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A Guide to Legal Research in the University of Michigan Law Library (3rd ed.)

Peter C. Schanck

University of Michigan Law School

Bruce S. Johnson

University of Michigan law School

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A Guide to Legal Research

IN THE UNIVERSITY OF MICHIGAN LAW LIBRARY

A Guide to Legal Research

IN THE UNIVERSITY OF MICHIGAN LAW LIBRARY

Peter C. Schanck

Third Edition

by

Bruce S. Johnson

with the assistance of Cherie Gilmore-
Forczak, Emelyn B. House, Miloslav
Jiran, and Reet Maripuu

University of Michigan Law Library
Ann Arbor
1982

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FOREWORD

In 1977 Peter Schanck, then our Chief Reference Librarian and now Director of the University of Kansas Law Library, put together the first Guide to the University of Michigan Law Library.

The purposes of that publication were twofold: to introduce beginners to the tools, both basic and sophisticated, of the lawyer's trade, and to indicate where those books could be found in the Legal Research building.

The completion in 1981 of the new underground addition to our library made a totally new Guide indispensable, since around 160,000 volumes have moved to the new location, and virtually all the books that remained in the Legal Research stacks have been moved from their original location.

Even if this were not so, the development of our collection, and our acquisition of legal information in new forms, would have made a new Guide extremely desirable. Bruce Johnson, our Chief Reference Librarian, and his team: Cherie Gilmore-Forczak (Anglo-American Law), Mila Jiran (Foreign Law), Emelyn House (U.S. Government Documents), and Reet Maripuu (International Law), have virtually rewritten the Guide, adding much new material, such as a section on labor materials, a section on Canadian Law, another on Foreign and Comparative Law. Their purpose is to furnish a *vade mecum* for all persons using our library; the addition of extra space in the library has not made the task of plowing through legal literature any easier and the library necessarily grows more complex as it grows larger. Beginning students would be wise to familiarize themselves early in their law school careers with the chapters on legal research. It is our hope that throughout their careers at Michigan, and possibly thereafter, library users will find this Guide to be a useful companion.

I would like to thank and congratulate all those who contributed to the success of the earlier Guide, and also those who have made this such a worthy successor.

Beverley J. Pooley
Professor of Law
Director of the Law Library

PREFACE

In preparing this revision of the *Guide to Legal Research in the University of Michigan Law Library*, we have followed respectfully the precepts established in previous editions. As before, the *Guide* has been written to be primarily of benefit to the students at the University of Michigan School of Law. We hope, however, that it will also be helpful to anyone who uses this collection extensively. It is not meant to be a comprehensive treatise on all, or even a few, forms of legal research. That has been done elsewhere, many times, and need not be repeated here. Instead, our purpose has been to give our readers a thorough listing of this library's services and rules, a basic overview of American legal research, and a succinct explanation of some of the more important, or baffling, aspects of legal research. All of this is related, of course, to this library; consequently, we have devoted little space to describing material that we do not have.

The inherent difficulty of legal research, and the size and complexity of our collection, provided ample reason for the creation of the *Guide*. Our move into a new building, and the passage of time since the second edition, gave the impetus for this rewriting. Neither a new building, nor the passing years have weakened the original structure of the *Guide*. Hence, it is still divided into three parts: rules and services, basic legal research, and specific areas of research. New information has been added to every section. New chapters on Canadian legal research, our foreign and comparative law collections, and labor law have been written. We have excluded most of the lengthy bibliographies that appear in the first two editions of the *Guide*. That material is covered in our publication *Secondary Legal Sources*. However, we have retained the bibliographic chapter entitled "Miscellaneous Reference Sources".

As in past editions, we have streamlined the bibliographic information that we give. We have attempted, wherever possible, to list both the call number (e.g. ENG PER) of a work, along with its location in the library (e.g. LEVEL S-2, North Wing). Information of this sort is printed in capital letters and particularly important items are in bold print. Titles are italicized.

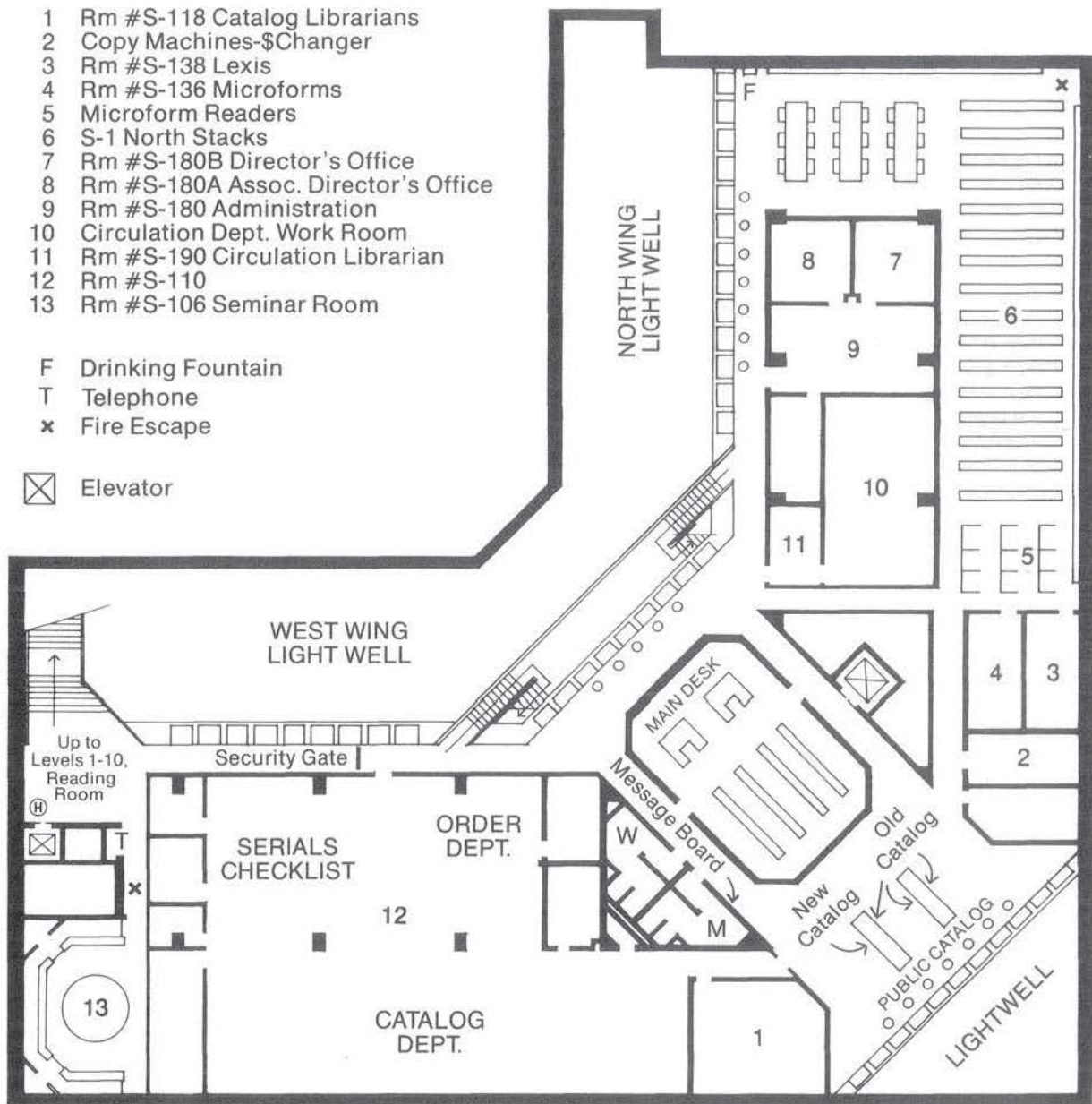
We also wish to extend our thanks and appreciation to all who have helped us with this project. Paul L. Brown (University Publications Office), Margaret A. Leary, Mary D. Lunk, Professor Beverley J. Pooley, Bobbie Snow, and Peter Ward all contributed greatly to this work. We must especially thank Joyce French who with great patience, skill and good humor, and the sometimes balky assistance of a word-processor, produced draft after draft of manuscript. Finally, we thank Peter Schanck for creating the first editions of the *Guide*. The structure of this book is his and much of his language remains in it. The patrons of The Law Library continue to benefit from his fine work.

Bruce S. Johnson
Cherie Gilmore-Forczak
Emelyn B. House
Miloslav Jiran
Reet Maripuu

- 1 Rm #S-118 Catalog Librarians
- 2 Copy Machines-\$Changer
- 3 Rm #S-138 Lexis
- 4 Rm #S-136 Microforms
- 5 Microform Readers
- 6 S-1 North Stacks
- 7 Rm #S-180B Director's Office
- 8 Rm #S-180A Assoc. Director's Office
- 9 Rm #S-180 Administration
- 10 Circulation Dept. Work Room
- 11 Rm #S-190 Circulation Librarian
- 12 Rm #S-110
- 13 Rm #S-106 Seminar Room

- F Drinking Fountain
 T Telephone
 x Fire Escape

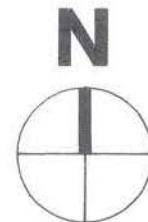
⊠ Elevator

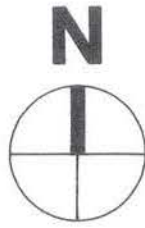


SUB-1

S-1 NORTH STACKS HOUSE:

- Bibliography
- Biography (East Wall)
- Casebooks
- Courts
- Criminology
- DC
- Directories
- Selected Cases
- Trials (North Wall)



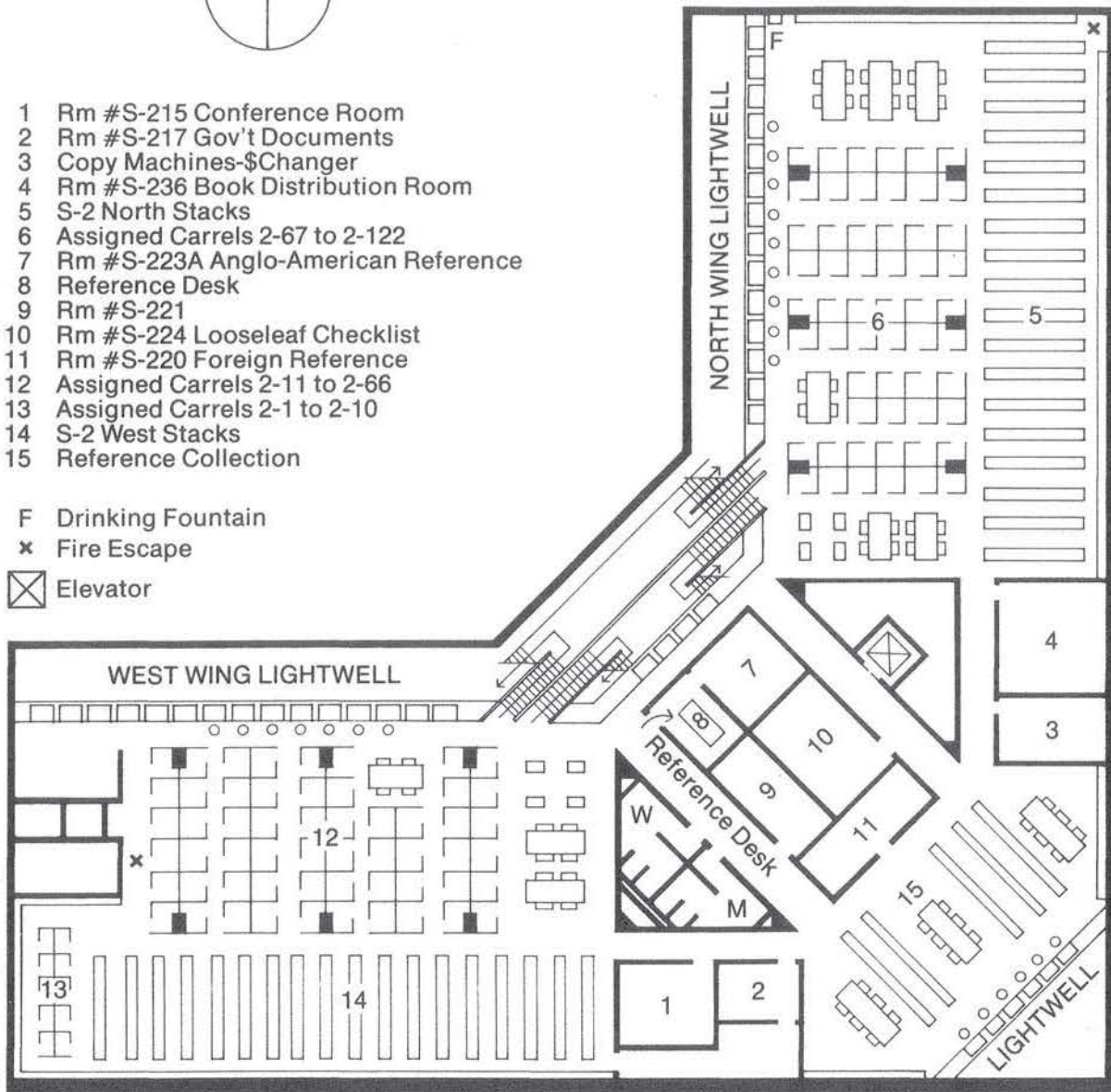


- 1 Rm #S-215 Conference Room
- 2 Rm #S-217 Gov't Documents
- 3 Copy Machines-\$Changer
- 4 Rm #S-236 Book Distribution Room
- 5 S-2 North Stacks
- 6 Assigned Carrels 2-67 to 2-122
- 7 Rm #S-223A Anglo-American Reference
- 8 Reference Desk
- 9 Rm #S-221
- 10 Rm #S-224 Looseleaf Checklist
- 11 Rm #S-220 Foreign Reference
- 12 Assigned Carrels 2-11 to 2-66
- 13 Assigned Carrels 2-1 to 2-10
- 14 S-2 West Stacks
- 15 Reference Collection

F Drinking Fountain

x Fire Escape

⊠ Elevator



SUB-2

S-2 WEST STACKS HOUSE:

Looseleaf Services
 Fed Coll: Stats
 Fed Coll: Reports
 Fed Coll: (*Federal Register, Congressional Record, Congressional Hearings and Reports*)

S-2 NORTH STACKS HOUSE:

Mich Coll
 State Coll
 Regionals

REFERENCE COLLECTION HOUSES:

ALR
 Bibliography
 Biography
 DC
 Digests
 Directories
 Docs.
 Encyclopedias
 Formbooks
 Indexes
 Shepards

- 1 Rm #S-312
 - 2 JLR Conf.
 - 3 Rm #S-331
 - 4 S-3 North Stacks, English Periodicals
(in alphabetical order)
 - 5 Assigned Carrels 3-59 to 3-106
 - 6 Rm #S-380A
 - 7 Rm #S-380B
 - 8 Rm #S-380C
 - 9 Rm #S-321
 - 10 Rm #S-320
 - 11 Rm #S-323
 - 12 Rm #S-322
 - 13 Rm #S-325
 - 14 Rm #S-324
 - 15 Rm #S-327
 - 16 MLR Conf.
 - 17 Rm #S-310A
 - 18 Rm #S-310B
 - 19 Assigned Carrels 3-11 to 3-58
 - 20 Assigned Carrels 3-1 to 3-10
 - 21 S-3 West Stacks, Anglo-American Treatises
(A101-Z999)
- F Drinking Fountain
 x Fire Escape
 ☒ Elevator



SUB-3 JLR OFFICES

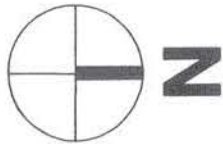
S-310A
 S-310B
 S-312
 S-322
 S-324

MLR OFFICES

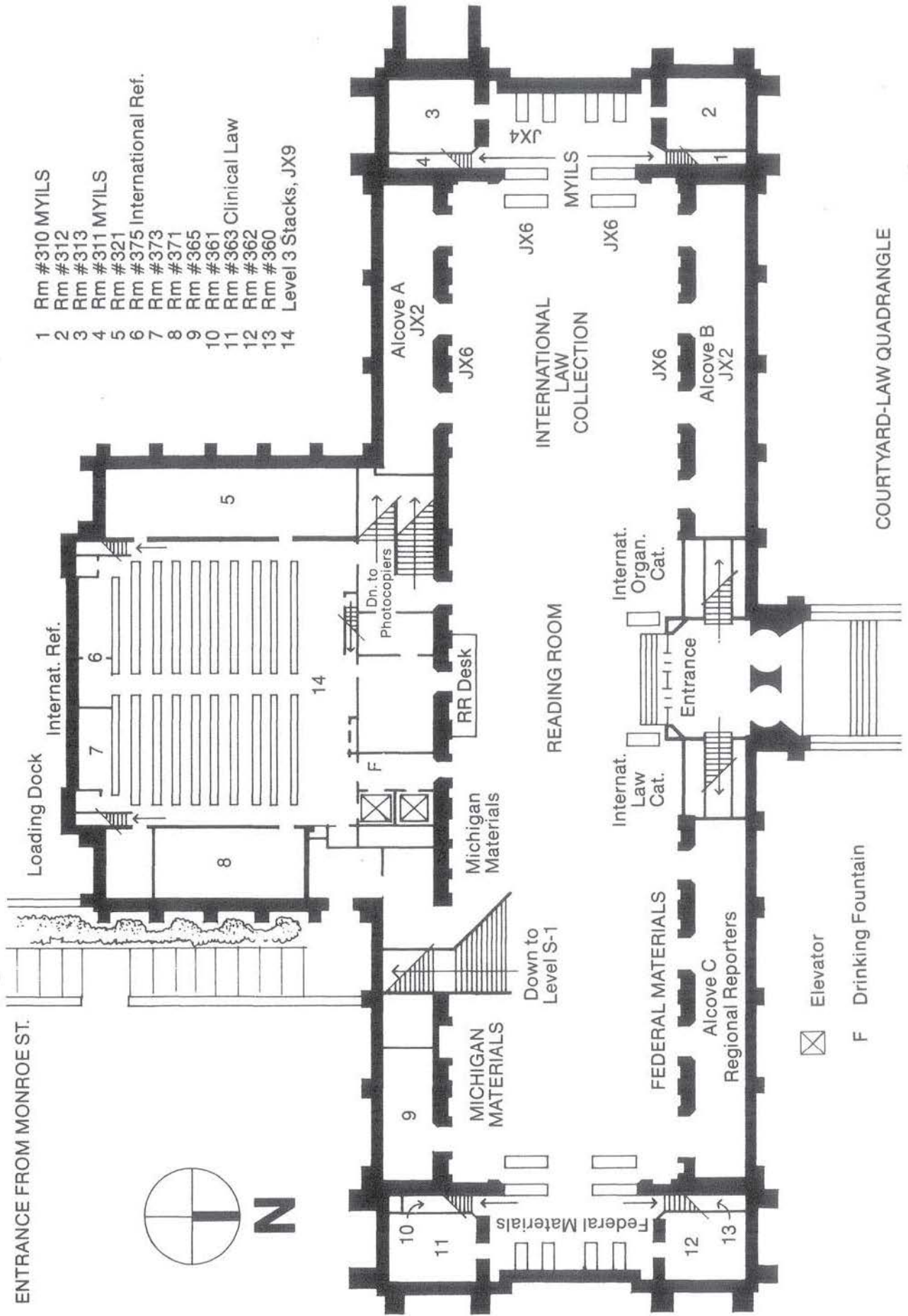
S-320
 S-321
 S-323
 S-325
 S-327
 S-331
 S-380A
 S-380B
 S-380C



ENTRANCE FROM MONROE ST.



- 1 Rm #310 MYILS
- 2 Rm #312
- 3 Rm #313
- 4 Rm #311 MYILS
- 5 Rm #321
- 6 Rm #375 International Ref.
- 7 Rm #373
- 8 Rm #371
- 9 Rm #365
- 10 Rm #361
- 11 Rm #363 Clinical Law
- 12 Rm #362
- 13 Rm #360
- 14 Level 3 Stacks, JX9



COURTYARD-LAW QUADRANGLE

I. LAW LIBRARY INFORMATION

- A. Law Library Schedule, p. 2
- B. Law Library Rules, p. 2
- C. Circulation Policies, p. 2
- D. Collection Locations, p. 3
- E. Public Catalog, p. 4
- F. Serials Checklist, p. 5
- G. Services and Aids, p. 5

2/Law Library Information

A. Law Library Schedule

The Law Library is open seven days a week from 8 a.m. to 2 a.m. with the following exceptions:

- (1) The outside entrances to the Law Library are locked at midnight.
- (2) The Library generally shortens its evening hours during the breaks between terms and during the summer term.
- (3) The Library is always closed Thanksgiving Day, Christmas Day, and New Year's Day; it is sometimes closed on days surrounding holidays if the Law School is not in session.

Variations from the regular 8 a.m.-to-2 a.m. schedule will be posted in advance.

B. Law Library Rules

- (1) The Law Library is a research library and the books in the collection must be available for immediate use. Therefore, most materials do not circulate out of the Library (see below for more information on circulation policies).
- (2) Use of the Law Library stacks (LEVELS S-1 to S-3 and LEVELS 1-10) is restricted to University of Michigan law students, law faculty, and others with a need to consult the collections housed there. Non-law students must check in at the **MAIN DESK** on LEVEL S-1 and apply for an appropriate pass. During checks for passes, non-law students without passes will be asked to leave.
- (3) The **READING ROOM** is open to the public. Use of the **READING ROOM** may be restricted during Law School examination periods.
- (4) The carrels in the Law Library are assigned. Only University of Michigan law students or persons with valid research passes may sit in temporarily unused carrels.
- (5) Please do not reshelve the books you have used. Instead, leave them on an open table or place them on the nearest wooden book truck.
- (6) Smoking, and the consumption of food and beverages, are not allowed in the Law Library.
- (7) Everyone must leave the Library at closing time.

C. Circulation Policies

- (1) Identification is needed to use books held on reserve at the **MAIN DESK** or **READING ROOM DESK**. University of Michigan students must present a currently validated University ID card. Other users may apply for temporary cards at the **MAIN DESK**. These temporary cards entitle the holder to use material, but only in the building.
- (2) With a few exceptions, any book in the Law Library may be circulated to an office or carrel providing it has been properly charged out. This rule does not apply to those books on Level S-2 bearing the call numbers **REF COLL** or **LOOSELEAF SERVICES**, or to those books

located at the **MAIN DESK** permanently or on reserve. Also, books in the basic U.S. and Michigan collections, located in the **READING ROOM** cannot circulate. However, those works in the **READING ROOM** with the call numbers JX2, JX4, and JX6 can be charged to an office or carrel.

- (3) University of Michigan law students, faculty, and graduate students may borrow up to three books for one week from those classified as Anglo-American Treatises, Biography, and Trials.
- (4) If a book is not on the shelves, check at the **MAIN DESK** to see if it is charged to an office or carrel. If it is charged, submit a pull slip and the book will be pulled for your use. If it is not charged, submit a search slip and Circulation staff will attempt to locate the book.

D. Collection Locations

- (1) U.S. Federal and State Legal Material
- (2) British and Canadian Legal Material
- (3) Foreign Legal Material
- (4) International Legal Material

To determine the location of a book from its call number, ask at the **MAIN DESK**, or **REFERENCE DESK** See pp. ix-xii for maps of **LEVELS S-1 to S-3** and the **READING ROOM**. A general description of collection locations follows.

(1) **U.S. Federal and state legal material.**

Most current primary sources (statutes, reporters, administrative codes) are located on **LEVEL S-2**. Federal material is in the West Wing, state material is in the North Wing. Legal encyclopedias, citators, *Decennial Digests*, *American Law Reports (ALR)* and indexes are located in the Reference Collection on **LEVEL S-2**. Looseleaf Services are located on **LEVEL S-2**, West Wing.

Most official reports of federal administrative tribunals are located on **LEVEL 1**.

A small collection of primary federal and Michigan material, along with a set of the *National Reporter System* is located in the East End of the **READING ROOM**.

The major collection of English language periodicals is located on **LEVEL S-3**, North Wing. Recent copies of some 50 major law reviews are kept on reserve at the **MAIN DESK**.

Most Anglo-American treatises are located on **LEVEL S-3**, West Wing. The exclusive copy of current hornbooks and nutshells is at the **MAIN DESK**.

U.S. Government documents are shelved on **LEVELS 1** and **S-2**, West Wing.

Newspapers are shelved on **LEVEL 1**.

(2) **British and Canadian Legal Material**

Most primary material is on **LEVEL 10**.

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Most secondary material is on LEVEL S-3 (see p. 78 and p. 79 for more information).

(3) **Foreign legal material.**

The Foreign Law Collection is housed on LEVELS 7 through 4. See p. 84 for more information.

(4) **International Legal material.**

The International Law Collection is in the READING ROOM, West End and on LEVELS 3 and 4. Recent copies of a number of major international law journals are kept on reserve at the READING ROOM DESK. See p. 60 for more information.

E. The PUBLIC CATALOG.

The PUBLIC CATALOG (LEVEL S-1) is the most important source of information about the collections of the Law Library. Through it, one can identify every book and journal held by us. There are two major exceptions to the coverage of the PUBLIC CATALOG.

- (1) It does not cover League of Nations and early United Nations publications. To locate these, you must use the International Organizations Catalog located in the Reading Room (see p. 64 for more information; see also our handout "Introduction to Sources of International Law in the University of Michigan Law Library").
- (2) It will not reveal whether we have received a specific issue of a journal. For that information you must consult the Serials Checklist (see p. 5).
The PUBLIC CATALOG is of particular importance in this library because our collections are not, except on the broadest level, arranged by subject. Therefore, the only way to locate works on a specific subject is to use the PUBLIC CATALOG.

In using the PUBLIC CATALOG, it is important to know that it is divided into two main parts, each of which is arranged differently.

1. The OLD CATALOG.

This portion of the PUBLIC CATALOG contains those items catalogued through December 31, 1980. It is now "closed" and nothing catalogued after 1980 will be added to it. The OLD CATALOG is divided into 2 sections: Author/Title and Subject. The signs posted on the catalog indicate more precisely what information falls under each segment of the OLD CATALOG.

2. The NEW CATALOG.

This part of the PUBLIC CATALOG contains those items catalogued after December 31, 1980. Unlike the OLD CATALOG, there is no division between author/title and subject in the NEW CATALOG. Rather, all of this information is filed together in alphabetical order.

Remember, in order to do effective research in the Law Library, you must consult both the Old and New portions of the PUBLIC CATALOG.

Should you require assistance with the PUBLIC CATALOG, a Cat-

alog Librarian (Room S-118 [immediately off the PUBLIC CATALOG]), or a Reference Librarian, (Room S-223, LEVEL S-2) will be happy to help you.

F. Serials Checklist

The Serials Checklist (Room S-110, LEVEL S-1) is where we record all issues of periodicals and similar publications received by the Law Library. Together with the PUBLIC CATALOG, it forms the best source of information on our holdings. Therefore, although you will be able to determine from the PUBLIC CATALOG that we have (for example) the *Seton Hall Law Review*, only the Serials Checklist will verify that we have received volume 12, issue number 2.

By consulting the Serials Checklist, you can also determine whether a volume of a periodical has been shipped for binding, or if an issue has been sent to a faculty or staff member before going to the shelf.

In most instances, items are listed in alphabetical order by title, i.e. *Michigan Law Review* is under "M". In many cases however, the item is listed not under title, but under another entry, e.g. *Internal Revenue Bulletin* is located under "U", as its entry is: "United States. Internal Revenue Service". The PUBLIC CATALOG will reveal the heading under which a journal is recorded. Unfortunately, there is no easy way of telling you how to recognize the proper entry. Should you have a question about this or any other aspect of the Serials Checklist, the staff members working there will be happy to assist you. You may also ask one of the Reference Librarians for help.

G. Services and Aids

Administrative Offices (Room S-180); Telephone: 764-9322.

Prof. Beverley J. Pooley, Director
Ms. Margaret A. Leary, Associate Director
Ms. Mary Clemence, Administrative Assistant
Ms. Sheilah Phillips, Secretary
HOURS: 8 a.m.-Noon, 1-5 p.m.

Checklist (Room S-110); Telephone: 764-9330.

Mrs. Gail Treece, Head of Checklist. (See above for more information).
HOURS: 8 a.m.-5 p.m., Monday-Friday

Course Reserves and Desk Material

Course reserves are kept at the **MAIN DESK** and must be requested there. To determine whether a particular item is on reserve, check in the Course Reserve Notebook (kept at the **MAIN DESK**) under the title of the course. Ask for a reserve item by telling the Desk Assistant its reserve number. In general, you may take out only one or two course reserve selections at a time. A student ID card or comparable ID must be presented before the reserve item may be charged out. Course material is due back four hours after being charged out and may not be taken from the building.

We also keep a limited amount of other material on reserve at the **MAIN DESK**. Included in this category are the exclusive copies of current horn-

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books and nutshells, recent issues of 50 or so major law reviews, and an extra set of Michigan statutes, court rules and current Attorney General opinions. The PUBLIC CATALOG will indicate if an item is at the **MAIN DESK**.

Some materials are also kept on reserve at the **READING ROOM DESK**. Foremost among these are the decisions of the International Court of Justice and recent issues of a number of leading international law journals.

Interlibrary Loan (Room S-223A); Telephone: 764-9324.

The Anglo-American Reference Librarians can assist you in obtaining material that is not in, or is missing from, our collection and the collections of the other libraries of the University. This service is available only to Law School students, faculty and staff.

HOURS: 8 a.m.-5 p.m., Monday-Friday

LEXIS (Room S-138); Telephone: 764-9324

LEXIS is administered by the Reference Department. Inquire at Room S-223A for information about access (see also p. 50, *infra*).

Locating Books (MAIN DESK); Telephone: 764-4252.

To determine the location of a book from its call number, ask at the **MAIN DESK** or **REFERENCE DESK**.

If a book is not on the shelves, check at the **MAIN DESK** to see whether it is charged to an office or carrel. If it is charged, submit a pull slip and the book will be pulled for your use. If it is not charged, submit a search slip and Circulation staff will attempt to locate the book.

Looseleaf Services (Room S-224); Telephone: 764-6123.

Mrs. Hermine Wolf, Head of Looseleaf.

This office is in charge of maintaining our looseleaf service collection. It contains the Looseleaf Checklist which records the receipt of individual updates of looseleaves. For information on the currency of a looseleaf, one of the staff members of this office, or a Reference Librarian, will be glad to help you. For assistance in using looseleaf services, see a Reference Librarian (Room S-223).

HOURS: 8 a.m.-4:30 p.m., Monday-Friday

Lost and Found. (Room S-180); Telephone: 764-9322.

Ms. Sheilah Phillips

HOURS: 8 a.m. to Noon, 1-5 p.m. Monday-Friday

MAIN DESK (LEVEL S-1); Telephone 764-4252.

Mrs. Barbara Snow, Chief Circulation Librarian (Room S-109); Telephone: 763-3767.

Circulation; Course Reserves; Access to microforms, rare books, and other restricted use material; Assistance in locating books.

HOURS: 8 a.m.-Closing, 7 days a week

Microforms (Room S-136)

Our collection of microfilm, microfiche and microcards is kept in this room. The collection is serviced through the **MAIN DESK** and you must

ask there for the material that you need. Readers are located immediately outside Room S-136 and in the Reference Collection, LEVEL S-2.

Photocopy Services.

Three coin operated IBM copiers can be found on LEVEL S-1 in Room S-134. An additional three IBM copiers can be found in Room S-230 on LEVEL S-2. There are another three coin-operated IBM copiers located at the far end of the Newspaper Room on LEVEL 1. All of these machines will make both $8\frac{1}{2} \times 11$ " and $8\frac{1}{4} \times 14$ " copies for a nickel a page. There is also a \$1 and \$5 bill changer in each room with the copiers.

If any of these machines fails to operate or gives poor copies, tell the Desk Assistant at the **MAIN DESK**. Refunds for money lost in these machines may be obtained at the **MAIN DESK**. Refunds for poor copies are limited to 10 cents, so it is advisable to look at the quality of the copies as they come from the machine.

PUBLIC CATALOG (LEVEL S-1); Telephone: 764-4208

This is our card catalog and either a Catalog Librarian (Room S-118) or a Reference Librarian (Room S-223) will be able to help you with the PUBLIC CATALOG (see p. 4 *supra* for more information).

Rare Books.

The Law Library's collection of rare books is accessible only through the **MAIN DESK**. Give the Desk Assistant the call number of the rare book you wish to use and we will retrieve it for you at an arranged time.

You must use rare books within sight of the **MAIN DESK**. Your ID will be held while you are using the book.

RARE BOOKS CANNOT BE PHOTOCOPIED.

Reference Information; Telephone: 764-9324.

Anglo-American Reference (Room S-223); Telephone: 764-9324.

Bruce S. Johnson, Chief Reference Librarian
Cherie Gilmore-Forczak, Reference Librarian
HOURS: 8 a.m.-5 p.m., Monday-Friday

Foreign Reference (Room S-220); Telephone: 764-6150.

Mr. Miloslav Jiran
HOURS: 9 a.m.-6 p.m., Monday-Friday

**International Reference (Room 375 and READING ROOM DESK);
Telephone: 764-7288.**

Mrs. Reet Maripuu
HOURS: 11 a.m.-5 p.m., Monday-Friday

U.S. Government Documents (Room S-217); Telephone: 764-6151.

Mrs. Emelyn House
HOURS: 9 a.m.-6 p.m., Monday-Friday

II. FUNDAMENTALS OF LEGAL RESEARCH: AN INTRODUCTION

- A. Secondary Sources of Law, p. 10
- B. Primary Legal Sources and Search Materials, p. 12
- C. Legal Citations, p. 17
- D. Legal Research Manuals, p. 18

II. Fundamentals of Legal Research: An Introduction

Upon entering law school the unsuspecting student is confronted with a welter of perplexing and complex materials. To the novice, legal research must often seem a bewildering and frightening prospect. Where are the old reliable and familiar card catalogs, *Reader's Guides*, and indexes of undergraduate days? They are still around, but, much to the student's dismay, so are *ALR*, Shepard's Citators, *Decennial Digests*, and looseleaf services.

Why does this collection of strange materials exist? First, laws are a **primary** source. Lawyers, scholars, and law students are all seeking **the laws themselves**, not what someone writes about them. Obviously, an undergraduate library does not contain actual political parties, social groups, corporations, or scientific experiments. It has only descriptions of, or commentaries on, these entities. Secondly, laws come in diverse form (statutes, cases, regulations, executive orders, administrative decisions, etc.) and in vast numbers (many thousands are issued each year in the U.S.). Finally, lawyers and other legal researchers need to know the most recent cases, statutes, and other laws. These novel conditions (the status, form, quantity, and currency of law) require the application of novel means in order that the legal profession may gain ready access to the literature of the law.

Nonetheless, the law student need not panic. Once the fundamentals have been mastered, legal research will never again seem quite so overwhelming. Henceforth, problems will be encountered, but these will more often than not result in challenging rather than traumatic experiences. This introductory section is designed as a first small step in mastering those basics.

A. Secondary Sources of Law

- (1) Basic information on law (legal encyclopedias)
 - (a) National encyclopedias
 - (b) State encyclopedias
- (2) Commentaries
 - (a) Legal periodical literature
 - (b) Treatises, textbooks, hornbooks, etc.
 - (c) *ALR* (*American Law Reports*)

As the title implies, this section refers to books **about** the law, not those volumes actually containing the law, i.e. primary sources. For the most part, these sources are not "authority" for the law, i.e. acceptable to a court as a true statement of the law. They can be used, rather, as background or preparation for more in-depth primary research. Where comprehensive and detailed information is not required, however, secondary sources may suffice.

(1) **Basic information on law (legal encyclopedias).** Consulting legal encyclopedias is often the best way to begin one's research, since their functions are to provide background or general information on the law and to identify leading statutes and cases on a subject. American legal encyclopedias are not scholarly, nor are they structured to reflect rapid

changes in the law. However, if you keep these limitations in mind, they can be quite helpful.

A few hundred legal topics are arranged alphabetically in the encyclopedias, with detailed break-downs within each topic. There are two national encyclopedias and sets for several states. The index at the end of each set is usually the best starting point. Look under the most specific terms first.

(a) **National encyclopedias.**

1. **American Jurisprudence 2d.** (REF COLL: ENCYCLOPEDIAS; LEVEL S-2) generally contains the best text, and is particularly good on new subjects and on identifying leading cases.

2. **Corpus Juris Secundum** (REF COLL: ENCYCLOPEDIAS; LEVEL S-2) tends to be more detailed and cites more authority on law.

(b) **State encyclopedias** (STATE COLL; LEVEL S-2, North Wing). Michigan has three legal encyclopedias: *Michigan Law and Practice Encyclopedia* (covering all law), *Michigan Civil Jurisprudence* (covering civil law, i.e. everything except criminal law) and Gillespie's *Michigan Criminal Law and Procedure* (the complement to *Michigan Civil Jurisprudence*). These are in MICH COLL, LEVEL S-2, North Wing. The library does have legal encyclopedias for several other states. They are shelved with the material from their respective states in STATE COLL, LEVEL S-2, North Wing.

(2) **Commentaries.**

(a) **Legal Periodical literature.** Generally, the most respected current legal scholarship appears in legal periodicals. The information here is usually more specific than in encyclopedias and contains more commentary and opinion. The major indexes are:

1. **Index to Legal Periodicals** (REF COLL: INDEXES; LEVEL S-2), using the same general format as *Reader's Guide*, indexes nearly all the major American legal periodicals published. Warning: the subject headings are very broad, frequently making it necessary to scan long lists of titles to identify relevant articles. (see also p. 55)

2. **Current Law Index** (REF COLL: INDEXES; LEVEL S-2) began publication in 1980 and provides more coverage than ILP. Not only does it index more periodicals, it also uses many more subject headings. (see also p. 55)

3. **Legal Resource Index** (REF COLL: INDEXES; LEVEL S-2) is an expanded microform version of *Current Law Index*, with all of the same features. (see also p. 55)

4. **Index to Periodical Articles Related to Law** (REF COLL: INDEXES; LEVEL S-2). This covers selected non-law publications. (see also p. 55)

Law reviews are located on LEVEL S-3, North Wing, in alphabetical order by title. Current issues of about 40 publications are at the **MAIN DESK**, LEVEL S-1. Additional copies are in the Faculty-use collection and can be requested by volume number at the **MAIN DESK**, LEVEL S-1. **Other legal periodicals** are also located on LEVEL S-3, North Wing,

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in alphabetical order by title. For more information on legal periodical literature and indexes, see p. 54 *infra*.

(b) **Treatises, textbooks, hornbooks, etc.** (LEVEL S-3, West Wing). Treatises range in scope from brief surveys of a broad subject to 30-volume sets on a single subject. There are also detailed analyses of narrow legal topics. The PUBLIC CATALOG (both the NEW CATALOG and the subject part of the OLD CATALOG) on LEVEL S-1, is the source for information on these. A librarian is available to provide assistance in the use of the PUBLIC CATALOG from 8:00 a.m. to 5:00 p.m., Monday through Friday. The catalog librarians' office is adjacent to the PUBLIC CATALOG, LEVEL S-1, West Wing.

The reference librarians also will be happy to make suggestions regarding books on various subjects.

Further information on treatises appears on p. 54 *infra*.

(c) **ALR (American Law Reports)** (REF COLL: ALR; LEVEL S-2). This set reprints leading or interesting cases, and then appends extensive, detailed essays citing dozens of cases on the subject. The essays, called annotations, are usually on fairly narrow questions of law, but *ALR* does not attempt to be comprehensive in its coverage of subjects: by no means are all areas of law included.

1. In most instances, the best approach to *ALR* is through the *Quick Indexes*. There are four: one each for the *ALR* 1st series, 2d series, 3d and 4th series together, and Federal series (1969-).

2. The sources for cases decided after the annotation appeared are the "Blue Books of Supplemental Decisions" to the 1st series, "Later Case Service" to the 2d series, and pocket parts to the 3d, 4th, and Federal series.

3. The *Quick Index 3rd and 4th* contains a table of superseded and supplemental annotations which can be used to find more recent annotations on a subject found in earlier volumes in any series. It is called the Annotation History Table.

4. The means of determining if a given case has been annotated in *ALR* are the tables of cases in the *Quick Index* for the 3d and 4th series and the digests for the first two series. There is now seldom any other need to use the digests or word indexes connected to the 1st and 2d series.

5. *ALR Federal* has a Table of Cases Volume.

B. Primary Legal Sources and Search Materials

- (1) Constitutions
 - (a) Annotated or compiled statutes
 - (b) *The Constitution of the United States of America: Analysis and Interpretation*
- (2) Statutes
 - (a) Federal
 - (b) State

- (3) Regulations
 - (a) Federal
 - (b) State
- (4) Cases
 - (a) Law reports
 - 1. Federal
 - 2. State
 - (b) Methods of finding cases
 - 1. Secondary sources
 - 2. Annotated statutes
 - 3. Digests
 - 4. Words and phrases
 - 5. *Shepard's Citations*
- (5) Looseleaf services
- (6) Computerized legal research: LEXIS

Primary sources are those books and other materials that contain verbatim texts of the laws. The secondary sources discussed above will usually provide the researcher with references to many statutes, regulations, cases, etc. However, for most research purposes the law student will need to consult those ingenious, but often frustrating, tools of the legal trade we will term "search materials." These books furnish access to all (or most) of the relevant law. Search materials, together with the primary sources to which they refer, are discussed below.

(1) **Constitutions.**

(a) **Annotated or compiled statutes.** Both the U.S. and state constitutions, with annotations (brief abstracts) of state cases, are in the annotated statutes for the various states (see below). The U.S. Constitution, with case annotations, is in the *U.S. Code Annotated* and *U.S. Code Service* (see below).

(b) *The Constitution of the United States of America: Analysis and Interpretation*, 1973 with current supplement (REF COLL: ENCYCLOPEDIAS; LEVEL S-2) is a provision-by-provision discussion of the Constitution, with copious citations to statutes and cases.

(2) **Statutes**—laws enacted by the Congress and state legislatures.

(a) **Federal.**

1. **Compilations.** Compiled statutes are arrangements of laws in force by subject groupings. The *U.S. Code* (U.S.C.) is the official edition of federal statutes, but two unofficial sets of compiled statutes, the *U.S. Code Annotated* (U.S.C.A.) and *U.S. Code Service* (U.S.C.S.) are usually preferred. These publications have the same format and organization as the U.S.C. but include annotations (brief abstracts) of cases interpreting the statutes. They also contain references to federal regulations (see below) and law review articles. Pocket parts and supplements keep these two annotated sets current. (All 3 sets are in FED COLL: STAT; LEVEL S-2, West Wing).

2. **Session Laws.** The *U.S. Statutes at Large* (official) and the *U.S. Code, Congressional and Administrative News* (privately published, but

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more up-to-date) contain the laws enacted by Congress in each session. (Both sets are in FED COLL: STAT; LEVEL S-2, West Wing).

3. **Current Statutes.** The most recent federal statutes appear in the advance sheets (paperback supplements) to the *U.S. Code Service*, *U.S. Code*, *Congressional and Administrative News* and as U.S. slip laws (shelved after the *U.S. Statutes at Large* in FED COLL: STAT; LEVEL S-2, West Wing).

(b) **State.** (STATE COLL; LEVEL S-2, North Wing). There is a set of compiled and annotated statutes for each state. Michigan has two sets: *Michigan Compiled Laws Annotated* (annotates the official *Michigan Compiled Laws*, 1979) and *Michigan Statutes Annotated*. (Both in MICH COLL; LEVEL S-2, North Wing.) Session laws for each state are also available. The Law Library's collection of state session laws consists partially of paper copies and partially of microfiche. In time, almost all of our state session laws postdating 1970 will be available only on microfiche (Call No., MICRO 10 S18-S69; LEVEL S-1, Room S-136 [inquire at MAIN DESK]). We will continue to receive and keep for 10 years, paper copies for Michigan, California, Illinois, Ohio, and Pennsylvania. All session laws predating our microfiche collection are located in STATUTES, LEVEL 1. All current, paper copy session laws are in STATE COLL, LEVEL S-2, North Wing.

(c) See pp. 21 *infra* for more information on special aspects of statutory research.

(3) **Regulations** are rules promulgated by executive and administrative agencies pursuant to statutory authority.

(a) **Federal.** There is a compiled set (annually up-dated) of federal administrative regulations in force, entitled *Code of Federal Regulations* (CFR), in FED COLL: STAT; LEVEL S-2, West Wing. Regulations, final and proposed, are published in the *Federal Register*, issued Monday through Friday (FILM; LEVEL S-1, Room S-136 and FED COLL; LEVEL S-2, West Wing). Further details on federal regulations are found on pp. 41 *infra*.

(b) **State.** The Library contains compiled regulations for six states: Calif., Mich., N.Y., Ohio, Pa., S.C. In addition, the library has a current service (comparable to the *Federal Register*) that comes out either weekly, or monthly for Calif., N.Y., Ohio and Pa. and also for Il. (There is no compiled set for Il). (STATE COLL; LEVEL S-2, North Wing.)

(4) **Cases.** So far as legal materials are concerned, we are referring here to **opinions** by courts (usually appellate) justifying their decisions on questions of law (often involving the interpretation of statutes) which arise out of litigation. "CASES" DOES NOT REFER TO TRIAL RECORDS OR TRIAL TRANSCRIPTS, of which the Library has very few. See p. 37 *infra* for information on trial materials and on records and briefs.

(a) **Law reports.** Cases are arranged chronologically in sets of books called "reports," "reporters," "law reports," "judicial reports," "court reports," "decisions," etc.

1. Federal.

a. Many, but not all, opinions of the U.S. District Courts (trial

level courts) are reported (i.e. published with the approval of the court) in the *Federal Supplement*. (FED COLL: REPORTS; LEVEL S-2, West Wing).

b. Cases in the 12 intermediate U.S. Courts of Appeals are reported in the *Federal Reporter*. (FED COLL: REPORTS; LEVEL S-2, West Wing).

c. Each U.S. Supreme Court decision appears in three bound and permanent reports: the *U.S. Reports* (official), *Supreme Court Reports, Lawyers' Edition* and *Supreme Court Reporter* (FED COLL: REPORTS; LEVEL S-2, West Wing). The most recent Supreme Court cases are found in *U.S. Law Week*, and *U.S. Supreme Court Bulletin* (Current Volumes at MAIN DESK; LEVEL S-1).

2. State.

a. As of 1982, the only states reporting their trial court opinions are Conn., Del. (both in *Atlantic Repr.*), Fla., N.J., N.Y., Oh. and Pa.

b. There are separate sets of appellate reports for most states. (Sometimes two: one for the supreme court, one for the intermediate appellate court).¹ Michigan for example, has the *Michigan Reports* and the *Michigan Appeal Reports*. The reports for the past 15 years for the supreme courts and some intermediate appellate courts are with the other state materials in STATE COLL, LEVEL S-2, North Wing; earlier years are in STATE REPORTS, LEVEL 2. However the most complete set of appellate reports can be found on LEVEL 9 with the call number F.

c. State cases are also published in seven regional reporters (part of West's "National Reporter System"): The Atlantic Reporter (A), North Eastern (NE), North Western (NW), Pacific (P), South Eastern (SE), Southern (S) and South Western (SW). These reporters are shelved in REGIONALS, LEVEL S-2, North Wing.²

¹At this time, (June 1982) the following states do not separately publish their court decisions: Ala., Alas., Del., Fla. (does, however, publish lower court opinions), Ia., Ky., La., Me., Minn., Miss., Mo., N. Dak., Okla., S. Dak., Tenn., Tex., Ut., W. Va., Wyo.

²The initials of the corresponding regional reporter for each state are indicated below ("°" means there is a digest for the state—see p. 16 *infra*):

°Alabama (S)	°Kentucky (SW)	°North Dakota (NW)
°Alaska (P)	°Louisiana (S)	°Ohio (NE)
°Arizona (P)	°Maine (A)	°Oklahoma (P)
°Arkansas (SW)	°Maryland (A)	°Oregon (P)
°California (P)	°Massachusetts (NE)	°Pennsylvania (A)
°Colorado (P)	°Michigan (NW)	°Rhode Island (A)
°Connecticut (A)	°Minnesota (NW)	°South Carolina (SE)
°Delaware (A)	°Mississippi (S)	°South Dakota (NW)
°D.C. (A)	°Missouri (SW)	°Tennessee (SW)
°Florida (S)	°Montana (P)	°Texas (SW)
°Georgia (SE)	°Nebraska (NW)	°Utah (P)
°Hawaii (P)	°Nevada (P)	°Vermont (A)
°Idaho (P)	°New Hampshire (A)	°Virginia (SE)
°Illinois (NE)	°New Jersey (A)	°Washington (P)
°Indiana (NE)	°New Mexico (P)	°West Virginia (SE)
°Iowa (NW)	°New York (NE)	°Wisconsin (NW)
°Kansas (P)	°North Carolina (SE)	°Wyoming (P)

(b) Methods of finding cases.

1. **Secondary sources**—discussed in part A above, pp. 10-12
2. **Annotated statutes**—discussed in part B(2) above, p. 12

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3. Digests.

a. In order to conduct thorough research, it is usually necessary to use digests, even when annotated statutes have been consulted.

b. Digests are compilations of brief paragraphs or abstracts summarizing court decisions. They are grouped by alphabetically arranged subject classifications and contain general indexes at the ends of the sets.

c. Digests exist for most states* (e.g. *Michigan Digest*); for 5 of the 7 regions (e.g. *North Western Digest*, containing Michigan cases), but not for the North Eastern and South Western regions; for all federal courts; separately for the U.S. Supreme Court; and for the entire country (this last one in 10-year compilations called *Decennials*, followed by the current *General Digests*). The state, but not regional, digests also contain federal court decisions for the state concerned.

d. **West Key Number System.** Most digests are published by the West Publishing Co. and utilize their "Key Number System," a very helpful tool in performing case research. Briefly, it allows the researcher to shift easily from one digest to another, and to find many cases when initially he has only one or two. An explanation of this scheme appears on page 32 *infra*. Price, Bitner and Bysiewicz's *Effective Legal Research*, 4th ed. contains a more detailed exposition on pp. 196-198 (MAIN DESK; LEVEL S-1).

4. **Words and phrases** sets or tables can be useful devices for beginning a search for cases, as well as providing an alternative to dictionaries as a means of defining legal terms.

a. *Words and Phrases*, a 90 vol. set published by West, alphabetically arranges definitions of legal and non-legal terms construed by the courts of all jurisdictions. This set can provide an effective method for finding all, or nearly all, cases interpreting a given phrase or word (REF COLL: DC; LEVEL S-2).

b. Every West digest, and nearly every other digest, contains words and phrases tables at or near the end of the set. These tables cite cases, but do not include the definitions themselves as does the aforementioned *Words and Phrases*.

5. *Shepard's Citations* (REF COLL: CITATORS; LEVEL S-2)

a. "Shepardizing" is a method of finding all subsequent cases which cite a given case or statute, and of confirming that the case is still controlling or the statute still in force, by use of *Shepard's Citations*.

b. There are citators for every state and region, several for the federal system, and several for miscellaneous subjects (e.g. labor, administrative law, tax law).

c. See p. 32 *infra* for information on how to identify relevant cases through *Shepard's*. Detailed instructions on the use of *Shepard's* appear in the front of all its volumes and on pp. 264-292 of Jacobstein and Merksy's *Fundamentals of Legal Research*, 2nd ed., pp. 243-268 of Price, Bitner and Bysiewicz's *Effective Legal Research*, 4th ed., and pp. 97-103 of Cohen's *Legal Research in a Nutshell*, 3rd ed. (MAIN DESK; LEVEL S-1).

6. For more information on researching case law, see pp. 32 *infra*.

*See p. 15 *supra* for a table indicating the states for which we have a digest.

(5) **Looseleaf Services.**

(a) These are up-to-date compilations of statutes, regulations, cases (or at least references thereto), administrative regulations and decisions, editorial explanations and commentary, etc. on a particular subject (e.g. taxation, labor law, environmental law). Most sets are both very comprehensive and current. Nearly all titles are located in LOOSELEAF SERVICES, LEVEL S-2, West Wing.

b. Tips on the use of looseleaf services appear on pp. 50 *infra*.

(6) **Computerized legal research.** LEXIS, a computer system for retrieval of cases, statutes, regulations, etc., is located in Room S-138, LEVEL S-1. (See p. 50 for more information.)

C. Legal Citations

- (1) Principles of legal citation
- (2) Proper rules for legal citations
- (3) Abbreviations
 - (a) Deciphering abbreviations in citations
 - (b) Forms of abbreviation
- (4) Parallel citations

(1) **Principles of legal citation.** The legal system of citation uses a more concise format and more abbreviations than do other commonly employed systems (e.g. University of Chicago or Turabian style manuals). Generally, the elements of a legal citation follow this order:

- (a) The name of the law (e.g. statute, case).
- (b) Volume number in the set of books (title or chapter number in compiled statute sets).
- (c) Abbreviated reference to the name of the publication (preceded by author's name if it is a treatise).
- (d) Page number, or section number for statute sets and some treatises.
- (e) State and Court (if not clear from name of publication) and year in parenthesis (usually when the law came into being, but sometimes year of compilation or publication).

e.g. *Cook vs. Fusselman*, 300 A.2d 246 (Del. Ch. 1972)

300-volume number
 A-Atlantic Reporter
 2d-second series
 246-page number
 Del. Ch.-State and Court
 1972-date opinion issued

National Stolen Property Act, 18 U.S.C. §§ 10, 2311, 2314, 2315, 3237 (1970)

18-title number
 U.S.C.-United States Code
 §§ 10, etc.-section numbers
 1970-date of Code edition

4 Corbin, *Contracts*, § 844 (1951)
 4-volume number
 Corbin-author Arthur Corbin

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Contracts-title of work
§ 844-section number
1951-date of publication

(2) **Proper rules for legal citation.** The Harvard Law Review's *A Uniform System of Citation*, most recent edition, (MAIN DESK; LEVEL S-1) often called the "Blue Book" is the primary set of rules (or guide book) for proper citation form. Less detailed, but often more comprehensible, sets of citation rules are contained in Jacobstein and Mersky's *Fundamentals of Legal Research*, 2nd ed., pp. 62-64, and Price, Bitner and Bysiewicz's *Effective Legal Research*, 4th ed., pp. 469-513, (both at MAIN DESK; LEVEL S-1). Another advantage of both the Price and Jacobstein volumes is that their rules are specifically directed to typewritten work whereas the *Blue Book* is designed for the special needs of printed law reviews.

(3) Abbreviations

(a) **Deciphering abbreviations appearing in citations.** There are several sources for interpreting abbreviations. Bieber's *Dictionary of Legal Abbreviations* (1979) (REF COLL: DC; LEVEL S-2) is very useful. *Black's Law Dictionary* (1979), located at the MAIN DESK, has a lengthy listing of symbols in the back. A similar, but not identical, list appears on pp. 527-617 of Price, Bitner and Bysiewicz's *Effective Legal Research*, 4th ed., and on pp. 524-593 of Jacobstein and Mersky's *Fundamentals of Legal Research*, 2nd ed. (all at the MAIN DESK; LEVEL S-1) and The Research Group's *Basic Legal Research Techniques* (1975), (BIBLIOGRAPHY-R; LEVEL S-1, North Wing) appendix 9-33. The latter also contains a useful list of abbreviations for terms commonly employed in legal citations (appendix 34-39).

(b) **Forms of abbreviation.** When attempting to cite a work in a paper, memorandum or brief, the researcher can identify the proper form of abbreviation to use through *A Uniform System of Citation* (MAIN DESK; LEVEL S-1.) Aside from rules of form, the pamphlet contains abbreviation tables for the more commonly used case reporters, statute sets and periodicals.

(4) Information on **parallel citations** to cases (more than one source for the same case) is on p. 35 *infra*.

D. Legal Research Manuals

The Law Library has several volumes providing considerably more detailed information on legal research techniques and materials than can be included in this brief guide. We particularly recommend these:

(1) **Brief introduction to legal research:**

Lewis, Alfred J. *Using Law Books*. Dubuque, Ia., Kendall/Hunt, 1976. 91p. (BIBLIOGRAPHY-L; LEVEL S-1, North Wing)

(2) **Introduction to legal research:**

Cohen, Morris L. *Legal Research in a Nutshell*, 3rd ed. St. Paul, West Pub. Co., 1977, 415p. (MAIN DESK; LEVEL S-1)

- (3) **Detailed source on legal research and legal materials:** Price, Miles O., Harry Bitner and Shirley R. Bysiewicz. *Effective Legal Research*, 4th ed. Boston, Little, Brown, 1979, 643p. (MAIN DESK; LEVEL S-1)
- (4) **Instruction books on the use of legal materials:**

How to Find the Law. 7th ed. Morris L. Cohen, gen. ed. St. Paul, West Pub. Co., 1976, 542p. (MAIN DESK; LEVEL S-1)

Jacobstein, J. Myron and Roy M. Mersky. *Fundamentals of Legal Research*, 2d ed. Mineola, N.Y., Foundation Press, 1981. 614p. (MAIN DESK; LEVEL S-1)
- (5) **Guide to legal research methods and processes:**

Marke, Julius J. and Richard Sloane. *Legal Research and Law Library Management*. New York, Law Journal Seminars-Press, 1982. 468p. (BIBLIOGRAPHY-M; LEVEL S-1, North Wing)

Research Group. *Basic Legal Research Techniques*. San Mateo, Ca., American Law Publishing Service, 1975. 66p. & appendices. (BIBLIOGRAPHY-R; LEVEL S-1, North Wing)

Rombauer, Majorie D. *Legal Problem Solving: Analysis, Research, and Writing*, 3d ed. St. Paul, West Pub. Co., 1978, 212p. (R762l 1978; LEVEL S-3, West Wing).
- (6) **Michigan legal research materials:**

Beer, Richard L. *An Annotated Guide to the Legal Literature of Michigan*. Lake Orion, Mich., 1973. 142p. (BIBLIOGRAPHY-B; LEVEL S-1, North Wing)

III. SPECIAL PROBLEMS IN LEGAL RESEARCH

A. STATUTES

Recent Statutes: Location and Currency, p. 22
Identifying Statute and Bill Citations, p. 23
Indexes to Old Federal Statutes, p. 24
Legislative Histories: Federal, p. 24
Legislative Histories: State, p. 28
Uniform Laws, p. 28

Recent Statutes: Location and Currency

- (1) Federal
- (2) Michigan
- (3) Other state

(1) **Federal.** Enactments of the U.S. Congress will appear first in this Library in one of three publications: (a) the official slip laws of the Congress (individual printings of the statutes collected in binders and shelved after the *U.S. Statutes at Large*); (b) *U.S. Code Service* advance sheets; (c) *U.S. Code, Congressional and Administrative News* advance sheets. All are in FED COLL: STAT; LEVEL S-2, West Wing.

The situation varies at any given time as to which publication is most current. If one source lacks a recent enactment, the others should be consulted. Statutes usually appear first in one or the other between one and two months after their approval date.

(2) **Michigan.** The first version of a Michigan statute to appear in the Library is the enrolled bill, which arrives approximately four to six weeks after final approval. This is the printing of the bill after legislative approval but before the Governor's approval. The enrolled bills can be obtained only upon request from the Government Documents Librarian in Room S-217.

If public act number is known, but not the enrolled bill number, there are cross-reference tables in *Michigan Status of Legislation* in the GOVERNMENT DOCUMENTS OFFICE, Room S-217.

About two to four months after passage, the next printing of the acts appears in *West's Michigan Legislative Service* (with the *Michigan Compiled Laws Annotated* in the READING ROOM and MICH COLL. Additional copies are at the MAIN DESK and REF COLL: DOCS) and in the "Current Materials" volume to the *Michigan Statutes Annotated* (MICH COLL; LEVEL S-2, North Wing, and READING ROOM). When the public act number is unknown, the cumulative subject indexes to these two sets are very useful.

(3) **Other States.** The Library does not receive slip bills or laws for the other 49 states. For 23 of those states we acquire an advance legislative service, which includes the texts of statutes approved from two to six months earlier. These states are:

Arizona	Maine	Ohio
California	Massachusetts	Oklahoma
Connecticut	Minnesota	Pennsylvania
Florida	Missouri	Tennessee
Illinois	Nevada	Texas
Indiana	New Jersey	Washington
Iowa	New York	Wisconsin
Louisiana	North Carolina	

The services are found with each state's annotated statute set in STATE COLL, LEVEL S-2, North Wing.

Identifying Statute and Bill Citations

- (1) Where only short-official or popular name of statute is known
- (2) *Statutes at Large* citations and Public law numbers
- (3) Bill numbers
- (4) *U.S. Code* citations

(1) Where only the short-official or popular name of a statute is known, the following sources can be used to identify the citation.

(a) **Federal and State.** *Shepard's Acts and Cases by Popular Name* (REF COLL: CITATORS; LEVEL S-2) covers all U.S. jurisdictions, state and federal, and is maintained up-to-date by annual cumulative supplements. It does not, however, include references to all statutes. Its lists of model and uniform acts, and of the enacting states, are especially useful.

(b) **Federal.** The *United States Code (U.S.C.)*, *United States Code Annotated (U.S.C.A.)* and *United States Code Service (U.S.C.S.)*, in FED COLL: STAT, have popular name tables of acts (which also list the short-official names of the acts) near the end of each set, with complete citations, including public law numbers and *Statutes at Large* references.

(c) **State.** The statute volume(s) of *Shepard's Citations* (REF COLL: CITATORS) for each state contains the short-official and popular names of the state's statutes.

(2) When a *U.S. Code (U.S.C.)* citation is known, the **public law number** and **Statutes at Large** citation can be found at the end of each provision (section) of the *U.S.C.*, *U.S. Code Annotated (U.S.C.A.)* or *U.S. Code Service (U.S.C.S.)*. The specific section number within each public law and the page number in the *Statutes at Large*, corresponding to the Code provision, are also included.

(3) The **bill numbers** for a statute can be obtained by consulting the applicable *Statutes at Large* volume where the text of the statute appears. The numbers are provided in the margin at the beginning of the statute. The *U.S. Code, Congressional and Administrative News* includes the bill numbers in brackets above the title of the act, and in its "Table of Public Laws." The *CCH Congressional Index* (REF COLL: DOCS; LEVEL S-2) contains conversion tables for bills. Secondary sources are often helpful in identifying a particular piece of legislation. *C Q Weekly Reports* (ENG PER, current issues in GOVERNMENT DOCUMENTS OFFICE, S-217) is especially thorough in citing bill numbers in articles written about current activities in Congress. There are page references given for earlier articles written about any topic. At the end of the year, *C Q Almanac* (REF COLL: DOCS) is published containing cumulated articles which have appeared in *C Q Weekly Reports* about major pieces of legislation.

(4) Near the end of each set (*U.S.C.*, *U.S.C.A.*, *U.S.C.S.*), there is a volume containing tables (and so labeled) which can be used to identify **U.S. Code citations** when the public law number of *Statutes at Large* citation is known. On the left-hand side of each page, the main set of tables lists the *Statutes at Large* citation of each public law in chronological order, broken down into its component section numbers. On the

right-hand side is the corresponding *U.S.C.*, *U.S.C.A.*, or *U.S.C.S.* citation, also for each section.

Indexes to Old Federal Statutes

(1) There are two subject indexes to earlier federal statutes: Beaman and McNamara's *Index Analysis of the Federal Statutes 1789-1873* and McClenon and Gilbert's *Index to the Federal Statutes 1874-1931*, both located after *U.S. Statutes at Large* in FED COLL: STAT; LEVEL S-2, West Wing. The Beaman and McNamara index is arranged alphabetically by topic, with specific synopses of statutes referring to the *U.S. Statutes at Large* volume for the year in which the particular statute was enacted. The volume also contains a "Table of Repeals and Amendments to the Statutes at Large." A list of popular names of federal statutes is at the back of the volume. McClenon and Gilbert's volume is essentially a continuation of Beaman and McNamara's work, with the addition of a list of statutory definitions referenced to the *Statutes at Large*.

(2) In some instances, especially when attempting to find the text of a frequently amended law, use of old, superseded sets of compiled statutes in force (e.g. *U.S. Codes* prior to 1976, *Revised Statutes*) may be preferable to the *Statutes at Large* and the indexes discussed above. The superseded sets are located in STATUTES on LEVEL 1.

Legislative Histories: Federal

- (1) General comments
- (2) Procedures and Tools
 - (a) Status tables
 - (b) Identification of Hearings
 - (c) Compiled legislative histories
 - (d) Legislative histories, 1970-
 - (e) Sources of documents
 1. Bills
 2. Hearings
 3. Reports
 4. Committee prints and "House and Senate documents"
 5. Debates
 6. Presidential Messages to Congress

(1) **General comments.** A legislative history provides the researcher with the status (i.e. progress in Congress) of a bill at any given time. It also identifies and, in some cases, compiles the documents which are generated at the various steps through the legislative process by which a bill becomes law. Such documents usually consist of committee hearings and reports, debates in Congress and sometimes background studies compiled for the use of the legislators. Researchers find such documents valuable when they try to determine the intent of the legislators. A helpful introduction to the whole subject of legislative histories is found in Chapter 4 of Price, Bitner & Bysiewicz's *Effective Legal Research*, 4th ed. (1979), at the MAIN DESK. The U.S. Government Documents Librarian (Room S-217) is available for answering questions about legislative histories.

(2) **Procedure and tools.** The starting place for any legislative history is the bill number. If a public law number is known, the bill number will appear with the text of the law in the *U.S. Statutes at Large* or in the slip laws. FED COLL: STATS; LEVEL S-2, West Wing. (See p. 23 *supra* for additional assistance in identifying bill numbers.)

(a) **Status tables.** Once the bill number is known, it is possible to identify reports, debates and hearings by consulting a status table. A very convenient status table can be found in the *CCH Congressional Index* (REF COLL: DOCS; LEVEL S-2). Using the bill number, it is possible to follow the progress of a specific bill, or bills, chronologically through the legislative process. Information concerning hearings, specific report numbers, and dates of floor action can be found there. Related bills can be identified and traced.

The *CCH Congressional Index* can be used retrospectively back to 1939, but it is especially valuable for following current legislation, since it is a loose-leaf format and is updated on a weekly basis.

For status of bills which pre-date 1939, the index volume of the *Congressional Record* (FED COLL; LEVEL S-2, West Wing) is the major source. Using the History of Bills and Resolutions section which is arranged by bill number, it is possible to find report numbers and floor action references. Hearings are not mentioned. It should be kept in mind that an annual index to the *Congressional Record* covers only one session of Congress.

(b) **Identification of Hearings.** Hearings are not always linked by bill number to a specific law. A committee may hold "overview" hearings and write a bill after the hearings are concluded. In other instances the bill or bills that were referred to the committee may be altered substantially in mark-up sessions after the hearings are held. In this case, the bill is referred to as a "clean bill" and renumbered. Most hearings are published, but not all. Publication is often six to eight months after the hearings are held.

Information about hearings can often be obtained from the committee reports. By making a careful note of the committees involved and the dates given, together with knowledge of the subject matter, one can verify the existence of printed hearings by referring to indexes which list hearings.

Beginning in 1947, a compiled *Daily Digest* accompanies the bound *Congressional Record*. This volume has its own index. A whole year of committee business, including announcement of hearings being held day by day, is brought together in this volume. This is an excellent back-up resource if other approaches fail.

For current hearings and hearings printed **after 1970**, the *CIS Index of U.S. Congressional Publications* indexes hearings by subject, committee, title, bill numbers, and names of witnesses (REF COLL: DOCS; LEVEL S-2). A companion publication is *CIS U.S. Congressional Committee Hearings Index* (REF COLL: DOCS). This is a retrospective index which tries to be comprehensive for hearings published **before 1970**. It is based largely on the U.S. Senate Library's *Cumulative Index of Congressional Committee Hearings* (REF COLL: DOCS). Completion of the CIS hearing index is projected to be in 1985. Until then, the Senate Library's cumulative listing is the major source of information for early hearings.

(c) **Compiled legislative histories.** The Law Library contains many compiled legislative histories. One well-known set is West's *U.S. Code, Congressional and Administrative News* (FED COLL: STATS; LEVEL S-2, West Wing). This series began publication as *U.S. Congressional Service* with the 77th Congress, 1941; it changed to its current name in 1948. This set covers most, but not all, legislation passed and reprints selected committee reports.

In the MICROFORM ROOM (S-136) on microcard are histories of important legislation compiled by various leading law firms. This is a highly selective collection, but complete texts of documents comprising each history are included. Our holdings begin with the 82nd Congress, 1951, and conclude with the 93rd Congress, 1974. A list, by number, of public laws included in this collection is located in the MICROFORM ROOM.

Frequently, legislative histories for individual laws are published as monographs. Look in the PUBLIC CATALOG (Old Catalog, "blue" section) under:

U.S. Laws, statutes, etc.

using the name of the law as title, to find the call number. Anything received after January 1, 1981, will be in the New Catalog (pink) under: United States, [name of law].

Some looseleaf services contain a legislative history section on their subject. An example is the BNA *Tax Management* section labeled "Primary Sources" (LOOSELEAF SERVICES: TAX-U.S.; LEVELS-2, West Wing).

(d) **Legislative histories, 1970-** . The CIS *Index to Publications of the U.S. Congress* annual *Abstract* volumes (REF COLL: DOCS and MAIN DESK) contain at the back a listing of the legislative history, including the dates on which debates for each public law can be found in the *Congressional Record*. A microfiche copy of any abstracted document (excluding bills and the *Congressional Record*) can then be obtained by giving the CIS abstract number and year of the Annual (identified in the legislative history listing) to the MAIN DESK. Refer to the abstract before requesting fiche. CIS updates some legislative histories in subsequent years.

(e) **Sources of documents.**

1. **Bills.** The Library has a nearly complete collection of Congressional Bills from 1936 to the present. Bills dating 1936-1978 are in bound volumes located on LEVEL 1 (CONG DOCS). Beginning with the 96th Congress (1979-80) bills are on microfiche and may be requested at the MAIN DESK. Bills for the current Congress must be located by using a finding aid, also at the MAIN DESK. Anyone having difficulty should see the U.S. Documents Librarian (S-217).

2. **Hearings.**

a. **Paper edition.** Hearings are available in paper for the period 1935 through 1971. This collection is in FED COLL: DOCS; LEVEL S-2, West Wing. The House committee hearings are bound in tan cloth and the Senate in green. They are arranged by Congress and session, alphabetically by the name of the committee (not subcommittee) and alphabetically by the title of the hearing. Each bound volume contains a table of contents which is helpful in locating a specific hearing. The paper

edition is indexed by CIS in *U.S. Congressional Committee Hearings Index* (REF COLL: DOCS; LEVEL S-2). Indexes are by subject, witness names, bill numbers, titles, committees, and Superintendent of Documents classification number. For the period after 1971, see sub-paragraph "b" below.

Selected hearings pre-dating 1935 may be located by consulting the PUBLIC CATALOG for the specific call number. The Graduate Library may have different selections, but neither collection is complete. Any early hearing listed in Senate Library *Cumulative Index of Congressional Committee Hearings* (REF COLL: DOCS) (p. 25 *supra*) and unavailable on campus can be obtained for you through interlibrary loan. (see p. 6)

b. **Microfiche edition, 1970-** . A collection of Congressional documents, including hearings (but excluding bills and debates) subsequent to Jan. 1, 1970 is on microfiche in the MICROFORM ROOM. To identify the fiche containing the hearing or other document desired, it is necessary to consult the index-abstract service CIS *Index to Publications of the U.S. Congress* (MAIN DESK and REF COLL: DOCS; LEVEL S-2). A free personal copy (in microfiche form) of any hearing or other document abstracted may be obtained by giving the year of the abstract volume and the abstract number to an assistant at the MAIN DESK.

3. Reports

a. **Paper edition.** The Library has paper copies of reports from 1936 through 1976 (FED COLL: DOCS; LEVELS S-2, West Wing). These are bound in a separate numerical sequence for House and Senate within each Congress.

Beginning with the 95th Congress (1977-78) the library receives the "Serial Set" through the GPO Depository Program. The "Serial Set" contains the House and Senate Reports and Documents. The reports and documents are not found in numerical sequence so it is necessary to use an index, *Numerical Lists and Schedule of Volumes*, to find which volume contains a particular report or document. This index is shelved after the "Serial Set". (CONG DOCS; LEVEL 1)

Prior to 1936 the Library has only a few committee reports. The PUBLIC CATALOG must be consulted to determine which are in the Library's collections. If the Library lacks desired reports, the "Serial Set" in the Graduate Library is a reliable source.

b. **Microfiche edition, 1970-** . See section 2b, on hearings, above.

4. Committee prints and "House and Senate Documents" (a special Congressional series).

a. **Paper edition.** These are acquired by the Library on a selective basis. The PUBLIC CATALOG will indicate which we have and will provide specific call numbers. The Graduate Library is an excellent source for Documents lacking in the Law Library. Beginning with the 96th Congress, House and Senate Documents can be found in the "Serial Set" (Section 3a above). Current material is in the GOVERNMENT DOCUMENTS OFFICE, Room S-217.

b. **Microfiche edition, 1970-** . See Section 2b, on hearings, above.

5. **Debates.** Congressional floor debates are contained in the *Congressional Record* and its predecessors. The Law Library has a complete

collection of these (FED COLL; LEVEL S-2, West Wing). It should be kept in mind that indexes or citations to the unbound issues cannot be used for the bound volumes since the material is rearranged upon binding.

6. **Presidential messages to Congress.** The *Congressional Record* prints all presidential messages to Congress. Those which are reprinted as House or Senate Documents can be found in the "Serial Set" and in the Microfiche edition for the dates covered (*supra*).

Legislative Histories: State

- (1) Michigan
- (2) Other states

It is very difficult to compile a comprehensive legislative history of a state law, since committee and legislative business is not published and distributed on a comprehensive scale, as it is for the Federal government.

(1) **Michigan.** A current status table for Michigan bills is in the GOVERNMENT DOCUMENTS OFFICE, Room S-217. For some bills there is, in addition, a "legislative analysis." Current analyses are in the GOVERNMENT DOCUMENTS OFFICE (1973 to past Legislature are bound with Michigan bills MICH COLL; LEVEL S-2, North Wing). Ask there, also, for bills of the current Legislature. The GOVERNMENT DOCUMENTS OFFICE is open only during working hours.

Michigan bills and House and Senate Journals are in MICH COLL; LEVEL S-2, North Wing. The Journals contain little in the way of substantive material (e.g. there are no floor debates), but they do include (a) the texts of amendments to bills under consideration and (b) status tables for the bills (in the indexes to the bound volumes). It is also possible to identify the sponsors of bills and the relevant legislative committees in order to contact them for further information on legislative intent.

Any committee hearing or report which was made available to the Library will be listed in the PUBLIC CATALOG. Look in the Old and New Catalog under:

Michigan. Legislature. House or Senate. Name of Committee.
The title will be the name of the hearing.

(2) **Other states.** We have neither bills nor legislative journals for any state other than Michigan. Any material the Library might have for other states will be found in the PUBLIC CATALOG under the name of the state, its respective legislature or assembly name, and the committee name, if involved. Contact the state legislatures directly or the state law libraries for more materials. There is a directory of law libraries at the **MAIN DESK**.

Uniform Laws

- (1) *Uniform Laws Annotated*
- (2) PUBLIC CATALOG
- (3) *Shepard's Acts and Cases by Popular Name*
- (4) *Martindale-Hubbell Law Directory*
- (5) Looseleaf services
- (6) Other sources

There have been dozens, perhaps hundreds, of uniform or model laws drafted over the past few decades. Some of these have been enacted by most or all states, some by only a few, others by none. Many have gone through several drafts. The Law Library's policy is to acquire every U.S. uniform law known to exist. We believe that we have the vast majority of these.

Most have been developed by either the American Law Institute or the National Conference of Commissioners on Uniform State Laws.

(1) Probably the best approach to locating a uniform law is to begin by checking a set entitled *Uniform Laws Annotated Master Edition*, (U5603 1968; LEVEL S-3, West Wing) which contains the texts, with annotations, of the most important uniform laws. This set also lists all states which have adopted the laws, and which of those have made alterations. A pamphlet entitled "U.L.A.-Directory of Acts-Tables-Index" lists all the uniform acts included in the set.

(2) If the law being sought is not in that set, the next recourse is to the PUBLIC CATALOG. One should look under the title of the uniform law being sought.

(3) If neither the *Uniform Laws Annotated* nor the PUBLIC CATALOG is helpful, *Shepard's Acts and Cases by Popular Name* may be, since it lists many of those uniform laws which have been enacted by at least one state. The researcher can then obtain a version of the act as promulgated in a particular state. The citations to the statutes for all the adopting states are listed. (REF COLL: CITATORS; LEVEL S-2)

(4) A brief unannotated compilation of nearly 50 uniform laws appears in the *Martindale-Hubbell Law Directory* (REF COLL: DIRECTORIES).

(5) If the uniform law being sought falls within a subject area where there is a looseleaf service, that set is likely to contain the text, together with an up-to-date list of the adopting states. Information on the use of looseleaf services, appears on p. 50 *infra*.

(6) Lists of the states which have enacted uniform laws (but not texts of the statutes) also appear in *Book of the States* (REF COLL: DIRECTORIES), *Am. Jur. Desk Book* (REF COLL: ENCYCLOPEDIAS LEVEL S-2) and *Handbook of the National Conference of Commissioners on Uniform State Laws* (MISC-N; LEVEL 9)

B. CASES

- West Key Number System, p. 32
- Shepard's Citations: Eliminating Irrelevant Cases*, p. 32
- Recent Court Decisions, p. 33
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West Key Number System

- (1) Definition
- (2) Its uses and functions

(1) The West digests, which comprise nearly all those in the Library, are collections of brief abstracts of cases grouped according to alphabetically arranged legal subjects. Each subject or field of law is divided then into concepts which are designated by a number called a "Key Number" (e.g. Criminal Law 203). These concepts are sometimes further subdivided into smaller concepts, which are assigned either a decimal or parenthetical number within the parent key number, e.g. Criminal Law 203.5 or 203(5). Each digest in the system uses the identical system of subjects, concepts and key numbers.

(2) There are two primary uses of the **Key Number System**:

(a) To facilitate the lateral shifting of research from one jurisdiction to another by use of digests. After the researcher has identified the relevant key numbers in one digest, it is possible to proceed to any other digest (state, regional, federal or national) and look under the same key numbers to find more cases.

(b) When, initially, the researcher has only one or two cases, to make it possible to find all or nearly all the cases on a subject in a jurisdiction, without having to use indexes or tables of contents. This is done by reading the key numbers assigned to the **headnotes** to a case, selecting the relevant numbers, and then proceeding directly to those numbers in a digest or digests. This is especially useful if there are several issues in a case, and the researcher is only interested in certain ones. This procedure can be employed only when using a case found in a West reporter, e.g. *Pacific Reporter*, *Federal Reporter*, *Federal Supplement*, *Supreme Court Reporter*. These reports, however, contain virtually all the case law in the country.

One note of caution: when doing a very thorough research project, it is usually advisable to consult the descriptive word indexes which serve as subject indexes to the digests and topic analyses (tables of contents) in the digests. While the use of key numbers in case headnotes can be a quick and direct approach to additional cases, it is not always sufficiently comprehensive. The descriptive word index at the end of the most recent *Decennial Digest* is the most complete.

Shepard's Citations; Eliminating Irrelevant Cases

The very detailed explanatory material at the front of every *Shepard's* volume will provide the answer to almost any question concerning its use. However, since the need to eliminate irrelevant cases when using *Shepard's* is so common, and since the lengthy instructions in *Shepard's* are somewhat confusing, we will attempt to summarize briefly the process of extracting the relevant cases from the dozens, or sometimes hundreds, listed in *Shepard's* under one cited case.

There are three steps involved in this winnowing process:

(1) The "citing" cases listed under the "cited" case are arranged first by

jurisdiction (federal, followed by the states in alphabetical order), and then by level of court within each jurisdiction (highest court to lowest court). Thus, those jurisdictions or courts which are not desired can be eliminated. Within each court's citations, the listing is in chronological order, beginning with the oldest and concluding with the newest. Time may be saved, therefore, by first checking the more recent citations. If those are not the most important cases, often they will indicate which of the earlier ones are.

(2) The superior figure immediately to the right of the reporter abbreviation, and to the left of the page number (e.g. the 2 in the citation 350Mich²315), identifies the legal principle in the cited case to which the citing case refers. Thus, if a cited case has six principles involved and only one or two are of interest, those citing cases involving the other four can be eliminated. The superior numbers specifically refer to the paragraph numbers in the syllabus or headnotes at the beginning of the cited case.

(3) The letter symbols to the left of the citations can be used to identify those cases that may be completely irrelevant (e.g. j325Mich280 refers to a dissenting opinion), or those that may be absolutely crucial since they cite it as controlling, overruled, or distinguished (e.g. d290Mich819 refers to a case distinguishing the cited case).

Recent Court Decisions

- (1) Location and currency
- (2) Location procedure when the citation is unknown

(1) Location and Currency.

Due to both the need for the most current information and the publicizing of new cases, very recent decisions are in great demand. The availability of current case reports, which differs from jurisdiction to jurisdiction, is described below:

(a) **U.S. Supreme Court.** The text of all opinions appears in the *U.S. Law Week* and *U.S. Supreme Court Bulletin* (**MAIN DESK; LEVEL S-1**) within days of their issuance. All current actions and proceedings of the court are also reported (not usually verbatim) in *Law Week*. (See p. 51-52 *infra* for a complete description of *Law Week* and *Supreme Court Bulletin*.)

(b) **U.S. Courts of Appeals.** The Library has a subscription to slip decisions (individual 1st printing of the cases) for all 12 courts. They are located with the federal reports in **FED COLL: REPORTS, LEVEL S-2, West Wing**, with the exception of the DC Circuit which is located in **STATE COLL, LEVEL S-2, North Wing**. These are generally more current than the *Federal Reporter* advance sheets (paperback supplements in **FED COLL: REPORTS; LEVEL S-2, West Wing**) which are received from two to four months after the decision is handed down, but less up to date than the *Law Week* and *Supreme Court Bulletin* printing of Supreme Court opinions.

(c) **U.S. District Courts.** The only source is the *Federal Supplement* advance sheets, which generally run one to four months behind. (**FED COLL: REPORTS; LEVEL S-2, West Wing**)

(d) **State Courts.** The opinions for most states appear first in the Regional Reporter (e.g. *Northwestern Reporter*, *Pacific Reporter*) advance sheets, again about one to four months after the decision has been rendered. (REGIONALS; LEVEL S-2, North Wing)

(e) **Michigan.** The opinions for both the Michigan Supreme Court and Court of Appeals first appear as mimeographed slip decisions. These are collected in Acco binders and shelved with the Michigan reporters (MICH COLL; LEVEL S-2, North Wing). Normally, they are received from one to two weeks after the decision date. A few weeks later the opinions are reproduced in the advance sheets to either the *Michigan Reports* (Supreme Court), or *Michigan Appeals Reports* (Court of Appeals) and in the *Northwestern Reporter* (both courts).

(f) **Looseleaf Services.** Many current cases, state and federal, are reproduced in various looseleaf services on specialized subjects and are located in LOOSELEAF SERVICES, LEVEL S-2, West Wing. Major areas of coverage are: taxation, labor, environment, equal employment opportunity, antitrust and trade regulation, securities, banking, bankruptcy, commercial law, occupational health and safety, product safety and liability, and unemployment compensation. See p. 50 *infra* for additional information on looseleaf services.

(2) Location procedure when the citation is unknown.

(a) Usually, if the case was decided during the previous year, the citation can be found through the pocket part to the **table of cases** volume for the applicable digest.

(b) Citations to **state** cases decided during the current year can be identified through use of the tables of cases to the advance sheets (pamphlets) for the *General Digest* (REF COLL: DIGESTS; LEVEL S-2). The tables of cases in the advance sheets to the regional reporters are the source of citations to the most recent state cases.

(c) Citations to *federal* cases decided during the current year can be located through the tables of cases at the back of the white paperback supplements to *West's Federal Practice Digest 2d* or the supplements to the *General Digest* (both sets REF COLL: DIGESTS; LEVEL S-2). For federal cases of even more recent vintage, use must be made of the tables of cases in each advance sheet to the *Federal Supplement* or *Federal Reporter*. Copies of these tables are collected in Acco binders and shelved with *West's Federal Practice Digest 2d*.

(d) For special subjects, the tables of cases in looseleaf services are often helpful. These services sometimes pick up cases not reported elsewhere.

(e) The researcher should be warned that many opinions are never reported (published). The case may be available only through the clerk of the court, if at all. See p. 95 *infra* for information on locating court addresses and telephone numbers.

Finding Case Citations Through Tables of Cases

To locate the citation to a case where only its name is known or where the citation is improper, the following procedures may be used:

- (1) Where the jurisdiction is also known (e.g. a particular state or the federal courts), the **table of cases** volumes at the end of the digest for that jurisdiction should be consulted. The citation and the key numbers in the digest for that case will be listed after the name of the case.
- (2) Where the jurisdiction of the case is not known, but at least an approximate year is known, the best course is to use the particular *Decennial Digest* table of cases (REF COLL: DIGESTS; LEVEL S-2) corresponding to the date. For very recent cases, the *General Digest* volumes (shelved with *Decennials*) must be consulted. (Tables of cases are in the back of each volume).
- (3) Where the subject is known, the tables of cases in looseleaf services (see p. 50 *infra*) or multivolume treatises (see p. 54 *infra*) may prove helpful.
- (4) Where neither the jurisdiction nor the date is known, the researcher may be in trouble. Probably the best recourse is to make a calculated guess as to either the date or jurisdiction, depending upon intuition. Oftentimes, a look at the *Modern Federal Practice Digest* table of cases will bear the most fruit, since that set covers **all** federal courts, while the state or regional digests are less broad in scope. After that, a run through the *Decennials* and *General Digests* may be necessary. (All in REF COLL: DIGESTS; LEVEL S-2).
- (5) Where the case is well known, *Shepard's Acts and Cases by Popular Name* (REF COLL: CITATORS; LEVEL S-2), often will provide the citation. (See below for a more complete explanation of these tables.)
- (6) On occasion a researcher will have the name of only one party in a case. If, by chance, it should be the defendant, the student may still be able to identify the citation by using the **Defendant-Plaintiff tables** included with most digests.

Tables of Cases by Popular Name

Where the popular name of a case is known, but not the actual name or citation, the citation can best be located by using *Shepard's Acts and Cases by Popular Name*, (REF COLL: CITATORS; LEVEL S-2). This covers all U.S. jurisdictions, state and federal, and is maintained up to date by annual cumulative supplements.

Finding Parallel Case Citations

- (1) Digest tables of cases
- (2) *Shepard's Citations*
- (3) *National Reporter Blue Books*

Most state cases are published in two, and a few in three, sets of law reports. Each U.S. Supreme Court decision appears in three separate reports. In many instances it will be necessary for the researcher to acquire all parallel citations to a case. Often this is a requirement of the institution or person to whom he is submitting his research, e.g. professor, law firm, court, law review editor. In other instances, he may have only a citation to an unavailable or inconveniently located volume. In still

others, he may have the official citation but want the unofficial West reporter citation for use in locating other cases through the West Key Number System. (See p. 32 *supra*). There are three sets of conversion tables for parallel citations in the Library:

(1) **Digest tables of cases.** Each set of case digests in the Library contains a volume or volumes of case tables at or near the end of the set. The list is alphabetical by case name and includes all known citations to each case.

(2) *Shepard's Citations* (REF COLL: CITATORS; LEVEL S-2) contains parallel citations in parentheses immediately below the page number of a case citation in the *earliest* volume in which the case appears. Later volumes and pamphlets do not include the parallel citations.

(3) *The National Reporter Blue Books* (REF COLL: CITATORS; LEVEL S-2) provide the unofficial West reporter citation when only the official state citation is known. The tables do *not* convert from unofficial to official reports.

Locating Old Federal Cases

- (1) Miscellaneous reports
- (2) *Federal Cases*

(1) **Miscellaneous reports.** Before 1880, when the *Federal Reporter* commenced, there were 233 different sets of federal reports.* Those that the Law Library has are on LEVEL 2, arranged in alphabetical order by the reporters' names. In most instances, however, the use of these is unnecessary because of the existence of *Federal Cases*.

*Price, Bitner and Bysiewicz, *Effective Legal Research*, 4th ed. (1979), p. 157

(2) ***Federal Cases.*** Since a collection of 233 different reports is quite naturally rather unwieldy, a set of reports was published at the close of the 19th century called *Federal Cases* (FED COLL: REPORTS; LEVEL S-2, West Wing), bringing together reprints of all the cases from 1789 to 1880. The set is unusual in that its cases are arranged by title in alphabetical order. Each case is given a number; and a correct citation is to both the page number and the case number, e.g. *The Ocean Belle*, 18 F.Cas. 524(No.10,402) (D.C.S.C.N.Y.1872). The advantage to this arrangement is that it allows the searcher to locate old cases directly in the set without knowing their citations, or even dates.

Restatements of Law

The *Restatements of the Law* (located at the MAIN DESK; LEVEL S-1), adopted by the American Law Institute, are general statements of American law that have developed from judicial decision and statutory law. The *Restatements* are not authoritative, but are highly persuasive and often cited by courts.

The *Restatements* are arranged by subject and section number. Statements of general law are followed by comments and illustrations. The following subjects are included: agency, conflict of laws, contracts, foreign relations, judgments, property, restitution, security, torts, and trusts.

- (1) There is a general subject index and an individual index for each subject.
- (2) Many of the *Restatements* have been updated by supplements or are in their second series (*Restatements 2d*). In addition, tentative drafts of proposed changes are available.
- (3) To find court decisions that have cited the *Restatements*, use *Restatement in the Courts*. This set digests cases by subject, and follows the *Restatement* section numbers and the higher numbers in some tentative drafts. The set is kept up to date by supplements. Case citations are also available for some of the subjects in appendices attached to the *Restatements*, and in individual state annotations.
- (4) Cases used as authority for developing the *Restatements* are available in the appendices as "Reporter's Notes."
- (5) A citation to a section number higher than any that appears in a *Restatement* usually refers to a section number in one of the tentative drafts. The tentative drafts are not shelved with the *Restatements*, but are under call no., A51 L43, LEVEL S-3, West Wing.
- (6) *Shepard's Restatement Citations* (REF COLL: CITATORS; LEVEL S-2) includes references to all state and federal cases, ALR annotations and selected law reviews citing the *Restatements*.

Records, Briefs, and Oral Arguments

- (1) U.S. Supreme Court
- (2) Michigan Supreme Court
- (3) Others

(1) **U.S. Supreme Court.** These are on microfilm, microcard and microfiche (most recent volumes) in the MICROFORM ROOM, S-136, LEVEL S-1, North Wing. The library has U.S. Supreme Court records and briefs for 1832-1860 and 1938 to the present. The arrangement is by *U.S. Reports* citation through 418 U.S. (1974) (microfilm and microcard) and by docket number (a numerical designation assigned to each case by the Court) beginning with the October, 1974, Supreme Court term (microfiche). The microfiche can be copied on the Reader-Printer, but the microcards cannot be copied anywhere on campus. The State Law Library in Lansing has the U.S. Supreme Court records and briefs in the original pamphlet form back to 1832 (excepting 1860-1868), but they are often difficult to copy.

A private publisher, Law Reprints, issues paperback copies of Supreme Court records and briefs in five subject categories. The Library has the *Criminal Law Series*, 1970- ; the *Labor Series*, 1967- ; the *Securities Regulation Series*, 1976- ; the *Tax Series*, 1974- ; and the *Trade Regulation Series*, 1974- . The five sets are located among SELECTED CASES on LEVEL S-2, North Wing in alphabetical order by the title of each series. The Library also has two series published by University Publications of America that provide major briefs and oral arguments in the area of *Antitrust*, 1956- and *Constitutional Law*, 1793- . These are also in SELECTED CASES, LEVEL S-2, North Wing.

Beginning with cases heard in the October, 1980 term, the Law Library

is collecting transcripts of all of the oral arguments before the Supreme Court. These are on microfiche and are located in the MICROFORM ROOM under the call number MICRO-10 S-17.

(2) **Michigan Supreme Court.** Current records and briefs are arranged by docket number. Older ones are arranged by *Michigan Reports* citation (17 Mich. to the present and selectively prior to 17 Mich.) The library does not have a complete collection. We receive only extra copies as they are available. Also, we receive this material between 1½ to 2 years late. The most current Michigan records and briefs are in Room S-110, LEVEL S-1, West Wing. All others must be requested at the **MAIN DESK, LEVEL S-1.**

(3) **Others.** For assistance in acquiring records and briefs of other appellate courts via Interlibrary Loan, see the Reference Librarian in S-223, LEVEL S-2. As a last resort, the researcher might contact the court or attorneys directly.

Trial Transcripts and Other Trial Materials

This Library has very little in the way of records of trial proceedings. In particular, we have very few trial transcripts, due to their expense, overwhelming quantity, and relative lack of legal significance.

For important trials there are three types of material which we do have in some abundance: (1) excerpts from the trial records, (2) analyses or second-hand accounts, and (3) partial trial records appearing in records and briefs collections.

To identify trials for which the Library does have materials, either primary or secondary, consult the PUBLIC CATALOG under the defendant's name in the author-title section of the OLD CATALOG and in the NEW CATALOG. For civil trials, the full, or sometimes popular, name of the case is the proper entry. For information on records, briefs, and U.S. Supreme Court oral arguments see p. 37 *supra*.

C. OTHER PRIMARY LEGAL SOURCES

Presidential Documents, p. 40
Federal Administrative Regulations, p. 41
State Administrative Regulations, p. 43
State Administrative Agency Publications, p. 43
Attorney General Opinions, p. 44
Court Rules, p. 45

Presidential Documents

- (1) *Weekly Compilation of Presidential Documents and Public Papers of the President*
- (2) *Congressional Record*
- (3) *Federal Register and Code of Federal Regulations*
- (4) *U.S. Code Service and U.S. Code, Congressional and Administrative News*
- (5) Miscellaneous

(1) Primary sources of Presidential documents are plentiful and quite up to date. The most comprehensive of these, beginning in 1965, is the *Weekly Compilation of Presidential Documents* (e.g. proclamations, executive orders, press releases, press conferences, messages to Congress, speeches) shelved in FED COLL, LEVEL S-2, West Wing. *Public Papers of the President*, (US P92 P8; LEVEL 1) is the annual compilation of this, but certain items are omitted, such as some press releases.

(2) The *Congressional Record* prints all messages by the President to Congress and Presidential statements signing or vetoing a law (FED COLL; LEVEL S-2, West Wing).

(3) Presidential proclamations and executive orders, as well as some notices and statements, are printed in the *Federal Register* (FED COLL; LEVEL S-2, West Wing). These can be found accumulated in Title 3 of the *Code of Federal Regulations* (FED COLL: STAT). Proclamations only are found in *U.S. Statutes at Large* (FED COLL: STAT). *Codification of Presidential Proclamations and Executive Orders* (US P92 C66; LEVEL 1) is useful for determining how proclamations and executive orders have been amended. The arrangement is by CFR subject and cites the source material. There are Disposition Tables in numerical order in the back, showing those which have been revoked or superseded as well as amended, and where they are codified. Some material is excluded so it is important to study the foreword, and also to note the dates covered. *List of CFR Sections Affected* and the *Federal Register* indexes should be consulted for current changes. (See p. 41, *infra*)

(4) The advance sheets (paperback supplements) to the *U.S. Code Service* and *U.S. Code, Congressional and Administrative News* (both in FED COLL: STAT; LEVEL S-2, West Wing) are unofficial sources for the full text of recent Presidential proclamations, executive orders, messages and other Presidential documents.

(5) **Miscellaneous.** Many Presidential messages to Congress are contained in the House or Senate document series and, as such, may be identified through the *CIS Index to Publications of the U.S. Congress, 1970-* (MAIN DESK and REF COLL: DOCS; LEVEL S-2) For pre-1970 dates, check the PUBLIC CATALOG for individual items, then the Graduate Library. (see p. 27 *supra* for additional information about CIS and the serial set).

Secondary information on Presidential documents can be found in sources such as the *Congressional Quarterly Weekly Reports* (ENG PER; LEVEL S-3, North Wing; current issues in GOVT. DOCS OFFICE, Room S-217, and at the MAIN DESK), *National Journal* (ENG PER; LEVEL

S-3, North Wing; last two years REF COLL: DOCS; LEVEL S-2), and daily newspapers, e.g. *New York Times* (current issues in NEWSPAPER AREA, LEVEL 1; index in REF COLL: INDEXES; LEVEL S-2)

Reorganization Plans as proposed are in the House or Senate documents series and in the *U.S. Code, Congressional and Administrative News*. If approved, they appear in the *Federal Register, U.S. Statutes at Large* and, to some extent, in the *U.S. Code*.

Federal Administrative Regulations and Decisions

- (1) General comments
- (2) *Federal Register*
- (3) *Code of Federal Regulations*
- (4) Looseleaf Services
- (5) *U.S. Code Service* and *U.S. Code, Congressional and Administrative News*
- (6) Annotations and *Shepards*
- (7) LEXIS
- (8) Decisions

(1) **General comments.** Administrative regulations are rules of general application having the force of law, which are promulgated by government agencies, under authority delegated by the legislature (e.g. Congress), for the purpose of implementing legislation.

There are two primary sources of federal administrative regulations; they appear first in the *Federal Register* and then are compiled in the *Code of Federal Regulations*.

(2) ***Federal Register*. (FR).** This publication appears daily, Monday through Friday, and contains (a) Presidential proclamations and executive orders, (b) rules and regulations of agencies, (c) proposed rules and regulations and (d) notices.

There is a monthly index to the *Federal Register*. This index is cumulative for the calendar year (e.g. the May index covers January through May). Each issue has a table of contents, and a cumulative list of *Code of Federal Regulations* sections affected. The indexes are by catchword and agency names. A microfilm copy of *FR*, from its inception in 1936 to the past year, is in the MICROFORM ROOM (S-136, LEVEL S-1). Bound volumes from 1952 through 1967, and the current issues, are located on LEVEL S-2 (West Wing) under the call no.: FED COLL.

The *Federal Register* also publishes the "Calendar of Federal Regulations". This is produced twice a year (May and November) and summarizes important regulations that are under consideration.

(3) ***Code of Federal Regulations* (CFR).** This is an annual paperback compilation of *all agency regulations in force*, not just those adopted during the past year. The arrangement is usually, but not always, by the titles of the *U.S. Code*. The current *CFR* is in FED COLL: STAT, LEVEL S-2, West Wing.

The *CFR Index* has the only complete table of contents for the entire *CFR* set. It uses catchwords, general subjects and agency names as headings, but is brief, and often not sufficiently detailed for use in finding

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specific provisions. Frequently, where the applicable statute is known, the annotations to *U.S. Code Annotated* or *U.S. Code Service* will satisfy this need by their designation of parallel *CFR* provisions (regulations issued pursuant to specific statutes). Parallel *CFR* citations to the *U.S. Code* also can be found in the *Finding Aids* volume of *CFR*. This volume has a number of other tables to assist the *CFR* user. Many times, citations to *CFR* sections can be found through looseleaf services.

The Cumulative List of CFR Sections Affected, shelved at the end of the set, indicates changes in regulations since the last annual compilation of *CFR*. This pamphlet is published monthly, with the December, March, June and September issues providing a year's updating to different parts of the *Code*. The monthly pamphlets are updated by the *List of CFR Sections Affected* appearing in the daily *FR*.

The *CFR* and *FR* contain vitally important information, and yet are not always easy to use. Ask a Reference Librarian for help.

(4) **Looseleaf Services**, which compile material on particular aspects of law, are often convenient sources for federal regulations. See p. 50 *infra* for information on these publications.

(5) The advance sheets (paperback supplements) to the *U.S. Code Service* and *U.S. Code, Congressional and Administrative News* (both in FED COLL: STAT; LEVEL S-2, West Wing) contain the text of selected current regulations for the major federal agencies.

(6) **Annotations and Shepards**. There is no annotated version, per se, of the *CFR*. Selected portions of the *CFR* are effectively annotated through looseleaf services. A few others are reprinted and annotated in *U.S.C.A.*

There is a separate *Shepard's* citator for the *CFR* (REF COLL: CITATORS; LEVEL S-2). It is still not possible to "shepardize" citations in the *FR*.

(7) **LEXIS**. Both the *CFR* and *FR* are available through the computer data base LEXIS. A search of their text may be done generally, or as part of a specialized "library", e.g. "Tax" or "Securities". Court opinions construing *CFR* or *FR* can, of course, be found in LEXIS. See p. 50, *infra* for more information on LEXIS.

(8) **Decisions**. Many federal agencies have tribunals empowered to hear and decide disputes arising under the statutes that agency enforces. Unless overturned by a court on appeal, these rulings have the force of law, and as such, form an important primary source.

The Law Library collects most of these decisions. The decisions of some agencies, such as the National Labor Relations Board, are published in several sources, both official and unofficial. Others are available only in official or only in unofficial form. The decisions of several administrative tribunals are a part of the LEXIS data base.

The best way to determine if the Library carries the decisions you want, is to search the PUBLIC CATALOG under the agency's name. Most of these administration rulings will be located on LEVEL 1 or in LOOSELEAF SERVICES, LEVEL S-2, West Wing.

The decisions of many agencies can be "shepardized" by using *She-*

pard's United States Citations: Administrative (REF COLL: CITATORS; LEVEL S-2).

State Administrative Regulations

Not all states publish their agency regulations in any systematic, let alone compiled, arrangement. Compiled sets which the Library has are listed below. Some are in looseleaf form, e.g. New York; others, in the somewhat less convenient form of bound volumes with supplements, e.g. Michigan. California's is on microfiche. They are all (even California's) found with the state materials in STATE COLL, LEVEL S-2, North Wing.

WITH THE EXCEPTION OF SOME MICHIGAN REGULATIONS, THE LIBRARY DOES NOT COLLECT STATE REGULATIONS WHICH ARE ISSUED SEPARATELY BY AGENCY OR THROUGH ANY OTHER PIECEMEAL PROCESS. (See the next section for information on contacting individual state agencies).

The Library contains compiled regulations for the following states: California, Michigan, New York, Ohio, Pennsylvania and South Carolina (in *Code of Laws of South Carolina 1976*). The Library also receives the *Illinois Register* (Illinois does not yet publish compiled regulations).

For certain subjects, **looseleaf services** contain very complete collections of state administrative regulations. Use the PUBLIC CATALOG, or confer with a Reference Librarian for information on and assistance with, this material.

State Administrative Agency Publications

- (1) Identifying publications
- (2) Michigan publications
- (3) Address of state agencies

The Law Library has very little material issued by state administrative or executive agencies and departments, other than for Michigan. We do attempt to acquire material on **law reform, court statistics** and other **special studies** which are deemed relevant to this school's concerns. We do have compiled administrative regulations for some states (see preceding section). For a few states, the Library collects decisions of the administrative boards enforcing their public employment relations acts. Otherwise, we collect almost no administrative decisions for states other than Michigan.

(1) **Identifying Publications.** There are two approaches to determining what we have and where it is located: look in the PUBLIC CATALOG under the relevant subject and state, e.g.

Workmen's Compensation—Nebraska

or, under the name of the state and name of the agency, e.g.

Nebraska. Workmen's Compensation Board.

(2) **Michigan publications.** For Michigan, we have the decisions or orders (albeit incomplete) of several regulatory bodies, and the annual reports

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of many agencies and departments. The Library also has far more in the way of special studies, reports, statistical compilations, etc. for Michigan than for the other states. A listing of some of the Michigan agencies (present or past) for which the Library has the decisions or opinions is provided below. Most are in MICH COLL, LEVEL S-2, North Wing or MC, LEVEL 2.

Corporation Tax Appeal Board (1922-1958) MC 55 C82d
Employment Relations Commission (Current) MICH COLL
Employment Security Appeal Board (1938-1977) MICH COLL
Public Service Commission (Current) MAIN DESK-Public Utilities (older material-PU MICH; LEVEL 9)
Public Utilities Commission (1919-1945) PU MICH.
Railroad Commission (1912-1919) PU MICH.
State Board of Tax Appeals (1941-1972) MC 55 T283o
State Civil Service Commission (Current) MC 55 C59dh
Tax Tribunal (Current) MICH COLL
Water Resources Commission (1959-1970) MC 55 W31st
Workers' Compensation Appeal Board (Current) MICH COLL (Older material-MC 55W 9290)

(3) The annual "Directory Issue" of the *Michigan Bar Journal* is a good source for addresses and telephone numbers of Michigan agencies. The *State Executive Directory* is one of the better sources for similar information for all states. Both are located in REF COLL: DIRECTORIES, LEVEL S-2.

Attorney General Opinions

- (1) General comments
- (2) Federal
- (3) Michigan
- (4) Other states

(1) **General comments.** Attorneys General for the federal and state governments tender legal advice to executive agencies upon request. The resultant **opinions** are binding upon the agencies and useful to others as persuasive evidence of the law. As in the case of court decisions, however, not all attorney general opinions are reported (published).

(2) **Federal.** The *Annual Report of the Attorney General of the United States* and the *Opinions of the Attorney General* are in FED COLL: REPORTS, LEVEL S-2, West Wing. A broad subject *Digest of Opinions* covers the years 1789 to 1921.

(3) **Michigan.** Michigan Attorney General opinions and reports are in the *Biennial Report of the Attorney General*, located in MICH COLL, LEVEL S-2, North Wing. A second copy is at the MAIN DESK. Subject indexes to the opinions cover the years 1933 to 1960. Mimeographed advance sheets of the opinions are in the GOVT. DOCS OFFICE on LEVEL S-2 (Room S-217) and at the MAIN DESK. There are quarterly subject indexes to the advance sheets.

(4) **Other states.** Reports and opinions for the Attorneys General of other

states are contained in annual or biennial volumes. These volumes are often entitled "Reports of the Attorney General." Fairly current sets are available for about two-thirds of the states. They are located at the end of each state's materials in STATE COLL, LEVEL S-2, North Wing. Attorney general opinions are also noted in the annotated statutes and digests for many states.

Court Rules

- (1) Federal court rules
- (2) Court decisions construing federal rules
- (3) Treatises on Federal rules
- (4) Michigan court rules
- (5) Other state court rules

Court rules are promulgated by the courts on the subject of court procedure. The term "court rules" is sometimes used to refer to rules of procedure or rules of practice (civil, criminal, appellate). They have the force of law, but should not be confused with codes of procedure, which are legislative enactments. (Note, however, that some state legislatures have incorporated the court promulgations into their codes.) Court rules may be general in scope (that is, they apply to all courts within that jurisdiction unless specifically exempted); or they may cover more specific points of criminal or appellate procedure, or one type of court (e.g. rules for probate court), or one particular court (e.g. rules of the U.S. District Court-Eastern District of Michigan).

(1) Federal court rules.

(a) *Bender's Federal Practice Manual*: contains rules of procedure and evidence for the U.S. Supreme Court, Courts of Appeals, and special courts, and committee notes (B457t 1953; LEVEL S-3, West Wing).

(b) Callaghan. *Federal Local Court Rules*: prints individual federal district court and court of appeal rules (MAIN DESK).

(c) *U.S. Code Annotated*: publishes rules of criminal procedure at the end of title 18. Rules of appellate procedure, civil procedure, U.S. Supreme Court, courts of appeals, special courts, rules of evidence are at the end of title 28. It includes committee notes and annotations to attorney general opinions and cases (FED COLL: STAT; LEVEL S-2, West Wing).

(d) *U.S. Code Service*: gives rules of civil, criminal and appellate procedure, Supreme Court, courts of appeals, and special courts in special rules volumes. It includes committee notes, case and attorney general annotations (FED COLL: STAT; LEVEL S-2, West Wing).

(e) *Digest of United State Supreme Court Reports, Lawyers' Edition*: prints rules of procedure and evidence for the the U.S. Supreme Court, Courts of Appeals, and special courts, and committee notes in rules volumes at end of set. (FED COLL: STAT; LEVEL S-2, West Wing).

(f) West. *Federal Rules*: contains rules of procedure and evidence (MAIN DESK).

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(2) Court decisions construing federal rules.

(a) Callaghan. *Federal Rules Service*: reprints all federal cases construing court rules (F293 R6; LEVEL S-3, West Wing). A subject classification of the reprinted cases is located in the digest volumes of F.R.S. (F293 R5).

(b) *Federal Rules Decisions*: contains federal district court cases interpreting federal court rules (FED COLL: REPORTS; LEVEL S-2, West Wing). Use *West's Federal Practice Digest 2d* for subject entry to *F.R.D.* (REF COLL: DIGESTS; LEVEL S-2).

(c) *Shepard's United States Citations*: identifies cases citing federal court rules (REF COLL: CITATORS; LEVEL S-2).

(3) Many treatises have been written about federal court rules. *Moore's Federal Practice*, 2d ed. (M8232f 1948) and *Wright's Federal Practice and Procedure* (W9473f 1969) are comprehensive, multivolume works that can be particularly helpful in researching federal court rules and procedure. Both are located on LEVEL S-3, West Wing.

(4) Michigan court rules.

(a) *West. Michigan Court Rules*: contains general court rules, rules of special courts and local federal courts. It is an annual softbound publication (MICH COLL; LEVEL S-2, North Wing and MAIN DESK).

(b) I.C.L.E. *Court Rules of Michigan*: prints general court rules, rules of special courts (MC 63 1973; LEVEL 2; another copy is located under the call no., I597 C74 M61c 1973; LEVEL S-3, West Wing).

(c) Callaghan. *Michigan Pleading and Practice*, 2d ed.: gives general court rules, rules of special courts, committee notes (MICH COLL; LEVEL S-2, North Wing).

(d) Recent court rules are in *West's Michigan Legislative Service* (advance sheets to *Michigan Compiled Laws Annotated*) and *North Western Reporter 2d* advance sheets (REGIONALS; LEVEL S-2, North Wing).

(e) Honigman and Hawkins, *Michigan Court Rules Annotated*, is a multi-volume work containing general court rules, committee notes, comments, Michigan and federal case annotations (MICH COLL; LEVEL S-2, North Wing and MAIN DESK).

(f) *Michigan Statutes Annotated*: the final two volumes contain the annotated text of the Michigan Court Rules. The volume is updated by pocket parts and looseleaf "Current Annotations" and "Legislation" volumes. (MICH COLL; LEVEL S-2, North Wing).

(5) **Other state court rules.** The Library has court rules for most of the states in one or more of the following sources:

(a) Individual court rules volumes (e.g. *Alabama Rules of Court*).

(b) State practice and procedure sets (e.g. *Anderson's Ohio Civil Practice with Forms*).

(c) Separate rules volumes in the annotated codes (e.g. volumes 16, 17 and 17A of *Arizona Revised Statutes*).

(d) Appendices or supplements in the annotated codes (e.g. 4A *New Hampshire Revised Statutes Annotated* c. 490 Appendix; 3A *Arkansas Statutes Annotated* Appendix).

(e) The official reports and the *National Reporter System* (regional reporters) advance sheets.

(f) State court rules generally are located in STATE COLL; LEVEL S-2 with other state materials. For other locations, use the subject part of the PUBLIC CATALOG under the headings: Court Rules, Procedure, Civil Procedure, Criminal Procedure and Appellate Procedure.

**D. SPECIAL RESEARCH AIDS FOR PRIMARY
LEGAL SOURCES**

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Looseleaf Services

- (1) General comments
- (2) Tips on the use of looseleaf services

(1) **General comments.** Looseleaf services (sometimes called **topical reporters**) are up-to-date compilations of statutes, regulations, cases (or at least references thereto), administrative regulations and decisions, editorial explanations and commentary, etc. on a particular subject (e.g. taxation, labor law, environmental law). The content of most sets is both very comprehensive and current. These sets are located in LOOSELEAF SERVICES, LEVEL S-2, West Wing and are arranged by subject.

(2) **Tips on the use of looseleaf services.**

(a) Some services are organized by section numbers of a particular statute or code. For instance, *CCH Standard Federal Tax Reporter* and *PH Federal Taxes* follow the order of the Internal Revenue Code. Other services arrange their material by subject, especially when several statutes are involved, e.g. *CCH Trade Regulation Reporter* and *BNA Environment Reporter*. Thus, with the first type, when the pertinent provisions of a statute are known, topical index searching can often be avoided, but with the second kind (arrangement by subject), the indexes nearly always need to be consulted.

(b) Number references in almost all the Prentice-Hall and Commerce Clearing House looseleaf services' indexes, finding aids and citators are to paragraph numbers indicated at the bottom of each page, NOT TO PAGE NUMBERS indicated at the top. Sometimes paragraph numbers cited in the lists will refer, not to locations within the services themselves, but to past cases or administrative decisions found in bound volumes or "transfer binders" (paperback compilations of pages extracted from the services) shelved near the services.

(c) Most services have more than one alphabetical subject index or table of cases (a few have as many as four). In some instances the indexes or tables are split between the first and last volume in a set. Caution should be exercised so that all indexes or tables are searched.

(d) In most services (e.g. *Standard Federal Tax Reporter*) all material found in the "current developments" or "new matters" sections is not necessarily contained, or even referred to, in the main part of the set. Always consult the new materials section of the service (usually in the last volume and usually listed in order by the paragraph numbers used in the main part of the set) to be certain you are aware of the latest developments.

Computerized Legal Research: LEXIS

Computer-assisted search and retrieval of laws is one of the most recent developments in legal research. The Law School subscribes to one of the two full-text systems now available: LEXIS. New material is constantly being added to the data base as is retrospective material that will extend the coverage available. The material available through LEXIS is arranged into "libraries." There are the state libraries containing appellate deci-

sions and a general federal library which contains the *United States Code*, *Federal Register*, *Code of Federal Regulations*, decisions from the Court of Claims, District Courts, Courts of Appeals and Supreme Court, as well as Supreme Court briefs. In addition, there are many specialized libraries which may contain statutory and administrative material as well as cases. Subjects covered include tax, securities, trade regulation, bankruptcy, patent, trademark and copyright, communications, labor, and Delaware Corporation law. There are also several United Kingdom libraries (including decisions of the European Court of Justice) and French libraries. For more information, consult the publication *LEXIS Libraries*, available in the LEXIS room, LEVEL S-1, S-138, North Wing.

Within its limitations, LEXIS can provide a quick and thorough means for researching the law. In addition, LEXIS does provide a means to do specialized case searches which are virtually impossible under manual systems. For example, you can find cases citing U.S.C. or CFR sections, identify decisions written by a particular judge, limit your search by date of decision or jurisdiction, or use any combination of these possibilities.

The LEXIS terminal is maintained for the educational use of the Law School Community. It is not available to local attorneys or to the general public. University of Michigan graduate students and faculty who can demonstrate a legitimate scholarly purpose may be granted access on a limited basis.

Training is provided by student consultants either through the case clubs, or by signing up for training sessions in the LEXIS room, LEVEL S-1, S-138, North Wing. The *LEXIS Handbook*, on reserve at the **MAIN DESK**, LEVEL S-1, should be read before attending a training session. The consultants are also available during certain hours to answer questions concerning the use of LEXIS. A schedule is posted on the LEXIS room door.

LEXIS is available all hours the Library is open—except 2:00-5:00 p.m. on week days. For further information contact one of the Reference Librarians in Room S-223, LEVEL S-2, or phone 764-9324.

United States Law Week

- (1) Supreme Court section
- (2) General section

United States Law Week (FED COLL: REPORTS; LEVEL S-2, West Wing; latest volumes at **MAIN DESK**; LEVEL S-1) is well known for being one of the first sources of U.S. Supreme Court opinions. It does, however, have other useful features.

The annual volume of *Law Week*, covering one term of the Court (October through June) or July 1 through June 30 for other matters, is divided into two parts, "General" and "Supreme Court," each having its own looseleaf binder.

(1) **Supreme Court section.** Aside from the current opinions, this section includes a large division devoted to the proceedings of the Supreme Court. Each weekly issue indicates any action taken with regard to every case, e.g. cases docketed (with a summary of the opinion of the lower court), petitions filed, certiorari denied or accepted, calendar of hearings sched-

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uled, summaries of oral arguments in selected cases. Also, there are excellent indices by docket number, name, subject, statute, etc.

(2) **General section.** This volume is divided into three parts. The *Statute* section includes the complete text of a few major federal statutes (no state statutes) enacted during the year (July 1 to June 30). The *Summary and Analysis of Current Legal Developments* section provides four pages of news on court decisions (federal and state) and federal agency rulings. The final part, *New Court Decisions-Federal Agency Rulings*, provides synopses of significant state and federal court or federal agency opinions, with frequent verbatim excerpts from the texts. An index by subject and case name follows this section.

U.S. Supreme Court Bulletin

U.S. Supreme Court Bulletin is another important source for information about Supreme Court decisions. The full official text of decisions is available through this service, generally within one week. In addition, *U.S. Supreme Court Bulletin* provides a summary of all cases arranged by docket number, a status table which lists all actions taken by the Court from the time of filing to the final disposition of a case, Supreme Court rules, and biographies of members of the Court. *U.S. Supreme Court Bulletin* is located at the MAIN DESK, LEVEL S-1.

E. RESEARCHING SECONDARY SOURCES

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Treatises

- (1) Types of Treatises
- (2) Public Catalog
- (3) *Secondary Legal Sources*

(1) **Types of Treatises.** Treatises, along with journal articles, comprise the most important body of secondary legal literature. Since it is a secondary source, the text of a treatise is not law, but rather a description of the law. Treatises range from relatively brief paperbacks (sometimes called “nutshells”) designed for law students or the laity, to very large multi-volume works written for legal scholars and practitioners. Some single volume treatises (“hornbooks”) are written by law professors for students; others are written by scholars for other scholars.

The Law Library collects a great many of the treatises published in this country. We have an extensive collection of practitioners’ works for the states of Michigan, California, Illinois, Ohio, Pennsylvania and New York. We buy almost no practice books for other states. Those treatises covering the laws of this country are shelved on LEVEL S-3, West Wing. International law treatises are shelved on LEVEL 4 under call numbers beginning with JX3. See p. 79 for information on British treatises, p. 81 for information on Canadian treatises, and p. 88 for information on treatises contained within our foreign law collection.

(2) **Public Catalog.** The treatise collections of the Law Library are not arranged by subject. Therefore, you must use the PUBLIC CATALOG (LEVEL S-1) to find those works you need. See p. 4, *supra*, for a description of the PUBLIC CATALOG.

(3) **Secondary Legal Sources.** The Law Library publishes a bibliography of current treatises, formbooks and loose-leaf services under this title. Copies are available on reserve at the MAIN DESK, or at the REFERENCE DESK on LEVEL S-2.

Law Review Indexes

- (1) *Index to Legal Periodicals*
- (2) *Current Law Index*
- (3) *Legal Resource Index*
- (4) *Current Index to Legal Periodicals*
- (5) *Index to Periodical Articles Related to Law*
- (6) Annotated statute sets
- (7) *Shepard’s Citations*
- (8) *Annual Legal Bibliography*
- (9) Foreign periodical indexes
- (10) Nineteenth Century Journals

The corpus of articles appearing in law reviews forms one of the two major sources of secondary material in law. Law reviews are the major repository of scholarly writing about the law. They also contain much information that is of practical benefit to the attorney. The Law Library collects almost every law review published in this country, along with the major journals of the United Kingdom, Australia, Canada and New Zea-

land. These English language journals are, for the most part, shelved under the call number ENG PER on LEVEL S-3, North Wing. In addition, current issues of about 50 major American law reviews are kept on reserve at the **MAIN DESK, LEVEL S-1**.

Journals covering international law bear call numbers beginning with JX2 and are found in the **READING ROOM**. Current issues of a number of major international law journals are kept on reserve at the **READING ROOM DESK**. Our collection of foreign law journals carries the call number FL2 and can be found on **LEVEL 7** (see p. 85).

Articles in law reviews can be found through a number of indexes:

(1) *Index to Legal Periodicals*. (REF COLL: INDEXES; LEVEL S-2). This is the oldest of the currently published indexes. It concentrates on English language law school reviews, but covers some others as well. The bound volumes are updated by soft bound supplements which are kept in green folders at the end of the set. It also contains a table of cases and a book review index. The subject headings used are fairly broad. This leads in some instances to too many citations under a heading. Notwithstanding this weakness, *Index to Legal Periodicals* is a major resource which should be consulted in the course of any extended research.

(2) *Current Law Index* (REF COLL: INDEXES; LEVEL S-2). *Current Law Index* is a newer (1980 to date) entry into the field of law review indexes. It indexes a large number of law reviews and journals. The annual hard bound volumes are updated by monthly and quarterly supplements.

While the coverage of *Current Law Index* is very similar to that of *Index to Legal Periodicals*, its use of Library of Congress subject headings allows one to do a much more precise subject search.

Current Law Index includes an author/title index, book review index, table of cases and table of statutes.

(3) *Legal Resource Index* (REF COLL: INDEXES; LEVEL S-2) is produced by the publishers of *Current Law Index*. It is on microfilm and covers all those journals indexed in *Current Law Index*. In addition, it indexes national and legal newspapers, articles in non-law journals and books. It uses Library of Congress subject headings and contains author/title, cases and statutes sections. Since it is on microfilm, *Legal Resource Index* cumulates each month. Its coverage begins in January, 1980. The microfilm reader for *Legal Resource Index* sits on a table close by the other indexes in REF COLL, LEVEL S-2.

(4) Since the *Index to Legal Periodicals*, *Current Law Index* and *Legal Resource Index* are somewhat delayed in their indexing, a weekly mimeographed service from the University of Washington entitled *Current Index to Legal Periodicals* (REF COLL: INDEXES; LEVEL S-2) can be used to obtain more recent articles from law reviews.

(5) One of the more valuable services is the *Index to Periodical Articles Related to Law* (REF COLL: INDEXES; LEVEL S-2), which includes selected articles from non-law publications. Most, but not all, of these articles are in the social sciences.

(6) If a particular statute or statutes are involved in your research, some **annotated statute sets** will provide citations to relevant law review articles. Periodical articles are also cited under the appropriate key numbers in some of the **state digests**. *Legal Resource Index* subdivides subjects by jurisdiction, thereby providing another source of articles dealing with the law of a given state.

(7) Citations to **selected** law reviews are listed under each cited case or statute in the many portions of *Shepard's Citations*. It is also possible to "shepardize" law review articles.

(8) The *Annual Legal Bibliography*, 1961-1981, of the Harvard Law Library (BIBLIOGRAPHY; LEVEL S-1, North Wing), contains a subject listing of selected treatises and periodical articles received by that library on American and foreign law. Although no longer published, *Annual Legal Bibliography* will continue to be a valuable retrospective source.

(9) Over 350 **foreign legal periodicals** (most in foreign languages) and several collections of essays are indexed in the *Index to Foreign Legal Periodicals* (REF COLL: INDEXES; LEVEL S-2). In addition, many legal journals for English-speaking foreign countries are included in the *Index to Legal Periodicals*, *Current Law Index* and *Legal Resource Index*.

(10) The *Index to Legal Periodical Literature*, commonly called the *Jones-Chipman Index*, is the source for English language (mainly American) law review articles written in the Nineteenth Century. It is a subject, author index with coverage from 1803 to 1937 (REF COLL: INDEXES; LEVEL S-2).

Form Books

- (1) Comprehensive sets
- (2) State form books
- (3) Specialized subject form books

Most legal form books fall into one of the three categories listed above.

(1) **Comprehensive sets** attempt to cover all aspects of law for the entire country. They often contain separate forms for each state, or at least ample explanation of the differences among the states to allow for adaptation. They are also annotated, some more extensively than others, with references to statutes, cases and other material.

The following four publications are the most commonly used: *American Jurisprudence Legal Forms 2d* (Lawyer's Co-op), *Modern Legal Forms* (West) (now being updated by *West's Legal Forms 2d*), *Nichol's Cyclopaedia of Legal Forms Annotated* (Callaghan), all in REF COLL: FORM-BOOKS, LEVEL S-2 and Rabkin's *Current Legal Forms with Tax Analysis* (Bender) (Call No., R116c 1948; LEVEL S-3, West Wing).

Other comprehensive sets may be located in the PUBLIC CATALOG by looking under the heading:

Forms (Law)—United States

(2) **State Form Books**. The Law Library has form books for a number of states (most particularly: Michigan, California, Illinois, New York, Ohio, Pennsylvania). These are best identified through the PUBLIC CATALOG.

For Michigan form books other than those listed below, use the PUBLIC CATALOG or consult a Reference Librarian. The Reference Department maintains a current bibliography of Michigan material; this can be used to locate additional forms. Some of the more useful form books for Michigan are:

- | | |
|---------------------------|---|
| MICH
COLL | <i>Callaghan's Michigan Civil Practice Forms.</i> Callaghan, 1968. 10v. CURRENT |
| MICH
COLL | Gillespie. <i>Michigan Criminal Law and Procedure, with Forms</i> , 2d ed. Callaghan, 1953. 4v. CURRENT. |
| M625
P89
v.
1980 | Moore. <i>Marriage, Divorce and Separation, with Forms.</i> 3d 1980. 2v. (vols. 1 and 2 in West's <i>Michigan Practice</i>) |
| MAIN
DESK | <i>Michigan Will Manual Service.</i> Old Kent Bank and Trust Co., 1965 looseleaf. CURRENT |
| O283mi
1979 | Oehmke. <i>Michigan Incorporation Manual.</i> 2d ed. ALRI, 1979 CURRENT. |
| MICH
COLL | <i>Uniform Commercial Code Forms with Practice Comments.</i> Part of <i>Michigan Compiled Laws Annotated</i> and shelved at the beginning of that set. 2v. CURRENT. |

In addition to these titles, many of the **Institute of Continuing Legal Education** (Michigan) publications contain forms, without so indicating on the title page or catalog card.

(3) **Specialized subject form books.** These publications deal with a particular subject on a national basis. To identify and locate a form book on a given subject, look in the PUBLIC CATALOG under the subject, the subdivision U.S. and then the subheading "Forms," e.g.

Trusts and Trustees—U.S.—Forms

Many treatises, particularly multivolume ones, also contain forms. *Secondary Legal Sources* (p. 54 *supra*) is another good source for locating forms on a specific subject.

F. TREATIES AND INTERNATIONAL ORGANIZATIONS

Treaties and Other International Agreements, p. 60

International Organizations Collection, p. 63

United Nations Documents, p. 64

European Communities Publications, p. 67

Treaties and Other International Agreements

Research problems relating to treaties may be grouped into three broad categories:

- (1) Locating the text of the treaty.
- (2) Determining whether a particular treaty is in force.
- (3) Interpreting the text of the treaty.

THE INTERNATIONAL REFERENCE LIBRARIAN (Room 375 or READING ROOM DESK) can help you with questions regarding treaties of the United States and other countries. The U.S. Documents Librarian (Room S-217) can also help you with U.S. treaties.

(1) Locating the Text.

(a) United States treaties and international agreements.

(1) *Department of State Press Releases* (JX2 U58 D4p F69; READING ROOM, West End) is usually the first place to find the text of selected new treaties and also background information and policy statements.

(2) *Department of State Bulletin* (JX2 U58 D4p D42; READING ROOM, West End) Published monthly, the bulletin contains a Treaty Information section, which gives current information.

(3) *Senate Executive Documents* (JX8 9 U 58.3 S4d; LEVEL 4) through the 96th Congress (1979-80) contain the texts of treaties submitted to the Senate for ratification, but usually are not publicly available until the injunction of secrecy has been removed. (cf. *Checklist of Senate Executive Documents and Reports, 1947-1970*, compiled by Mariana G. Mabry BIBLIOGRAPHY; LEVEL S-1, North Wing).

(4) *Senate Treaty Documents*. (JX8 9 U58.3 S4do; LEVEL 4) Beginning with the 97th Congress (1981-82) this publication supersedes *Senate Executive Documents* and contains the texts of treaties to which the United States is a party. For finding aids, the *CCH Congressional Index* and the *CIS Index to Congressional Publications* can be used (both REF COLL: DOCS; LEVEL S-2).

(5) *Treaties and Other International Acts Series (TIAS)* (JX8 9 U58.3 A; LEVEL 4) 1945- is the first widely disseminated official version of treaties and agreements which have entered into force; it is in pamphlet form, similar to slip laws. There is usually a time lag between the entry into force of a treaty and its publication in the TIAS. There is a new index by Kavass and Sprudz to the TIAS called *Current Treaty Index, a Cumulative Index to the United States Slip Treaties and Agreements*. (JX8 9 U58.3 AX2) 1982-

(6) *United States Treaties and Other International Agreements (UST)* (JX8 9 U58.3 A, LEVEL 4; another copy is located in FED COLL: STAT; LEVEL S-2, West Wing) has been published by the Department of State since 1950. This is the United States permanent official treaty series which cumulates and replaces the TIAS. Texts of agreements are published in English and any other official language. Arranged in consecutive TIAS order, each volume has an index by subject and country. There are two commercially published indexes to United States treaties:

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(a) Kavass and Sprudz, *UST Cumulative Index, 1950-1970*, 4 volumes, 1973, and its 1971-1975 Supplement. (FED COLL: STAT; LEVEL S-2, West Wing).

(b) Kavass and Michael, *United States Treaties and Other International Agreements Cumulative Index, 1776-1949*. 4 Volumes, 1975. (FED COLL: STAT; LEVEL S-2, West Wing).

(7) For most retrospective purposes, you can use *Treaties and Other International Agreements of the United States of America, 1776-1949*, edited by C.E. Bevans (JX8 9 U58.3 1968; LEVEL 4, a second copy is located in FED COLL: STAT; LEVEL S-2, West Wing). It includes the English text of all treaties and agreements which were published in *Statutes at Large* between 1776-1949 and is divided as follows: Volume 1-4, multilateral conventions arranged chronologically; Volume 5-12, bilateral agreements arranged alphabetically by country; Volume 13, general index.

(8) Shepardizing U.S. Treaties:

(a) For treaties through 1949, shepardize the *U.S. Statutes at Large* citation of the treaty in *Shepard's U.S. Citations: Statutes*. (REF COLL: CITATORS; LEVEL S-2).

(b) For treaties since 1950, shepardize the UST citations of the treaty in *Shepard's U.S. Citations: Statutes*. (REF COLL: CITATORS; LEVEL S-2).

(c) The state Shepard's volumes also have sections providing state citations to UST and *Statutes at Large*.

(b) Foreign International Treaties

The most important of these is:

(1) *United Nations Treaty Series (UNTS)* (JX9 UN.8 V.1; LEVEL 3) 1946- . At 900 plus volumes this publication is a continuation of the League of Nations Treaty Series (LNTS). UNTS publishes all treaties registered with the United Nations or filed by non-member states or international organizations. Treaties appear in their original languages and in English and French translations. Cumulative indexes, covering 50-100 volumes each, consist of three sections: chronological index, general international agreements index, and an alphabetical country and subject index. Although UNTS is the most comprehensive treaty collection, the time lag of its publication is six to eight years.

(2) *Organization of American States Treaty Series*. (Classified separately in JX9. Check the International Organizations Catalog [READING ROOM] under the heading "Organization of American States. General Legal Division. Treaty Series" for call numbers). The OAS Treaty Series supersedes the Pan American Treaty Series. It includes multilateral treaties concluded among countries of the Western Hemisphere.

(3) *European Treaty Series* (JX9 CE.1 E89t; LEVEL 3) 1950- , includes treaties among the members of the Council of Europe.

(4) *European Conventions and Agreements*. (JX9 CE.1 E89ta 1971; LEVEL 3) Published by the Council of Europe, this invaluable compilation is in three volumes: Volume I, 1949-1961; Volume II, 1961-1970 with index volume; Volume III, 1972-1974.

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(5) *International Legal Materials* (JX2 A516i; READING ROOM, West End), published bi-monthly by the American Society of International Law, is a collection of current official foreign and U.S. documents relating to international legal affairs. Documents include current materials that may not become available in more permanent collections until a later date and also recent treaties or drafts that are not readily accessible in any other form.

(6) For treaties of individual foreign countries, check the PUBLIC CATALOG under the following entries:

(name of country)–Treaties

(name of country)–Foreign relations–Treaties

and the subject part of the OLD CATALOG under the entry:

Treaties–Collected works.

(2) Determining Whether the Treaty is in Force.

(a) *Treaties in Force* (JX8 9 U58.1 U5t; LEVEL 4; latest issue at MAIN DESK) 1950- .

Published annually, this index lists the treaties and international agreements of the United States which the State Department considers to be in force on January 1 of a given year. Part I lists bilateral agreements under the name of the country and is subdivided by subject. Part II lists multilateral agreements arranged by subject followed by a listing of signatories. *Treaties in Force*, between its annual revisions, is supplemented by the Treaty Information section of the monthly *Department of State Bulletin* (JX2 U58 D4p D42; READING ROOM, West End).

(b) *Multinational Treaties in Respect of which the Secretary-General Performs Depository Functions*. (JX9 UN.8 V L49mt; LEVEL 3). 1968- . This annual publication resembles *Treaties in Force*. It reflects the status of covered treaties as of December 31. In addition to multilateral treaties, each volume also includes conventions for which the Secretary-General acts as depository. Each volume, arranged into twenty-four broad subject categories, contains comprehensive lists of signatures, ratifications and accessions, and the full text of any accompanying declaration or reservation. *Multinational Treaties*, between its annual revisions, is supplemented by the “Conventions and Agreements” section of the monthly *UN Chronicle* (JX9 UN.8 I U582; LEVEL 3).

(c) *Status of Inter-American Treaties and Conventions* (JX9 OAS.81 L49 E79tca; LEVEL 3), 1973- , biennial publication. (No. 5 of *OAS Treaty series*)

(d) *Inter-American Treaties and Conventions; Signatures, Ratifications and Deposits with Explanatory notes*. (JX9 OAS.1 G326 I61tc; LEVEL 3), 1971- , is published annually. (No. 9 of *OAS Treaty series*)

(e) *Chart Showing Signatures and Ratifications of Council of Europe Conventions and Agreements*. (JX9 CE.55 L496 E83, LEVEL 3) 1976- . is an annual publication.

3. Interpreting the Text of the Treaty.

For the interpretation of the text of a treaty, you will need its legislative

history, its application by the executive and judiciary and its analysis by writers on international law. In researching the legislative history of a treaty, an extensive search of the documentation of the governmental agencies of each participating party is required. Proceedings of the conference which led to the conclusion of the treaty, as well as documents of international organizations must be consulted, and last, but not least, treaties and periodical articles dealing with the subject matter must be checked.

For legislative history of United States treaties, Senate Executive documents, reports and debates in the Congressional Record are the basic sources. (See p. 24 for more information on Congressional documents.)

International Organizations Collection.

A continuously increasing body of international law emanates from international and regional organizations. The Law Library's International Organizations (JX9) Collection, located in the stack area of LEVEL 3 of the Legal Research Building, contains documents and publications of and about some 200 law-related international organizations, both governmental (e.g. United Nations*, European Economic Community) and non-governmental (e.g. International Law Association, Union Internacional del Notariado Latino). The material in the collection is arranged according to a unique scheme, which is basically an alphabetical arrangement of international organizations, utilizing the commonly designated acronyms (initials) for the organization's name. The English acronyms are used whenever possible, unless the official entry for the organization is French or Spanish.

- e.g. JX9 = European Economic Community
 EEC
 JX9 = North Atlantic Treaty Organization
 NATO
 JX9 = Union Internacional del Notariado Latino
 UINL

There is one important exception to the strictly alphabetical arrangement of international organizations: organizations which may be known in their own right, such as the specialized agencies of the United Nations (International Civil Aviation Organization, International Labor Office) or the Pan American Union (the former Secretariat of the Organization of American States) are nevertheless shelved with the parent organization.

- e.g. JX9 = Pan American Union NOT JX9
 OAS.8 PAU
 JX9 = International NOT JX9
 UN.93 = Labor Office ILO

* For detailed information on United Nations documents, see the next section, pp. 64 to 67.

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The material for each organization is divided into three basic groups and placed on the shelf in the following order:

1. Official publications—all publications issued by the organization regardless of the author entry are considered “official publications.”
2. Non-official publications—material for which the organization is the author entry, but not the issuing or publishing agency.
3. Material about the organization—all the secondary-source material is found in this group.

A special section for bibliography is located at the beginning of each organization for which there is sufficient material to warrant the establishment of such a section.

The International Organizations (JX9) catalog, located on the West Side of the entrance to the Reading Room, is a complete author, title and subject catalog. It is also *the only* catalog where you will find League of Nations and United Nations documents and publications. A checklist of United Nations serials is maintained in Room 375. Further assistance in the use of the collection may be obtained from Reet Maripuu, the International Reference Librarian, in Room 375 or at the READING ROOM DESK.

United Nations Documents

- (1) Types of documents
- (2) Basic tools and guides

- (1) **Types of documents.** There are three types of United Nations documents:
- (a) Mimeographed documents
 - (b) Official Records
 - (c) Sales publications

Each category duplicates to a certain extent the material in the other two categories, but each contains material not found in the other categories.

(a) **Mimeographed documents** represent the most basic and comprehensive source of current information on the activities of the United Nations. They include provisional records of meetings, minor documents of ephemeral value or interest, as well as most published materials. Many are later reproduced in final form in the Official Records or as a sales publication, but the vast majority will be found **only** as mimeographed documents. The Law Library has been subscribing to the mimeographed documents since 1956. Current documents are received by the Library within a month of their publication, and are filed by their document series symbol and number in files kept at the READING ROOM DESK. Each year in June the previous year's mimeographed documents are bound together in their document series symbol and numerical order, and shelved next to the Official Records of the issuing body (e.g. General Assembly mimeographed documents-JX9 UN.29; Economic & Social Council mimeographed documents-JX9 UN.59; Security Council mimeographed documents-JX9 UN.69; United Nations Conference on Trade and Development mimeographed documents-JX9 UN.291a).

(b) **Official Records** consist mainly of the records of plenary meetings of the main organs of the U.N., papers submitted to and discussed by these organs, and resultant reports and resolutions. The advantages of the Official Records are that (a) they are in final form—all corrections and additions have been made, and (b) they contain only the important documents (this is not advantageous for in-depth research). The main disadvantage of the Official Records is the slowness with which they are published. (General Assembly meeting records are currently five years behind.) The Law Library binds the Official Records by sessions and they will be found on the shelves as follows: General Assembly Official Records-JX9 UN.2; Economic & Social Council Official Records-JX9 UN.5; Security Council Official Records-JX9 UN.6; United Nations Conference on Trade and Development Official Records-JX9 UN.291.

(c) **Sales publications**, the third type of U.N. document, include year-books, studies and reports produced by the Secretariat and other organs of the United Nations. These cover various subjects of general interest to the public. For the convenience of purchasers, the United Nations has established a series of numbered subject categories for its publications other than periodicals, the *Treaty Series** and the various Official Records. There are currently 17 subject categories of U.N. publications to which the Law Library maintains an overall subscription. For instance, sales category V(International Law) is found in the Library under JX9 UN.8 V; sales category IX(Disarmament and Atomic Energy) under JX9 UN.8 IX; and sales category XIV(Human Rights) under JX9 UN.8 XIV.

(2) **Basic tools and guides.** In using United Nations documents for research, it is advisable to proceed from the highest organ to the lowest subsidiary body, from the general to the specific, and from the current to retrospective. The following steps may provide guidance in a subject search:

(a) If you have no idea when and by what body the subject was discussed in the United Nations, check the list of *United Nations Document Series Symbols 1946-1977*. (JX9 UN L69 L773ud; LEVEL 3). Note well the name, the series symbol and the time period of the committee involved.

(b) A general manual should be consulted for the background of a topic. For an approach by subject, *Everyone's United Nations* (JX9 UN.8 I E931; LEVEL 3) should be used.

(c) Having determined the time period in Step (a), the *Yearbook of the United Nations* (JX9 UN.8 I Y3) of the relevant year(s) should be consulted for summaries of action on a question and for selected documentary references.

(d) For comprehensive documentary references, there are two approaches: **First**, if the topic is one obviously discussed by the General Assembly, Security Council, the Economic and Social Council or Trusteeship Council, the relevant *Index to Proceedings* should be consulted. All of the indexes are located on LEVEL 3.

* See p. 61 *supra*, for information on the *Treaty Series*.

1. General Assembly. (JX9 UN.2 Sess. X)
2. Economic and Social Council. (JX9 UN.5 Sess. X)
3. Security Council. (JX9 UN.6 YR.)
4. Trusteeship Council. (JX9 UN.7 Sess. X)

Each **Index** includes the following information:

- the list of officers of the session;
- information concerning the rules of procedure and the resolutions and decisions of the session;
- a check list of meetings;
- the agenda;
- a subject index which lists, by topic, the documents produced and actions taken during the session;
- an index to speeches;
- a numerical list of documents, with information on their republication, if any.

Second, if the topic is more general, UNDOC, UNDEX, UNDI subject indexes should be consulted:

1. *UNDOC: Current Index*. Published monthly, 1979- . (JX9 UN U11ci).
2. *UNDEX: United Nations Documents Index*. Covers documentation issued from 1974-1978. (JX9 UN U56a).
3. (*UNDI*). *United Nations Documents Index*. Covers documentation from 1950-1973. (JX9 UN L69ui).

(e) The documentary references obtained should be sifted to determine the organ (plus subsidiary organs) which have most specifically treated the substantive aspects of the topic. The development and action taken should then be followed through the periodic reports of the organ(s) so identified. The list of documents considered by an organ is often appended to its periodic reports. This may be used to identify reports and papers on even more specific aspects of a question.

(f) Current developments may be followed in the latest issues of *UNDOC* (JX9 UN U11ci; Level 3), in the *UN Chronicle* (JX9 UN.8 I U582; LEVEL 3) and in the daily papers, e.g. *New York Times*, etc.

(g) Two other important United Nations publications should be mentioned.

1. *United Nations Juridical Yearbook* (JX9 UN.8 V U582j; LEVEL 3) which includes selected texts of documents concerning the legal status of organizations within the United Nations system, as well as discussions of the legal activities of those organizations. It also covers judicial decisions by national and international tribunals.
2. *United Nations International Law Commission Yearbook*. (JX9 UN.8

V I61y; LEVEL 3). Issued in two volumes annually since 1949, this publication contains the summary records of the International Law Commission (Series A/CN.4) in Vol. 1, and documents relating to the subjects discussed including the report to the General Assembly, in Vol. 2.

European Communities

The European Communities comprises the European Coal and Steel Community (founded 1952), the European Economic Community (established 1958) and the European Atomic Energy Community (established 1958). In 1967, the principal organs of the three communities were merged. These member organs are the Commission, a permanent body responsible for the implementation of the basic Treaty, the Council of Ministers, and the European Parliament. The judicial arm of the Community is the Court of Justice which interprets and applies the basic Treaty.

The Law Library has been a regional depository for European Communities' publications since 1965. Since the European Communities has no real documentation system, and English became the official language of the Community only in 1973, with the accession of Great Britain, the earlier documentation is sometimes difficult to find. The following are some of the general European Community publications which should be consulted:

1. *Treaties Establishing the European Communities, Treaties Amending the Treaties, Documents of Accession*. 1973 (JX9 EC T784 1973; LEVEL 3).
2. *Treaties Establishing the European Communities*. 1979 (JX9 EC T784 1979; LEVEL 3). This is the abridged edition which contains the articles, but not the amendments or protocols.
3. *Collection of the Agreements Concluded by the European Communities*. 1977- . 5 volumes and annual supplement volume. (JX9 EC C697 1977; LEVEL 3).
4. *Official Journal of the European Communities*. This is the official gazette of the European Communities. It contains texts of legislation, draft legislation, official announcements, and information on Community activities. Since 1968, the Official Journal has consisted of two parts:
 - a. *Legislation (L series)* (JX9 EC.2 J86l E; LEVEL 3) includes Community acts and regulations and non-obligatory publications of decisions.
 - b. *Information and Notices (C series)* (Communications et Informations) (JX9 EC.2 J86c E; LEVEL 3) which includes:
 - activities of Community institutions, European Parliament proceedings texts, Court of Justice actions, Commission and Council public business, Economic and Social Committee opinions, and Court of Auditor actions.
 - Preparatory acts: proposals for new legislation.
 - Notices: competition and contract announcements.

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- c. *Index to the Official Journal of the European Communities* (JX9 EC.2 J86ta E; LEVEL 3). The monthly index should be used until the annual index is available.
5. *Bulletin of the European Communities*. 1968- . (JX9 EC B93e; LEVEL 3), is the monthly bulletin of the Communities. The information is arranged in three parts: events and studies; activities; and documentation. It also lists all items published in the Official Journal and gives the docket of the Court of Justice.
6. *General Report on the Activities of the Communities*. 1968- . (JX9 EC.21 G326; LEVEL 3), is the best overview of the Communities' activities.

There are two separate reports issued as addenda to the General Report:

- a. *Report on the Development of the Social Situation in the Community*. 1968- (JX9 EC.21 G326s; LEVEL 3).
 - b. *Report on Competition Policy*. 1972- . (JX9 EC.21 G326c; LEVEL 3).
7. *Register of Current Community Legal Instruments*. 2nd ed. 1982. (JX9 EC A R337; LEVEL 3). In addition to current acts, agreements and conventions, it also includes other instruments reflecting the activities of the three Communities (ECSC, EEC, EURATOM).

Council of Ministers. Composed of a representative from each member state, the Council is the final policy-making body. The Council's regular publications include:

1. *Review of the Council's Work*. Annual. (JX9 EC.25 A641a; LEVEL 3)
2. *List of Laws and Legislation Adopted in the Member States of the Communities in Application of Acts Adopted by the Communities*. 1973- bimonthly. (JX9 EC.25 F745; LEVEL 3).

Court of Justice. The court performs the judicial function of the Communities. Established in 1958, the Court is composed of nine judges appointed for six years, and four advocate-generals.

1. *Reports of Cases Before the Court*. 1954/56- (JX9 EC.6 R425; LEVEL 3) contains decisions of the Court plus submissions of the advocates-general. Published volumes are compiled by year.
2. *European Court of Justice Reporter*. A digest of all decisions and opinions of the European Court of Justice. Jan. 1982- . Ten issues per year. (JX9 EC.6 E895 R425; LEVEL 3)

European Parliament. The Parliament is made up of 410 members who collectively have power over the appropriation of funds. Both the Council and the Commission consult the Parliament, and the Commission is answerable to it. The Parliament's regular publications include:

1. *Working Documents*. 1952- (JX9 EP D636 E; LEVEL 3) include committee reports, proposals for resolutions, and consultations on Commission proposals.

2. *Debates of the European Parliament*. 1952- (JX9 EC.2 J86d E; LEVEL 3). These are published by session. Since 1968 the debate texts have been published as an annex to the Official Journal. It is a verbatim report of the plenary meetings of the Parliament and includes an annual index.

For the most current information in English on the European Community developments, one should consult: *Commerce Clearing House, Common Market Reporter* (LOOSELEAF SERVICES; LEVEL S-2, West Wing). This is a three-volume looseleaf service which is updated bi-weekly and includes Court decisions, regulations, treaties and summaries of pertinent national legislation of the Member States.

G. SPECIALIZED AREAS OF LEGAL RESEARCH

Tax Materials and Services, p. 72

Labor Materials and Services, p. 74

In several branches of law there have developed special systems of research. These systems, consisting largely of looseleaf services, allow the researcher to circumvent what would be a cumbersome array of annotated statutes, reporters and regulatory codes, and registers. Tax law and labor law have been subjected to the fullest development of these systems. Therefore, it is those areas we shall discuss here. The reader should consult the section on looseleaf services (page 50, *supra*) for information on how to locate material covering other areas of law.

Tax Materials and Services

- (1) Looseleaf services
 - a. Income
 - b. Estate and Gift
 - c. State
 - d. Other
- (2) Multivolume treatises
- (3) Tax reporters
- (4) Records and Briefs
- (5) Revenue rulings and other IRS sources
- (6) LEXIS
- (7) Legislative History (The "Fox Collection")
- (8) *Shepards*
- (9) *Federal Tax Articles*
- (10) Business Administration Library

There are probably more specialized services in the field of tax law than in any other subject. Most of the Library's tax services are located in LOOSELEAF SERVICES, LEVEL S-2, West Wing.

(1) Looseleaf Services

(a) **Income.** The publications most commonly consulted at the outset of any tax research project are the large looseleaf sets, the CCH *Standard Federal Tax Reporter*, PH *Federal Taxes* or the RIA *Federal Tax Coordinator*, shelved in LOOSELEAF SERVICES. These services approach the status of complete research tools on the Internal Revenue Code, and include the text of the Code and IRS Regulations, current Tax Court and U.S. tax cases, and references to such other important sources as revenue rulings. Although not strictly looseleaf in format, BNA *Tax Management* contains an equally impressive amount of useful information on tax law. This service is published in the form of individual portfolios, each on a particular aspect of taxation (MAIN DESK).

(b) **Estate and Gift.** The major services covering federal and gift taxation are: CCH *Federal Estate and Gift Tax Reporter*, PH *Estate and Gift Taxes*, and RIA *Estate Planning and Tax Coordinator*. These services cover estate and gift taxation in much the same way that the titles mentioned in the previous paragraph cover income taxation. All of these services are located in LOOSELEAF SERVICES.

(c) **State.** The Law Library also has a number of services that provide coverage of state taxation, including: income, inheritance, corporate and sales and use taxes. The most useful services are: CCH *State Tax Guide*,

CCH *State Tax Reporter* (the Law Library has those volumes covering Michigan, California, Illinois, New York, Ohio, Pennsylvania), and CCH *Inheritance Estate and Gift Tax Reporter, State*. These titles are also located in LOOSELEAF SERVICES.

(d) **Other.** There are a myriad of other taxation looseleaf services in the Law Library. These titles touch upon all aspects of domestic and international tax law and practice. Please consult a reference librarian or one of our bibliographies for information on these other sources.

(2) **Multivolume treatises.** Some researchers initially prefer to consult one of the large, multivolume tax treatises. The best of these are Mertens, *Law of Federal Income Taxation* (M575f 1942) and Rabkin and Johnson, *Federal Income, Gift and Estate Taxation* (R116f 1962) (both LEVEL S-3, West Wing). Ask a reference librarian for help in finding other tax law treatises.

(3) **Tax reporters.** Publications by CCH (*Tax Court Memorandum Decisions, Tax Court Reporter, U.S. Tax Cases*) and PH (*Board of Tax Appeals Memorandum Decisions, Tax Court Memorandum Decisions, Tax Court Reported Decisions, American Federal Tax Reports*, 1st and 2nd series) containing tax court cases and memorandum decisions and U.S. federal tax court cases are shelved near the looseleaf services. In addition, the official U.S. *Tax Court Reports* (1942-present) are also located in LOOSELEAF SERVICES, LEVEL S-2 West Wing. The official U.S. *Board of Tax Appeals Reports* (B.T.A. was the predecessor of the U.S. Tax Court) are located on LEVEL 1, call no.: US T23 B6r.

(4) **Records and Briefs.** Although the bulk of the Law Library's collection of United States Supreme Court *Records and Briefs* is in microform, we do subscribe to a service that provides us with paper copies of this material for tax cases. It is called, BNA, Law Reprints, *Tax Law Series* (SELECTED CASES; LEVEL S-1, North Wing).

(5) **Revenue rulings and other IRS sources.** The *Internal Revenue Service Bulletin* and the *Cumulative Bulletin*, which contain revenue rulings, revenue proceedings, Treasury decisions, and other miscellaneous tax materials, are in LOOSELEAF SERVICES, LEVEL S-2, West Wing, along with the *Bulletin Index-Digest System*. The *Cumulative List of Organizations* (described in Section 170(c) of the I.R.C. 1954) is on LEVEL 1, under the call no. US I63 03cu. IRS Letter Rulings are available on microfiche in a CCH service (LOOSELEAF SERVICES).

(6) A substantial tax "library" is available on-line through LEXIS. This system includes the *Internal Revenue Code*, regulations, the *Cumulative Bulletins*, Letter Rulings, and court decisions along with other material. See p. 50 of this *Guide* for more information on LEXIS.

(7) **Legislative History (The "Fox Collection").** The Law Library has an extensive collection of legislative and administrative documents relating to the Revenue Acts of this country. The collection's coverage begins with the Revenue Act of 1909. The first series (1909-1948) was compiled by the late Carleton Fox, Special Assistant to the Attorney General of the United

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States. The second series (1949 onwards) is maintained by the library staff with advice from the faculty.

The Fox Collection is a massive compilation of primary material, including bills, slip laws, reports, hearings, regulations, and special studies. It contains many items which pre-date the Library's regular sets of reports and hearings.

Use of the Fox Collection is RESTRICTED; access can be had through the U.S. Documents Librarian (Room S-217) or the MAIN DESK. For assistance in using this collection, see the U.S. Documents Librarian.

(8) **Shepards.** *Shepard's Federal Tax Citations* is a multipart citator in the usual Shepard's format. The researcher can use it to shepardize the panoply of tax law primary source material.

(9) A CCH set in LOOSELEAF SERVICES, LEVEL S-2, West Wing, *Federal Tax Articles*, exceeds the scope of the *Index to Legal Periodicals*, *Legal Resource Index* and *Current Law Index* in summarizing tax articles and notes published in legal, accounting, tax, and many other professional journals (1951 to present).

(10) Many additional tax materials are available in the **Business Administration Library**, located diagonally across Monroe and Tappan streets from the Law Library.

Labor Materials and Services

- (1) Looseleaf Services
 - (a) Private Sector Labor Relations
 - (b) Public Sector Labor Relations
 - (c) Equal Employment
 - (d) Arbitration
 - (e) Occupational Safety and Health
 - (f) Other
- (2) Multivolume Treatises
- (3) Reporters
- (4) Records and Briefs
- (5) Administrative Regulations
- (6) LEXIS
- (7) *Shepards*
- (8) Industrial Relations Library

Second only to the taxation services in number and scope are the services covering labor law and related fields. A unique feature of the largest services (*BNA Labor Relations Reporter*, *CCH Labor Law Reporter*) is that they are broken down into smaller reporters dealing with specific aspects of labor law. These smaller parts are united through a master index volume. Most of the Law Library's labor services are shelved in LOOSELEAF SERVICES, LEVEL S-2, West Wing.

(1) Looseleaf Services

(a) **Private Sector Labor Relations.** In beginning research in this area, i.e. labor-management relations, collective bargaining, wages and hours,

the researcher will want to consult the relevant portions of the two largest looseleaf services, BNA *Labor Relations Reporter* (*Labor Relations* and *Wage and Hour* segments) and CCH *Labor Law Reporter* (*Labor Relations* and *Wages and Hours* segments). By using the master index volumes to these services, the researcher would be able to find all of the appropriate statutes, regulations, court and National Labor Relations Board decisions. BNA's *Labor Relations Expeditor*, a part of *Labor Relations Reporter* provides a particularly good overview, with texts of statutes and regulations.

A good place to look for state laws governing labor-management relations is either BNA *State Laws* (part of *Labor Relations Reporter*) or CCH *State Laws* (part of *Labor Law Reporter*).

All of these services are shelved in LOOSELEAF SERVICES, LEVEL S-2, West Wing.

(b) **Public Sector Labor Relations.** The Law Library has several services covering this aspect of labor law. Labor Relations Press' *National Public Employment Reporter* indexes and digests decisions of courts and administrative tribunals. CCH's *Public Employee Bargaining*, among other things, reports the text of state statutes and regulations. These two services are located in LOOSELEAF SERVICES. BNA's *Government Employee Relations Report* (G7213 E55 R382; LEVEL S-3, West Wing) reports on current developments in the field, and publishes the text of selected collective bargaining agreements.

(c) **Equal Employment.** The law of employment discrimination can be researched through BNA's *Fair Employment Practices* (part of *Labor Relations Reporter*) or CCH's *Employment Practices Guide*. These services provide the texts of statutes, regulations, court and administrative decisions. They are located in LOOSELEAF SERVICES.

(d) **Arbitration.** Labor law is one of the few areas in which decisions of arbitrators are retrievable. By no means are all such decisions reported, but enough are to make this a fruitful area to explore. Use CCH's *Labor Arbitration Awards* or BNA's *Labor Arbitration* (part of *Labor Relations Reporter*), located in LOOSELEAF SERVICES.

(e) **Occupational Safety and Health.** The service in the Law Library that would best be used in researching this subject is CCH's *Employment Safety and Health Guide* (LOOSELEAF SERVICES).

(f) **Other.** There are many other looseleaf services in the Law Library covering labor law and its allied fields. Ask a reference librarian or use one of our bibliographies to find out what is available.

(2) **Multivolume Treatises.** Should you wish to consult a large, multivolume labor law treatise, you could use either Kheel, *Labor Law* (B9795 O68 1963 [part of *Business Organizations*]; LEVEL S-3, West Wing), or Lawyers Co-op, *Federal Regulation of Employment Service* (LOOSELEAF SERVICES; LEVEL S-2, West Wing). Ask a reference librarian for help in finding other labor law treatises.

(3) **Reporters.** There is a plethora of reporters that can be used to find case law, both court and administrative, dealing with labor law. Decisions of the National Labor Relations Board (NLRB) can be found in the official

reporter, *NLRB Decisions and Orders* (US L12 R3o; LEVEL 1). NLRB decisions can also be found in BNA's *Labor Relations Reference Manual* and CCH's *NLRB Decisions* (both in LOOSELEAF SERVICES; LEVEL S-2, West Wing). Federal and state court decisions covering labor law can be located in CCH's *Labor Cases*, BNA's *Labor Relations Reference Manual* (both in LOOSELEAF SERVICES) and BNA's *Wage and Hour Cases* (SELECTED CASES; LEVEL S-1, North Wing).

Case decisions in the area of public sector labor relations may be found in CCH's *Public Bargaining Cases* (LOOSELEAF SERVICES). Decisions of the Federal Labor Relations Authority are found in *F.L.R.A. Decisions* (US L12 R27d [bound volumes]; LEVEL 1) and *F.L.R.A. Reports of Case Decisions* (US L12 R27da [unbound]; LEVEL 1). Ask a reference librarian about reporters in the Law Library that cover the public employment relations boards of specific states.

Court and administrative decisions covering employment discrimination can be found in BNA's *Fair Employment Practice Cases* and CCH's *Employment Practices Decisions* (courts only). Both reporters are in LOOSELEAF SERVICES.

To find the text of arbitrator awards, look in CCH's *Labor Arbitration Awards* or BNA's *Labor Arbitration Reports* (both in LOOSELEAF SERVICES).

CCH's *Occupational Safety and Health Decisions* (LOOSELEAF SERVICES) is a good source of case decisions in this area.

(4) **Records and Briefs.** Although the bulk of the Law Library's collection of United States Supreme Court *Records and Briefs* is in microform, we do subscribe to a service that provides us with paper copies of this material for labor cases. It is called, BNA, Law Reprints, *Labor Series* (SELECTED CASES; LEVEL S-1, North Wing).

(5) **Administrative Regulations.** The best sources of agency regulations covering labor law, employment discrimination and occupational safety and health are the looseleaf services for these areas (see Paragraph (1), pages 74-75, *supra*). Some of the services will also cover state regulations.

Federal agency regulations will also be published in the *Federal Register* or *Code of Federal Regulations* (FED COLL; LEVEL S-2, West Wing). See a reference librarian for help in locating the official source of state regulations.

(6) **LEXIS.** A "labor law" library is available on-line through LEXIS. It covers U.S. court and NLRB decisions. See p. 50 *supra* for more information on LEXIS.

(7) **Shepards.** *Shepard's Federal Labor Law Citations* (REF COLL: CITATORS; LEVEL S-2) is a multivolume, complete citator covering the statutes and cases governing private sector labor relations. A very valuable feature of this citator is the tables that provide cross references from one set of reporters to another. Since a decision of the NLRB, for example, will be published in three different sources, these cross references are most useful.

(8) **The Industrial Relations Library** in the School of Business Administration (Tappan and Monroe Streets) contains many other works in this area.

H. BRITISH AND CANADIAN LAW

British Law, p. 78
Canadian Law, p. 79

British Law

- (1) Statutes
- (2) Law reports
- (3) Statutory Instruments
- (4) Digests
- (5) Citators
- (6) Tables of cases
- (7) LEXIS
- (8) Encyclopedias
- (9) Treatises and Periodicals

Research on U.S. and British law is basically similar, but there are a few important exceptions. A good, detailed explanation of British legal research, written for an American audience, can be found in Price, Bitner and Bysiewicz's *Effective Legal Research*, 4th edition (MAIN DESK). The following is a resumé of the more important tools for conducting research on British law. The bulk of the British collection, with the exception of treatises and journals, is located on LEVEL 10 and the call numbers given will refer to that location unless otherwise stated.

(1) **Statutes.** There is not an "official" British publication equivalent to the *United States Code*. The most useful source is the annotated *Halsbury's Statutes of England* 3d ed., the Law Library's only up-to-date compilation of statutes in force. Session laws can be found in the *Public General Acts* (the binding title and current issues title is *Law Reports: Statutes*) (ENG STATS). *Law Reports: Statutes* is published quite slowly. A better source for new statutes is *Current Law Statutes Annotated*, (ENG STATS). *The Statutes of the Realm*, covering acts from 1225 to 1713, is the best source of ancient statutory material. This is located in our rare book collection, and must be requested at the MAIN DESK.

(2) **Law reports.** Cases can be divided into pre- and post-1865.

(a) The easiest sources to use for most **pre-1865** cases are the *English Reports, Full Reprint*, covering cases from 1378 to 1865, and the *Revised Reports* (cases from 1785 to 1865) (both ENG REPTS). These two sets reprint cases found in a plethora of named reports (e.g. *Cox's Criminal Cases* or *Jones' Exchequer Reports*), about three-quarters of which are in the Library.

(b) **Post-1865** cases are likely to appear in several reports. The most important is the semiofficial *Law Reports* (1865-present) (ENG REPTS), published in four series: Appeals Cases (House of Lords and Judicial Committee of the Privy Council); Chancery Division; Queen's Bench Division; and Family Division. The other current reports are the *All England Law Reports* (best indexed) and the *Weekly Law Reports* (the most complete of the three) (both ENG REPTS; GEN. PERIODICALS).

(3) **Statutory Instruments.** Government regulations in Great Britain are called statutory instruments. The Law Library receives the annual bound volumes of this material (ENG STATS). Statutory instruments can be located through the *Index to Government Orders* (ENG STATS). The most recent edition of this in the Law Library covers those regulations in force

on December 31, 1979. Recent Statutory Instruments can be traced through the monthly issues of *Current Law* (ENG STATS), as well as through the monthly, official *List of Statutory Instruments Registered . . .* (ENG STATS). Another good source of references to statutory instruments is *Halsbury's Laws of England* (see (8), below).

(4) **Digests.** Research on current cases and older cases still used as precedent is carried on primarily through the use of the *English and Empire Digest*; older, defunct cases can be found by using earlier digests (e.g. *Mew's Digest*) (both ENG ABRIDGEMENT). The annotations in *Halsbury's Statutes of England 3d* can also be helpful as can the commentary in *Halsbury's Laws of England 3d and 4th* (see Encyclopedias below).

(5) **Citators.** There is no exact counterpart of *Shepard's Citations*, but similar information can be gleaned from the *Current Law Case Citator, 1947-1976* (with supplements) (ENG STATS) and the annotations to each paragraph in the *English and Empire Digest*. The footnotes in *Halsbury's Laws of England*, to a lesser degree, also serve the same function (see (8) below).

(6) **Tables of cases.** The best sources of citation for recent cases are the *Current Law Case Citator, 1947-1976* (with supplements), the Consolidated Table of Cases to the *English and Empire Digest*, the Consolidated Tables, 1936- , to the *All England Law Reports*, and their respective supplements. For older cases, the tables of cases to the *English Reports, Full Reprint* and to the *Revised Reports* (see (2) (a) above), should be consulted.

(7) **LEXIS.** An extensive collection of English primary material is available through LEXIS. It includes, besides general primary material, special "libraries" on subjects such as tax law and industrial relations (labor law). See p. 50, *supra*. for more information on LEXIS.

(8) **Encyclopedias.** There is only one truly outstanding encyclopedia for Great Britain: *Halsbury's Laws of England* (4th ed. in progress) (ENG STATS). This is more scholarly and more complete than comparable American encyclopedias (perhaps because there is basically only one jurisdiction involved, rather than 51 as in the U.S.). It can provide an invaluable introduction to English law.

(9) **Treatises and Periodicals.** The Law Library has many treatises and journals covering English law. Textbooks and commentaries on various subjects can be found through the PUBLIC CATALOG, LEVEL S-1. Look under the subject, followed by Great Britain, e.g.

Wills-Great Britain

The best indexing source of English legal periodicals is *Legal Resource Index* and *Index to Legal Periodicals*, (both REF COLL: INDEXES; LEVEL S-2). Most English treatises are located on LEVEL S-3, West Wing; while most English periodicals are under the call number ENG PER, LEVEL S-3, North Wing.

Canadian Law

- | | |
|-----------------|-------------------------------|
| (1) Statutes | (5) Citators |
| (2) Law Reports | (6) Table of Cases |
| (3) Regulations | (7) Encyclopedias |
| (4) Digests | (8) Treatises and Periodicals |

In many respects, the structure of the Canadian legal system, and hence its literature, is very similar to that of the United States. There are, of course, differences. However, someone familiar with U.S. legal research techniques can, with little difficulty, learn how to research Canadian law.

The Law Library has an extensive collection of Canadian material, federal and provincial, primary and secondary. This segment is meant to highlight the more important tools of Canadian legal research. For additional information, (written for an American audience) on Canadian legal materials, one can consult Price, Bitner and Bysiewicz's *Effective Legal Research*, 4th edition (MAIN DESK). For a Canadian text on legal research see Banks, *Using a Law Library*, 3rd edition (BIBLIOGRAPHY; LEVEL S-1, North Wing). Most of the Canadian collection is located on LEVEL 10, and the call numbers will refer to that location unless otherwise stated.

(1) **Statutes.** The basic set of compiled federal statutes is the *Revised Statutes of Canada, 1970*. This set is supplemented by session law volumes, *Statutes of Canada*. The index (gold paper for English, blue for French) in the latest volume of *Statutes of Canada* will locate all amendments to existing statutes since publication of the 1970 consolidation. This index will also reveal new statutes. Very recent Canadian statutes can be found in Part III of the *Canada Gazette*. The laws published in the *Canada Gazette* are periodically indexed by a special issue using the same format as the index in *Statutes of Canada*. All of this material may be found under the call number, BC: CANADA (FEDERAL).

The Law Library collects the consolidated statutes and session laws of each of the provinces. These statutes are arranged by province, on LEVEL 10, under the call number, BC: CANADA (Province).

(2) **Law Reports.** Canada has a court system that includes both federal and provincial courts. The two highest courts are the Supreme Court and the Federal Court. The official reporters for each are entitled: *Canada Supreme Court Reports* and *Canada Federal Court Reports* (BC: CANADA [FEDERAL]). The two commercially published reporters in the Law Library that cover several jurisdictions are *Dominion Law Reports* (BC: CANADA [FEDERAL]) covering selected decisions from all federal and provincial courts, and *Western Weekly Reports* (BC: CANADA [ALBERTA]) covering Alberta, British Columbia, Manitoba, Saskatchewan, and the territories.

The Law Library contains, on LEVEL 10, a substantial collection of reporters covering individual provinces. We also have on LEVEL 10 most of the reporters published in Canada prior to 1900.

(3) **Regulations.** The primary source of federal regulatory material is *Consolidated Regulations of Canada 1978* (BC: CANADA [FEDERAL]). These are updated by *Canada Gazette, Part II* (BC CANADA [FEDERAL]).

The Law Library collects current and comprehensive provincial regulations only from Ontario (BC: CANADA [ONTARIO]).

(4) **Digests.** The most complete Canadian digest is the *Canadian Abridgment, 2d ed.* (BC: CANADA [REPTS DIGESTS]). It is updated by bound supplemental volumes and material contained in a looseleaf binder enti-

tled *Cumulative Supplement. Canadian Current Law*, (BC: CANADA [REPTS DIGESTS]) appearing in monthly issues, provides a digest of the most recent court decisions. A useful feature of both the *Canadian Abridgement* and *Canadian Current Law* is that they provide sources of definitions of words and phrases. The Law Library also has a looseleaf digest for Ontario entitled: *Butterworth's Ontario Digest* (BC: CANADA [ONTARIO]).

(5) **Citators.** As is the case with British material, there is no Canadian publication comparable to *Shepards*. The *Canada Statute Citor* (BC: CANADA [FEDERAL]), a looseleaf, is the best source of material citing federal statutes. The "Cases Judicially Noticed" volumes of *Canadian Abridgement*, along with *Canadian Current Law* are the best case citators.

(6) **Table of Cases.** The most complete listing of cases by name can be found in the Table of Cases volumes of the *Canadian Abridgement*. The bound table volumes are supplemented by tables in a looseleaf binder.

(7) **Encyclopedias.** The two major Canadian encyclopedias currently available are: *Canadian Encyclopedic Digest (Ontario)* (BC: CANADA [ONTARIO]) and *Canadian Encyclopedic Digest (Western)* (BC: CANADA [REPTS DIGESTS]). These are both published in looseleaf form.

In addition, *Halsbury's Laws of England* (p. 79 *supra*) has companion volumes called *Canadian Convertors*. The "convertors" link the text of *Halsbury's Laws* to Canadian law.

(8) **Treatises and Periodicals.** Most of the Law Library's extensive collection of Canadian treatises is located in Anglo-American treatises on LEVEL S-3, West Wing. In order to locate a particular treatise, one must use the PUBLIC CATALOG on LEVEL S-1. Look under the subject, followed by Canada, e.g.

Wills—Canada

There are several sources of indexing Canadian law journals. The *Index to Canadian Legal Periodical Literature* (REF COLL: INDEXES; LEVEL S-2) provides broad coverage of this sort of material. Canadian journals exclusively are also covered by the *Index to Canadian Legal Literature* volumes of the *Canadian Abridgement* (p. 80, *supra*).

Some Canadian journals are indexed in *Index to Commonwealth Legal Periodicals* (REF COLL: INDEXES; LEVEL S-2) along with journals of other Commonwealth nations. Finally, *Index to Legal Periodicals*, *Current Law Index*, and *Legal Resource Index* (for all, see p. 54, *supra*) cover selected Canadian journals. Most Canadian journals, including those published in French, bear the call number ENG PER, and are located on LEVEL S-3, North Wing.

I. COMPARATIVE AND FOREIGN LAW

Introduction, p. 84

Comparative Law, p. 84

Foreign Law, p. 86

**The Comparative and Foreign Law
Collections of the Law Library**

INTRODUCTION

The Law Library holds one of the foremost collections of comparative and foreign law in this country. The scope of this collection, the varying types of publications reflecting different legal systems, and the multitude of languages represented, makes it difficult to use. The purpose of this chapter is not to provide a detailed summary of how to do research in foreign and comparative law. The large number of variables in this collection would make that impossible in this space. Instead, this chapter is intended as an introduction to these collections, telling you where the various portions are located, how they are arranged, and how to avoid some major pitfalls.

In beginning any research in comparative and foreign law, you should use the PUBLIC CATALOG (LEVEL S-1). As we state at greater length below, none of these collections is truly arranged by subject. Therefore, the only subject access a researcher will have is through the PUBLIC CATALOG. The PUBLIC CATALOG is also the comprehensive source, along with the Serials Checklist (Room S-110, LEVEL S-1), of information on this library's holdings (see p. 4 for more information on the PUBLIC CATALOG, and p. 5 for the Serials Checklist). You should also consult with the Foreign Reference Librarian who will be able to help you locate the information that you need. The Foreign Reference Librarian's office is Room S-220 on LEVEL S-2.

The Comparative Law Collection and the Foreign Law Collection of the Law Library are housed in stack LEVELS 7 through 4. (The sequence runs a course from the top to the bottom, so that the end of a national collection may be found one level lower than the beginning). Auxiliary materials a student may need when working with these collections, such as dictionaries, bibliographies, or encyclopedias, are, however, located in the new (underground) structure. Most of these are in the North Wing of LEVEL S-1, but an important portion, including the most recent publications, is in REF COLL on LEVEL S-2, opposite the office of the U.S. Documents Librarian. Some dictionaries are permanently located in the Foreign Reference Office or the Catalog Department; arrangements for their use by the patrons can be made if necessary.

The Comparative and Foreign Law Collections are shelved in the following order:

Comparative Law (FL2, FL6, FL7)	LEVEL 7
Foreign Law (FL8): Names of countries beginning with letters	
A-B	LEVEL 7
B-G	LEVEL 6
G-N	LEVEL 5
O-Z	LEVEL 4

Comparative Law

- (1) Contents and Arrangement

- (2) Periodicals
- (3) Treatises
- (4) Multicountry Compendiums of Law
- (5) Roman and Canon Law

(1) **Contents and Arrangement.** The Comparative Law Collection is divided into three sections: FL2 (periodicals), FL6 (treatises, including numbered series), and the small FL7 section (texts of laws from more than one country). Inside each section, the materials are arranged alphabetically, regardless of the country of origin, subject matter or language, typically following the title for FL2's and the author's name for FL6's.

The Comparative Law Collection deserves its name only insofar as it implies that all materials having to do with comparative law are to be found here. In addition to comparative law, it also contains a variety of other topics, such as history (both legal and general), jurisprudence, and political science. In fact many publications that do not quite fit any definite category in the Law Library end up in this collection. See the Foreign Reference Librarian for help in using this material.

(2) **Periodicals.** It is especially important to keep in mind that all periodicals from non-English-speaking countries are in the FL2 section, unless their subject matter is, entirely or partly, international law. In that case they are given the call number JX2 and are located in the READING ROOM. The FL2 periodicals printed in English-speaking countries are, on the other hand, really those that deal with comparative law or closely related subjects.

(3) **Treatises.** Treatises and other titles in the FL6 section are mostly under the author's name (or the first listed author if there are more than one). Some titles, especially numbered series and multivolume sets, are entered under the name of the publishing institution.

(4) **Multicountry Compendiums of Laws.** A Law Library patron will often find in the Comparative Law Collection the materials he wants, even when interested in the law of only one foreign country. This applies to a number of series and multivolume sets located primarily in FL7 and to a lesser degree in FL6. It often happens that the only available English translation of a foreign law is in one of these publications. A short list of the most useful of these titles follows:

FL6 section:

- Bibliothèque de sciences criminelles (FL6 B852 S41)
- Schriften zum deutschen und europäischen Zivil-, Handels- und Prozessrecht (FL6 S3784)
- International Encyclopedia of Comparative Law (FL6 I611 E56 1971)
- International Encyclopaedia for Labour Law and Industrial Relations (FL6 I611 E563 1977)
- Institut für Ostrecht: Jahrbuch (FL6 I586 F92j), and Studien (FL6 I586 F92s)
- World Law of Competition (FL6 W9276 L4156 C737 1979)

FL7 section:

- Constitutions of the Countries of the World (FL7 18 B645c)

86/Comparative and Foreign Law

Constitutions of Dependencies and Special Sovereignties
(FL7 18 C758 D419 1975)

Les Codes Pénaux Européens (FL7 23 A538c 1956)

Internationales Ehe- und Kindschaftsrecht (FL7 23 B499i 1976)

Commercial Laws of the World (FL7 23 C734 1974)

Niederlassung im Ausland (FL7 23 F59h 1953)

Die Hochschulgesetze der Welt (FL7 23 W474h 1968)

WGO-Monatshefte für osteuropäisches Recht (FL7 23 W635)

(5) **Roman and Canon Law.** These are two detached smaller collections, both at present located on LEVEL 9. The Canon Law Collection is subdivided into "CC" (periodicals) and "CT" (other types of publications). All titles in the Roman Law Collection are marked "Roman Law", followed by a number (1 through 12) according to the type of material, but with no other identification in the call number. However, the arrangement on the shelves within each of the 12 subdivisions is again alphabetic by author.

Foreign Law

- (1) Introduction
- (2) Primary Sources
- (3) Secondary Sources

(1) **Introduction.** The collections of the individual countries follow the sequence of the English alphabet. However, this rule may not be always sufficient to identify a country. The main exception is that former colonies and other dependent territories are still often attached to the country to which they once belonged, although they are now independent nations.

Most countries represented in the Foreign Law Collection are those where the official language is other than English. For countries in which English is the official language, or one of the official languages, or at least widely used in official documents (e.g., Ghana, India, Kuwait), consult one of the Anglo-American Reference Librarians when you need assistance.

The Law Library's collection policies are not limited by considerations of language. Therefore, most of the Foreign Law Collection is in a language other than English. English translations of foreign statutes are sometimes available for a rather limited number of non-English speaking countries, such as The Netherlands, West Germany, the Scandinavian states, Japan, and Korea. They are, as a rule, unavailable from most foreign countries, including France and Italy and South American countries. Certain subject matters, such as corporations, business law, and taxation, are easier to come by in translation than those in which business circles are not very interested (criminal law, administrative law). Those who can read other major foreign languages may have recourse to French translations (primarily for former French colonies) and German translations (mainly for other European countries, especially Eastern Europe and Scandinavia). Translations of official gazettes and court decisions into foreign languages are, as a rule, not available. However, occasionally one

may find a translation (unofficial) of a legislative act or a court decision as part of an article in a law journal.

While our Foreign Law Collection is quite large, it does not contain "everything." There are a number of subjects in which we collect only sparingly from foreign countries. Some of these subjects are: patent law, local government, housing law, medico-legal, education law, social security and welfare law, insurance law, traffic regulation, and administrative law. Also, the volume of legal publishing varies from country to country, as do policies on disseminating this information abroad. The availability of material is also subject to political conditions. As a general rule, the more "developed" a country, the more likely we are to have its laws. There are important exceptions to this however, and you should always ask the Foreign Reference Librarian for advice before commencing your search.

Patrons using the Foreign Collection may sometimes experience difficulties due to the different arrangement of the materials in comparison with the Anglo-American Collection. More often yet, such difficulties will be the result of the differences between the legal systems, the publishing policies and traditions, and even in the political outlook. The publication providing the answer to a problem may be in another part of the collection, or under a subject heading different from the one considered proper by a student of U.S. law. It may also appear in an unaccustomed format. Whenever you encounter a problem of this sort, do not hesitate to ask for help in the Foreign Reference Librarian's office (Room S-220). For questions concerning our holdings of foreign periodicals, you may find it expedient to go to the Serials Checklist (Room S-110).

(2) **Primary Sources.** The first part of the national collection of a foreign country is always taken up by publications containing the primary sources. These include court decisions (which in many foreign countries are not regarded as primary sources), commentaries on the codes and various other laws. The arrangement follows both subject matter and jurisdiction. Thus, the criminal code of a state within a federation is found next to the other laws of that particular state, rather than together with the other criminal laws of the country at large. Yet, the decisions of the courts in matters of criminal law from any part of the country are all in the section of court decisions in general.

The sequence of the materials in the first part, which is reflected also in the increasing call numbers, is given as follows (only the most important divisions are mentioned).

- Constitutional law.
- Official gazettes.
- Collections of laws and regulations in force.
- Civil law.
- Civil procedure.
- Commercial law.
- Criminal law.
- Criminal procedure.
- Other statutes and regulations (administrative law, transportation,

energy, intellectual property, negotiable instruments, banking, labor law, corporations, taxes, etc.)

—Regulations and notices issued by various governmental offices.

—Court decisions

—Statutes of autonomous territorial subdivisions.

Some primary materials are available in translation in compendiums housed in the Comparative Law Collection. See p. 85 for a list of the major compendiums in this Library.

Whereas the major common law countries are well supplied with statutory indexes and case digests, this is not necessarily true for all countries of the world. Use the PUBLIC CATALOG or go to one of the Reference Librarians for help in determining whether these finding aids exist.

(3) **Secondary Sources.** The second part of a national collection is arranged very much like the FL6 section of the Comparative Law Collection. Most treatises are entered under the author's name. Some numbered series are not split, but rather all volumes kept together under one title (which may be the name of the publishing institution), regardless of the authors of the individual volumes. For practical purposes it is important to realize that where co-authorship is involved, the book is usually shelved under the name of the author whose name is listed first. The use of the PUBLIC CATALOG is indispensable to correctly identify a book and its place on the shelves.

As stated before, all journals (as opposed to the official Gazettes and other official publications) from countries in the Foreign Law Collection are not in the national collection proper, but rather in the FL2 or JX2 collections. An invaluable tool for the use of foreign periodicals is the *Index to Foreign Legal Periodicals*, located in REF COLL: INDEXES, LEVEL S-2.

J. MISCELLANEOUS REFERENCE SOURCES

Statistics, p. 90

Biographies, p. 93

Directories of Names, Addresses and Telephone Numbers, p. 95

Indexes, Encyclopedias, Dictionaries, Directories, etc. p. 98

Statistics

- (1) General comments
- (2) Court and criminal statistics
 - (a) Michigan
 - (b) U.S.-federal and state
- (3) Other statistics
 - (a) Michigan
 - (b) U.S.-federal and state
 - (c) International

(1) **General comments.** Subject headings used for statistics in the PUBLIC CATALOG include: Statistics, Criminal Statistics, Judicial Statistics, Vital Statistics, and Population. "Statistics" is also used as a subheading under various subjects.

Two prolific publishers of statistics are the U.S. Bureau of the Census and the U.N. Statistical Office. Their publications are listed in the PUBLIC CATALOG.

Statistics Sources; a Subject Guide to Data on Industrial, Business, Social, Educational, Financial and Other Topics for the U.S. and Internationally, 7th ed. 1982 (REF COLL: BIBLIOGRAPHY; LEVEL S-2) is a convenient and useful one-volume statistics index. Most of the sources listed in that volume, however, will be more likely found in the Graduate Library than the Law Library. The Graduate Library also has the *American Statistics Index: a Comprehensive Guide and Index to the Statistical Publications of the United States Government*, an excellent guide to statistics contained in government publications.

Sources of court, criminal and other statistics (e.g. vital, social, economic) found in the Law Library are listed below.

(2) Court and criminal statistics.

(a) Michigan court and criminal statistics.

1. Michigan. Office of the Court Administrator. *Annual Report and Judicial Statistics*, formerly *Michigan Judicial Council Reports*. (COURTS-M; LEVEL S-1, North Wing)
2. Michigan. Department of Corrections. *Statistical Presentation*. (MC 55 C843s; LEVEL 2)
3. Michigan State Police. *Annual Report*. Complaints, arrests, police activity. (MC 55 S79a; LEVEL 2)
4. Michigan. Department of State Police. Law Enforcement Official's Manual on Crime. *Uniform Crime Report*. Annual. State and country arrests and offenses. (CRIMINOLOGY; LEVEL S-1, North Wing)
5. Michigan. Department of Corrections. *Annual Report*. (Call number and title vary; check the PUBLIC CATALOG for location)
6. Ann Arbor, Michigan. Police Department. *Annual Report*. City offenses, arrests and traffic report. (CRIMINOLOGY; LEVEL S-1, North Wing)

(b) **U.S. court and criminal statistics-federal and state.**

1. *Sourcebook of Criminal Justice Statistics*.
State and local data (some federal). Very detailed. Includes a good list of statistical sources. Annual. (US S79 C93 N25; LEVEL 1)
2. U.S. Bureau of the Census. *Expenditure and Employment for the Criminal Justice System*.
Annual. Police protection, judicial, legal services, corrections. Federal, state and local. (US C4 S79; LEVEL 1)
3. U.S. Administrative Office of the U.S. Courts. *Annual Report*.
(bound with the Judicial Conference of the U.S. Report.)
Federal only. (COURTS—U.S.; LEVEL S-1, North Wing)
4. U.S. Administrative Office of the U.S. Courts. *Federal Judicial Workload Statistics*.
Courts of Appeals, District Court, Bankruptcy Courts. (COURTS—U.S.; LEVEL S-1, North Wing)
5. U.S. Administrative Office of the U.S. Courts. Division of Procedural Studies and Statistics. *Federal Offenders in the U.S. District Courts*.
(COURTS—U.S.; LEVEL S-1, North Wing)
6. U.S. Administrative Office of the U.S. Courts. *Management Statistics for United States Courts*.
(COURTS—U.S.; LEVEL S-1, North Wing)
7. *Juvenile Court Statistics*.
(CRIMINOLOGY; LEVEL S-1, North Wing)
8. U.S. Federal Bureau of Investigation. *Uniform Crime Reports*.
Annual. Offenses, arrests, police activity. (CRIMINOLOGY; LEVEL S-1, North Wing)
9. U.S. Federal Bureau of Investigation. *Annual Report*.
(US F3 B6a; LEVEL 1)
10. U.S. Bureau of Prisons. *Statistical Report*.
(US P94 B95s; LEVEL 1)
11. U.S. Department of Justice. *Bureau of Justice Statistics Bulletin*.
Newsletter, statistical information on various subjects. (US J98 S89b; LEVEL 1)
12. U.S. Department of Justice. *U.S. Attorneys' Office Statistical Report*.
(COURTS-U.S.; LEVEL S-1, North Wing)

(3) **Other statistics.**

(a) **Michigan.**

Michigan State University. *Michigan Statistical Abstract*.
(GOVT. DOCS. OFFICE; Room S-217)

(b) **U.S. statistics-federal and state.**

1. U.S. Bureau of the Census. *Statistical Abstract of the U.S.*
Best general compilation of U.S. statistics. Includes some criminal and court statistics. (Current copy REF COLL: DIRECTORIES; LEVEL S-2 and GOVT. DOCS. OFFICE. Older copies: US C4 S81a; LEVEL 1)
2. U.S. Bureau of the Census. *Historical Statistics of the United States, Colonial Times to 1970.*
(REF COLL: DIRECTORIES; LEVEL S-2)
3. U.S. Bureau of the Census. *Current Population Reports.*
Series of statistical reports on variety of subjects. See PUBLIC CATALOG for list of specific studies. (US C4 C97 P8; LEVEL 1)
4. *The Handbook of Basic Economic Statistics.*
Annual (with monthly supplements). Compilation of statistics on labor, commerce, industry and agriculture. (REF COLL: DIRECTORIES; LEVEL S-2)
5. U.S. Bureau of the Census. *County and City Data Book.*
(Holdings incomplete) (US C4 C75; LEVEL 1)
6. U.S. Bureau of the Census. *State and Metropolitan Area Data Book.*
(US C4 S81as; LEVEL 1)
7. U.S. Internal Revenue Service. *Statistics of Income . . .*
A number of separate publications covering statistics compiled from income tax returns of many types, e.g. business, corporate, individual (US 163 O3sb; LEVEL 1)
8. U.S. Bureau of Labor Statistics. *Handbook of Labor Statistics.*
Annual. (US L12 S8b; LEVEL 1)
9. U.S. Bureau of Labor Statistics. *Bulletin.*
Area, industry, and union wage surveys, among other statistical studies. (US L12 S8b no. ; LEVEL 1)
10. U.S. Bureau of Labor Statistics. *Employment and Earnings.*
(US L12 S8e; LEVEL 1)
11. U.S. Bureau of Labor Statistics. *Monthly Labor Review.*
(US L12 S8m; LEVEL 1)
12. *Survey of Current Business.*
U.S. corporations, including U.S. multinational corporations. (US B97 O3s; LEVEL 1)

(c) **International statistics.**

1. U.N. Statistical Office. *Statistical Yearbook.*
Best compilation of statistics of other countries. (JX9 UN.8 XVII S79sy; LEVEL 3)

2. *Demographic Yearbook*.
By country. (JX9 UN.8 XIII D38; LEVEL 3)
3. U.N. Statistical Office. *Population and Vital Statistics Report*.
(JX9 UN.8 XIII S79ps; LEVEL 3)
4. *The Statesman's Yearbook*.
Annual. Statistics and other information about the countries of the world. (REF COLL: DIRECTORIES)
5. *The World Almanac and Book of Facts*.
(REF COLL: DIRECTORIES; LEVEL S-2)

Biographies

Biographies found in the Law Library come in two basic forms: single publications on individuals, and collections of biographical sketches.

(1) **Individual biographies.** The Library selectively acquires biographies of judges, prominent lawyers, great statesmen and government figures. The PUBLIC CATALOG is the source of information on these biographies.

(2) **Collected biographies.** The Library has a number of collected volumes or sets of biographical sketches of lawyers, judges, statesmen, etc. The following is a list of the most useful titles by category:

(Unless otherwise indicated, each publication can be located in REF COLL: BIOGRAPHY; LEVEL S-2. The date is provided where the publication is not relatively current.)

(a) GENERAL

1. U.S.

- Who's Who in America*
- Who Was Who in America* (BIOGRAPHY-W; LEVEL S-1, North Wing)
- Dictionary of American Biography*
- Encyclopedia of American Biography* (1974)
- Concise Dictionary of American Biography*, 2d ed. (1977)
- Who's Who of American Women*
- Notable American Women*
- Who's Who among Black Americans*
- Who's Who in the Midwest*

2. International

- International Who's Who*
- Current Biography*
-annual
- Biography Index*
- The New Century Cyclopedia of Names* (1954) (REF COLL: DC2 N532)

3. British

Who's Who

Who Was Who (BIOGRAPHY-W; LEVEL S-1, North Wing)

Dictionary of National Biography

(b) LAW

1. Attorneys

Martindale-Hubbell Law Directory (REF COLL: DIRECTORIES)

-most complete listing for the whole country

Who's Who in American Law

Markham's Negligence Counsel (REF COLL: DIRECTORIES)

The Probate Counsel (REF COLL: DIRECTORIES)

Great American Lawyers (1907) (BIOGRAPHY-U.S.; LEVEL S-1, North Wing)

Men of Law: from Hammurabi to Holmes (1947) (BIOGRAPHY-S; LEVEL S-1, North Wing)

2. Judges

The Justices of the U.S. Supreme Court (1969-77) 5v.

Congressional Quarterly Guide to the U.S. Supreme Court

Who's Who in American Law

Biographical Dictionary of the Federal Judiciary

American Bench

Congressional Directory (REF COLL: DIRECTORIES)

-U.S. Federal judges located in D.C. only

Michigan Manual(REF COLL: DIRECTORIES)

Great Jurists of the World (1914)

A Biographical Dictionary of the Judges of England, 1066-1870
(BIOGRAPHY-GT. BRIT.; LEVEL S-1, North Wing)

Campbell's Lives of the Chief Justices of England (1874) 4v.
(BIOGRAPHY-GT. BRIT.; LEVEL S-1, North Wing)

Lives of the Lord Chancellors (1878) 10v. (BIOGRAPHY-GT. BRIT.; LEVEL S-1, North Wing)

For biographies of state judges, look in the PUBLIC CATALOG under the subject:

Judges-(State Name)

3. Law Professors

Directory of Law Teachers (REF COLL: DIRECTORIES)

(c) OTHERS

1. Legislators

Biographical Directory of the American Congress, 1774-1971

Congressional Directory (REF COLL: DIRECTORIES)

-annual

The Almanac of American Politics (REF COLL: DOCS)

Michigan Manual (REF COLL: DIRECTORIES)

Politics in America: Members of Congress in Washington and at Home.

2. Government Officials and Statesmen

Who's Who in Government

Biographical Directory of the United States Executive Branch, 1774-1977

Congressional Directory (REF COLL: DIRECTORIES)

-annual; includes high executive branch officials

Women in Public Office: a Directory and Statistical Handbook (1975) (REF COLL: DIRECTORIES)

The International Yearbook and Statesmen's Who's Who (REF COLL: DIRECTORIES)

Michigan Manual (REF COLL: DIRECTORIES)

3. Women

Who's Who of American Women

Notable American Women, 1607-1950 3v.

Women in Public Office: a Directory and Statistical Handbook (1975) (REF COLL: DIRECTORIES)

Directories of Names, Addresses and Telephone Numbers

The Law Library has a number of sources for names, addresses and telephone numbers. The most useful are listed below.

Unless otherwise indicated, each publication can be located in REF COLL: DIRECTORIES, LEVEL S-2. The date is provided where the publication is not relatively current.

(1) GENERAL

Canadian Almanac and Directory

Whitaker's Almanac (Great Britain)

The World Almanac and Book of Facts

Zip Code Directory (Room S-180)

National Directory of Addresses and Telephone Numbers (REF COLL: DIRECTORIES)

(2) LAW

(a) Attorneys-Law Firms

Martindale-Hubbell Law Directory

-Most complete listing for the entire country

Michigan State Bar Journal Directory Issue

Markham's Negligence Counsel

National Directory of Criminal Lawyers

Outside Counsel: Inside Directors; the Directory of Lawyers on the Boards of American Industry, 1976 (DIRECTORIES-O; LEVEL S-1, North Wing)

The Probate Counsel

Kime's International Law Directory (DIRECTORIES-K; LEVEL S-1, North Wing)

The Bar List (Great Britain)

Solicitor's Diary and Directory (Great Britain) (DIRECTORIES-S; LEVEL S-1, North Wing)

96/Miscellaneous Reference Sources

Canadian Almanac and Directory
Canada Legal Directory
Canadian Law List

(b) Judges-Courts

Federal Court Directory
Michigan State Bar Journal Directory Issue
United States Court Directory
Canadian Almanac and Directory

(c) Attorneys General

Braddock's Federal-State-Local Government Directory

(d) Prosecuting Attorneys

Michigan State Bar Journal Directory Issue
National Directory of Prosecuting Attorneys
U.S. Government Manual
-Federal only

(e) Bar Associations

Michigan State Bar Journal Directory Issue
-Michigan state and local associations
American Bar Association Directory
Martindale-Hubbell Law Directory
-ABA officers and sections only
Law and Legal Information Directory

(f) Legal Aid and Public Defenders

Martindale-Hubbell Law Directory

(g) Public Interest Law Firms and Organizations

Martindale-Hubbell Law Directory

(h) Law Professors

Directory of Law Teachers
Directory of Law Teachers (Canadian Association of Law Teachers)

(i) Law Schools

Directory of Law Teachers
Directory of Law Teachers (Canadian Association of Law Teachers)
Pre-law Handbook
Graduate Law Study Programs
World of Learning

(j) Law Libraries (and Business Libraries)

Directory of Law Libraries
Subject Directory of Special Libraries; vol. for Business and Law
Libraries (Room S-223A)

(k) **Law Publishers**

Books in Print (CATALOG DEPT., Room S-110)

(m) **Miscellaneous**

Law and Legal Information Directory

University of Michigan Law School Alumni Directory, 1859-1981.

(3) **GOVERNMENT**

(a) **Federal Government (Executive and Legislative)**

U.S. Government Manual

Congressional Staff Directory (GOVT. DOCS. OFFICE; Room S-217)

-includes home addresses of executive branch officials

Congressional Index (CCH) (REF COLL: DOCS)

Braddock's Federal-State-Local Government Directory

Encyclopedia of Government Advisory Organizations, 2d ed. (1975)

Washington Information Directory

-also includes non-governmental organizations in Washington

Directory of Registered Lobbyists and Lobbyist Legislation

(b) **State Government (Executive and Legislative)**

Braddock's Federal-State-Local Government Directory

National Directory of State Agencies

Michigan State Bar Journal Directory Issue

Selected State Officials and the Legislatures

State Administrative Officials: Classified by Function

State Legislative Leadership, Committees and Staff

State Elective Officials and the Legislatures

Michigan Manual

-omits telephone numbers

State of Michigan Telephone Directory

Directory of Registered Lobbyists and Lobbyist Legislation

(4) **ORGANIZATIONS**

(a) **Associations**

Encyclopedia of Associations

(b) **Colleges and Universities**

American Universities and Colleges (1973)

Education Directory: Colleges and Universities

World of Learning 2v.

(c) **Corporations**

Standard and Poor's Register of Corporations, Directors and Executives

(d) **Foundations**

Foundation Directory

98/Miscellaneous Reference Sources

(e) Libraries

American Library Directory

(f) Newspapers

Ayer Directory of Publications

(g) Periodicals

Ulrich's International Periodical Directory

Ayer Directory of Publications

(h) Publishers

Books in Print, v. 4 (CATALOG DEPT., Room S-110)

(5) SELECTED SUBJECTS

(a) Civil Rights

Human Rights Directory: Latin American, Africa, Asia
(DIRECTORIES-H; LEVEL S-1, North Wing)

Human Rights Organizations and Periodicals Directory
(DIRECTORIES-H; LEVEL S-1, North Wing)

North American Human Rights Directory
(DIRECTORIES-N; LEVEL S-1, North Wing)

(b) Consumer Protection

Consumer Sourcebook (1980)

(c) Environment

Environmental Information Sources Handbook (1974)

Environmental Law: a Guide to Information Sources

World Dictionary of Environmental Organizations (1976)

(d) Women

Women in Public Office: a Directory and Statistical Handbook (1976)

Women's Organizations and Leaders Directory (1975-76)

Indexes, Encyclopedias, Dictionaries, Directories, etc.

Unless otherwise indicated, each publication can be located in REF COLL: INDEXES, LEVEL S-2. A date is provided where the publication is not relatively current. Since specific call numbers are applied to encyclopedias and dictionaries in REF COLL: DC; LEVEL S-2, those numbers are also provided here.

(1) INDEXES

(a) Legal Periodicals

See p. 54 *supra*.

(b) Other Periodicals

Public Affairs Information Service Bulletin (PAIS)

Readers' Guide to Periodical Literature

Social Sciences Index (Formerly *International Index and Social Science and Humanities Index*)
Criminal Justice Periodical Index

(c) **Miscellaneous**

American Doctoral Dissertations (BIBLIOGRAPHY-A; LEVEL S-1, North Wing)
Bibliographic Index (REF COLL: BIBLIOGRAPHY)
Biography Index (REF COLL: BIOGRAPHY)
New York Times Index (semi-monthly)

(2) **DICTIONARIES**

(a) **Legal**

Ballentine's Law Dictionary, 3rd ed. (REF COLL: DC12 B191 1969)
Black's Law Dictionary, Rev. 5th ed. 1979 (REF COLL: DC12 B627L 1979)
Dictionary of Legal Abbreviations used in American Law Books (REF COLL: DC5 A13 B586d)
Law Dictionary 1975 (REF COLL: DC12 G548)
-brief paperback ed.
Law Dictionary for Non-Lawyers 1975 (REF COLL: DC12 063)
-brief paperback ed.
The Military Law Dictionary 1960 (REF COLL: DC5 M64 D13m)
Stedman's Medical Dictionary, 4th unabridged lawyer's ed. 1976 (REF COLL: DC5 M48 S81m 1976)
Stroud's Judicial Dictionary, 4th ed. (REF COLL: DC 12 S925j 1971)
-Great Britain
Jowitt's Dictionary of English Law. 2d ed. (DC12 J87d 1977; LEVEL S-1, North Wing)
-Great Britain
(Older U.S. law dictionaries are also located in REF COLL: DC)

(b) **General**

The Oxford American Dictionary (REF COLL: DC31 097)
The Oxford English Dictionary 12v. & suppl. (REF COLL: DC31 098 1961)
Roget's International Thesaurus (REF COLL: DC31 R732)
Roget's II: The New Thesaurus (REF COLL: DC31 R7325)
Webster's New Collegiate Dictionary (MAIN DESK)
Webster's New Dictionary of Synonyms (REF COLL: DC31 W385 1978)
Webster's Third New International Dictionary (REF COLL: DC31 W382i 1971)
-located on dictionary stand

(c) **Other**

Acronyms and Initialisms Dictionary (REF COLL: DC5 A13 E15a 1965)
American Political Terms 1962 (REF COLL: DC5 A51 S74a)

- A Dictionary of Contemporary American Usage* (REF COLL: DC31 E92d)
Dictionary of Economic Terms (REF COLL: DC5 E19 G48d)
Dictionary of Insurance 1959 (REF COLL: DC5 I59 D25d)
Dictionary of Stock Market Terms 1961 (REF COLL: DC5 B21 W97d)
Dorland's Illustrated Medical Dictionary (REF COLL: DC5 M48 D711)
The McGraw-Hill Dictionary of Modern Economics 1965 (REF COLL: DC5 E19 M147)
A Parliamentary Dictionary (REF COLL: DC5 P76 A15p 1970)
Parr's Concise Medical Cyclopeda 1965 (REF COLL: DC5 M48 P263)
Stedman's Medical Dictionary, 4th unabridged lawyers ed. 1976 (REF COLL: DC5 M48 S81m 1976)
Webster's New Geographical Dictionary (REF COLL: DC55 W385 1977)

(3) QUOTATIONS

(a) Legal

- Quote It! Memorable Legal Quotations* 1969 (REF COLL: DC21 G368)
A Treasury of Legal Quotations 1961 (REF COLL: DC21 C771)

(b) General

- Bartlett's Familiar Quotations* 14th ed. 1968 (REF COLL: DC21 B29f 1968)
The Concise Oxford Dictionary of Quotations New ed. (REF COLL: DC21 C744 1981)
Oxford Dictionary of Quotations, 3d ed. (REF COLL: DC21 098 D55 Q9)
The Home Book of Proverbs, Maxims and Familiar Phrases (REF COLL: DC21 S84h 1948)

(4) ENCYCLOPEDIAS

(a) Legal

See p. 11 *supra*.

(b) General

- Encyclopedia Americana* 30v. (REF COLL: DC2 A51 1976)
Encyclopedia Britannica 23v. (REF COLL: DC2 B86 1963)

(c) Other

- Encyclopedia of American History* 1953 (REF COLL: DC5 A51 M87c)
The Encyclopedia of Philosophy 4v. (REF COLL: DC5 P56 E56 1972)
An Encyclopedia of World History (REF COLL: DC5 H67 L27c 1962)
International Encyclopedia of the Social Sciences 17v. (REF COLL: DC5 S67 I61)
McGraw-Hill Encyclopedia of Science and Technology 14v. & year-books (REF COLL: DC5 S41 M147 1966)

Thorndike Encyclopedia of Banking and Financial Tables (REF COLL: DC5 B21 T49t 1980)

(5) **LAW SCHOOL, UNIVERSITY AND COLLEGE DIRECTORIES**

(all located in REF COLL: DIRECTORIES; LEVEL S-2)

Pre-Law Handbook

Graduate Law Study Programs

American Universities and Colleges

Education Directory: Colleges and Universities

World of Learning 2v.

(6) **CURRENT EVENTS**

New York Times Index (REF COLL: INDEXES)

Congressional Quarterly Weekly Reports (ENG PER; LEVEL S-3, North Wing; current issues also in GOVT. DOCS OFFICE, Room S-217)

Congressional Quarterly Almanac (REF COLL: DOCS)

-annual

National Journal (ENG PER; LEVEL S-3, North Wing; last two years REF COLL: DOCS)

-weekly

(7) **POLITICAL AND GOVERNMENTAL DIRECTORIES AND ALMANACS**

(all in REF COLL: DIRECTORIES; LEVEL S-2; see also Government directories p. *supra* and Current Events above.)

The Book of the States

Europa Yearbook: A World Survey

The Municipal Yearbook

Political Handbook of the World

Stateman's Yearbook

A Yearbook of the Commonwealth

(8) **FINANCIAL TABLES (INTEREST, ANNUITY, ETC.)**

Thorndike Encyclopedia of Banking and Financial Tables (REF COLL: DC5 B21 T49t 1980; LEVEL S-2)

(9) **FACTS-MISCELLANEOUS**

(all in REF COLL: DIRECTORIES; LEVEL S-2)

Canadian Almanac and Directory

Whitaker's Almanac

-Great Britain

The World Almanac and Book of Facts

(10) **ATLASES**

(all in REF COLL: DC; LEVEL S-2)

National Geographic Atlas of the World (REF COLL: DC58 N277 1966)

-A gazetteer

102/Miscellaneous Reference Sources

Odyssey World Atlas 1966 (REF COLL: DC58 027)

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The Multistate Bar Examination (MAIN DESK)

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