Florida A&M University
College of Law
Law Library Guide

For Faculty
2007-2008

(The essentials you will need to know to navigate your Library)
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Welcome

On behalf of the entire Law Library staff I am very glad to welcome you, as a member of the FAMU College of Law faculty, to the Florida A&M University College of Law Library.

Florida A&M University has had a long and inspiring tradition of excellence in higher education and our Library is proud to be a part of the institution in Central Florida. This Law Library serves the Florida A&M College of Law community as well as those visiting members of other establishments, the judiciary and the general public.

We are in our permanent facility within the College of Law building in downtown Orlando, Florida. We have an ever growing collection with over 304,000 volumes of print and microform materials and over 500 active serial titles.

The following Law Library Guide offers a glimpse of our staff and materials available for your classroom and research needs. I hope that you will find this Guide useful in accessing both our print and online resources found in our collection. All of us in the Law Library hope that you will come and visit our library facilities in person, and we look forward to assisting you.

If you ever have a comment or a question concerning the Law Library, please do not hesitate to contact me. If there are materials you wish to put on reserve for your students or materials you need for your research, we will endeavor to make them available as soon as possible. I and my staff are committed to providing you with personable, accurate and speedy service.

Grace M. Mills
Law Library Director
# Your Law Library Staff

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WELCOME TO THE FLORIDA A&M UNIVERSITY
COLLEGE OF LAW
LAW LIBRARY

LAW LIBRARY HOURS

The Law Library will be open throughout the year.

For the Academic Year 2007-2008, starting August 20\textsuperscript{th}, the schedule will be:

- Monday-Thursday: 7 AM – 11 PM
- Friday: 7 AM – 10 PM
- Saturday: 8 AM – 9 PM
- Sunday: 10 AM – 6 PM

Please look for signs posted in the Library for any changes.
WHERE THINGS ARE

Florida A&M Law Library Highlights:

1st floor:
- Microform collection
- Reference collection (in front of Circulation Desk)
- Reserve collection (behind Circulation Desk)

2nd floor:
United States materials:
- United States Supreme Court – official and unofficial reporters
- United States Supreme Court Digest
- Federal Reporters
- Federal Practice Digest (all series)
- United States Code Annotated
- United States Code Service
- Various treatises and specialized reporters

Florida materials:
- All Florida materials
- Florida Digest

State materials:
- Statutes from all 50 states, District of Columbia, Puerto Rico & the Virgin Islands
- Southern Reporters
- Regional Reporters

Encyclopedias and finding aids:
- American Jurisprudence 2d and AmJur Proof of Facts
- Corpus Juris and Corpus Juris Secundum

4th floor:
- Law Reviews (arranged in alphabetical order)
- Restatements and Uniform Laws Annotated
- Monographs
- Various treatises and other materials
Please contact Mr. Gary Yessin, Reference Librarian (ext. 3262), for assistance with legal, law-related, or nonlegal research. We can assist you with online searching of the catalog or our many databases. Contact Ms. Lorelle Anderson (ext. 3288) for any passwords needed to access databases.

Please feel free to call Lorelle or Gary for any reference assistance.

We are willing and eager to work with you on any ongoing research assistance you may need. Please contact us if you’d like help in setting up current awareness searches or RSS feed subscriptions.

Library Catalog Access

If you have a title, author or subject and you want to see if we have it in our collection, please access our Online College of Law Library Catalog at [http://am.aleph.fcla.edu](http://am.aleph.fcla.edu) - Click on Advanced Search — Click on “Location” in the drop down menu — Select “Law School Library”

If you want some material added to our collection you can give us your comments in several ways:

1. Our library web page has a Suggestion Box.
2. Our Acquisitions Librarian, Ms. Linda Barrette (ext. 4023, room 131) will welcome your suggestions.
3. Contact Lorelle Anderson (ext. 3288, room 325).

Please feel free to give us as much information as you have. We want our collection to serve your needs.

To access all the databases and the catalog of the University, please click on: [http://www.famu.edu/acad/coleman/index.html](http://www.famu.edu/acad/coleman/index.html)

There you will find several options: You can view the online catalog, view electronic books, gain access to the many University funded databases (many of
them require input of your Rattler Library Card number), and read several electronic newspapers.

INTERLIBRARY LOANS

If you can’t find what you are looking for in our Library we can see if it is available from other libraries. This will take time, usually 1 to 2 weeks. We cannot guarantee the date of arrival for material. We can request extensions; however, they are not automatically granted. Sometimes we do have to return items after one loan period. Ask Mr. Gary Yessin (ext. 3262) if you need a book or article that is unavailable in our library.

We look forward to seeing you in the FAMU Law Library and assisting you.

CIRCULATION POLICY

You can check most materials in the library, except microforms, reporters, and statutes. Those must be discussed with Ms. Achara Stone, Circulation Librarian (ext. 3261), on a case-by-case basis. The loan period is 180 days, and can be renewed. If it is the first time you have checked out library materials, please bring your Rattler Card so we can imput you into the system. After that you won’t need to bring your card.

RESERVES

Please provide a list of materials that you want to be on reserve to Ms. Linda Sobey, Acting Assistant Law Librarian for Technical Services (ext. 3251), preferably one month in advance but as soon as you possibly can. If you want to put material that you own on reserve, including copies you have made, please bring it to Ms. Achara Stone, Circulation Librarian (ext. 3261).
ELECTRONIC DATABASES

To access starred databases, you must be on a FAMU College of Law computer. For off-campus access, or if prompted for a password, please contact Lorelle Anderson (3288) or Gary Yessin (3262).

  Submit your articles to over 550 law reviews.

  BNA publications covering developments in multiple areas of law and policy. Contact a librarian for help locating specific areas of interest.

  Libraries of CCH publications in 14 different business areas, including IP/IT, Government Contracts, Transportation Law, and Banking. Select the “My CCH” tab to save Favorite Publications, Favorite Searches, etc., and to connect to Links and User Guides. See a librarian for a password.

  Similar to above, but for Tax research. Please see a librarian for a password to this database.

- HEIN ONLINE: [http://www.heinonline.org/front/front-index](http://www.heinonline.org/front/front-index)
  This database provides PDF reproductions of full runs of many law reviews (with general exception of the latest year of the publication). Also contains U.S. Supreme Court Library, Treaties and Agreements Library, Jessup Moot Court materials, Legal Classics, and other libraries. Please see a librarian for a password.

To search for law reviews, select “Law Journal Library.”

- LOISLAW: [http://www.loislaw.com](http://www.loislaw.com)
  A comprehensive resource for statutory, administrative and case law research. Also provides extensive topical resources, such as evidence, antitrust, and family law. Please see a librarian for a password.
· NEWSBANK INFOWEB*: [http://infoweb.newsbank.com](http://infoweb.newsbank.com)
  Full text of major US newspapers. Of especial interest is full text access of the American State Papers (Legislative and Executive documents 1789-1838) and the U.S. Serial Set (Legislative documents 1817-1980).

RIA CHECKPOINT: [http://checkpoint.riag.com](http://checkpoint.riag.com)
Contains RIA Group publications relating to tax research. Please see a librarian for a password.

FAMU Databases*: [http://www.famu.edu/acad/coleman/A-Z.html](http://www.famu.edu/acad/coleman/A-Z.html)
Legal databases include Index to Legal Periodicals, Legal Trac, Index to Foreign Legal Periodicals, and The Making of Modern Law. There are numerous non-legal databases. Please see Lorelle Anderson or Gary Yessin for assistance in accessing and using these databases.

Various online journals:
Business Week ([http://www.businessweek.com](http://www.businessweek.com))
Chronicle of Higher Education ([http://chronicle.com](http://chronicle.com))
Diverse Issues in Higher Education ([http://www.diverseeducation.com](http://www.diverseeducation.com))
Environmental Law Reporter ([http://www.elr.info/elrform.cfm](http://www.elr.info/elrform.cfm))
Please see a librarian for a password.

MICROFORMS

Microforms include microfiche (plastic cards) and microfilm (reels). Our Law Library has a comprehensive collection of materials. Below is just a sample of what you can find in entire sets:

- Complete set of civil rights materials:
  - Presidential civil rights papers of F. D. Roosevelt, Truman, Kennedy, Johnson, and Nixon
  - State slavery statutes
  - State slavery cases
  - NAACP records
  - Southern Christian Leadership Council

- AALS Law Books Recommended – these include books on evidence, civil procedure, criminal law, property, torts, intellectual property and family law
• Congressional Committee Hearings and Reports from 1906 to present
• U.S. Supreme Court Records and Briefs
• U.S. Supreme Court Full Opinions
• The Felix Frankfurter, Louis D. Brandeis, and Oliver Wendell Holmes, Jr. papers (former U.S. Supreme Court Justices) as held by the Harvard Law School Library
• United States Treaties
• United Nations Treaty Series

Our Microforms Room is located on the 1st floor, Room 126. Our microform reader/printer is located in this room. Please ask Ms. Achara Stone at the Circulation Desk to provide you with the bypass key for printing so you will not have to worry about charges.