

CUNY SCHOOL of LAW

LAW LIBRARY GUIDE

SPRING SEMESTER

2012



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• 65-21 Main Street, Flushing, N.Y. 11367 • (718)340-4240 •
Homepage: <http://www.law.cuny.edu/library/>
Facebook: <http://www.facebook.com/cunylawlibrary>

ORGANIZATION OF COLLECTION

Upper Reading Room:

This section contains a *non-circulating* collection of U.S. federal and state (other than N.Y.) materials. Here you will find the major case reporters, digests, encyclopedias, federal statute books, the *Restatement of the Law* series, and the *Code of Federal Regulations*. Also located here are the library's reference books and its entire collection of Shepard's Citations arranged alphabetically by title in one range.

New York Reading Room:

This reading room houses the library's *entire* collection of New York law books. All books with call numbers ranging from *KFN5000 to KFN6100* (except microforms and reserve books) are found here. Included are New York case reporters, codes, session laws, regulations, digests, encyclopedias, treatises, form books, and other practice aids. New York City law materials are also located here.

Reserve Collection:

Materials which are in high demand are kept behind the large desk at the library 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.

Shanara Gilbert Clinic Library:

Located on the second floor mezzanine, this section houses our collection of law materials that are used to support the clinical programs at the law school. This is a closed collection that is only available to faculty and law students at CUNY School of Law.

Lower Reading Room:

Notable collections here are the law reviews (*Index to Legal Periodicals is available online through onsite access only*) and major legal treatises. Also, the majority of non legal materials are located here.

International Law Reading Room:

This section houses our collection of foreign, international and comparative law materials which are part of the New York Joint International Law Project (JILP). Also, this area has been designated as a quiet reading room.

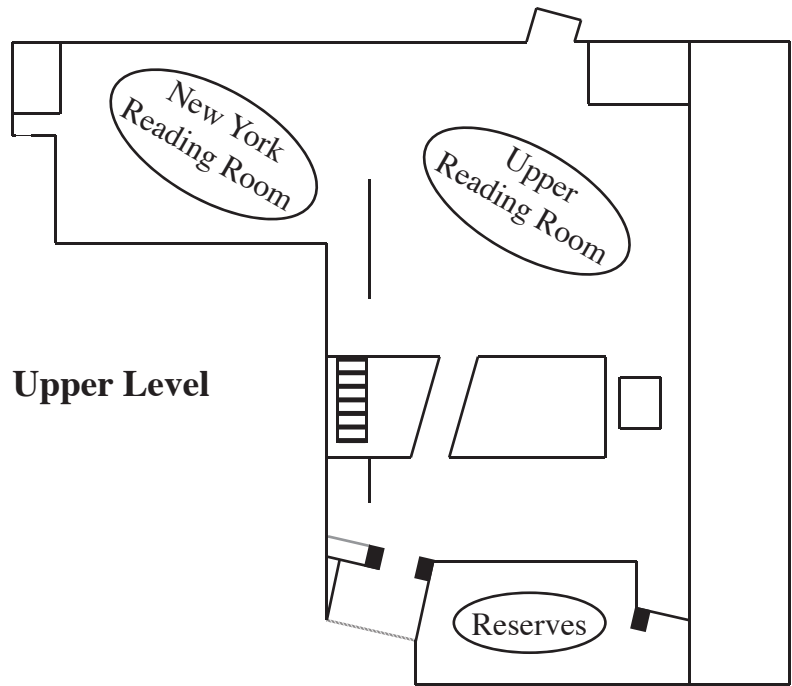
Microforms Collection & Technology Wing:

The library's substantial microforms collection, which includes many government publications, is located on the lower level. The *CUNY OPAC* catalog indicates which of our materials are in microform format. This collection, which is not amenable to browsing, is currently staffed on a part-time basis and closed at other times. Readers and copiers are located adjacent for the convenience of users. Also, the Technology Wing houses Computer Labs, the IT Help Desk, and the Distance Learning Center.

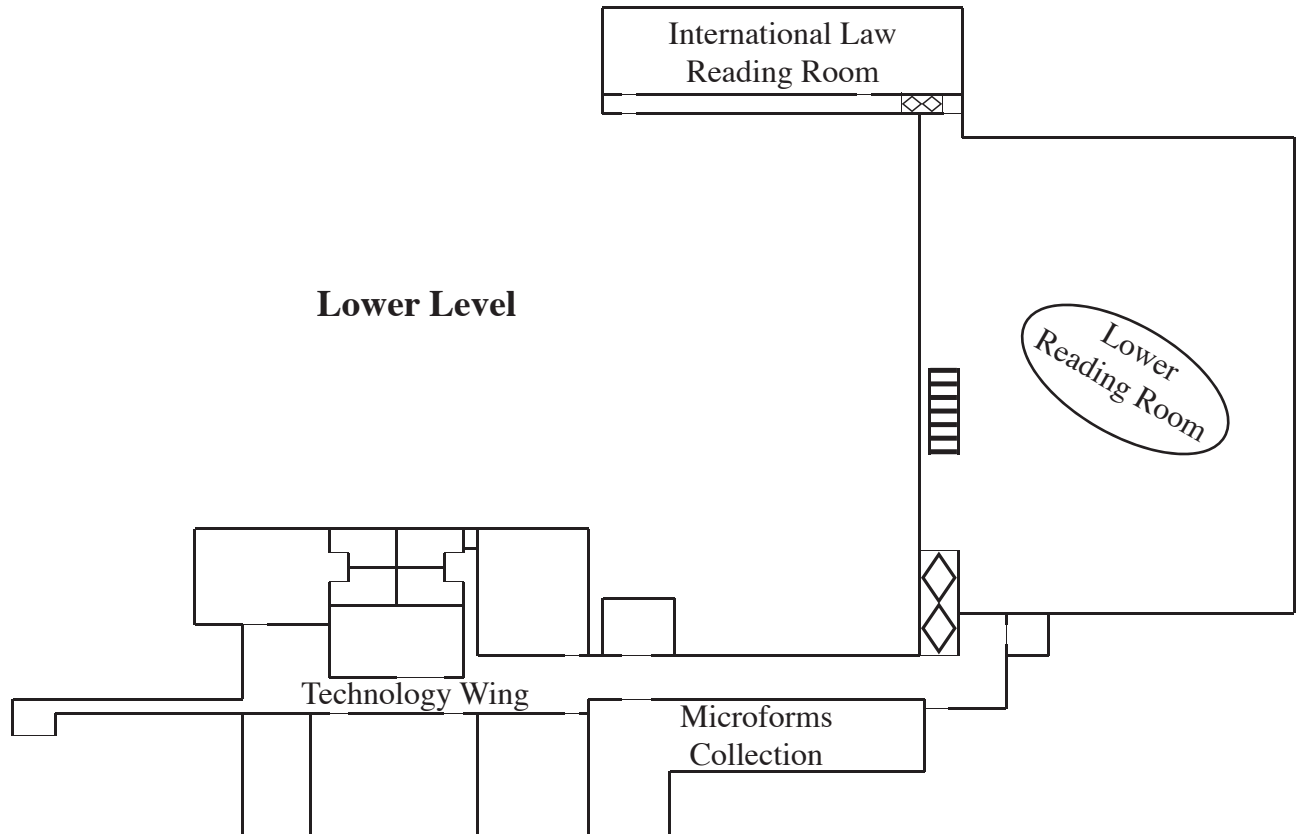
LAW LIBRARY FLOOR PLAN



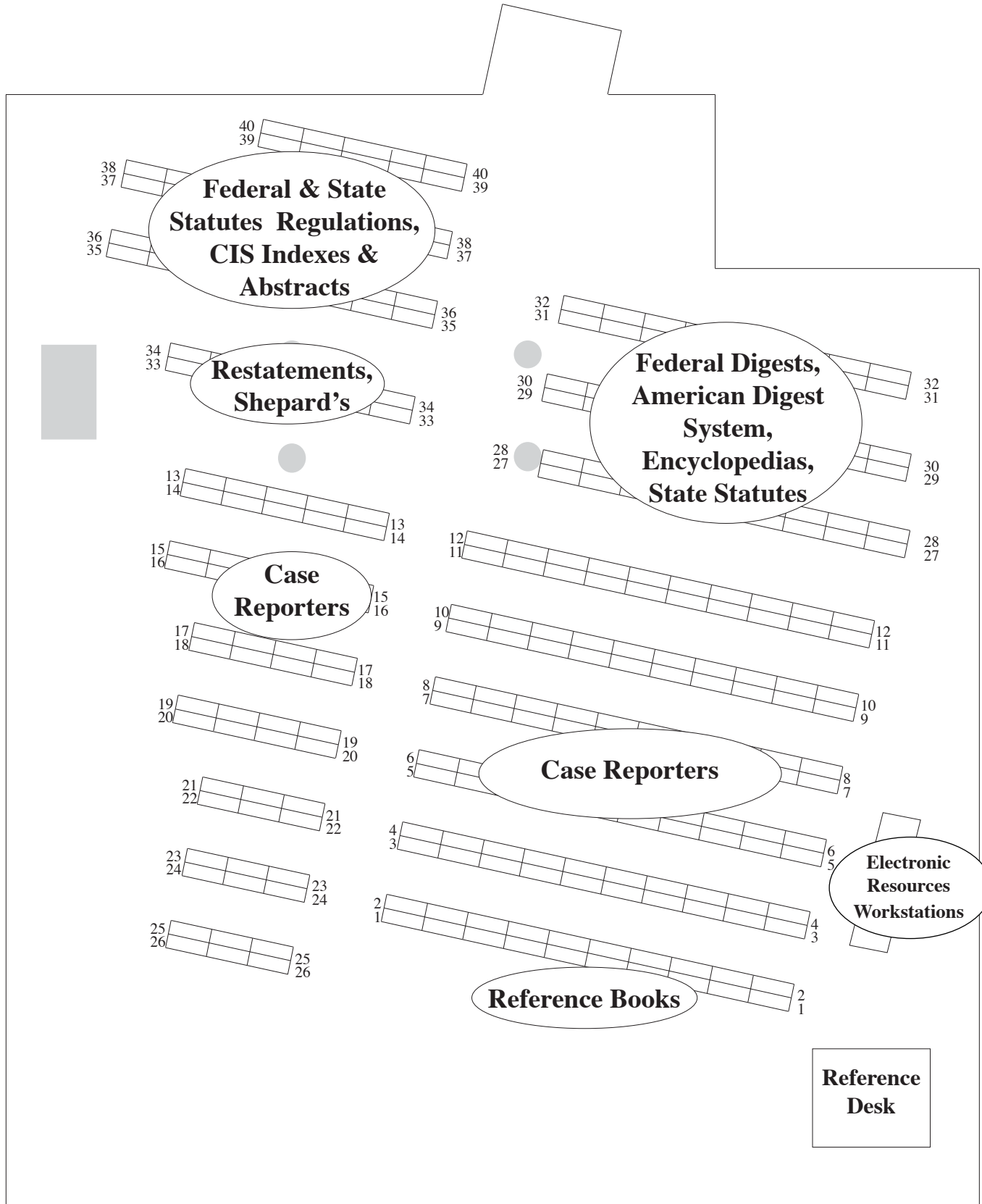
**Shanara Gilbert
Clinic Library**



Lower Level



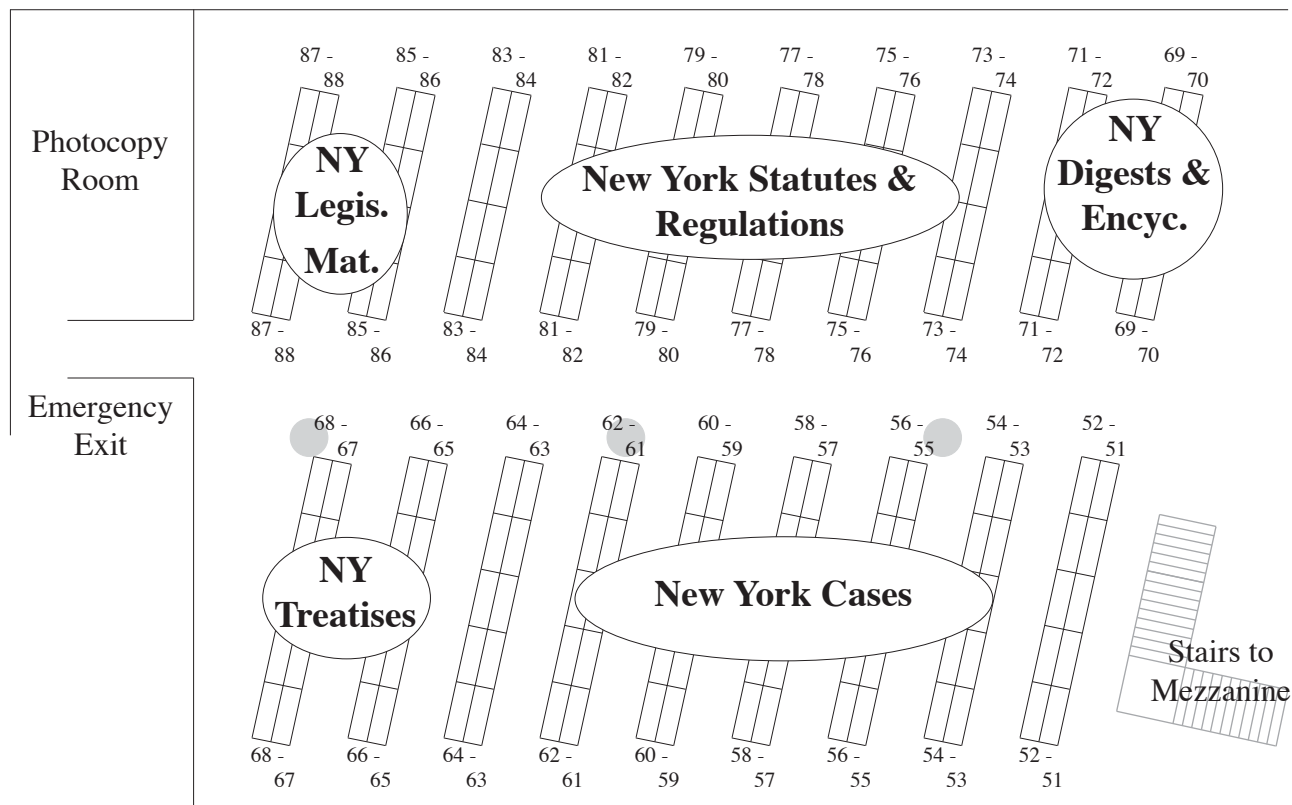
UPPER READING ROOM



UPPER READING ROOM

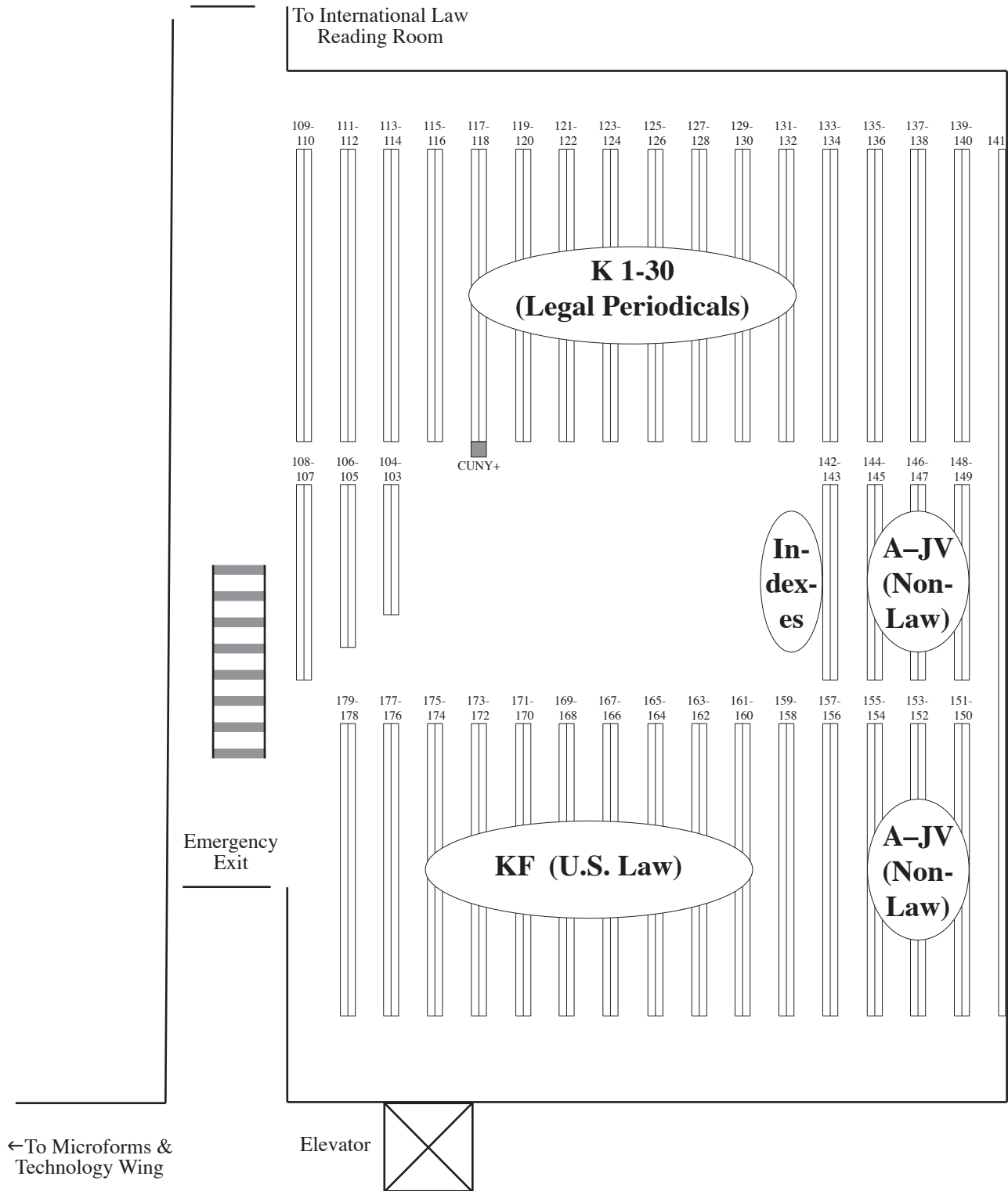
Subject	Ranges	Subject	Ranges
Reference Books	1	Digests	
Case Reporters		<u>Federal Digests</u>	
<u>Federal Case Reporters</u>		Federal Digest	27
U.S. Reports (U.S.)	2	Modern Federal Practice Digest	27
Supreme Court Reporter (S. Ct.)	2-3	Federal Practice Digest 2d	27
Lawyers Edition (L. Ed. & L. Ed. 2d)	3	Federal Practice Digest 3d	27
Federal Cases (F. Cas.)	3	Federal Practice Digest 4th	27-28
Federal Claims Reporter (Fed.Cl.)	3	<u>General Digest System</u>	
Federal Reporter (F., F.2d & F.3d)	4-6	Century Digest	29
Federal Supplement (F. Supp., F. Supp. 2d)	6-8	Decennial Digests (First - Eleventh, pt. 1)	29-31
U.S. Claims Court Reporter (Ct. Cl.)	3	Legal Encyclopedias	
A.L.R. Federal (A.L.R. Fed.)	9	American Jurisprudence 2d (Am. Jur. 2d)	32
Federal Rules Decisions (F.R.D.)	25-26	Words and Phrases	32
<u>State Case Reporters</u>		State Statutes	40
Atlantic Reporter (A.2d)	9-10	Federal Statutes & Regulations	
North Eastern Reporter (N.E. & N.E.2d)	10-12	Code of Federal Regulations (C.F.R.)	38
North Western Reporter (N.W.2d)	12-13	United States Code Annotated (U.S.C.A.)	37-38
Pacific Reporter (P.2d & P.3d)	13-16	United States Code Service (U.S.C.S.)	36-37
South Eastern Reporter (S.E.2d)	16-17	United States Code (U.S.C.)	36
South Western Reporter (S.W.2d & S.W.3d)	18-21	CIS Legislative Annual	36
Southern Reporter (S.2d)	21-25	CIS Congressional Index	36
<u>Annotated Case Reporters</u>		CIS Congressional Abstracts	35
Lawyers Edition [U.S. Supreme Court]		U.S. Code Congressional and Administrative	
(L. Ed. & L. Ed. 2d)	3	News (U.S.C.C.A.N.)	35
American Law Reports (A.L.R.4th - 6th)	8-9	Restatements	33
(*A.L.R. 1-3d - see Lower Reading Room)		Shepard's Citations	33
A.L.R. Federal (A.L.R. Fed. - Fed. 2d)	9		
A.L.R. Digest & A.L.R. Index	9		

NEW YORK READING ROOM



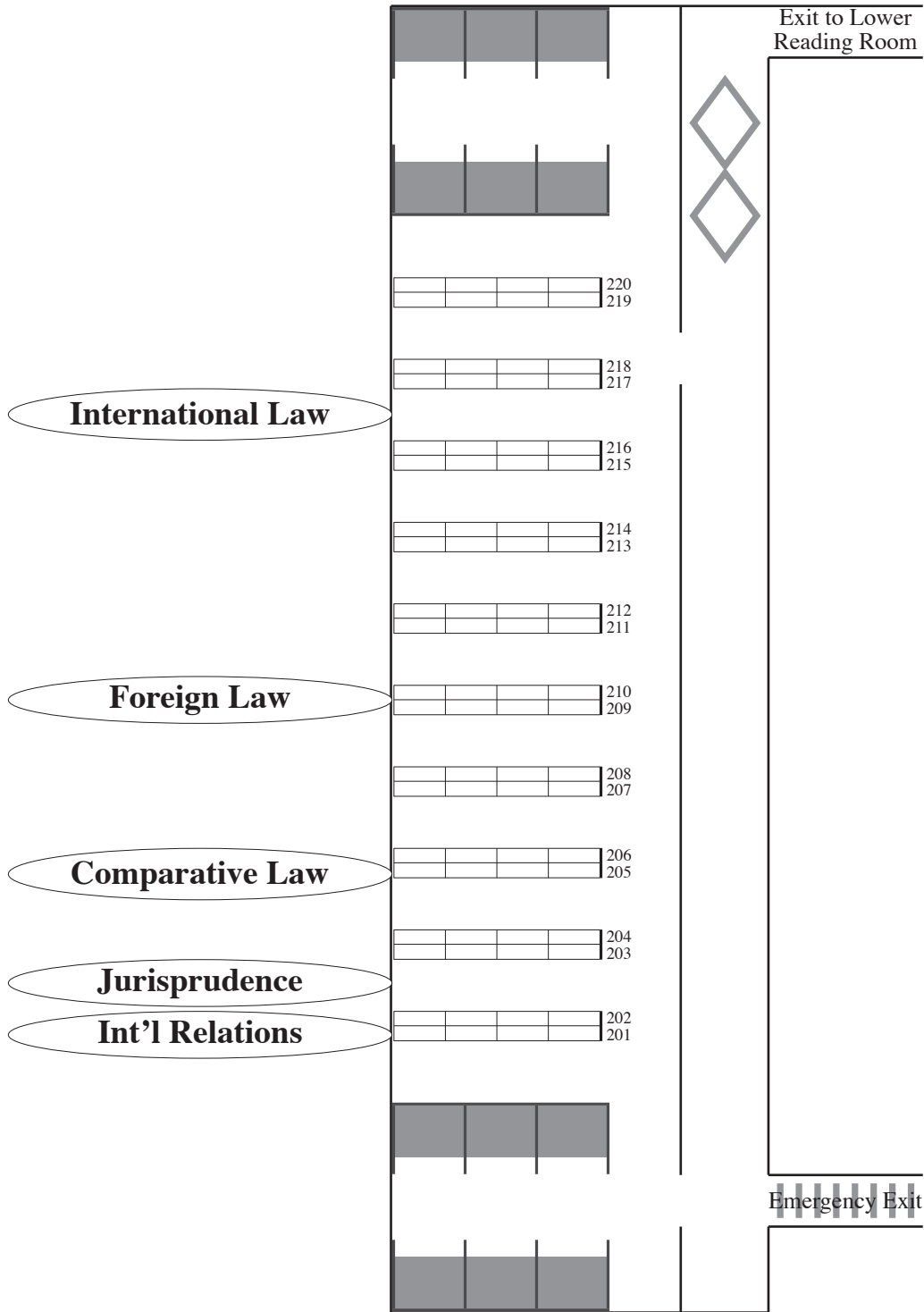
<u>Subject</u>	<u>Ranges</u>	<u>Subject</u>	<u>Ranges</u>
New York City Materials	51	McKinney's New York Session Laws	79
New York State Case Reporters		<u>Annotated Codes</u>	
<u>Official Reports</u>		New York Consolidated Law Service (C.L.S.)	77
New York Reports (N.Y. - N.Y.3d)	52-53	McKinney's Consolidated Laws of New York	74-76
Appellate Division Reports (A.D. - A.D.3d)	60-62	New York State Regulations	
Miscellaneous Reports (Misc. - Misc. 3d)	62-64	Official Compilation of Codes, Rules & Regulations (N.Y.C.R.R.)	73
<u>Unofficial Reports</u>		New York State Digests & Encyclopedias	
New York Supplement (N.Y.S. & N.Y.S.2d)	53-56	<u>Digests</u>	
New York State Texts & Treatises	65-68	Clark's Digest Annotator	73
New York State Legislative Materials	86-88	New York Law Journal Digest Annotator	72
New York State Statutes		Abbott New York Digest	72
<u>Session Laws</u>		Abbott New York Digest 2d	72
Laws of New York	82-83	West's New York Digest 3d	72
C.L.S. New York Session Laws	80	West's New York Digest 4th	70-71
		<u>Encyclopedias</u>	
		New York Jurisprudence (N.Y. Jur. 2d)	69

LOWER READING ROOM



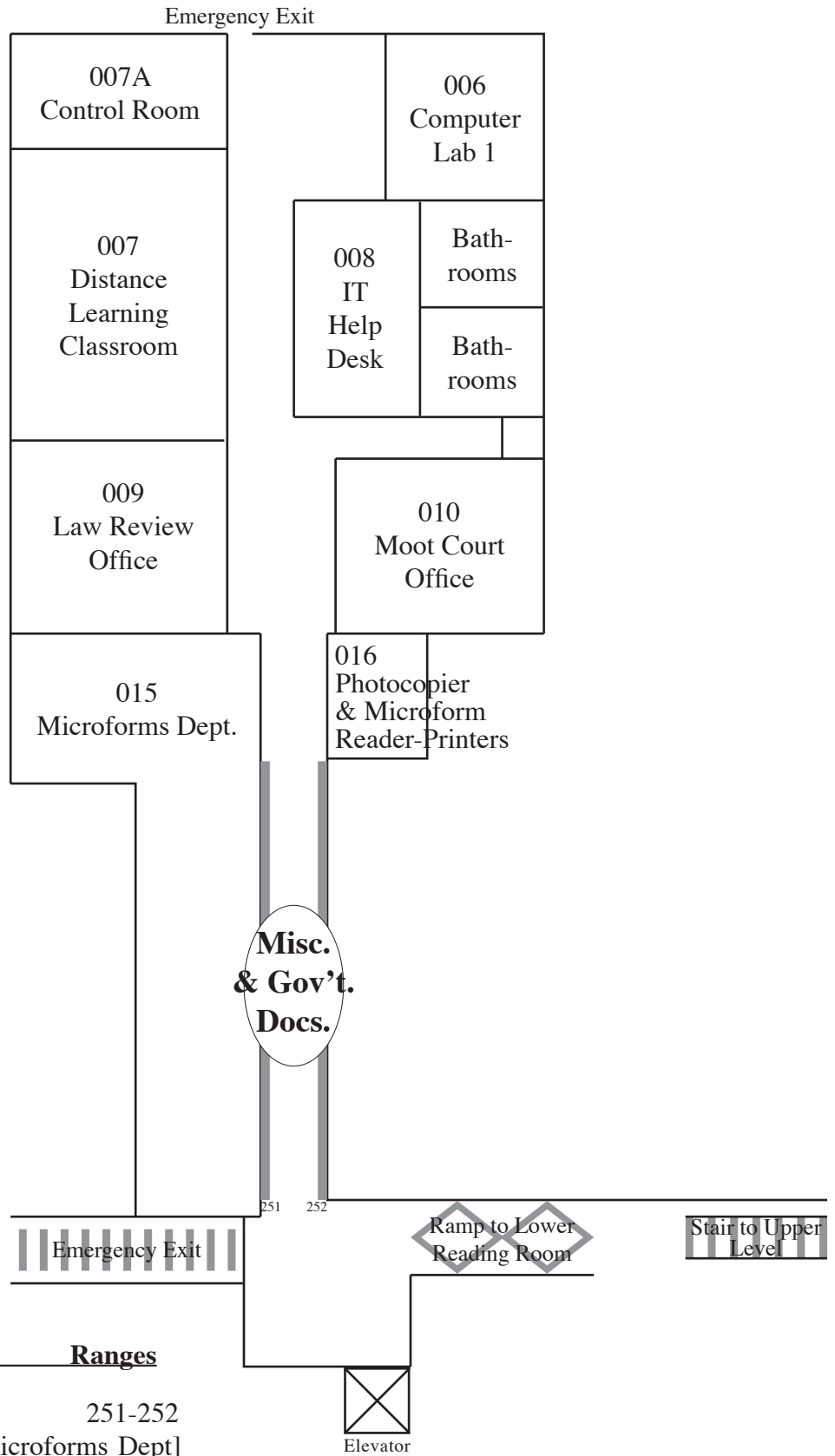
<u>Call #</u>	<u>Subject</u>	<u>Ranges</u>	<u>Call #</u>	<u>Subject</u>	<u>Ranges</u>
K 1-30	Legal Periodicals	103-141	A – JV	Non-Law	142-156
K 33	Periodical Indexes	142	KF	U.S. Law	156-179

INTERNATIONAL LAW READING ROOM



Call #	Subject	Ranges	Call #	Subject	Ranges
JZ	International Relations	201-202	KB – KW	Foreign Law	207-212
K 33-417	Jurisprudence	202-203	(except KF)		
K 524-7720	Comparative Law	203-207	KZ	International Law	212-220

MICROFORMS & TECHNOLOGY WING



Subject

Ranges

Misc. & Government Documents 251-252
 [Located along the corridor to the Microforms Dept]

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 student 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 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. However, CUNY law students cannot check out books there, but 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>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>Book Orders*</p>	<p>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.</p>	<p><i>Books for the library:</i> Julie Lim (ext.84240) or Nancy Macomber (ext. 84365) <i>Books for distribution in courses:</i> Bookstore (ext. 84489)</p>
<p>Borrowing of Materials*</p>	<p>See "Circulation Policies" on p.10 of this guide.</p>	
<p><i>*These services are available only to the CUNY Law School Community.</i></p>		

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
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. 84242)
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)
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.	Circulation Desk
CUNY OPAC Catalog	The library's catalog has been automated on the CUNY OPAC system, which is available to patrons on four computer terminals in the library (two on the upper level, one on the lower level, and one in the Gilbert Library). 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 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)
Examinations*	Previous selected course examinations are available in electronic format only. For instructions on how to access the exams file, please speak to a staff member at the Circulation Desk.	Circulation Desk
Faculty Research Support*	The purpose of the program is to assist CUNY law faculty in their research endeavors. A law librarian is assigned to provide research guidance to tenure-track and tenured law faculty members.	Raquel Gabriel (ext. 84249)
Government documents	The law library is a selective depository of United States government documents. The reference staff will assist all patrons in locating items from this collection during scheduled reference hours.	Reference Librarians
Study Aids	All of the library's current edition of study aids are held on reserve at the Circulation Desk, e.g. hornbooks, nutshells, Emanuels, Gilberts, etc.	Circulation Desk

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

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
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 Circulation Desk for request forms
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. 84456) for Internet Access Jonathan Saxon (ext. 84242) for resources on Internet
Law Library Access	See "Access to Libraries"	
LegalTrac & Index to Legal Periodicals (ILP)	LegalTrac and Index to Legal Periodicals are web-based indexes to legal journals, newspapers, and newsletters. They are available from any computer in the Law School via a link on the Library website. All questions regarding its use should be directed to the Reference Librarians.	Reference Desk (ext. 84260)
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 with Lexis.	Jonathan Saxon (ext.84242)
Microforms	All of the library's microform 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 reader-printers which are adjacent to the Microforms Collection.	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 in the newspaper racks near the entrance of the law library. Older issues of many legal newspapers are available on microform. Legal outlines and similar study aids are kept on reserve at the Circulation Desk.	Current issues: Circulation Desk Older issues: Microforms (ext. 84240) Circulation Desk
<i>*These services are available only to the CUNY Law School Community.</i>		

DIRECTORY OF SERVICES

SERVICE	DESCRIPTION	CONTACT
Photocopiers/Bookscanners	Photocopy machines are located in designated rooms on both library levels. All copiers accept copy cards which may be purchased from vending units near the Security Desk. Library personnel are trained to add paper and toner to the library photocopiers and to perform simple troubleshooting. Please report all malfunctions to the Circulation Desk. Due to the nature of their efficiency and enhanced designed features, the scanners require minimal services. However, please refer all problems to the Circulation Desk.	<i>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 with bibliographic instruction, training in legal research methods, or legal advice of any kind.	Reference Desk
Routed Periodicals*	As a current-awareness service, the library routes a variety of law-related journals, newsletters and newspapers to faculty and staff.	Ricardo Pla (ext. 84267)
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. Westlaw is a username and password driven, web-based database and, therefore, all users must have a registered username and password with Westlaw.	Jonathan Saxon (ext. 84242)

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

LAW LIBRARY STAFF

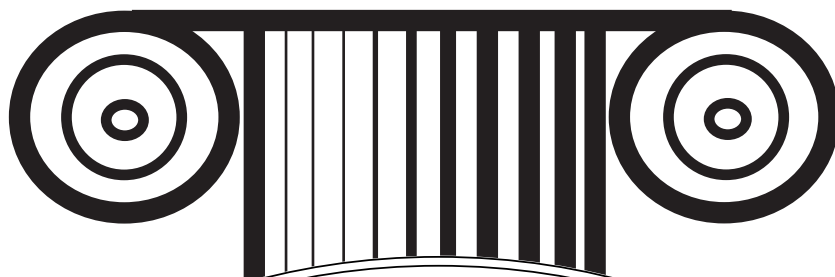
NAME	EXT.	ROOM	TITLE
Karen Bean	4256	130P	Cataloging Assistant
Louise Bucaria	4254	130K	Technical Services Assistant
Yolanda Clark	4269	130B	Circulation Assistant
Stephanie Cordes	4248	130K	Serials Assistant
Douglas Cox	4241	130E	International Law Librarian
Ida Dulaney	4268	130B	Circulation Assistant
Raquel Gabriel	4249	130H	Assistant Director for Reference and Research Services
Yasmin Harker	4253	130J	Reference Law Librarian
Christina Ji	4269	130B	Circulation Assistant
Julie Lim	4240	130S	Director of the Law Library
Sarah Lamdan	4563	130G	Reference Law Librarian
Nancy Macomber	4365	130N	Head of Library Technical Services
Ricardo Pla	4267	130B	Access Services Supervisor (Evening) /Federal Depository Coordinator
Joan Price	4251	130K	Acquisitions Assistant
Jonathan Saxon	4242	130F	Electronic Resources Coordinator
Sherry Scott	4262	130U	Public Services Assistant
Kathy Williams	4265	130B	Access Services Coordinator/Interlibrary Loan

LAW LIBRARY SCHEDULE

DATES	BUSINESS HOURS	REFERENCE HOURS
Jan. 16 *(MLK Birthday)*	<u>*CLOSED*</u>	<u>*CLOSED*</u>
Jan. 17 - May 4	<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
Feb. 20 *(Presidents' Day)*	<u>*CLOSED*</u>	<u>*CLOSED*</u>
March 12 - 16 (Spring Recess)	<u>Mon. - Thurs.:</u> 8 am - 6 pm <u>Fri.:</u> 8 am - 5 pm	<u>Mon. - Fri.:</u> 10 am - 2 pm
April 6 *(Good Friday/Pasover)*	8 am - 4 pm	10 am - 2 pm
May 7 - 17 [EXAM PERIOD]	<u>CLOSED TO PUBLIC</u>	<u>CLOSED TO PUBLIC</u>
May 18 *(Graduation Day)*	<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, using the CardKey access door. **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.

ATTENTION: During this semester, projects related to the upcoming move to 2 Court Square will be carried out. Books will be moved/shifted on the upper/lower reading levels. Therefore, expect some level of noise or disruption during this period. We will avoid major projects related to the move during final exams. We apologize for any inconvenience this may cause. Thank you!



*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. 4240)**

