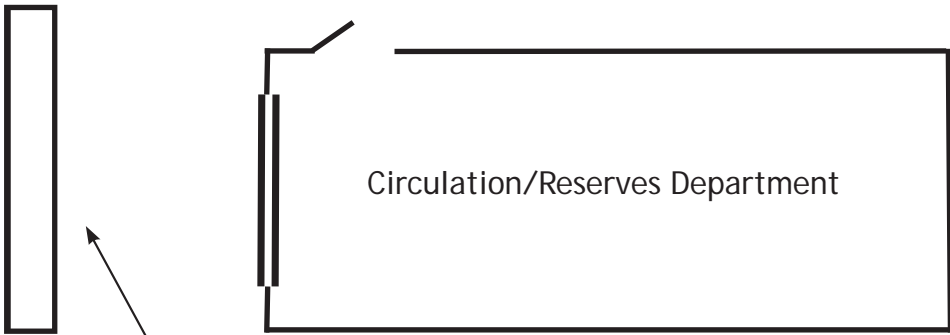


Electronic Resources Workstations,
Microform Printer/Reader &
Book Scanners

CORE COLLECTION



Library's Main Entrance



Electronic Resources Workstations,
Microform Printer/Reader &
Book Scanners Area

CORE COLLECTION

<u>SUBJECT</u>	<u>RANGES</u>	<u>SUBJECT</u>	<u>RANGES</u>
Digests (Federal & State):		Federal Statutes & Regulations:	
West's Federal Practice Digest 4th*	4 - 6	Code of Federal Regulations (C.F.R.)	3
<i>(*Note: The 5th series is gradually replacing 4th series--see "Reference, N.Y., N.Y.C. & Federal Legal Collection" for superceded volumes of the 4th series.)</i>		United States Code Annotated (U.S.C.A.)	2 - 3
West's Federal Practice Digest 5th	3 - 4	United States Code Service (U.S.C.S.)	1 - 2
West's New York Digest 4th	9 - 11	United States Code (U.S.C.)	1
Legal Encyclopedias (Federal & State):			
American Jurisprudence 2d (Am. Jur. 2d)	6		
New York Jurisprudence (N.Y. Jur. 2d)	11		
New York State Statutes & Regulations:			
C.L.S. New York Consol. Laws Service	6 - 7		
Codes, Rules and Regulations of the State of New York (N.Y.C.R.R.)	9		
McKinney's Consolidated Laws of N.Y.	7 - 8		

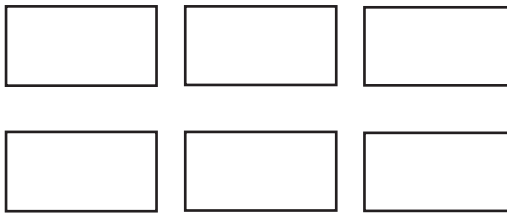
REFERENCE, NY, NYC & FEDERAL LEGAL COLLECTIONS

REFERENCE
OFFICE
6-114

LAW LIBRARY FACULTY & STAFF OFFICES



Westlaw/Lexis Rep. Service Desk
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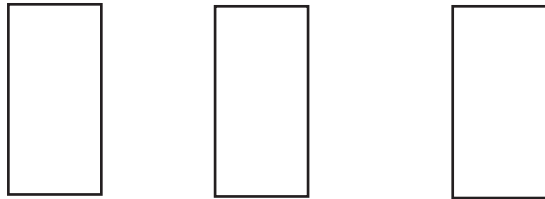
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12	3 4	5 6	7 8	9 10	11 12	13 14	16 17	20 21	24 25	28 29	32 33	36 37	40 41	44 45	48 49	52 53	56 57

REFERENCE, NY, NYC & FEDERAL LEGAL COLLECTIONS

Subject	Ranges	Subject	Ranges
Reference	1 - 5	New York State Law	6 - 23
Federal Law	25-49	New York State Legislative Materials	7 - 10
<u>Federal Case Reporters</u>		<u>Session Laws:</u>	
U.S. Reports (U.S.)	25 - 27	Laws of New York	9
Supreme Court Reporter (S.Ct.)	27	C.L.S. New York Session Laws	10
Federal Claims Reporter (Fed.Cl.)	41	McKinney's New York Session Laws	10
Federal Reporter (F., F.2d & F.3d)	29 - 34		
Federal Supplement (F.Supp. & F.Supp.2d)	35 - 40	New York State Digests & Encyclopedias	
		<u>Digests:</u>	
<u>Annotated Reporters:</u>		Clark's Digest Annotator	15 - 16
Laywers Edition [Supreme Court]		New York Law Journal Digest Annotator	16
(L.Ed. & L.Ed. 2d)	28	Abbott's New York Digest	19
American Law Reports (A.L.R. 2d - 6th)	44 - 45	Abbott's New York Digest 2d	19
A.L.R Federal (A.L.R. Fed - Fed. 2d)	45	West's New York Digest 3d	19
A.L.R. Digest & A.L.R. Index	45		
		New York Practice Materials	19 - 23
<u>Federal Digests</u>			
Federal Digest	41	New York City Materials	23
Modern Federal Practice Digest	41	New York City Charter and Code	23
Federal Practice Digest, 2d	41	Rules of the City of New York	23
Federal Practice Digest, 3d	41 - 42		
Federal Practice Digest, 4th*	42	New York State Case Reporters	
<i>(*Note: the 5th series is gradually replacing 4th--see</i>		<u>Official Reports:</u>	
<i>"Core Collection" for 4th series volumes not yet superceded.</i>		New York Reports (N.Y. - N.Y.3d)	11 - 12
<u>Legislative Materials:</u>		Appellate Division Reports (A.D. - A.D.3d)	16 - 17
CIS Legislative Annual	3	Miscellaneous Reports (Misc. - Misc. 3d)	18 - 19
CIS Congressional Index	3		
CIS Congressional Abstracts	3	<u>Unofficial Reports:</u>	
U.S. Code Congressional and Administrative		New York Supplement (N.Y.S. & N.Y.S.2d)	12 - 15
News (U.S.C.C.A.N)	2 - 3		
State Case Reporters		Shepard's (New York)	15
North Eastern Reporter (N.E. & N.E.2d)	46 - 49		

MAIN COLLECTION

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← This way to pantry, restrooms, faculty and student copiers/printers & outgoing mailbox area

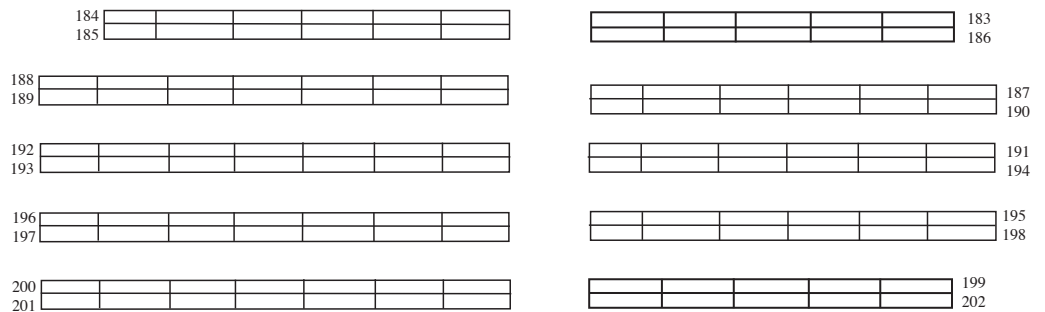
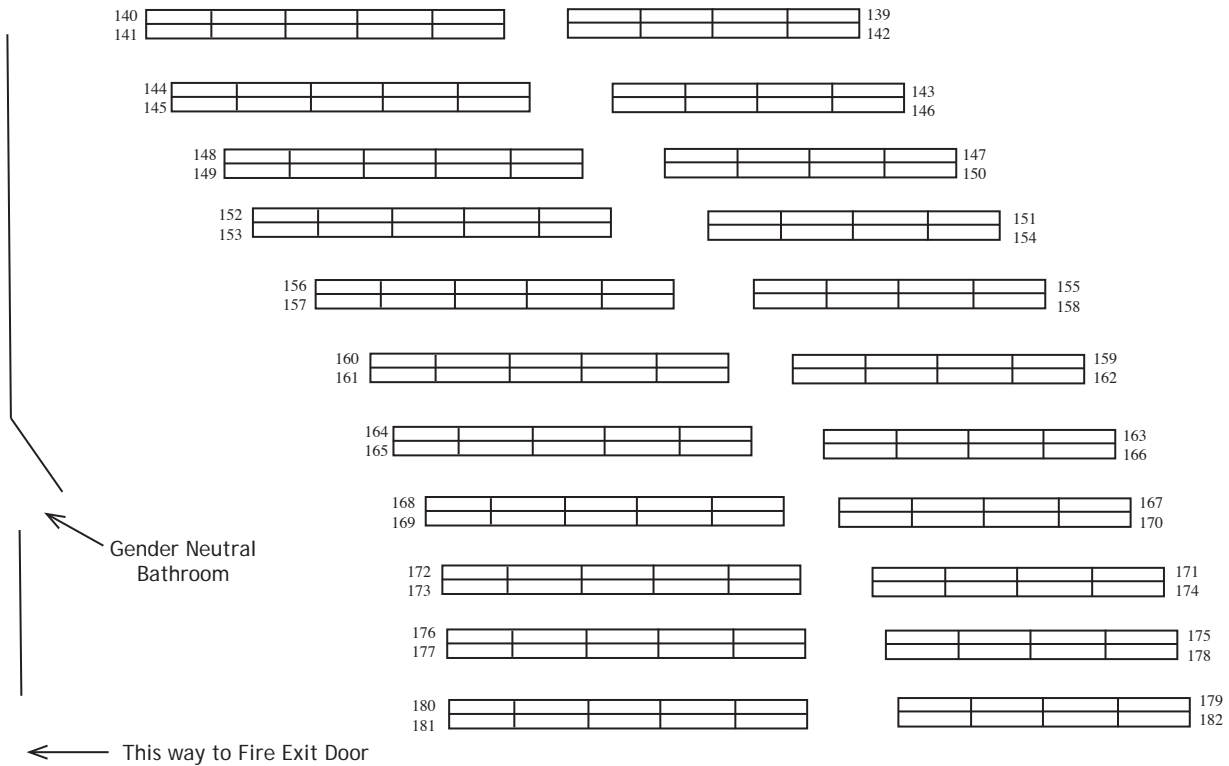


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MAIN COLLECTION

<u>Subject</u>	<u>Ranges</u>	<u>Subject</u>	<u>Ranges</u>
Subject Areas		Popular Titles	
Non-Law (A-JV)	51 - 62	Foreign Policy Bulletin [call no. JZ1480.D4]	43
U.S. Law (KF)	77 - 122	Constitutions of the Countries of the World [call no. K3157.A2C65]	45
International Relations (JZ)	68 - 69	American Jurisprudence Legal Forms [call no. KF170.A45 1971]	48
Jurisprudence (K33-K417)	69 - 71	ULA Uniform Commerical Code [call no. KF186.A5]	47
Comparative Law (K524-K7720)	72 - 76	Restatements of the Law [call no. KF395.A5 I57]	51
Foreign Law (KB-KW) (*except KF)	123 - 125	Corbin on Contracts [call no. KF801.C65 1952]	52
International Law (KZ)	125 -134	BNA Labor Relations Reporter [call no. KF3420.5.L3]	57
		Social Security Law & Practice [call no. KF3646.5.S64]	58
		Bureau of Immigration Appeals (BIA). Administrative Decisions under Immigration & Nationality Laws [call no. KF4802.A2 I4]	59
		Moore's Federal Practice [call no. KF8820.A313 M63 1997]	67

LAW REVIEWS



LAW REVIEWS

<u>Subject</u>	<u>Ranges</u>	<u>Subject</u>	<u>Ranges</u>
Popular Titles		Popular Titles	
ABA Bar Journal [call no. K1.B3]	139	New York University Review of Law & Social Change [call no. K14.E83 R4]	180
Boston College Third World Law Journal [call no. K2.O82]	144	The Record. Association of the Bar of the City of New York [call no. K18.E7]	184
Clearinghouse Review [call no. K3.L4]	144	University of Maryland Law Journal of Race, Religion, Gender and Class [call no. K25.N5 L8]	194
Columbia Law Review [call no. K3.O28]	149	Yale Law Review [call no. K29.A4]	201
Harvard Law Review [call no. K8.A6]	160		
Hastings Race & Poverty Law Journal [call no. K8.A78]	161		
Journal of Legal Education [call no. K10.8 L5]	169		
Law and Sexuality: Review of Lesbian and Gay Legal Studies [call no. K12.A62 S43]	171		
New York City Law Review [call no. K14.E8 C4] Currently "CUNY Law Review"	178		
New York State Bar Association Journal [call no. K14.E8 S7]	179		
New York University Law Review [call no. K14.E8 L5]	179		

CIRCULATION POLICIES

CUNY Law School Library is not a lending library. Our collections are for the use of members of the Law School community and visitors. *No library materials are permitted to leave the Law School building.*

The library does, however, loan certain materials to members of the Law School community for use within the building. The library has established circulation rules which define loan periods for different classes of library materials. The goal of these rules is to facilitate access to library materials and to maximize convenience to library users, within the context of finite library resources. In applying these rules the library staff takes into consideration the special and particular needs of all users.

<u>TYPES OF MATERIAL</u>	LOAN PERIOD	
	CUNY Law Students	CUNY Law Faculty, Staff and Administration**
Reference Books (including Shepard's Citations)	- NO -	- NO -
Primary Sources and Primary Finding Tools (including case reporters, statutes, regulations, digests, encyclopedias, form books, and the like) LIBRARY'S FIRST COPY	- NO -	- NO -
----- ADDITIONAL COPIES	24 hours	24 hours
Reserve Materials	3 hours*	3 hours*
Legal Periodicals UNBOUND	- NO -	- NO -
----- BOUND	24 hours	3 weeks
Newspapers	- NO -	- NO -
Looseleaf Services	- NO -	- NO -
All Other Books	8 weeks	1 semester

* Reserve materials borrowed within three hours of closing time are due one-half hour after the library opens the next business day. This only applies when there is more than one copy on reserve. Please note that the Reserve Collection closes 15 minutes prior to the end of business hours. **Materials may be checked out by CLRN staff for CLRN Network members, subject to the restrictions set forth in the above policies.

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
<p>Access to Libraries*</p> <ul style="list-style-type: none"> - CUNY Libraries* - JILP* - Other Law School Libraries* - InterLibrary Loan (ILL)* 	<p>CUNY law students with a current validated student ID have access to <u>all CUNY libraries</u>. A current validated student ID with a barcode will allow CUNY law students to check out books. In order to receive a barcode, you must come to the circulation desk. The barcode also provides remote access to CUNY's online abstract and full-text legal and non-legal databases.</p> <p>Under the JILP program, CUNY law students with a current validated student ID have access to the law libraries at New York Law School and Brooklyn Law School. CUNY law students cannot check out books there. However, CUNY Law Library can do an interlibrary loan of most books.</p> <p><u>Access</u> for CUNY Law School students and faculty to nearly all metropolitan area <u>law school libraries</u> is available by the use of "courtesy letters" which we will provide upon request the next business day. There are restrictions, set by the individual libraries. For example, NYU Law Library will allow access only for specific research and Columbia Law Library does not allow any access. Please note that access to other law libraries is a privilege and not a right. If a student is allowed access to other law libraries, s/he must follow the rules or policy of that host institution.</p> <p>For information on <u>InterLibrary Loan (ILL)</u>, please see "InterLibrary Loan" in this directory.</p>	<p>Circulation Desk</p>
<p>Alumni Privileges*</p>	<p>All CUNY Law School alumni have access to use the law library whenever the law library is staffed. A CUNY Law alumni needs to present an old CUNY Law photo ID card or photo ID issued by a federal, state or city government entity so a limited access programmed "prox card" can be given to the user on each visit.</p>	
<p>Audiotapes and CDs*</p>	<p>All of the library's media holdings are listed in the CUNY OPAC catalog. Recordings are available on a 3-hour loan from the Circulation Desk. There is no overnight loan.</p>	<p>Circulation Desk</p>
<p>Bar Study Access*</p>	<p>Information regarding access to use various local metropolitan law libraries to study for the July bar is released around late April or early May. Recent CUNY Law graduates will have bar study access to use the CUNY Law Library.</p>	
<p>Book Drop*</p>	<p>There is a book drop for patrons to return library materials after regular service hours. The book drop is located next to the Circulation Desk.</p>	

**These services are available only to the CUNY Law School Community.*

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
Book Orders*	The library will accept suggestions for new acquisitions to its collection and will order new books as appropriate. The library does not handle personal orders, nor orders for books to be distributed in courses.	Books for the library: Julie Lim (ext. 84240) or Nancy Macomber (ext. 84365) Books for distribution in courses: Bookstore (ext. 84489)
Borrowing of Materials*	See "Circulation Policies" on page 12 of this guide.	
Carrels*	There is a limited number of study carrels available in the law library. The carrels are not to be reserved as personal study spaces. Personal belongings should not be left unattended. We can not be held responsible for the security of these items.	
Computer-assisted legal instruction (CALI)*	Interactive exercises on a wide variety of legal topics are available. For more information, please see Jonathan Saxon.	Jonathan Saxon (ext. 84842)
Computer systems*	Except as listed in this directory, all computer services — including maintenance of equipment, training, and dissemination of software — are handled by the Dept. of Information Technology.	Technical Support (ext. 84456)
Copyright/Fair Use Policy	All photocopiers and bookscanners are to be used in compliance with the University's copyright and fair use policy. For more detailed information, please go to (C)opyright@CUNY's website at http://www.cuny.edu/libraries/services/copyright.html	
Course books	At least one copy of every course book is held on reserve at the Circulation Desk.	Circulation Desk
Course reserve*	Faculty teaching courses may place books and other materials for their courses on reserve at the Circulation Desk. Patrons requesting such materials should identify the name of the course when requesting these materials.	Circulation Desk
Courtesy letters*	See "Access to Libraries" in this directory.	
CUNY OPAC Catalog	The library's catalog has been automated on the CUNY OPAC system, which is available to patrons on three computer terminals in the library located opposite the circulation desk. It is also available through the law library web site (see "Internet Access" in this directory). All questions regarding the use of CUNY OPAC -- including reports of malfunctions -- should be directed to the reference librarians.	Reference Librarians
Donations	The law library gratefully accepts donations to its collections. Because all donated materials may not be essential to or appropriate for our collection, we reserve the right to discard or otherwise dispose of donated materials.	Julie Lim (ext. 84240)

**These services are available only to the CUNY Law School Community.*

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
Examinations*	Previous selected course examinations are available in electronic format only. For instructions on how to access the exam file, please speak to a staff member of the Circulation Desk.	Circulation Desk (ext. 84240)
Faculty Research* Support*	The purpose of the program is to assist CUNY Law faculty in their research endeavors. Email questions and inquiries to: faculty.research@mail.law.cuny.edu	Raquel Gabriel (ext. 84249)
Group Study Rooms*	The group study rooms are available for use by groups of two or more. The small group study rooms and the treadmill group study room (6-320) are available for use without reservations, but the Law School asks that you do not monopolize the space. Please do not leave personal belongings unattended. We can not be held responsible for security of these items. For more information, please read the email dated 8.22.12 sent by Dean Meredith Gibbs.	Meredith Gibbs (ext. 84583) or Cheyl Howard (ext. 84487)
InterLibrary Loan*	The library staff will request books from other libraries on InterLibrary Loan, for appropriate law school educational purposes, as time and resources permit. Patrons making loan requests should be aware that it usually takes a few weeks to receive the requested items. See also "Access to Libraries" in this directory.	Kathy Williams (ext. 84265) or submit ILL request at Circulation Desk or by email: interlibrary-loan-request@mail.law.cuny.edu.
Internet Access*	Internet access is available to current CUNY Law School students, faculty and staff throughout the building via the internet wireless network. The law library maintains its own web site, which contains links to legal and non-legal resources. The URL is http://www.law.cuny.edu/library/	Technical Support (ext. 84256) for Internet Access Jonathan Saxon (ext. 84242) for resources on Internet
Lexis-Nexis*	Lexis-Nexis is available for use by current CUNY Law School students, faculty and staff only. Lexis is a username and password driven, web-based database and, therefore, all users must have a registered username and password to access Lexis.	Jonathan Saxon (ext.84242)
Microforms	All of the library's microforms holdings are listed on the CUNY OPAC catalog. The microforms collection is open for use from 10:00 am to 4:00 pm. Library staff will retrieve requested microforms for use on the microform reader-printer located in the library.	Circulation Desk (ext. 84240)
Newsletters	Current issues of legal newsletters are held on reserve at the Circulation Desk.	Circulation Desk
Newspapers	Current issues are held on reserve at the Circulation Desk. Older issues are discarded. The most recent issues of newspapers are placed on the newspaper rack next to the Circulation Desk. Older issues of any legal newspapers are available on microform.	Current issues: Circulation Desk Older issues: Microforms (ext. 84240)

**These services are available only to the CUNY Law School Community.*

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
Outlines	Legal outlines and similar aids are kept on reserve at the Circulation Desk.	
Photocopiers/Bookscanners	A photocopy machine is located in photocopy room 6-202 in the library. The copier accepts copy cards which may be purchased from a vending unit located in room 6-202. There are two bookscanners in the Library located in front of the Circulation Desk. Library personnel are trained to add paper and toner to the library photocopiers and to perform simple troubleshooting on copiers and scanners. Due to the nature of their efficiency and enhanced designed features, the scanners require minimal service. However, please refer any problems to the Circulation Desk. *Also, please see "Copyright/Fair Use Policy" on page 14.	<i>Request for service and repairs:</i> Circulation Desk
Reference Services	The reference staff offers research assistance, primarily for the CUNY Law School community, during scheduled hours. The staff will also provide reference service to other library users as time and resources permit. However, the reference staff cannot provide library patrons training in legal research methods or legal advice of any kind.	Reference Office (Rm. 6-114)
Routed Periodicals*	As a current-awareness service, the library routes a variety of law-related journals, newsletters and newspapers to faculty and staff.	Circulation Desk
Videotapes/DVDs*	All of the library's video tape/DVD holdings are listed in the CUNY PLUS catalog. Tapes/DVDs are available on 3-hour loan from the Circulation Desk. Overnight loan is available when there is more than one copy — see Circulation Policies.	Circulation Desk
Westlaw*	Westlaw is available for use by current CUNY Law School students, faculty and staff only. All users must have a registered username and password to access Westlaw.	Jonathan Saxon (ext. 84242)
<i>*These services are available only to the CUNY Law School Community.</i>		

LAW LIBRARY STAFF

NAME	EXT.	ROOM	TITLE
Alex Berrio Matamoros	4257	6-113	Emerging Technologies Librarian
Karen Bean	4256	6-105D	Cataloging Assistant
Louise Bucaria	4254	6-105C	Technical Services Assistant
Yolanda Clark	4269	6-106D	Circulation Assistant
Stephanie Cordes	4248	6-105A	Serials Assistant
Douglas Cox	4241	6-118	International Law Librarian
Ida Dulaney	4268	6-106D	Circulation Assistant
Raquel Gabriel	4249	6-117	Assistant Director for Reference and Research Services
Sarah Lamdan	4563	6-115	Reference Law Librarian
Julie Lim	4259	6-107	Director of the Law Library
Nancy Macomber	4365	6-108	Head of Library Technical Services
Rodney Pereira	4269	6-106F	Circulation Assistant
Ricardo Pla	4267	6-110	Access Services Supervisor (Evening)
Jonathan Saxon	4242	6-112	Electronic Resources Coordinator
Sherry Scott	4262	6-106C	Public Services Assistant
Yasmin Sokkar Harker	4253	6-116	Reference Law Librarian
Kathy Williams	4265	6-109	Access Services Coordinator/Interlibrary Loan

LAW LIBRARY SCHEDULE

DATES	BUSINESS HOURS	REFERENCE HOURS
Aug. 26 - Dec. 20	<u>Mon. - Thurs.:</u> 8 am - 9 pm <u>Fri.:</u> 8 am - 5 pm	<u>Mon. - Thurs.:</u> 10 am - 4 pm <u>Fri.:</u> 10 am - 2 pm
Sept. 2 *(Labor Day)*	*<u>CLOSED</u>*	*<u>CLOSED</u>*
October 14 (Columbus Day)	*<u>CLOSED</u>*	*<u>CLOSED</u>*
Nov. 28 - 29 Thanksgiving Holiday	*<u>CLOSED</u>*	*<u>CLOSED</u>*
Dec. 5 - 20 [Exam Period]	*<u>CLOSED</u>*	*<u>CLOSED</u>*
Dec. 23 - Jan. 1) (Holiday Period)	<u>CLOSED TO PUBLIC</u>	<u>CLOSED TO PUBLIC</u>
Jan. 2 - 15 (Winter Recess)	<u>Mon. - Fri.</u> 9 am - 5 pm	<u>Mon. - Fri.</u> 11 am - 2 pm
Jan. 20 MLK Holiday	*<u>CLOSED</u>*	*<u>CLOSED</u>*

*Current members of the CUNY Law School community have access to the Law Library when it is closed to the public. **Circulation and Reference services are available to the community during the exam period; check with a library staff member for the hours of these services at this time.

****Visitors Information: Access to the CUNY Law Library is limited. Please contact the Access Services Coordinators for information during the following hours: Monday - Friday, 10:00 a.m. - 3:00 p.m. *Note: The Law Library no longer participates in the U.S. Federal Depository Library Program.**

What did you think?

Have you found this guide:

- **Useful**
- **Accurate**
- **Facilitative**
- **Obfuscatory**

We'd like to know!

**Direct your comments to
Ricardo Pla (ext. 4267)**