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How to Use a Law Library

Ann Hemmens

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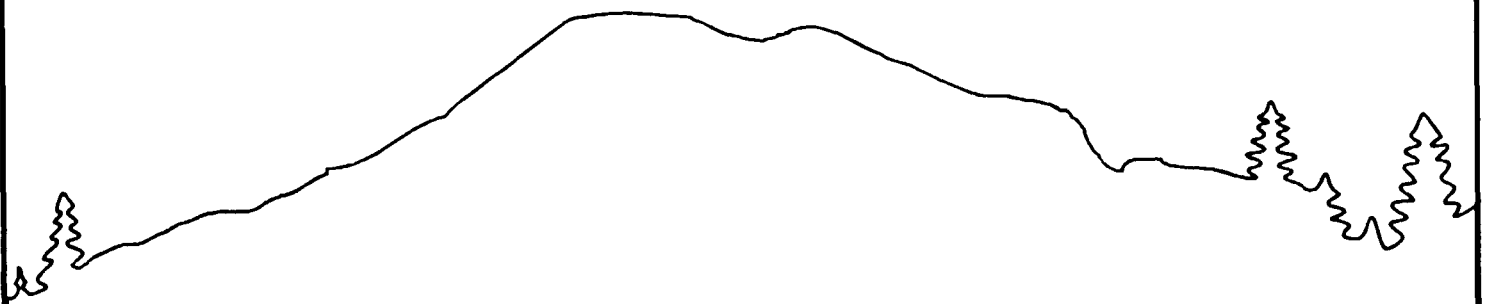
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Washington Legal Researcher's Deskbook 3d



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Introduction

The *Washington Legal Researcher's Deskbook 3d* has been written to assist lawyers, students, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of Washington State and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, Rule 1.1 of the Washington Rules of Professional Conduct (RPC) requires that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association ethics opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, *Smith v. Lewis*, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases

in other jurisdictions have reached a similar result. The Washington Court of Appeals has apparently applied this standard in *Halvorsen v. Ferguson*, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

- 3.1 Knowledge of the Nature of Legal Rules and Institutions;
- 3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
- 3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design

Task Force on Law Schools and the Profession: Narrowing the Gap, *Legal Education and Professional Development—An Educational Continuum* at 138 ("The MacCrate Report") (1992).

The legal researcher of the twenty-first century cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, "Computers Are Required for the Practitioner to Avoid Malpractice," *Wash. St. B. News*, Nov. 1993, at 51; Robert C. Berring, "Technology and the Standard of Care for Legal Research," *Legal Malpractice Rep.*, 1992, at 21. You will find electronic resources noted and discussed throughout the entire *Deskbook*.

The purpose of this *Deskbook* is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, Ann Hemmens describes how to use a law library. From using law li-

baries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I review the formats of legal information and outline a strategy to help the legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. If you must research an area of law you know nothing about, the article reprinted in Appendix II will be extremely useful. If taking good notes is your downfall, be sure to read the note-taking article found in Chapter 2, Appendix III. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter 3, written by Mary Whisner, is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, administrative regulations, case law, case-finding tools, attorney general opinions, citator services, and basic citation formats. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 4, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. This chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in Chapter 5 by Cheryl Rae Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues ad-

ministrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never compiled a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter 6 on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the Legislature's process and includes important tips for accomplishing this research chore efficiently and competently. Researching state initiatives can also be problematic; see the tips included by the author.

A completely new chapter on local government law has been researched and written by Mary Ann Hyatt. After an excellent background of the authority and role played by local governments, Ms. Hyatt analyzes the primary and secondary materials for cities, counties, and special districts.

Historical and archival sources of legal information are new in this edition of the *Deskbook*. In Chapter 8, Cheryl Nyberg and Ann Hemmens have tracked down nearly everything you might need from official documents in the territorial and early statehood periods in Washington.

Chapter 9 is also new to the *Deskbook*. With 36 Indian tribes in Washington State, 6 percent of the state's land held by Indians or Indian tribes, and a growth in tribal self-government, every Washington practitioner should know the basics of Indian law. The chapter reviews federal Indian policy and includes a minimal list of federal, state, and tribal resources that can be used in legal research projects.

"Nonlegal Resources" is the title of Chapter 10 written by Peggy Roebuck Jarrett. In a clear and direct style, the author covers sources that will help you find information about people and organizations, locate factual information, and improve your writing skills.

In the final chapter Jonathan Franklin compiles information about legal resources in Washington.

Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Directories of filing and library service organizations, document delivery services, legal publishers, and Washington legal periodicals complete the informative material found in this section. This chapter will be a great help to those trying to keep their law libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

The *Deskbook's* appendix presents acronyms and abbreviation used throughout this book and that frequently appear in Washington legal materials.

I am very pleased with the high quality of the material you will find within this *Deskbook*. Many thanks to the authors for their tireless work. Special thanks to the general editor, Cheryl Nyberg, who edited all the chapters, created the book's index, and provided the consistency and standard of excellence so necessary for a work like this. Theresa

Knier worked many hours to put our draft material into a final form with a professional touch—thank you! Thanks also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Readers and Washington legal researchers are invited to send comments and suggestions via email to deskbook@u.washington.edu.

Penny A. Hazelton
Seattle, Washington
January 2002

Notes on Using This Book

This section explains citations and references used throughout this book.

Books, Articles, and Legal Citations

The *Deskbook* contains many references to other publications. The authors have used several formats to distinguish categories of material.

Titles of books, periodicals, looseleaf services, CD-ROM products, and similar items generally appear in *italics*. Authors, editors, and compilers are often named and the publisher and year of publication are given. For periodicals and other publications that are issued or updated on a regular basis, the initial year of publication is followed by an open hyphen (e.g., *Washington State Environmental Reporter* (Book Publishing Co., 1974-)).

References to articles include the author(s), the title of the article in quotation marks, and the abbreviated title of the periodical in *italics*. These abbreviations are spelled out in the Appendix: Acronyms and Abbreviations. If the issues of a volume are paginated consecutively, the volume number appears before the title of the publication and the first page number follows the title, with the year of publication in parentheses (e.g., William R. Andersen, "The 1988 Washington Administrative Procedure Act: An Introduction," 64 *Wash. L. Rev.* 781 (1989)). If the issues of a volume are not paginated consecutively, the citation identifies the issue and then the beginning page number (e.g., Nancy Carol Carter, "American Indian Tribal Governments, Law, and Courts," *Legal Ref. Serv. Q.*, No. 2, 2000, at 7). For articles that are available for free on the Internet,

their citations include the Uniform Resource Locators (URLs) (e.g., Eron Berg, "Unpublished Decisions: Routine Cases or Shadow Precedents?," *Wash. St. B. News*, Dec. 2000, at 28, available at <http://www.wsba.org/barnews/2000/12/berg.htm>).

Citations to some legal sources (such as statutes and cases) follow rules set out in *The Bluebook: A Uniform System of Citation*, 17th ed. (Harvard Law Review Association, 2000), with exceptions recommended by the Washington Office of the Reporter of Decisions *Style Sheet*. *The Bluebook* and the *Style Sheet* are described in Chapter 3, Fundamentals of Legal Research in Washington, Section X, Citation Format.

Internet Websites

In less than a decade, the Internet has become a major legal research tool. Thousands of academic, commercial, governmental, organizational, and personal websites contain the text of legal materials and/or guides, indexes, and commentaries on the law. Government agencies at all levels have quickly made the Internet a primary means for communicating with the public.

Throughout this book, URLs identify websites that contain Washington State legal materials. In many cases, "deep links" to pages buried several layers beneath an agency's main homepage have been used to direct readers to the specific location of legal documents and databases. These URLs and the descriptions of website contents were accurate in fall 2001.

Website addresses and contents change frequently, however. If a website address fails and the source is part of the Washington State government, use the "State Agency Index" on Access Washington, <http://access.wa.gov/>, to locate the agency's new URL. Then look for navigation links, a site index, or a search feature to locate specific material. If the source of the website is not part of the Washington State government, pare back the URL to the first slash after the domain name (ending with .com, .edu, or .org). This shortened URL should

take you to the website homepage. For example, the URL for the Gallagher Law Library's collection of legal research guides is <http://lib.law.washington.edu/ref/guides.html>. If you eliminate "/ref/guides.html", you will go to <http://lib.law.washington.edu/>, the Law Library's homepage.

The University of Washington Gallagher Law Library maintains an Internet Legal Resources page, <http://lib.law.washington.edu/research/research.html>, that links to free websites providing Washington State primary law sources, including the constitution, bills, statutes, court opinions, court rules, regulations, administrative agency decisions, and municipal codes. Comparable links for U.S. government sources are also provided. Internet Legal Resources is updated regularly.

LexisNexis and Westlaw

Many chapters describe files and databases found on the two major commercial legal research services, LexisNexis and Westlaw. In some cases, specific libraries and file names are mentioned. For example, Chapter 5, Administrative Decisions and Materials, includes a list of LexisNexis libraries and files containing administrative agency decisions. The reference to "WASH;WAGMHB" includes the LexisNexis library name for Washington (WASH) and a specific file within that library for the decisions of the Growth Management Hearings Boards decisions (WAGMHB). The comparable database on Westlaw is called WA-GMHB.

When no library, file name, or database identifier is given, the researcher may explore several options for finding relevant material. Both services maintain extensive directories of their contents and these directories are available in print and online. The *Westlaw Database Directory* is published annually; the 2001 edition is 842 pages. The online edition is found at <http://directory.westlaw.com/>. The

LexisNexis *Directory of Online Services* is also published annually; the 2001 edition is 736 pages. The "Searchable Directory of Online Sources" is at <http://web.nexis.com/sources/>. The directories are organized by jurisdiction (Washington), type of legal material (Legislation), and subject or practice area (Environmental Law). They also include indexes by title (*Washington Administrative Code*). Users may also contact the customer service representatives to ask about the availability of particular sources and get advice on constructing effective searches. LexisNexis customers may dial (800) 543-6862. The Westlaw Reference Attorneys may be reached at (800) 733-2889.

Because of their expense and complexity, these services are most often used by members of the legal community. Few public law libraries can afford to make these services available. Faculty and students at some colleges and universities may have access to a version of LexisNexis called Lexis-Nexis Academic Universe or a version of Westlaw called Westlaw Campus. These services offer an abbreviated list of certain legal sources, including full-text federal and state cases, statutes, and law reviews. Other users may take advantage of the vendors' credit card options. LexisNexis by Credit Card, http://web.lexis.com/xchange/ccsubs/cc_prods.asp, is available on a "pay as you go" basis. A user may search legal materials (including federal and state cases, constitutions, statutes, court rules, and law reviews). Westlaw's WestDoc program, <http://www.westdoc.com>, allows users with citations to obtain documents by credit card.

Email the Authors

The authors are interested in readers' comments and suggestions. Please contact us by electronic mail at deskbook@u.washington.edu.

Author Biographies

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How to Use a Law Library

Ann Hemmens

- ▶ The Basics of a Law Library
- ▶ Services
- ▶ Collection Organization
- ▶ Locating Items in the Collection
- ▶ Online Searching
- ▶ Everything Is Online, Right?
- ▶ Law Libraries in Washington State
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1 How to Use a Law Library

Ann Hemmens

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Libraries exist to acquire, give access to, and safeguard carriers of knowledge and information in all forms and to provide instruction and assistance in the use of the collections to which their users have access . . . [Libraries] are about the preservation, dissemination, and use of recorded knowledge in whatever form it may come . . . so that humankind may become more knowledgeable; through knowledge reach understanding; and, as an ultimate goal, achieve wisdom.

— Walt Crawford & Michael Gorman, *Future Libraries: Dreams, Madness & Reality* 3, 5 (American Library Association, 1995)

The purpose of this chapter is to help law library users acquaint themselves with and find their way around law libraries as well as to understand the range of services these libraries offer. The topics discussed here are relevant in regular libraries as well as specialized law libraries. Any library can appear intimidating at first, but you can do a lot to familiarize yourself with the library's layout, materials, and procedures. Remember library personnel are there to help you, so just ask.

I. The Basics of a Law Library

Most people are familiar with public and school libraries. How are law libraries similar to and different from other types of libraries? Law libraries offer an array of services to library users and like other libraries, they typically provide materials in a variety of formats (print, electronic, microform, etc.). For example, in a law library you will find the traditional book sets (e.g., *Washington Reports* and the *Revised Code of Washington*), subscription based online databases (e.g., CD Law and ABI/Inform Global), CD-ROMs, microfiche or microfilm, and access to the Internet.

The major difference between law libraries and other libraries is the type of material in the collection. In a law library you will find primary legal material (cases, statutes, regulations, and constitutions), secondary sources (treatises, restatements, periodicals, and legal encyclopedias), finding tools (digests, indexes, and citators), and nonlegal materials (dictionaries and encyclopedias). Depending on their mission and users, law libraries become even more specialized. For example, you will find

more practice materials (with sample forms, checklists, and guidelines for attorneys) in a law firm or county law library and more research and historical materials in an academic law library.

Another difference is who has access to the library. Many different types of law libraries serve specific groups. Academic law libraries are associated with law schools and court libraries are associated with state and federal courts. Other types of law libraries include county law libraries, law firm libraries, agency law libraries (e.g., the Washington State Attorney General's Law Library), and corporate law libraries (e.g., libraries at the Boeing Company or the Microsoft Corporation). Each of these libraries limit access to certain groups such as law students and faculty, judges, lawyers in the firm, agency employees, or employees of the corporation. Many county and academic law libraries are open to the general public, including people who are not legally trained.

Not all resources may be available to all users in a library. For example, a library may subscribe to an online or electronic database that is limited to use by one person at a time or to selected computers in the library. Some materials may be restricted to use in the library only and not loaned. Material might be in a central area or spread across multiple floors, offices, or even buildings. For example, in a law firm, a partner practicing in the tax area may have all of the looseleaf services relating to tax law in her office. Or in an academic law library, a faculty member may keep a particular treatise on maritime law in his office. In these situations, you will need assistance from library staff to retrieve or locate the material.

There are certain things you need to know about a law library to use it effectively. First of all you need to know if you are allowed access to it, where it is located, and the hours of operation. Most libraries produce handouts or library guides with valuable information on the hours of operation, maps showing the layout of the collection and floor plans, an explanation of how to use the catalog, how to borrow books, important phone numbers, and email addresses. These guides often include important policy information, such as who can use the library, under what circumstances materials can be borrowed, where laptop computers are permitted, whether cell phones must be turned off in the library, or if food and drink are allowed in the facility. Many libraries post these guides on their websites. But you can also call the library to ask questions. Appendix I, below, contains a list of all of the state, county, court, and academic law libraries in Washington, including addresses, phone numbers, and website addresses.

Library Guides

- Library hours
- Location
- Phone numbers
- Email addresses
- Map of library & collection
- Services
- Policies on access, borrowing, computer use, etc.

Many large public libraries have legal materials. For example, the Ellensburg Public Library has a subscription to CD Law (an online database containing Washington legal materials) and the Bellevue Regional Library has a legal collection with many practice materials as well as the official *Revised Code of Washington* and the two annotated versions, the *Annotated Revised Code of Washington* and *West's Revised Code of Washington Annotated*. Public libraries may also be able to retrieve materials for you from other libraries. Appendix III to Chapter 7, Local Government Law, contains a selective list of public libraries in Washington. So if you are not

near a law library, call your local public library and ask about its legal collection.

II. Services

The library staff is there to help you. Their goal is to make sure you find the information you need and that you will feel comfortable using the collection again in the future. They can explain how the books are arranged, register you to borrow materials, and suggest possible sources of information. They can help you use microfilm or develop effective search queries for an online database. The level of staffing at libraries varies. There may be one person to answer all of your questions or many people, each with a specialty. Remember that in most libraries the staff will not conduct research for you; they are there to help you find the information you need and to help you make the best use of the diverse resources available.

Law libraries offer a multitude of services, depending on the number of staff and the size of the collection. Common departments include circulation, reference, interlibrary loan, technical services, and specialized services. The types of services provided by these departments are described below, but remember one person (or many) may be responsible for these services.

The circulation staff will explain policies, tell you which material can be checked out, for how long, and how to renew books for a longer loan period. The registration process varies by library. They can help you locate a book missing from the shelf or help you use the library catalog.

The reference staff can help you locate and use resources in the library. They provide instruction in how to use the library catalog or a periodical index and help decipher odd citations. Many reference librarians also prepare legal research guides and bibliographies for researching a particular topic (e.g., Washington State legislative history research). Reference services may be provided in person, over the phone, via email, or through a live chat session on the Internet.

Generally, law librarians do not conduct legal research for library users. Instead they help users identify and locate relevant material. The law is a complicated and interrelated system. Law is produced by all branches and at all levels of government (international, federal, state, city, county, tribal), creating a complex web of sources that must be consulted for many legal questions. No one wants to give you the wrong legal information, so to protect the public (you) from the unauthorized practice of law, most law librarians limit the extent of research they will actually do for you. Law library staff will not interpret cases or statutes. If you need professional legal assistance, the librarian can help you locate an attorney or legal services agency in your area through the use of legal directories or guides, such as “Free or Low-Cost Legal Advocacy, Information, and Referral for King County Residents” found at the University of Washington Gallagher Law Library website, <http://lib.law.washington.edu/ref/freecost.html>. This list of agencies that provide free or low-cost legal assistance contains contact information and descriptions of services. It is arranged by topic (such as debtor-creditor, insurance, landlord-tenant).

If you discover that the book or periodical article you need is not available at the library you are using, ask a librarian about their interlibrary loan service. This service allows the user to request that the library borrow material from another library. Fees may be associated with this service. The length of time it takes to borrow an item on interlibrary loan depends on several factors, including how quickly the lending library can retrieve it, whether it is checked out to another user, and whether it is in part of the collection that can be borrowed. The length of time an item retrieved through interlibrary loan can be kept may be determined by the borrowing or the lending library. Interlibrary loan request forms may be available in the law library or online at the library’s website. If the law library you are us-

Services

- Circulation
- Reference
- Interlibrary loan
- Technical services
- Specialized services

ing does not offer this service, check with a local public library.

Technical services librarians are involved in selecting, acquiring, cataloging, and organizing the library collection. They create catalog records for new material and assign subject headings to items. They are often responsible for keeping the legal ma-

terials current by filing looseleaf updates, pocket parts, and supplements. These librarians handle suggestions for new book purchases.

Many other specialized services may be offered in a law library. The library may provide photocopiers, fax machines, computer workstations equipped with word processing soft-

ware, or fee-based copy and delivery services. Libraries may provide current awareness services to the employees of the institution to which the library belongs (such as lawyers in a firm or the judges in a court). This service involves routing new issues of selected journals to a user or creating a daily email update from a subscription database. Library staff may offer computer support or information technology services for assistance with computer problems. Librarians also offer individual instruction or classes on legal research techniques, some of which may be open to the public.

Libraries participating in the Federal Depository Library Program and/or the Washington State Depository Library Program collect federal and state government publications and make them available to the public. As the Federal Regional Depository Library for Washington State, the Washington State Library in Olympia receives all publications distributed by the U.S. Government Printing Office (GPO) and keeps them indefinitely. Many law libraries receive selected federal publications, meaning they collect only certain categories of U.S. documents. The selection usually focuses on legal and law-related documents, including, for example, congressional materials, administrative regulations, administrative decisions, and presidential documents.

The Washington State Library is also the State Regional Depository Library. It receives copies of all state government publications and keeps them permanently. Designated libraries throughout the state participate in the state depository program. A website listing the libraries in Washington participating in the Federal and Washington State Depository programs is found in Appendix I, below. For information on Washington archives, see Chapter 8, Historical and Archival Sources.

III. Collection Organization

One of the first things to learn about a law library is how the materials are organized. Once you are familiar with the library's arrangement, it will be easier to find your way around the collection and to locate the items you need. Law library collections can be self-organizing, in that the large sets of case reporters and multi-volume sets of legal encyclopedias, digests, and statutes can be organized alphabetically by jurisdiction. Legal periodicals may be shelved together, arranged alphabetically by title with the necessary indexes nearby. But for many other types of materials, such as secondary legal materials including treatises, hornbooks, and looseleaf services, most libraries adopt a classification scheme.

The general purpose of a classification scheme is to place books on the same subject near each other on the shelves (e.g., books related to bankruptcy are shelved together and books about copyright are shelved together). Librarians assign certain letters and numbers to a book (based on the book's subject matter) called the classification number or call number and this information appears on a label affixed to the spine or front cover of each book. When you locate an important book on a topic, it is helpful to browse the books nearby on the shelf, because they will be on a similar topic.

There are several types of classification schemes. Most people are familiar with the Dewey Decimal classification system, because it is used in the majority of public and school libraries.¹ But the classification system developed by the Library of

Congress is commonly used in law libraries. It consists of a combination of letters and numbers. There are twenty-one categories of knowledge (or subjects) in this system ranging from A to Z (excluding I, O, W, and Y), but legal materials from around the world are assigned call numbers beginning with the letter K (i.e., the K call number range or K classification schedule). The Library of Congress completed classification schedules for the United States, Britain, and Canada in the 1970s, but other countries' schedules were not complete until the early 1990s. Many libraries assigned call numbers to material based on a preliminary outline from the Library of Congress, which differed from the final schedule. So you may find that a law library has two call numbers for material from or about a particular foreign jurisdiction or they may be in the process of reconciling the difference. Appendix II, below, contains an abbreviated chart of the Library of Congress Classification system, with references to other sources of information on the topic.

A typical Library of Congress call number is KFW94 .W37 2000, for the *Washington Family Law Deskbook*, 2d ed. (Washington State Bar Association, 2000-). On the spine of the volume the call number looks like this:

KFW
94
.W37
2000

In this example, the "KFW" indicates the book is about Washington State law, the second line ("94") indicates the book is about family law. Once a book has been assigned to a subject, the many books on Washington family law are arranged alphabetically by the author name (in this case the Washington State Bar Association), therefore the third line (".W37"). The fourth line ("2000") refers to the date the volume was first published.

Before the development of the K or law classification scheme, libraries created their own systems. For example, in the 1930s, Frederick C. Hicks de-

veloped the Yale Law Library Classification Scheme². In the 1950s the Los Angeles County Law Library developed its own class K schedule for law books that several other libraries adopted. Another classification scheme covers only federal government publications distributed to libraries by the U.S. Government Printing Office: the Superintendent of Documents (SuDoc) system. Libraries may develop their own unique classification scheme based on the size and scope of their collections. Whatever scheme is used, the library will have a guide explaining it.

In addition to being assigned call numbers (based on a specific classification scheme), books may be located in different areas of the library based on the type of material, the nature of how people use them, or how frequently they are used. For example, dictionaries, indexes, and citation manuals may be located in a reference area. Frequently used looseleaf sets, treatises, and hornbooks may be kept in a central area that is easy to access. Federal, state, or foreign government publications may be shelved separately, near their indexes. In an academic library, items that are loaned to users for a short period of time (because of great demand) and those related to particular law school classes may be in a reserve section. The case reporters and statutes for a particular jurisdiction may be centrally located. Some periodicals such as law reviews may be in a separate location (organized alphabetically by title) for convenience and to provide enough shelf space for the new volumes to be added. Large books (called folios) may be in a separate area because of their unusual size. Books published in the early part of the 20th century and earlier may be housed in a rare books area (which might be climate controlled to prevent deterioration of the books). Materials in nonprint format (such as microfiche or videotapes) may be located in special cabinets. And current issues of periodicals or recently acquired books may be displayed prominently to draw the visitor's attention. The location of an item will be indicated in the catalog record and possibly on the spine of the

book (above the call number). So in addition to determining the call number for an item, you may need to determine if there is a location code indicating a special physical location for the material.

IV. Locating Items in the Collection

A. Library Catalogs

Even a classification scheme that organizes the collection by subject, such as the Library of Congress scheme, can be confusing to a library user if the entire law library is housed on several floors or in various offices and corridors. To improve access to their materials, many libraries catalog their collections. That is, a library staff person describes each item; notes the author, title, publisher, year published, language, and other descriptive features; and assigns appropriate subject headings. A catalog containing this information is made available to library users in several forms: the traditional card catalog, a microfiche catalog, a CD-ROM catalog, or an online public access catalog (OPAC).

Today, most library catalogs are online. This online public access catalog may be available only within the library on dedicated computer terminals or it may also be accessible outside the library through the Internet either as a web-based catalog (providing a graphical search screen) or as a Telnet application (which retrieves information from the Internet in a text-based format). Some libraries allow telephone dial-in access through a modem to their catalog and provide a text-based search screen.

The many advantages to an online catalog include frequent updating, flexible searching options (search by author, title, subject, keyword, and classification number), information on whether the book is currently available in the library or checked out to another user and when it is due back, and the ability to check when the most recent issue or supplement for a title has been received. Some online catalogs allow you to place a hold on an item that is checked out to another user, so that you will be notified when it is returned to the library. You

might even be able to view a list of all items that you have checked out (so you know when to return them to avoid fines!). Since every online catalog has different search and record features, it is important to learn how to use your library's particular system. Look for online "Help" screens and written guides, or ask a librarian for basic instruction in the use of the catalog. See Section B, below, for effective searching strategies in an online catalog.

Some materials, such as state, federal, or international government publications (e.g., the United Nations, the European Union), may not be included in the online catalog. These materials may be shelved in a separate location, often designated "Government Publications." Many government documents are now online and the library staff can assist you in using appropriate indexes and finding aids to locate them.

A library with an online catalog may also retain a traditional card catalog for nonromanized languages, such as Chinese, Japanese, or Russian. Specialized software is needed to display these language characters in an online environment and the library may not have acquired that software. The library may be in transition, converting from an older classification scheme to a new one.

Several libraries may join together to create a joint online catalog allowing users to search the combined collections at one time. An example of such an arrangement is Cascade, <http://cascade.lib.washington.edu/>, a combined catalog of all the public university library collections in the State of Washington: University of Washington, The Evergreen State College, Western Washington University, Central Washington University, Eastern Washington University, and Washington State University. The Gallagher Law Library at the University of Washington is the only law library in Cascade. Although anyone can search Cascade, only faculty, students, and staff associated with one of the participating schools can borrow materials through the service.

Library catalogs can be in CD-ROM format. These require special equipment, a computer with a

CD-ROM disk drive or access to the CD-ROM through a computer network. This format provides the flexibility of keyword searching in various parts (or fields) of the catalog record. Effective online searching is discussed in Section B, below.

Some libraries use microfiche catalogs, which require microfiche readers. A library may have multiple copies of its microfiche catalog in different areas of the library. Such catalogs are easy to update, but due to the expense, they may only be updated several times a year. Check to see if a supplement is available.

Some libraries still use traditional card catalogs, which consist of a cabinet of drawers containing many 3 ½ x 5 inch cards. Duplicates of these cards are filed so that users can search for materials by author, title, or subject. As many libraries have transferred their records to online catalogs, libraries are finding unique uses for old catalog cards.³

B. Searching Online Catalog Records

Online public access catalogs have really changed how users access library collections. Beyond the ability to search by just author, title, and subject, many online systems allow you to search across multiple fields or segments with keyword searching. For example, you can find out whether the library has Wigmore on Evidence even if you cannot remember the exact title (*Evidence in Trials at Common Law*) and you do not want to hunt through the hundreds of entries under the subject heading ("Evidence (Law)—United States"). Many online catalogs allow users to limit a search to all materials written in a particular language (e.g., all books written in Chinese on the topic of intellectual property), found in certain locations (e.g., books held on reserve dealing with local government law), published in a certain time period, or created in certain formats (e.g., videotapes or audiotapes).

Not all online catalogs offer the same flexibility. Find out what the catalog you are using can do. Printed guides, short tips posted near the terminals,

and online help screens can help familiarize you with the online catalog's features.

Pictured below is a catalog record for a commonly used set of books on Washington appellate practice. This image is from the University of Washington Gallagher Law Library online catalog, <http://marian.law.washington.edu/>. The fields are in *italics* at the left of the display. Although this record was retrieved through a title search, you can also con-

labeled "status," indicating whether or not the book is in the library or is on loan to a library user. At the time this search was done, all four volumes of this set were available in the library on Reserve (i.e., at the Circulation Desk). The field labeled "description" indicates that this is a four-volume looseleaf set and that it contains sample legal forms. Some books now contain forms on a computer disk. If a

TITLE <input type="text" value="washington appellate practice deskb"/>		
<i>Title</i>	Washington appellate practice deskbook	
<i>Edition</i>	2nd ed	
<i>Pub. info.</i>	Seattle, WA : Continuing Legal Education Committee, Washington State Bar Association, 1993-	
<i>Call #</i>	KFW584 .W38 1993	
KFW584 .W38 1993 Location Reserve		
<i>Latest Received:</i> 1998		
LOCATION	CALL NO.	STATUS
Reserve	KFW584 .W38 1993 v.1	CHECK SHELVES
Reserve	KFW584 .W38 1993 v.1A	CHECK SHELVES
Reserve	KFW584 .W38 1993 v.2	CHECK SHELVES
Reserve	KFW584 .W38 1993 v.3	CHECK SHELVES
<i>Location</i>	Reserve	
<i>Description</i>	4 v. (loose-leaf) : forms ; 27 cm	
<i>Bibliography</i>	Includes bibliographical references and index	
<i>Local note</i>	Library's copy in 4 v. (v. 1, 1A, 2, 3)	
<i>Subject</i>	Appellate procedure -- Washington (State)	
<i>Other author</i>	Anderson, Helen A	
	Washington State Bar Association. Continuing Legal Education Committee	

Marian Gould Gallagher Law Library Catalog title search. <http://marian.law.washington.edu>

duct a keyword search in this database. A keyword search allows you to search for words that appear anywhere in the following fields of the catalog record: author, title, subject, publisher information, added titles, uniform headings, contents notes, conference headings, and corporate names. You can limit the keyword search to one field or many. Obviously, this is a very powerful search tool.

You will notice that this record includes a field labeled "latest received." This field identifies the most recent issue of the journal or other supplementation received. Circulation data appears in the field

computer disk was connected to this title, it would be indicated in the "description" field.

Another strength of online catalogs is the linking of records (think of hypertext links on the World Wide Web). For example, if you want more books on the same subject as the *Washington Appellate Practice Deskbook* (see above), you could click the "subject" heading link ("Appellate procedure—Washington (State)") and the catalog would retrieve a list of all the other books and resources in the library that have been assigned that subject heading. Similarly, if you wanted to locate all mate-

rial authored by Helen Anderson, you could click on the "other author" link ("Anderson, Helen A").

Libraries often add a variety of products or services to their OPACs. Some on-line catalogs provide links to free Internet websites containing on-line versions of publications, especially for U.S. government documents. Links may also be provided to commercial databases or electronic journals to which the library subscribes (e.g., *Statistical Universe* or the *Journal of Competition Law & Policy*). Access to these databases may be limited by password, library card registration number, or by the computer's Internet Protocol (IP) address. Some libraries allow access to these commercial databases through dedicated computers. Others may provide access remotely (i.e., you are able to search the databases from your home or office computer) through the use of a proxy computer server or a special piece of software (e.g., the University of Washington Internet Connectivity Kit). Many law firm librarians create intranets, privately maintained computer networks that can only be accessed by authorized personnel, such as the employees of a law firm, which contain links to the library's online catalog, to select electronic databases, and to directories of useful free websites (organized by the librarian for specific practice areas). Again, not all online catalogs can do all of these things, but more and more catalogs offer these advanced features.

In the future even more enhancements to on-line public catalogs are anticipated. For example, the tables of contents and indexes for monographs, texts, and treatises may be made available. IndexMaster is an online resource containing the indexes and table of contents of thousands of legal treatises. A library that subscribes to this service may link its Internet based library catalog record to the specific index and/or table of contents data

for any title in IndexMaster. Enhancements such as these will greatly increase the user's ability to determine the relevancy of a specific text to the research problem.

Searching Online Catalogs

- Author, title, subject, keyword, and call number searching
- Links to other records
- Commercial databases
- Internet access
- Catalog available remotely

So you've searched the catalog and found just the book that you need, but it isn't on the shelf! Why? First check to make sure you are reading the call number correctly and then check to see if there is a location code (i.e., is this book found in the reserve collection instead of the general stacks area?). The item may be on loan (or checked out) to another user,

somebody in the library could be using it, it could have been shelved in the wrong location, or it could have been removed by library staff for repair. The online catalog may indicate why the book is not available. If you have any questions, ask a librarian to help you find the item.

C. Searching Indexing and Abstracting Services

Locating individual articles in legal periodical literature has always been a challenge for researchers. The card or online catalog indicates which periodical titles the library owns (e.g., *Harvard Law Review*, *Gonzaga Law Review*), but it does not provide access to the specific articles in each issue. Over the years many excellent indexing tools have been developed, including the *Index to Legal Periodicals*, the *Legal Resource Index*, and the *Current Law Index*. These indexes are available not only in print form but also in CD-ROM and online versions. Many libraries now provide access to periodical indexes through their online catalogs. The electronic versions of these indexes usually provide more than simple subject and author access.

The record below is from the Internet-based index *LegalTrac* as it appears on the University of Washington Libraries' Information Gateway. *LegalTrac* indexes major law reviews, law journals,

<input type="checkbox"/> Mark <i>Journal of Land, Resources and Environmental Law</i> , Spring 2001 v21 i1 p13-24 Executive orders and presidential commands riding to the rescue of the environment. <i>William H. Rodgers.</i>
<hr/> Subjects Executive orders - Environmental aspects Environmental protection - History Locations United States Article A73179406
<hr/> <p style="text-align: center;">View other articles linked to these subjects:</p> <hr/> Environmental Protection - History <u>View</u> 6 Periodical references <u>See also</u> 57 other subdivisions Executive Orders - Environmental Aspects <u>View</u> 4 Periodical references <u>See also</u> 16 other subdivisions Journal of Land, Resources and Environmental Law, Mar 22, 2001 <u>View</u> other articles in this issue

LegalTrac index record.

specialty law and bar association journals, and legal newspapers from 1980 to the present time, from the United States, the United Kingdom, Canada, and Australia. This index is also found on LexisNexis (LAWREV;LGLIND) and Westlaw (LRI) under the title *Legal Resource Index*.

As with the bibliographic record seen in Section B, above, this periodical index record contains a lot of searchable information. With a sophisticated search engine as part of the database software, each word in this index record can be searched. Fields such as author, article title, journal name, date, and subject are available. Even more searchable fields are available in the LexisNexis and Westlaw versions of the index. Using *LegalTrac*, a researcher can create a very focused search, for example, to locate all articles written by Professor William Rodgers, published in 2001, on the environment in the United States. If you know that a recent article has the phrase “riding to the rescue” in the title, a keyword search with this unique phrase will also retrieve the record (see above index record). Once you have located an article on your topic you can

take advantage of the hypertext linking attributes of the index and link to the records for the four other articles indexed under the same subject heading, “Executive Orders—Environmental Aspects.”

What this periodical index record does not tell you is how to locate the article in the library. You need to know whether or not the library has the periodical, in this case the *Journal of Land,*

Resources and Environmental Law. Sophisticated systems will link directly from the periodical index to the library catalog. In other systems, you will need to perform a separate title search for the periodical in the library’s catalog. Remember, this index only gives you a citation to the article, you then need to retrieve the journal to look at the article. Occasionally *LegalTrac* provides full-text versions of articles.

The same principles of record structure apply whether the index is in a library database system, on Westlaw or LexisNexis, or in other online or CD-ROM products. Understanding the underlying structure and the fields created for this information can improve your use of these powerful research tools.

D. Legal Research Guides

In an effort to help users locate relevant items, many libraries provide legal research guides for particular areas of law, such as labor and employment law, foreign and international law, or federal legislative history research. These guides list resources (of-

Legal Research Guides

- Gonzaga University Law Library, Internet Legal Resources and Pathfinders, <http://law.gonzaga.edu/library/referen.htm>
- King County Law Library, Research Links, http://www.kcll.org/research_links300.htm
- Seattle University Law Library, SU Law Research Starting Points, <http://www.law.seattleu.edu/information/startingpoints/startingpoints.html>
- University of Washington Gallagher Law Library, Legal Research Guides, <http://lib.law.washington.edu/ref/guides.html>
- Washington State Law Library, Research Starting Places and Informational Brochures, <http://www.courts.wa.gov/library/>

ten both print and online) that a researcher will find useful. Guides that include annotations describing each title may be called pathfinders, bibliographies, or webliographies, if online. Some research guides may focus on how to use a particular resource, such as CD Law. Libraries may maintain these legal research guides in print and online.

V. Online Searching

A. Effective Online Searching

To make the most of the myriad of online resources available for legal research, users must learn how to search precisely and effectively. The language of online searching applies to online library catalogs, databases of legal material, and the various Internet search engines. Time spent learning how these systems work will save time and frustration and will lead to better results.

The computer is just a tool, although a very powerful one. You must frame your research query so that the computer will understand it. You have to learn the computer's language. Sometimes computer languages are similar across systems, but not always.

There are several questions you need to answer about a computer's search system so that you can use it effectively. First of all you need to know what a word is. Typically it is any string of characters with a space on either side (e.g., y2k, problem). Also consider how the system treats punctuation. Punctuation can be handled in three different ways. It

can be removed from words and the parts run together (e.g., "girl's" becomes "girls"), a space might be left where the punctuation was thus creating separate words (e.g., "23 USC 1204(a)" becomes "23 USC 1204 a"), or punctuation may be kept (e.g., "David Smythe-Jones" will be searched with the hyphen).

A second question concerns spelling variations, such as word endings (e.g., incorporate, incorporated, incorporation). The ability to search for these various endings may be labeled **truncation**, **stemming**, or **word roots**. Does the system allow you to search for internal spelling variations (e.g., marihuana, marijuana) using a **wildcard**? Some search engines are not **case sensitive** and do not care if a term is capitalized (i.e., it will search for both upper and lower case letters) but other search engines will only find exact matches if capitalization is used.

It is important to know how to search for a **phrase**. Computers treat spaces between words as a command to establish some sort of relationship between the words. For example, with the query "proximate cause" a computer may understand the space to mean that it must find those two words *adjacent to each other and in that order*. But some search systems read the space to mean *or*, so they find records with either word, or both words, but not necessarily together ("proximate" or "cause"). And finally some systems interpret the space as meaning

and, so they find documents with both words, but perhaps not together (“proximate” and “cause”). Since legal concepts are very important in legal research, it is important to understand how a computer establishes a phrase and if the computer allows techniques such as the use of double or single quotation marks to establish a phrase.

Researchers familiar with LexisNexis and Westlaw may have used **connectors** that establish relationships between words and phrases. There are two types: Boolean connectors and proximity connectors. **Boolean connectors** include: *and*, *or*, *not*, and sometimes *and not*. **Proximity connectors** establish how close one term or phrase must be to another. The terms might be in the same sentence, in the same paragraph, within a specified number of words of each other, or simply near each other. Sometimes you can even specify in what order the terms must appear. The abbreviations used to denote connectors vary across systems, so be sure to read the Help Screens for each system.

A very powerful and often underutilized tool in online searching is **segment** or **field searching**. Segments (fields) are parts or sections within a document. For example, in a library catalog record, the title and author are separate fields. In LexisNexis, a court opinion contains segments such as Name, Date, Court, and Judge. And in Westlaw, some of the case law fields are Title, Judge, Digest, and Headnote. You can make your search more efficient by limiting search terms to appropriate fields or segments. Use date restrictions. The more specific you are, the better the quality of your search results. Also, consider

printing field or segment restricted text to reduce the number of lines printed.

Another aspect to consider is the **order** in which the computer search system will process your query (this is sometimes called **order of processing**). This element is important because documents are retrieved based on which word relationships the search engine establishes first. We read from left to right, but a computer program does not necessarily read in that order. Often you can change the search

engine’s order of processing by putting what you want done first in parentheses.

Some search engines allow **natural language** or **concept searching**. In these systems you are able to list words or legal issues as the search query. A sophisticated search engine is programmed to recognize and establish key phrases or pick out important words and then search the database for documents with the most number of those terms and documents in which the terms are clustered together. Several commercial databases (including LexisNexis and Westlaw) offer this feature, but few online catalogs or general Internet search engines do.

Constructing a Search

- Word
- Punctuation
- Spelling variations
 - Truncation, stemming
 - Wildcard
- Case sensitive
- Phrase
- Connectors
 - Boolean
 - Proximity
- Segments or fields
- Order of processing
- Natural language or concept searching
- Help screens
- Database directories

Always use the **Help**

Screens and Search Aids! The experts (the people who created the systems and librarians) write these guides. They want you to use the system effectively and efficiently. You will save a great deal of time and produce better search results by reading these Help Screens before beginning your research. The search aids are usually available both online and in print. The terminology may vary. For example, when online, look for links labeled frequently asked questions (FAQs), tips and troubleshooting, search tips, search syntax summary, help, scope, or information.

Print guides may be called reference manuals, handbooks, or guides. Look for the phrase computer assisted legal research (CALR) in the title.

Consult a **directory of the databases** contained in a large online service in order to narrow your search to the most specific database likely to con-

tain the information you are seeking. For example, the *Directory of Online Services* from LexisNexis and the *Westlaw Database Directory* are both published annually in print. Online versions of these database directories are even more current than the print. LexisNexis provides free access to its *Searchable Directory of Online Sources*, <http://web.nexis.com/sources/>, which includes library and file names, coverage dates, and descriptions of database contents. Westlaw offers free access to its *Westlaw Database Directory*, <http://directory.westlaw.com>, and fee-based access to a searchable Westlaw Database List (IDEN). Both sources provide database identifiers, content descriptions, and search tips.

B. Evaluating Resources on the Internet

Evaluation is an integral part of legal research. A competent researcher is always looking for good law, not just any law. When using print resources, one relies on the integrity of the editor and publisher. Nevertheless, one makes judgments about printed sources, almost without consciously thinking about it. For example, if you were looking for a legal treatise on contract law, you would probably be more likely to choose one published in 2001 rather than one published in 1979. Or when searching for a law review article, you would probably give greater weight to one written by a well-known legal scholar than one written by a law student. The goal is to incorporate this evaluation mindset into Internet legal research.

First, assess the **accuracy** of the website. Look for quality control measures. Are there grammatical

and spelling errors? Are statistics and quotes supported by cited sources? Do citations provide the kind of information you need to locate the document? Can you determine who the author is? Is that person qualified to write the document?

Second, determine the **authority** of the website.

Who publishes the web documents? Is the creator of the website authorized to collect and publish the documents? Is this a reputable publisher? Can you contact the author if you have further questions? It is usually safest to obtain material from its source, so go to a government agency website for a recently released agency report or to the

Washington State Courts website for a recent opinion of the Court of Appeals. You can often determine the author of a website by looking at the website address (i.e., does the website address or URL end in .gov, .org, .edu, or .com?).

Third, evaluate the **objectivity** of the website. What is the purpose of the site and the documents contained there? How straightforward is the website in proclaiming its goals and point of view? What sort of support is given for positions taken? Is it intended to influence the reader's opinion? Does it address all sides of an issue? Websites with a mission are clearly a part of the Internet, but for the legal researcher, it is important to know whether you are receiving accurate, unbiased information on an issue.

In the world of legal research, the **currency** of information is very important. The researcher needs to know when a document was produced. When was it last updated? If the document provides links to other documents, do these links work, or are they broken? Broken links may indicate that the website is not monitored closely. Look for indications of the updating cycle and date updated at the beginning or the end of the document. Does the website provide contact information for the person responsible

Evaluating Online Resources: Reliability

- Accuracy
- Authority
- Objectivity
- Currency
- Coverage

for maintaining the website, so you can verify the currency of the information?

Finally, consider the depth of coverage of the website or web document you are reviewing. What kind of information is found at the site? Are there more graphics than text on the page? Does it address the subject matter completely?

Summaries and digests are not as useful as full-text documents, but whatever is provided should be clearly labeled and information for obtaining the full-text of the summaries should be provided.

In addition, legal researchers should evaluate the ease of use of Internet sources. These criteria are more subjective. This assessment also occurs in the print world. For example, suppose you have two treatises on the same subject, both written by experts in the field, from reputable publishers, with the same currency and scope of coverage. Most users would prefer the treatise that contains a detailed table of contents, lists of statutes and cases cited, and a thorough index to the treatise without these features. In the online world you may prefer one website over another based on its content, organization, and accessibility.

Consider the following three factors when evaluating the ease of use of a website. First, consider the **layout of the website**. Is color used wisely and with sufficient contrast to make the written information easy to read? Are the pages clean or cluttered with distracting blinking images? Are alternative formats provided for people who do not have the latest edition of a web browser?

Next consider the **organization of the information**. Is it easy to locate information at the site? Look for a table of contents, site map, navigation bar, or site index. Are categories explained or described? Is there a search engine for the website? Are multiple access points to the information provided? For instance, at a website that has court opinions, you want to be able to locate cases by

party name, date, or subject. Are there internal navigation aids for long documents (e.g., buttons to take you back one page, to the top of a page, or to the homepage)? The creators of a reputable website realize that researchers want to use reliable websites, so they should make it easy for you to evaluate

the reliability by providing an “about” webpage containing information on the authors, an indication of the date the website was last updated, and contact information for the webmaster or author.

Finally, in the course of evaluating the website consider how easy it is to actually **retrieve information**.

For example, does the website

clearly indicate document formats? Documents on the Internet can be in a variety of forms including basic text or ASCII, a wordprocessed form such as Microsoft Word, an HTML document viewable through a web browser, or the Adobe Acrobat Portable Document Format (PDF). You may need special software to view certain types of documents. Does the website provide information on how to obtain or download the computer software needed to view the documents?

Evaluating Online Resources: Ease of Use

- Layout
- Organization of information
- Retrieving information

VI. Everything Is Online, Right?

A few years ago, it was common for librarians to hear the question, “Everything is online, so I don’t need to use the books, right?” Some law firm libraries were even closed in the mid-1990s. But many of these libraries have reopened. And the legal community has gained a better understanding of the role of electronic resources as one part of a law library collection.

As the University of Washington School of Law made plans for a new building in the mid-1990s the issue of space allocation for the various departments, including the law library, became increasingly important. Members of the law school community questioned whether most legal information was currently or would soon be available online, there-

fore decreasing the space needed to house so many volumes of books. In April 1998, Law Librarian Penny Hazelton and her staff analyzed the issue in relation to their collection and compiled a report.⁴ The study revealed that only 13% of that academic law library's print collection was also found on Westlaw or LexisNexis. In other words, 87% of the print collection was not duplicated online.

A. What Is Online?

Online resources, both subscription-based legal databases and free sites available on the Internet, are valuable tools for the legal research community. They are here to stay and continue to improve. Despite questions about their ease of use, whether they are accessible by the general public, their standards for archiving and preserving documents, and who really owns the data contained in the databases, the law library of the future will clearly have a combination of print and online resources.

Many law libraries offer a mix of free and fee-based online sources. Legal indexes and directories available on the Internet include, for example, Findlaw, <http://www.findlaw.com/>; the Legal Information Institute from Cornell Law School, <http://www.law.cornell.edu/>; and FirstGov, <http://www.firstgov.gov/>. The staff of a specific library may have created online guides. For example, librarians at the University of Washington Gallagher Law Library created the Internet Legal Resources page, <http://lib.law.washington.edu/research/research.html>, for library users and Internet researchers.

What kind of information can you expect to find online? In fee-based systems you are likely to find primary legal materials for local, state, federal, and sometimes foreign governments. The depth of coverage (how far back in time) depends on the individual or institution's subscription. Secondary materials such as treatises, interdisciplinary materials, and biographies may also be found. At free sites on the Internet you are likely to find current state and federal caselaw; statutes, session laws, and bills; administrative codes, registers, and deci-

sions; court rules; and city and county codes. Recent government agency reports, organization publications, and select law reviews are available in full text on the Internet. In fact some documents are only available online (e.g., recent government reports).

B. What Is Not Online?

What kind of information are you not likely to find online? The answer to this question depends partly on whether you are using a subscription database or free websites on the Internet and on when you ask the question. This area is changing rapidly. Keeping that in mind, you are less likely to find historical material on the Internet, as most databases begin coverage in the mid-1990s. Only select secondary materials are found in the fee-based services and even fewer are free on the Internet. Few of the finding aids common in the print environment (tables of contents and indexes) are found online and there are no free citators to verify the authority of a case. It is also rare to be able to search across jurisdictional lines for free on the Internet.

C. Other Considerations

Even if you do find a resource available online at your local law library or through the Internet, other factors may limit access. Depending on the type of library and license agreements, not all users in a library may have access to all online databases. Or the library may have a license limiting use of a database to one person at a time. Even if a source is online, the print version may be easier to use. For example, hierarchically organized materials such as statutes, legal encyclopedias, and looseleaf services may work better in paper format. The online version of a print publication may or may not exactly duplicate the print version. The online version may omit the table of contents, editorial enhancements, graphics, and indexes. And it may be more cost-effective to use a print product rather than an online one. Finally, the content of many legal databases is oriented toward legal practitioners, so depending on

your research needs (for example, if you are conducting historical research), the database may or may not contain the material in which you are interested.

As the legal world changes over time, so does the law library. Into the foreseeable future, law libraries are likely to contain materials in a mixture of formats including print, electronic, CD-ROM, and microform. The legal researcher must become skilled in using these formats. In the evolving world of legal research the competent researcher must determine which format best meets the current research needs, as each has its own strengths and weaknesses. The law library staff are available to help researchers make the best use of the resources, whatever the form.

1995), Parker Posey portrays a young New Yorker who reluctantly takes a job as a library clerk at a public library. Upon mastering the intricacies of the Dewey Decimal classification system, she organizes her friend's record collection by a similar classification scheme, much to his surprise and dismay!

² Frederick C. Hicks, *Yale Law Library Classification with Directions for Its Use, Notes on Cataloguing Practice, and Indexes* by Katherine Warren, Yale Law Library Publications No. 8 (Yale University Press, 1939).

³ For example, in the new San Francisco Public Library (constructed in the mid-1990s) artist Ann Chamberlain covered the library walls with 50,000 former library catalog cards that contained hand-written comments.

⁴ Penny A. Hazelton, "How Much of Your Print Collection is Really on WESTLAW or LEXIS-NEXIS?", *Legal Reference Services Q.*, 1999 no.1, at 3.

¹ In the movie *Party Girl* (written and produced by Harry Birckmayer and directed by Daisy Von Scherler Mayer,

Appendix I: Law Libraries in Washington State

- A. State Law Library**
- B. County Law Libraries**
- C. Court Libraries**
- D. Academic Law Libraries**
- E. Directories of Washington Libraries**

The following list of law libraries in Washington State is divided by type of library: state, county, court, and academic. Collections, services, staffing, and hours vary widely, especially among the county law libraries. Not all these libraries are “public libraries” that allow anyone to use their materials. Gonzaga University and Seattle University are private institutions that allow limited public access. The U.S. Courts libraries are open to the public as a courtesy of the judges. Call the listed libraries for further information about access and services.

Other types of libraries may have legal collections. Many large public libraries have legal collections that include selected primary source material (such as the *Revised Code of Washington* and the *United States Code*) as well as a variety of self-help law books written for the general public (such as *Landlord/Tenant Rights in Washington* (Self-Counsel Press, 1999) and *Everybody's Guide to Small Claims Court* (Nolo.com, 2000)). For example, the Ellensburg Public Library in eastern Washington subscribes to CD Law, an electronic resource containing the state code, regulations, and appellate cases. Some community colleges, such as Highline Community College in south King County, have paralegal programs with library collections to support legal research instruction. Finally, various public and academic libraries throughout the state are designated as depositories for Washington State documents. These libraries receive officially published state documents, some of which are legal or law-related.

If you are not located near one of the law libraries listed below, contact your local public, community college, or academic library and ask if they have any legal materials or if they can refer you to a

nearby collection. Additional public libraries are listed in Appendix III to Chapter 7, Local Government Law.

The following list of Washington law libraries and additional law libraries in the U.S. is available online at the University of Washington Gallagher Law Library, <http://lib.law.washington.edu/ref/lawlibraries.html>.

A. State Law Library

Washington State Law Library

Temple of Justice Building
415 12th St.
PO Box 40751
Olympia, WA 98504-0751
(360) 357-2136
<http://www.courts.wa.gov/library/>

B. County Law Libraries

Adams County Law Library

County Courthouse
210 West Broadway
PO Box 126
Ritzville, WA 99169
(509) 659-3271

Asotin County Law Library

135 Second St.
PO Box 159
Asotin, WA 99402
(509) 243-2081

Benton/Franklin County Law Library

Columbia Basin College
2600 North 20th Ave.
Pasco, WA 99301
(509) 547-0511 Ext. 2290

Chelan County Law Library

County Courthouse
401 Washington St.
Wenatchee, WA 98801
(509) 667-6213

Clallam County Law Library

223 East Fourth St.
PO Box 863
Port Angeles, WA 98362-0149
(360) 417-2287

Clark County Law Library

County Courthouse
1200 Franklin St.
PO Box 5000
Vancouver, WA 98666
(360) 397-2268
<http://www.co.clark.wa.us/law/lawlib.htm>

Columbia County Law Library

County Courthouse
341 East Main St.
Dayton, WA 99328-1361
(509) 382-4321

Cowlitz County Law Library

Hall of Justice
312 SW First Ave.
Kelso, WA 98626
(360) 577-3085

Douglas County Law Library

County Courthouse
213 South Rainier St.
PO Box 488
Waterville, WA 98858
(509) 745-9063

Ferry County Law Library

County Courthouse
350 East Delaware Ave. # 11
Republic, WA 99166-9747
(509) 775-5206

Franklin County Law Library

See Benton/Franklin County Law Library

Garfield County Law Library

789 Main St.
PO Box 915
Pomeroy, WA 99347-0915
(509) 843-1621

Grant County Law Library

35 C St. NW
PO Box 37
Ephrata, WA 98823
(509) 754-2011 Ext. 357

Grays Harbor County Law Library

Courthouse, Room 202
102 West Broadway
Montesano, WA 98563
(360) 249-3951 or (360) 249-3842

Island County Law Library

Law and Justice Bldg.
101 NE Sixth St.
PO Box 5000
Coupeville, WA 98239
(360) 240-5522

Jefferson County Law Library

1820 Jefferson St.
PO Box 1220
Port Townsend, WA 98368
(360) 385-9125

King County Law Library - Main Branch

County Courthouse, Suite W621
516 Third Ave.
Seattle, WA 98104
(206) 296-0940
<http://www.kccll.org/>

King County Law Library - Kent Regional Justice Center Library

1 N Regional Justice Center
401 Fourth Ave. North
Kent, WA 98032-4429
(206) 205-2900
<http://www.kccll.org/>

Kitsap County Law Library

614 Division St.
Port Orchard, WA 98366
(360) 337-5788
<http://www.kitsapbar.com/library/>

Kittitas County Law Library

County Courthouse
205 West Fifth St.
Ellensburg, WA 98926
(509) 962-7520

Klickitat County Law Library

County Courthouse, Room 206
205 South Columbus, MS-CH-29
Goldendale, WA 98260
(509) 773-5755

Lewis County Law Library

Law and Justice Center, 2nd floor
345 West Main St.
PO Box 357
Chehalis, WA 98532
(360) 740-1333

Lincoln County Law Library

County Courthouse
450 Logan St.
PO Box 396
Davenport, WA 99122-0396
(509) 725-3081

Mason County Law Library

County Courthouse
414 North Fourth St.
PO Box 905
Shelton, WA 98584
(360) 427-9670 Ext.345

Okanogan County Law Library

149 Third North
Okanogan, WA 98840
(509) 422-7130

Pacific County Law Library

300 Memorial Dr.
PO Box 67
South Bend, WA 98586
(360) 875-9328

Pend Oreille County Law Library

Newport Public Library
116 South Washington Ave.
Newport, WA 99156-1708
(509) 447-2111

(County provides legal materials through an online service; public computers available at this library.)

Pierce County Law Library

County City Bldg., Room 1A-105
930 Tacoma Ave. South
Tacoma, WA 98402
(253) 798-7494

San Juan County Law Library

County Courthouse, 2nd floor
350 Court St.
PO Box 804
Friday Harbor, WA 98250
(360) 378-4101

Skagit County Law Library

205 West Kincaid #104
Mount Vernon, WA 98273
(360) 336-9324

Skamania County Law Library

County Courthouse
240 North Vancouver Ave.
PO Box 790
Stevenson, WA 98648
(509) 427-9405

Snohomish County Law Library

County Courthouse
3000 Rockefeller Ave.
MS 703
Everett, WA 98201-4046
(425) 388-3010
<http://www.co.snohomish.wa.us/govern.htm>

Spokane County Law Library

Paulsen Bldg.
West 421 Riverside
Suite 1020
Spokane, WA 99201
(509) 477-3680

<http://www.spokanecounty.org/lawlibrary/>

Stevens County Law Library

Colville Public Library
195 South Oak St.
Colville, WA 99114
(509) 684-7520

(County provides legal materials through an online service; public computers available at Colville Public Library and in Stevens County Rural Library District branches.)

Thurston County Law Library

County Courthouse, Bldg. 2
2000 Lakeridge Dr. SW
Olympia, WA 98502
(360) 786-5560

Wahkiakum County Law Library

County Courthouse
64 Main St.
PO Box 397
Cathlamet, WA 98612
(360) 795-3652

Walla Walla County Law Library

County Courthouse
315 West Main St.
PO Box 836
Walla Walla, WA 99362
(509) 527-3229

Whatcom County Law Library

County Courthouse, Suite B-03
311 Grand Ave.
Bellingham, WA 98225
(360) 676-6556
<http://www.co.whatcom.wa.us/lawlib/home.htm>

Whitman County Law Library

County Courthouse
North 404 Main
PO Box 679
Colfax, WA 99111
(509) 397-6240

Yakima County Law Library

County Courthouse
128 North Second St.
Yakima, WA 98901-2631
(509) 574-2692

C. Court Libraries

U.S. Courts Library

U.S. Courthouse, Room 650
920 West Riverside Ave.
Spokane, WA 99201-1010
(509) 353-3293

U.S. Courts Library

1018 U.S. Courthouse
1010 Fifth Ave.
Seattle, WA 98104
(206) 553-4475

D. Academic Law Libraries

Gonzaga University

Chastek Law Library
721 North Cincinnati St.
Spokane, WA 99202
(509) 323-5792
<http://www.law.gonzaga.edu/library/index.htm>

(This is not a public law library; please call for information.)

Seattle University Law Library

900 Broadway
Seattle, WA 98122-4340
(206) 398-4220
<http://www.law.seattleu.edu/information/lawlibgen.asp>

(This is not a public law library; please call for information.)

University of Washington
Gallagher Law Library
1100 NE Campus Parkway
Seattle, WA 98105
(206) 543-4088
<http://lib.law.washington.edu/>

E. Directories of Washington Libraries

Directory of Washington Libraries (Washington State Library, 1992-). This print directory contains contact information, hours of operation, and descriptions of collections and services provided by libraries in Washington State. It is organized by type of library (academic, government, public, and special libraries). Law libraries may be included under academic, government, or special. There are indexes by staff name, library, and organization name. An online version of the *Directory* is available, [http://](http://wlo.statelib.wa.gov/libsearch.cfm)

wlo.statelib.wa.gov/libsearch.cfm. It is searchable by library name, location, and type or category of library.

Federal and State Depository Programs at the Washington State Library, <http://www.statelib.wa.gov/depositoryprograms.cfm>. This website is maintained by the State Library and contains links to lists of the libraries in Washington participating in the Washington State Depository Program and the Federal Depository Library Program.

Washington State Yearbook: The Evergreen State Government Directory (Electronic Handbook Publishers, 1983-). This print resource is published annually in cooperation with the Office of the Governor and the Office of the Secretary of State. It includes contact information for public libraries and county law libraries in Washington in addition to other state and local government information.

Appendix II: Library of Congress Call Numbers

A	General Works
B	Philosophy, Psychology, Religion
C-F	History
G	Geography
H	Social Sciences
J	Political Science
JX	International Law. Note: The Library of Congress has revised this classification, so international law materials will be assigned call numbers beginning with JZ (for international relations) or KZ (for law of nations – i.e., international law).
JZ	International Relations. Note: This is a new call number; older materials on international relations have the call number JX (international law). See also KZ (law of nations).
K	Jurisprudence, Comparative Law, International Trade, Human Rights
KD-KDK	British and Irish Law
KDZ	Law of the Americas
KE	Canadian Law (federal)
KEA-KEZ	Law of Canadian Provinces, Territories, and Cities
KF	United States Law
KF 16-153	Legislative Documents, Statutes, Reports
KF 154-170	Encyclopedias, Dictionaries, Formbooks
KF 220-224	Criminal Trials
KF 240-251	Legal Research and Writing
KF 261-334	Legal Education and Legal Profession
KF 332	State Bar Journals
KF 350-382	U.S. Legal History and Jurisprudence
KF 398-418	Equity, Conflict of Laws
KF 501-553	Domestic Relations, Family Law
KF 560-720	Property
KF 726-780	Trusts, Estate Planning, Wills
KF 801-1241	Contracts
KF 1246-1327	Torts
KF 1341-1480	Agency, Associations, Corporations
KF 1501-1548	Bankruptcy
KF 1601-1668	Trade Regulation, Antitrust
KF 1681-2940	Regulated Industries
KF 2971-3192	Intellectual Property, Copyright, Trademark and Patent Law
KF 3301-3580	Labor Law, Employment Discrimination
KF 3941-3977	Public Safety
KF 4101-4257	Education Law
KF 4501-5130	Constitutional Law
KF 5300-5332	Local Government Law
KF 5336-5398	Government Employees

KF 5500-5865	Public Property, Public Restraints on Private Property
KF 6200-6795	Public Finance, Taxation
KF 7201-7755	National Defense, Military Law
KF 8201-8228	Indian Law
KF 8700-8807	Court Organization and Procedure
KF 8810-9075	Civil Procedure
KF 9201-9479	Criminal Law
KF 9601-9760	Criminal Procedure
KF 9771-9827	Juvenile Criminal Law and Practice
KFA-KFW	Law of Individual States
KFW 0-599	Washington State Law
KFW 599	Washington Counties
KFX	Law of Individual Cities
KG-KW	Foreign Law
KZ	Law of Nations (International Law). Note: See JX for older materials. See also JZ (International Relations).
L-Z	Education, Art, Science, Technology, Librarianship

For more information on the Library of Congress Classification System, see

- Library of Congress Classification Outline, <http://www.loc.gov/catdir/cpsol/lcco/lcco.html>
- Library of Congress Call Numbers, <http://lib.law.washington.edu/ref/callnumbers.htm>
- Call Numbers for Foreign Law, <http://lib.law.washington.edu/ref/forcall.htm>