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GENERAL INFORMATION

The Tulane University Law School Library has a collection of approximately 649,211 volumes and volume equivalents, including standard sources of United States federal and state law, foreign law, international and comparative law, civil law, and maritime law.

Location
The address of the library is Tulane Law Library, John Giffen Weinmann Hall, 6329 Freret Street, New Orleans, LA 70118-6231. The library entrance is on the 3rd floor of the law school. The collection is housed on four floors (floors 3-6).

Hours
Monday - Friday 7:30 AM – Midnight
Saturday - Sunday 9:00 AM - Midnight

Library hours are subject to change during holidays and semester breaks. Summer hours and holiday schedules are posted in the library. They are also available on our website (www.law.tulane.edu/library).

Access

General Access to the Tulane University Law School Library is exclusively reserved for the following persons:

--Tulane Law School patrons, including law faculty, law students, law staff, and alumni of Tulane Law School; and
--Patrons wishing to use the Federal Depository (U.S. Government Documents Collection) or the Louisiana Depository Collection.

Limited Access is also available to the following persons:

--Tulane University patrons, including faculty, students, and staff of Tulane University who need to use law library resources to conduct legal research (Access is provided during the following hours: 7:30 a.m. - 7:00 p.m. Monday through Friday); and
--Members of the LALINC community (Louisiana Academic Library Information Network Consortium). Access is provided during the following hours: 7:30 a.m. -7:00 p.m. Monday through Friday.

Restricted Hours

After 7:00 p.m. on weekdays and all day on Saturdays and Sundays, admittance to the law school building and the library is by Card Access only. You must use your ID card to enter the building and the library during those times. Generally, only Tulane Law School students, law faculty, and law staff have cards that will open the doors. Tulane Law School alumni may apply for an access card at the Circulation Desk. Patrons wishing to use the Federal or Louisiana Depository may call the Circulation Desk at 865-5952 to ask for admittance during restricted hours.

During exam periods, access to the library is limited to Tulane Law School patrons. The Law Library is not to be used as a study hall except by current law students and recent graduates of the law school.
Federal and Louisiana Depository Materials

The Tulane Law Library is a federal depository for U.S. government publications, and a depository for Louisiana government publications. To use these materials during hours of restricted access, please call the Circulation Desk at 865-5952 and ask for admittance. Patrons must present a picture ID to the attendant on duty at the Circulation Desk. Patrons are also asked to sign a guest registry. A campus telephone is located in the courtyard (back entrance to the law school building).

GENERAL LAW LIBRARY RULES

The library seeks to provide a safe and secure environment suitable for the serious study of law and for legal research. Please help us maintain this atmosphere by complying with the following rules:

- All materials must be checked out at the Circulation Desk before being removed from the library or stored on a Research Carrel.
- Patrons must respond to security gate alarms and return to the Circulation Desk when an alarm has sounded. Security gates are found at the entrance of the library and in the Reserve/Reading Room.
- No entry to the library is permitted when the library is closed.
- Library patrons are required to leave the library promptly at the close of business, during fire alarms and other emergency procedures, or when otherwise requested by library staff. University Police will be summoned if a patron fails to comply.
- Emergency exits should not be used except in the event of an emergency. Alarms on these doors automatically summon the University Police.
- Theft of library materials is a crime that will be prosecuted by the University. Any mutilation of materials, including marking, tearing, underlining, and highlighting are also criminal offenses that will be prosecuted.
- Food is not permitted in the library. Smoking is not permitted. Drinks are only permitted in thermal spill-proof mugs. Drinks are not permitted in areas where computer equipment and photocopiers are located.
- Deliberate misplacement of library materials, or the deliberate postponement of returning library materials, is prohibited.
- Library users may not use or possess weapons of any kind in the library, exhibit any threatening or intimidating behavior toward others (e.g. abusive language, threats of violence, or harassment), or use or distribute any controlled substance, alcoholic beverage, or illegal drug while in the library.
STAFF DIRECTORY

DIRECTOR

James E. Duggan
Law Library Director and Associate Professor of Law
duggan@tulane.edu
865-5950
Room 320C

B.A., Virginia Tech
J.D., University of Mississippi School of Law
M.L.I.S., Louisiana State University
As Director, Professor Duggan supervises all aspects of the library.

STAFF

Charlotte L. Bynum
Reference Librarian
cbynum@tulane.edu
862-8868
Room 320J

J.D., Tulane University School of Law
M.L.I.S., University of Michigan
Ms. Bynum serves as a reference librarian.

Nora V. Calice
Library Associate
ncalice@tulane.edu
862-8897
Room 320H

B.A., Tulane University
Ms. Calice maintains the computer automated serials check-in system, Innopac/Millennium.

Luis Castrillo
Library Associate
lcastrillo@tulane.edu
865-5954
Room 320G

Mr. Castrillo works as an acquisitions assistant and is responsible for receiving new books and keeping the library’s accounts payable records in order.

Ronald Hecker Cram
Access Services Coordinator
rcram@tulane.edu
862-3519 or for ILL 862-8896
Room 320M

B.A., California State University, Long Beach
M.A., Ph.D., Princeton Theological Seminary
Mr. Cram oversees the day-to-day operations of the circulation and shelving departments. He also processes interlibrary loans (ILL) and he works with the library’s rare books and manuscripts.

Iluminada G. deGracia
Library Associate
Stacks Supervisor
degracia@tulane.edu
865-5945
Room 314

B.A., Philippine Women's University
Ms. deGracia maintains the physical condition of the stacks and prepares materials for the stacks. She also trains student workers in shelving/shifting, manages faculty routing, and fills photocopy requests.
Jeff Eller  
Acquisitions Librarian  
jeller@tulane.edu  
865-8866  
Room 320F

B.A., University of Illinois  
M.S.L.I.S., University of Illinois  
Mr. Eller is responsible for ordering new library materials and managing ongoing subscriptions.

Megan Garton  
Reference Librarian/Instruction Coordinator  
mgarton@tulane.edu  
865-5941  
Room 320B

B.A., Drake University  
J.D., University of Missouri-Columbia School of Law  
M.L.I.S., Louisiana State University  
Ms. Garton serves as a reference librarian.

Emma Gibbons  
Government Documents / Microforms Assistant  
egibbon1@tulane.edu  
862.8873  
Room 512

A.A., Orange County Community College  
B.A., Massachusetts College of Liberal Arts  
Ms. Gibbons works as the Government Documents/Microforms assistant and is responsible for processing and checking-in new microforms and Federal and Louisiana Depository documents.

Kimberly Koko Glorioso  
Senior Reference Librarian  
kglorioso@tulane.edu  
865-5902  
Room 334

B.S., University of West Florida  
J.D., Loyola University  
Ms. Glorioso serves as a reference librarian.

Frankie Johnson  
Library Associate  
Day Circulation Supervisor  
fjohnson@tulane.edu  
862-8898  
Room 320

Ms. Johnson opens the library Monday-Friday, and provides circulation desk services.

Sarah Lewis  
Evening/Weekend Circulation Supervisor  
slewis7@tulane.edu  
862.8816  
Room 320

B.A., Emory University  
M.U.R.P., University of New Orleans  
Ms. Lewis is the night and weekend circulation supervisor. She trains and manages student workers, processes student applications, and coordinates student worker schedules. She also processes interlibrary loan materials and payments.
Barbara C. Matthews  
Catalog Librarian  
bmatthews@tulane.edu  
862-8867  
Room 320l  
B.A., St. Mary's Dominican College  
M.L.S., Louisiana State University  
Ms. Matthews catalogs and processes new books, helps with binding, and organizes special collections within the library.

Carla D. Pritchett  
Government Documents/Microforms Librarian  
cpritch@tulane.edu  
865-5994  
Room 514  
B.A., University of Florida  
M.L.S., Simmons College  
J.D., Tulane University Law School  
Ms. Pritchett is the Government Documents/Microforms Librarian, overseeing and providing reference assistance in the federal and state government documents and microforms collection as well as general reference assistance.

Perla Saludes  
Library Associate  
psaludes@tulane.edu  
865-5951  
Room 320D  
Ms. Saludes is in charge of the loose-leaf services and is a circulation assistant.

Kathy Trainor  
ktrainor@tulane.edu  
865-5957  
Room 320  
Ms. Trainor helps process library materials, assists in requisitions, and works with other staff to get library materials onto the shelves.
LIBRARY RULES AND POLICIES

The Tulane University Law Library supports the research of Tulane Law School faculty, students, and staff. It is primarily a research and reference collection of law and law-related materials to be used within the library. Therefore, certain categories of materials do not circulate: statutes, court reports, codes, regulations, encyclopedias, digests, periodical volumes, multi-volume treatises, and loose-leaf services.

Library materials circulate via an online circulation system. All library patrons must be registered with the library in order to check out items from the collection. Registration forms are available at the Circulation Desk, which is located in the lobby of the library on the main level. Registration must take place during regular business hours (Monday - Friday 8:30 am - 5:00 pm). Patrons should bring their Tulane IDs to the Circulation Desk to check out materials. If for some reason the patron does not have his or her Tulane ID, other forms of identification will be accepted. However, the library requires that some appropriate identification be produced. Otherwise, services can be denied.

The library communicates with patrons through e-mail. Patrons are responsible for knowing when their checked-out materials are due and for regularly checking their e-mail accounts.

A link to the library's catalog is available on the library's web site. The library catalog can be used to search the collection, locate an item, or determine the status of an item. If an item is not on the shelf, and the web catalog does not indicate that the item has been checked out, please inquire at the Reference or Circulation Desk for further assistance. Such items may be out on loan, at the bindery, or recorded as missing. Unless a hold has been placed on an item, renewals may be requested either in person at the Circulation Desk or by telephone (504-865-5952.)
**Borrowing Privileges**

<table>
<thead>
<tr>
<th>Tulane Patron Type</th>
<th>Circulation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Faculty/Staff</td>
<td>One Year</td>
</tr>
<tr>
<td>Students needing to consult materials held by a professor are encouraged and expected to consult with him or her.</td>
<td></td>
</tr>
<tr>
<td>Law Students</td>
<td>Four weeks</td>
</tr>
<tr>
<td>A maximum of ten books may circulate at one time. Law students may place a hold on checked-out items.</td>
<td></td>
</tr>
<tr>
<td>Adjunct Law Faculty</td>
<td>60 Days</td>
</tr>
<tr>
<td>A maximum of four books may circulate at one time. Prior registration is required. Must present a valid Tulane ID when checking out material.</td>
<td></td>
</tr>
<tr>
<td>Law School Alumni</td>
<td>Two weeks</td>
</tr>
<tr>
<td>A maximum of four books may circulate at one time. Prior registration is required. Must present a photo ID when checking out material.</td>
<td></td>
</tr>
<tr>
<td>Non-Law Faculty/Staff</td>
<td>Four weeks</td>
</tr>
<tr>
<td>A maximum of four books may circulate at one time. Prior registration required. Must present a valid Tulane ID when checking out material. Holds may not be placed.</td>
<td></td>
</tr>
<tr>
<td>Non-Law Students</td>
<td>Four weeks</td>
</tr>
<tr>
<td>A maximum of four books may circulate at one time. Prior registration required. Must present a valid Tulane ID when checking out material. Holds may not be placed.</td>
<td></td>
</tr>
<tr>
<td>Members of LALINC</td>
<td>Two weeks</td>
</tr>
<tr>
<td>A maximum of four books may circulate at one time. Prior registration required. Must present a photo ID when checking out material.</td>
<td></td>
</tr>
</tbody>
</table>

All patrons must abide by the Library rules. Some library services are only available to full-time law faculty, law students, and law staff. (i.e., interlibrary loan services, certain electronic databases, general printing, etc.)

Any patron with overdue materials, outstanding bills, or fines will lose all library privileges until his or her record is clear.

Please contact the circulation supervisor at 504-865-5952 with any questions that you may have.
Study Rooms
The library has four study rooms available for group studying (two rooms on the 5th floor and two rooms on the 6th floor). Only currently enrolled Tulane law students in groups of two or more may check out the key to one of the study rooms for a period of three hours. Two Tulane law students must present their Law School ID’s at the Circulation Desk. Both Law School ID’s are retained at the Circulation Desk until the key is returned.

The keys may not be renewed immediately. Returned keys must be available for checkout by other students for a period of twenty minutes. After twenty minutes, if other students do not check out the Study Room, the Study Room may be renewed.

Keys may not be kept overnight. Keys must be returned to the Circulation Desk at the assigned due time. Each student who presented their Law School ID’s for Study Room checkout will be fined the current rate for late fees. The current fine rate for each student is $6.00 the first hour, and $3.00 for each subsequent hour.

Due to the limited availability, study room keys may not be reserved in advance. Keys are handed out on a first come basis. At times, the study rooms will not be available since they are occasionally reserved for Trial Advocacy and other classes. Entrances to Study Rooms are monitored 24/7 by surveillance cameras.

Study Carrels
The library has 293 study carrels, all of which are wired for both electricity and network access. Use of carrels is on an open seating basis. Books, papers, or personal items (of any kind) may not remain on the carrels overnight. All carrels will be cleared off each morning. The only exceptions to this policy are:

Assignment of Carrels to Faculty/Visiting Scholars - Carrels are sometimes reserved for faculty use or for the use of visiting scholars. All reserved carrels will be clearly marked; materials may be left on these carrels by the faculty member or scholar.

Research Carrels - The library has 39 carrels on the 3rd floor that are designated as “Research Carrels” for law students working as a professor’s research assistant or for one of Tulane’s law reviews or journals. Research carrels are assigned on a first come first served basis. Law students wishing to use one of these carrels must fill out the appropriate form (found at the Circulation Desk) and post it on the carrel that they wish to use. Once the form has been properly posted, students may check-out materials to that carrel and they may leave their research materials (papers, pens, etc.) on that carrel for a total of 30 days. All books left on research carrels must be checked-out to that carrel and they must have a proper tabling slip in them. Books without tabling slips will be re-shelved each day. Students should be cognizant of theft within the library, and they should not leave anything of value unattended on carrels at any time. The library is not responsible for the removal (whether accidental or intentional) or theft of any item left unattended. Students must also comply with the additional rules that are posted on each research carrel.

Cleaning of Carrels
Every morning (before 9:30 a.m.) all library materials and personal items will be removed from unattended carrels and library tables with the exception of the Research or Faculty
Carrels, which are discussed in the previous section. Personal items will be taken to the Lost and Found bin on the first floor of the law school or to the Lost and Found bin located behind the Circulation Desk.

Fines
The library charges fines for overdue reserve or reference material and overdue interlibrary loans.

**Reserve/Reference Fines** - $6.00 for the first hour the item is overdue, plus $3.00 for each subsequent hour. (Fines accrue only during the hours the library is open.)

**Interlibrary Loan Fines** - $3.00 per day. (Fines are not charged when renewal has been requested. Once renewal is denied the patron has 3 days to return the item before fine accrual begins.) There is no limit to the amount which can be fined for delinquent ILLs.

**Media Fines** - $50.00 per day.

Interlibrary Loan
Interlibrary Loan (or ILL) service is available to currently enrolled law students, full-time law faculty, and law staff. Books and periodicals that the law library or the other uptown Tulane libraries (Howard-Tilton, Amistad, Newcomb Women's Center, and the Business Library) do not own can often be borrowed through the interlibrary loan service from another library worldwide. An online ILL request form must be submitted by the patron for each item requested.

Please note: Online registration is required prior to using this service for the first time. The library homepage has a link to our electronic interlibrary loan service. There, the patron will find step-by-step information for establishing a personal ILL account. Information given for an interlibrary loan request must be complete and accurate. If unsure about any aspects of a citation, patrons must consult first with a reference librarian before submitting the request electronically. All requests containing incomplete and/or inaccurate citation information will be denied. Allow at least two weeks for receipt of an interlibrary loan. Patrons will be notified by email when the material is received. ILL request items may be picked up at the library's Circulation Desk. Items not picked up within two weeks of email notification will be returned automatically to the lending institution.

Renewal requests must be made online no later than three days before the item's due date. A renewal request is not a guarantee that the lending institution will grant a renewal. Extension of the loan period is dependent on an affirmative response from the lending library. If the lending library is not willing to extend the loan period, the original due date will remain in effect.

For more information, please contact the Interlibrary Loan Department at 504-862-8896 or lawill@tulane.edu.

Use of Other Libraries
Law school faculty, students, and staff may use the library collections administered by Tulane University. These libraries include the Howard-Tilton Library, the Rudolph Matas Medical Library, the Turchin Library (Business School), the Amistad Research Center, and the Library for the Center for Research on Women. Law students and faculty must abide by the policies set by each individual library. The online catalog for these collections is available at http://library.tulane.edu.

Tulane Law Library is also a member of LALINC (Louisiana Academic Library
Information Network Consortium). This program enables current law school faculty and students to check out material from other Louisiana libraries. Law students and faculty may apply for this privilege at the Circulation Desk, and they must agree to abide by the policies set by each individual library, including length of loan period and fines for overdue or lost material. See the library's website (http://www.law.tulane.edu/library) for a complete list of participating libraries.

Howard Tilton Memorial Library ................................................................. 504-865-5689
Architecture Library .................................................................................. 504-865-5391
Matas Medical Library ............................................................................... 504-588-5515
Music Library ............................................................................................ 504-865-5642
Nadine Vorhoff Library ............................................................................... 504-865-5762
Turchin Business Library .......................................................................... 504-865-5376
Amistad Research Center ......................................................................... 504-862-3222

Other Area Law Libraries
Loyola University Law Library ................................................................. 504-861-5539
Law Library of Louisiana (Louisiana Supreme Court Library) ............. 504-310-2515
U.S. 5th Circuit Library (Court of Appeals) ............................................. 504-310-7797

Food, Drink, Smoking
Food is allowed on the first floor of the law school building ONLY in the student lounge or multipurpose room. Food is not allowed in the law library, classrooms or hallways. Beverages are allowed in the building, including the library, only in a thermal spill-proof mug. Vending machine beverages must be transferred either into a thermal spill-proof mug or consumed in the student lounge or the multipurpose room. Smoking or the use of any tobacco product is not allowed in any area of the library. Violators of the food, drink, and smoking policies will be reported to the Assistant Dean of Students.

Telephones
Library staff telephones are not available for public use. However, a pay phone is located on the first floor of the law school building for the convenience of our patrons (Freret Street entrance). Campus telephones are also located throughout the law school building. A campus telephone is located in the courtyard of the building (back entrance), on the first floor of the building (near the Freret Street entrance), near the library's main entrance (3rd floor), and near the elevators on the 5th and 6th floors of the library. Campus telephones may be used in the event of an emergency to summon the University Police.

Cellular Telephones & Pagers
As a courtesy to all library patrons, cellular telephone use is prohibited in the library. Telephones and pagers, however, may remain on if they are set to vibrate. All incoming calls and pages should be returned once the patron leaves the library.

Honor Code Violations
The theft or willful damage of library materials and the willful failure to properly reshelve materials with the intent to preclude another's use are violations of the Tulane Law
School Honor Code. Such acts are considered serious by both the library and the law school administration and will be dealt with accordingly.

**Messages**

The law library can neither accept phone messages for patrons, nor page library patrons.

**Restrooms**

Within the law library, restrooms are located on the 3rd, 5th, and 6th floors. Additional restrooms are located throughout the law school building.

**Supplies**

Heavy-duty staplers, a three-hole punch, standard staplers, and an electric pencil sharpener are located at the Circulation Desk. A large paper cutter is available in the main photocopy room with standard and heavy-duty staplers. To report any problems with these supplies, please stop by the Circulation Desk.

**Lost & Found**

Personal items and books found in the stacks will be taken to the Lost and Found bin located behind the Circulation Desk or the Lost and Found area on the first floor of the building (mail room). The library takes no responsibility for the return and safekeeping of items left in the library. Personal possessions and papers left on carrels and tables are not the responsibility of the library. Inquiries about lost possessions may be made at the Circulation Desk (504-865-5952) or by contacting the Lost & Found Department for the law school (504-865-5929).
LAW LIBRARY SECURITY

Video Surveillance: The library has installed several surveillance video cameras throughout the library. Please report any thefts to the Circulation Desk attendant on duty and to the Tulane University Police Department. The University Police can be reached at 504-865-5200.

Security Gates: Security gates (electronic theft detection units) are found at the entrance of the library and in the Reserve/Reading Room. Patrons must respond to security gate alarms and return to the Circulation Desk when an alarm has sounded. The library staff reserves the right to inspect the patron's belongings for items that have not been properly checked out.

Fire Doors: All fire doors are armed and should only be used in the event of an emergency. Alarms on these doors will automatically summon the University Police.

Theft: Patrons are advised to keep their personal belongings with them at all times while in the library. This includes valuables such as purses, portable computers, cellular phones, book bags, briefcases and important research documents. The library assumes no responsibility for lost or stolen items. Any unusual or suspicious activity should be reported immediately to the Circulation Department or to the University Police.

Campus Escorts: The University Police provides a security service of escorting individuals to destinations throughout the campus upon request. For more information, please contact 504-865-5381.

Missing Materials: Questions regarding missing materials should be referred to the Circulation Desk to determine the status of the item. Such items may be checked out or at the bindery. If an item is checked out, a law student or faculty member may have a "hold" placed on the item. A hold may also be placed on an item with a status of missing. Items designated as missing are traced, and the patron is notified if the item is located. Interlibrary loan service may be used to obtain an item which is missing.

Suggestions and Comments

We welcome suggestions, recommendations, and comments about the library. Students and faculty are also encouraged to recommend books considered to be useful additions to our collection. Recommended acquisitions and suggestions may be submitted electronically through the library's website (http://www.law.tulane.edu/library).
LIBRARY DIVISIONS AND SERVICES

The library's website (http://www.law.tulane.edu/library) contains useful information about the library's collection and services. Links to online legal resources, general library information, the staff, and the library's catalog can be found on the website.

The library's catalog provides bibliographic information about the collection, including classified material, journal holdings, and items on order. It also shows where material is located and gives information on checked out items, patron records, recent acquisitions, and Course Reserves. The main access to all collections is through the catalog. There are computers with access to the catalog on all floors of the library. Many government documents may be searched through the catalog, and all government documents published by the Government Printing Office (GPO) from 1976 to the present may be searched using MARCIVE, an index available on the library's web page.

Reference and Research Services

Reference librarians offer research guidance primarily to Tulane law faculty and students. Reference librarians can be found at the Reference Desk located in the library lobby, or by appointment in their offices. In addition to reference assistance, reference librarians are also available to conduct instructional sessions on legal research for law school classes, journal members, faculty research assistants, clinic students, and other groups. Other services provided by the reference librarians include library orientation (tours) and instruction in the use of the library's catalog, the Internet, and other online legal resources. For further information or to arrange instructional sessions, please contact the library's Instruction Coordinator at 504-865-5941.

Reference Collection

The Reference Collection, housed behind the Circulation Desk, includes many types of directories, dictionaries, and guides to law materials. Library items that are designated as REFERENCE may not be checked out for use outside the library. If they are taken from behind the Circulation Desk, they may be checked out for a period of 3 hours for use within the library. (Exception: Faculty may check out Reference items for one year.)

Reserve Collection

The Reserve Collection is located in the open-access Reserve Room. It contains hornbooks, nutshells, restatements, current issues of legal newspapers, and material that professors have asked us to make available to their class. Materials are placed on Reserve for two reasons: (1) to assure the availability of certain heavily used materials; and (2) at the request of a professor. For this reason, Reserve books are intended to be used in the Reading Room. Therefore, these books cannot be checked out for use in other parts of the library.

The "Course Reserves" link on the library's catalog (http://www.law.tulane.edu/library) allows law students to see what materials have been placed on course reserve by their professor.

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This function should be used to discover the titles and call numbers of items for easier retrieval. Books are shelved in the Reserve Collection (adjacent to the Reading Room) and photocopies are kept at the Circulation Desk.

Although reserve books must be used in the Reading Room, students may check out photocopies, video tapes, DVDs, or CDs that have been placed on reserve by their professors. These items may circulate for three hours. Fines for overdue material are $6.00 for the first hour the item is overdue, plus $3.00 for each subsequent hour. Fines will be assessed until the item is returned or designated lost.

During the exam season (the period which begins two weeks before the first exam of the semester and ends after the last exam), in addition to paying the fines, any student who is intentionally late in returning a reserve item will be considered to be in violation of the Tulane Law School Honor Code. Violations will be forwarded to a member of the Honor Board, and proceedings will be triggered under the Code.

Photocopied items cannot be placed on hold and waiting lists are not possible. If all copies of an item have been checked out, the requesting students will be told when the copies are due back. Photocopies must be returned directly to the Circulation Desk by the time due.

The library's reserve policy is to ensure fair use of high demand items. All students checking out photocopied materials must have a valid student ID, a valid driver's license, or a valid state identification card.

**Reading Room**

The Reading Room is located adjacent to the Reserve Room on the 3rd floor. Located here are copies of the USCA, Louisiana Statutes Annotated, Southern Reporter, Federal Reporter, CFR, Martindale-Hubbell, Louisiana Administrative Code, and the Oxford English Dictionary. None of the Reading Room materials circulate. Please do not remove them from that area.

**Other Non-Circulating Material**

Some material may be designated as non-circulating and cannot be used outside of the library. The Circulation Desk supervisor or reference librarians may give special permission for non-circulating items, such as one of the Reference items, to be used outside the library for a short period. Non-circulating items include: journal volumes, journal issues, encyclopedias, loose-leaf services, items for reference, multi-volume works, reporters, codes or statutes, digests, Shepard's services, microforms and certain government documents.
**Photocopy Service**

Self-service photocopiers are located on all floors of the library except the 4th floor. The law library recently installed a new copy card system. All previously purchased copicards will only be valid through Fall 2009. The copiers now operate by adding value to Tulane ID cards. Copies are ten cents per page.

Non-Tulane patrons may purchase a copy card from the Tulane University Card Services machine in the Photocopy Room on the 3rd floor for one dollar. The Card Services machine may also be used to reprogram cards for additional copies. Copies are ten cents per page. The copy cards purchased at the law library will operate only on law library photocopiers. Please report photocopier or Card Services machine problems to the Circulation Desk.

**Computer & Online Services**

The library provides several computer workstations for the use of all library patrons. Four of these workstations are located in the library lobby adjacent to the Circulation Desk. Two workstations are located on the 5th and 6th floors near the elevators. General printing from these terminals is not permitted.

**Westlaw Public Access:** Westlaw access is available to the general public on two designated computer workstations in the library lobby. Printing is free. Please ask for assistance at the Reference Desk.

**Online databases:** The law library subscribes to many online resources. A complete list with links can be found on the library's website (http://www.law.tulane.edu/tlslibrary/Research.aspx). Highlights include Hein Online (full-text legal periodicals with emphasis on older volumes not available elsewhere), Making of Modern Law (English and American legal treatises from 1800-1926), LegalTrac, and a BNA library that has full-text topical reporters and newsletters, including exhaustive labor and environmental coverage. Many other databases are available through Howard-Tilton's online catalog (http://library.tulane.edu). Some of the more useful publications include: Books in Print, Book Review Digest, Dissertation Abstracts, WorldCat (holdings from more than 8,000 libraries worldwide), dictionaries, and encyclopedias.

**Archived Exam Questions and Answers:** Past exams and answers (1985 to present) can be found on the library's website. Bound volumes of exams and answers prior to 2000 are kept in the third floor photocopy room. Please ask for assistance if you are having difficulty locating old exams or answers. Availability of exams and answers is at the discretion of the faculty member who gave the exam.

**Computer Lab:** Use of the computer lab is limited to currently enrolled Tulane law students. Located on the 4th floor, the computer lab features Windows XP computers with Office 2007, and may be used for LEXIS and WESTLAW research as well as general Internet access. Students can also access Computer Assisted Legal Instruction (CALI) on these computers, and they can download CALI exercises for use at home. For students wishing to use the CALI exercises on the Internet from a location other than the computer lab, a Tulane Law
School CALI authorization code is required. The CALI authorization code can be obtained at the Reference Desk. The computer lab is staffed with student assistants during most library hours. The lab closes 15 minutes earlier than the library.

**Printing:** The laser printers in the library and in the computer lab are maintained by the Law School’s Computer Services Department. For information on their policies, see the Computer Services Department’s Law School intranet page [http://tls.law.tulane.edu/Lists/Computing%20Services/default.aspx](http://tls.law.tulane.edu/Lists/Computing%20Services/default.aspx).

When using WESTLAW or LEXIS, it is strongly recommended that students send their print jobs to the designated WESTLAW (stand-alone) or LEXIS printers—not to the attached network laser printers. If print jobs are sent to the network laser printers, your account will be charged for each page printed. Both WESTLAW and LEXIS offer very liberal printing privileges (at no charge to the student) when their printers are used. Telephones are located next to each WESTLAW and LEXIS printer for assistance with printing problems or for any other questions relating to the research software. Reference librarians are also available to answer any questions that you may have regarding online research.

**Laptops:** Most carrels are wired for electricity. A wireless network with 802.11 a/b/g capability is installed in the law school and allows connectivity across the Tulane campus. See the Computing Services section of the law school website for additional information.

**LEXIS/WESTLAW:** Located in the back of the computer lab, the library maintains a small LEXIS and WESTLAW training room. Here, company representatives train each first-year student in the use of these databases. Advanced classes are offered periodically throughout the year for all students. Each law student is provided with an individual password that can be used for home access. Documents from these services may be downloaded to a disk, printed on dedicated LEXIS and WESTLAW laser printers, e-mailed, or sent to an attached printer. LEXIS and WESTLAW are limited to educational use only. Research for anyone outside the law school is not permitted. Any breach of this rule is a violation of Tulane's licensing agreement with LEXIS and WESTLAW and is considered an Honor Code Violation.

**Special Collections/Rare Books/Wisdom Collection**

The library's collection of old and rare books is housed in the Special Collections room on the 4th floor. One portion of this collection dates from the *Napoleonic Code* of 1804, with a special emphasis on early Louisiana legal history. The other contains earlier works, including Roman law and canon law treatises, many dating from the 16th, 17th, and 18th centuries. To use books from the Special Collections, patrons must complete a request form at the Circulation Desk. The books, which may not be taken out of the library, will be made available the following day. Since many books in this collection have very fragile bindings, they may not be photocopied.

The Judge John Minor Wisdom Collection is on the 6th floor of the library. The collection contains Judge Wisdom's judicial papers, his personal library, and a special room with many of the honors and awards he received during his 40 years on the United States Fifth Circuit Court of Appeals.
Maritime Collection and Reserve

A special section of treatises, case reporters, and loose-leaf services on maritime and admiralty law and shipping is located on the 3rd floor. Books in this collection are indicated in the library catalog by a location of "Maritime" or "Maritime Reserve."

Government Documents

The Government Documents Department, located on the 5th floor, contains items published by the various federal government agencies, including Congress. (Louisiana documents are located on the 6th floor.) Many documents can be checked out. The Government Documents Department also provides access to the many government documents published online through various websites and in microform.

Paper federal documents are shelved according to the Superintendent of Documents (SuDocs) number. The classification numbers correspond to the issuing agency. Items are shelved in alphanumerical order according to this system, and the shelves are labeled to indicate the range of classification numbers in each. Materials are selected from all major executive, judicial, and legislative agencies and bodies, with emphasis on topics that support the law school curriculum, faculty and student research, and the needs of our general users. The subject areas represented in the collection include: banking, business, civil rights, communications, crime, energy, the environment, foreign affairs, health, homeland security, immigration, intellectual property, international trade, the judiciary, labor, securities, sports law, taxation, technology, and terrorism.

Many government documents are included in the library's catalog, but to do a comprehensive search, one must use other bibliographic resources. The following paper indexes to these materials are located in the Government Documents Department and can be used to access documents: Monthly Catalog of U.S. Government Publications, used to identify classification numbers for government documents; Congressional Index Service (CIS), used to locate Congressional hearings, bills, and prints; and CCH Congressional Index, a loose-leaf index used to find up-to-date Congressional action on current legislation.

There are numerous web indexes available through our website that provide access to government publications and information. MARCIVE, an online version of the Monthly Catalog, allows searching for documents by subject, author, title, key word, issuing agency, classification numbers, and report numbers. Lexis Nexis Congressional provides bibliographic access to House and Senate reports, documents, and hearings, and also to the full text of historical Serial Set volumes containing House and Senate reports and documents. Please consult the Government Documents/Microforms Librarian in Room 514 if you need assistance.

Louisiana Documents

Louisiana documents are shelved on the 6th floor. These documents are also arranged by issuing agency, using a system similar to the one for U.S. documents. In addition, other Louisiana related materials, including the Louisiana Statutes Annotated, the Southern Reporter, the Louisiana Digest, the Louisiana Law Review, and an additional set of the Tulane Law Review
are shelved in this area. Specific inquiries concerning all Louisiana materials should be directed to the Government Documents/Microforms Librarian in Room 514.

**Microforms**

The Microforms Department, located on the 4th floor, has an extensive collection of legal resources in microfiche or microfilm format. There is a reader/printer available in the department. Paper copies of microfilm and microfiche images can be made at a cost of $0.10 per page. An electronic copy can be saved to a flash drive.

The microform holdings include: copies of some older major law reviews; retrospective and current issues of several legal newspapers; U.S. Supreme Court records and briefs; House and Senate bills and resolutions (beginning with the 78th Congress, 1943); House and Senate committee reports; old state and federal reports and session laws; the Federal Register and the Code of Federal Regulations; U.S. treaties; and many historical legal treatises.

Microfiche and microfilm titles often are backup copies of the paper and/or online version of legal resources. All microform titles are searchable in the library's catalog, and will show a location of "MICROFORMS" and usually a cabinet number or a series number. Any questions regarding microforms should be directed to the Reference Desk on the 3rd floor of the library.

**Audiovisuals**

Audiovisual materials are located at the back of the Reserve Room. These items are designated as "Media" in the library's catalog. In most cases, they will circulate to patrons for three hours.

Playback carrels for individual use of audio and video tapes are located on the 4th floor. The library does not provide space or equipment for group viewing.
## GENERAL LAYOUT OF THE COLLECTION

<table>
<thead>
<tr>
<th>LOCATION</th>
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<th>LOCATION</th>
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</table>
COMPACT SHELVES

Most of the library's collection is housed in electrical compact shelving. These shelves are very easy to use and contain all of the available safety features. The basic operating instructions are provided below. If you experience any problems - especially after hitting the "Reset" button - please contact the Circulation Desk attendant.

**Courtesy Note:** Please do not do research or read while standing or sitting in the shelf aisles. This locks all of the neighboring shelves, depriving other students of access to the collection.

**Selecting an aisle**

Push the "arrow" button nearest the aisle you wish to open, and hold until carriage movement begins. Release the button and the selected aisle will open automatically. Carriage movement will cease when the selected aisle is fully open.

**The Three Function Buttons:**

**STOP** - Pressing this emergency stop button will abruptly stop all carriage movement.

**ARROWS** - The "arrows" buttons are used to open an aisle in the system.

When the arrows are GREEN, push the arrow nearest the aisle to be opened and the carriage(s) will begin movement, opening the desired aisle.

**RESET** - The Reset button must be pushed after a safety fault has occurred, when the arrows are red. It should also be used to stop a moving carriage in a non-emergency situation.
Tulane Law Library 3rd Floor

3rd Floor
Tulane Law Library 5th and 6th Floor

5th Floor

6th Floor
<table>
<thead>
<tr>
<th>Country</th>
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**Legend:** R (Range); Reserve (3rd Floor); Government Docs. (5th Floor); Louisiana (6th Floor); Maritime (3rd Floor); Maritime Reserve (3rd Floor); Microforms (4th Floor); Reading Room (3rd Floor)

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<td>All England Law Reports</td>
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<td>American Jurisprudence Legal Forms 2d</td>
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<td>Cumulative Bulletin, KF/6301/.A15157</td>
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<td>Family Law Reporter (BNA) KF/503.4/.F3</td>
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Federal Cases
Federal Estate and Gift Tax Reporter (CCH) KF/6571/.A8C65
Federal Practice and Procedure (Wright and Miller) KF/9619/.W7
Federal Practice Digest 2d, 3d, 4th
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Federal Securities Law Reporter (CCH), KF/1436.5/.C642
Federal Supplement
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International Legal Materials, JX/68/.I5
Jefferson Parish Ordinances, KFL/599/.J43A35
Journal of Maritime Law and Commerce, K/10/.088
Labor Law Reporter (CCH), KF/3365/.C6L3
Labor Relations Reporter (BNA), KF/3365/.B8L3
Law Reviews/Law Journals (bound)
Legal Trac
Lloyd's Law Reports, KD/1815/.A2L551
Los Angeles Daily Journal
Louisiana Acts
Louisiana Administrative Code
Louisiana Annual Reports
Louisiana Bar Journal
Louisiana Bills and Resolutions
Louisiana Civil Law Treatise, KFL80.L61
Louisiana Civil Practice Forms, KFL530.A65D4
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Louisiana Corporations, KFL210.A6H59
Louisiana Court of Appeal Reports
Louisiana Digest (1st and 2nd)
Louisiana Divorce, KF/100/.L68
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Louisiana Reports
Louisiana Statutes Annotated (Revised Statutes)
Loyola Law Review
Maritime Law and Admiralty Collection
Martindale-Hubbell Law Directory (current)
(old editions) (paper copy)
(old editions) LLMC 92-001 A,B
Moore's Federal Practice
National Law Journal
New York Law Journal
Nutshells (current)
Product Safety & Liability Reporter (BNA) KF/3945/.A73P7
Reports & Opinions of the Atty Gen of La., J1.8:
Restatements of the Law
Southern Reporter
Southern Reporter, Louisiana Cases
Standard Federal Tax Reporter (CCH) KF/6285/.C65S8
Statutes at Large (U.S.)
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Tax Management Portfolios (BNA), KF/6365/.B878
Tax Management Primary Sources (BNA), KF/6365/.B8744
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U.S. Claims Court Reporter (West's) R319
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Woodward's Notarial Manual, Reserve R318
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