



Law Student Library Guide

Oklahoma City University Law Library

2501 N. Blackwelder

Oklahoma City, OK 73106

(405)208-5271

(405)208-5172 (fax)

<http://www.okcu.edu/law/lawlib/index.php>

The primary mission of the law library is to serve the research and academic needs of the faculty and students of the OCU School of Law. In addition, the law library provides access to legal materials to the local bar and the general public. The law library subscribes to numerous electronic databases and strives to provide access to legal information in the most appropriate and useful formats. The library's collection is focused upon primary state and federal legal materials and materials that support the law school curriculum. The library also has a *Native American Collection* and a collection of special materials.

This guide is also available online at: http://www.okcu.edu/law/lawlib/pdfs/guide_student.pdf

Hours of Operation

The law library's regular hours of operation are as follows:

Monday-Wednesday	7:30am-12am
Thursday & Friday	7:30am-10pm
Saturday	9am-10pm
Sunday	1pm-12am

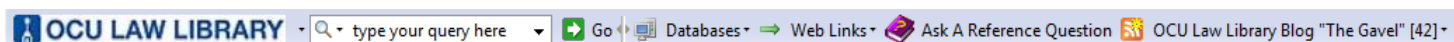
Library hours are subject to change during examination periods and between semesters. Variant hours will be posted at the east and west entrances of the library, on the website at http://www.okcu.edu/law/lawlib/library_geninfo.php#hours, or students may call the main law library number at 208-5271 to verify hours of operation.

Law Library Blog

Keep up with what's going on at the Law Library by following our blog, The Gavel. You can subscribe by going to: <http://oculawlib.blogspot.com/>

Law Library Web Browser Toolbar

Download the OCU Law Library Web Browser Toolbar at: <http://oculawlibrary.ourtoolbar.com/>. It works in Firefox and Internet Explorer. With the toolbar you can quickly search the law library catalog and other law related databases, access law library databases, frequently used parts of the law library website, or submit a reference question with one click. The toolbar is pictured below.



Law Library Rules

1. For the health of our students, faculty, staff, and anyone who visits our campus, no tobacco use of any kind is permitted inside or outside our buildings anywhere on the OCU campus.
2. The 3 South wing is a "Silent Study Wing." No conversation, not even whispering is permitted. Laptops and other devices must be set to mute, only keyboard noise is acceptable. The library staff will ask noisemakers to move to another location.
3. Several wings are designated as "Quiet Study Wings." Conversation is to be minimal. Laptops and other devices must be set to mute, only keyboard noise is acceptable. These wings include LL North, 1 South, 2 North, and 3 North. Groups who wish to study together should use a study room. Study rooms are available on a first-come, first-serve basis except during the exam period when a reservation policy may be in effect.
4. Cell phones and other devices must be turned off or switched to noiseless notification (vibration) while in the library. Please use cell phones only in the lobby areas of the lower level, first and second floors. Cell phones are not permitted in the wings or the third floor lobby area.
5. Drinks are only permitted in containers with lids. No outside food is allowed in the study wings, study rooms, and lobby areas of the law library; however, outside food may be consumed in the student lounge area on the lower level. Food from the vending machines may be eaten in the lower level student lounge, lower level lobby, and second floor lounge area only. Do not have food delivered in the building. If you are making a delivery order, you must wait outside the entrance for it to be delivered.
6. Removing materials from the law library without first checking them out, hiding, mutilating materials, or otherwise depriving others of their use is grounds for disciplinary action under the *Student Conduct Code*, Article 2.01(g) and/or CRIMINAL PROSECUTION under 21 O.S. Sec. 1739 (1991). Students found guilty of honor code violations may be subject to expulsion from the Law School.
7. These rules are subject to change.

Physical Layout

The law library is located in the Gold Star Building and has four levels. The basement is designated the lower level (LL). There are two entrances to the law library, the west entrance facing the Sarkeys Law Center and the east entrance facing the University Administration Building and the Quad. The Circulation Desk is located in the west wing which connects the two entrances. The Reference Office is across from the Circulation Desk. Law library administrative offices are also in the west wing.

The lower level south (LLS) wing contains the state statutes for Oklahoma, Texas, Kansas, Missouri, Arkansas, Colorado, New Mexico, Wyoming, Utah, New York, Delaware, California, Illinois, Louisiana, and Florida. Statutes from other states are accessible via LexisNexis, Westlaw, and the websites of some states. This wing also contains the Oklahoma collection where you will find the Oklahoma Digest, Oklahoma Statutes Annotated along with other legislative and administrative materials, and Oklahoma CLE materials. The microfiche and microfilm collections and their readers/printers/scanners are found on this wing. Three study rooms and the Technical Services department are located at the far south end of this wing.

The lower level north (LLN) wing contains the American Law Reports (ALR), and the Decennial Digests. Reporters and digests are located in this wing including the Supreme Court Reporters and Digests, Federal Reporters and Digests, Regional Reporter System, Pacific Digest, West's California Reporter, and West's New York Supplement. Materials that are used less frequently are located in compact shelving at the back of the wing. There are study carrels and three study rooms in this wing. This wing is a quiet study wing.

The west wing of the lower level contains a lounge area. The lounge includes a TV unit with cable television and seating for studying, eating, or relaxing. Vending machines containing soft drinks, candy and snacks, and several varieties of coffee are nearby along with two microwaves. Restrooms are located in the foyer.

The first floor north (1N) wing houses the Reference Office, computer labs, and the Special Collections Room. The reference collection includes federal statutory and administrative materials, legal encyclopedias, and Oklahoma Statutes Annotated. The library no longer subscribes to most print Shepard's citators. A public access Shepard's terminal is available in this wing. Additionally, you may access citator services via your LexisNexis or Westlaw accounts. There is also a leisure reading area in the Reference Wing. The Recent Acquisitions and Faculty Recommended Reading Collections are located near the leisure reading area.

The first floor south (1S) wing contains all the library's law reviews, bar journals, and other periodicals shelved in alphabetical order by title. Print indexes to the journals are here. Electronic indexes to the journals may be accessed via the LegalTrac and Wilson's Index links on the library's Databases webpage. This wing is a quiet study wing.

The north wing on the second floor (2N) contains the classified treatise collection (i.e., books with call numbers on the spine, some of which may be checked out of the library). The classified collection begins on 2N and continues on to 3N and 3S. Some faculty offices are

located on this wing. The north wing has also been designated a quiet study wing. A leisure reading area with current newspapers and magazines is in the foyer.

The second floor also contains faculty offices on the south (2S) wing and the faculty support office on the west (2W) wing.

The third floor north (3N) and south (3S) wings continue the classified treatise collection which begins on 2N. There are faculty offices at the back of these wings as well as in the third floor west wing. The Native American Collection is located in the lobby of the third floor. Individual study tables are available in the north and south wings. 3N is a quiet study wing and 3S is a silent study wing.

Wired and wireless internet access is available throughout the law library. Computers for legal research are located on each level of the law library. These computers provide access to the web catalog and other databases the library subscribes to as described in the "Databases" section of this guide.

Photocopiers/Smart ID Cards

Two black and white photocopiers are located on the first floor of the library. Copies may be made for 10 cents per page. You may print to these copiers from any of the library terminals on the first floor. Both copiers accept either coins or Smart ID cards. In the fall and spring semesters, students receive a \$40 credit on their Smart ID cards. In the summer, enrolled students receive a \$20 credit. This credit does not carry forward to future semesters but you will receive a new credit each semester. This credit is only for printing or copying from the library copiers and does not apply to student printing in the computer labs. The library has a one dollar bill changer that provides quarters. **The library does not provide change for bills larger than \$1.00.**

Courtesy Phones

Courtesy phones are available on LL North, LL South, the Computer Lab, the Homsey Computer Lab, 2 North, and 3 Lobby. These phones will ring to the Circulation desk or to the Reference Office to assist you with equipment problems or in finding materials in the collection.

Phone Messages

The library does not contact patrons regarding incoming calls or take messages. A courtesy phone in the Lower Level Lobby may be used to place local off-campus calls.

Study Rooms and Carrels

A reservation policy may be used during final exams. Check the law library website or circulation desk for information about the policy.

Internet Access

Wireless and wired connections are available throughout the law library. A limited number of network cards are available for checkout from the circulation desk. Information about accessing

the Internet is available from the Law Technology Services office located in the computer lab and online at: <http://www.okcu.edu/law/computing/index.php>

Law Library Catalog

The Oklahoma City University libraries have a web catalog named “North Star” which provides access to the materials in both the law library and the Dulaney-Browne Library. Each library has a separate catalog in the system, but both catalogs may be searched simultaneously. By searching the catalog, you can determine if the libraries own a book, a journal, a newspaper, a video, or browse materials placed on course reserve by your professors. You may also login and view your borrower record, renew materials, place holds on materials, and request materials. For more information on searching the catalog consult the user guide available at: <http://www.okcu.edu/law/lawlib/pdfs/SearchingtheOCUCatalog.pdf> or contact the circulation or reference department.

Interlibrary Loan

If the law library does not have the materials that you need, it may be possible to borrow them from another library. It takes approximately ten to fourteen days to receive most items. However, historical and rare materials could take as long as a month or more to find.

Interlibrary loan requests are submitted using the World Catalog (WorldCat) system. You may access WorldCat by clicking on the WorldCat link on the Law Libraries database page at http://www.okcu.edu/law/lawlib/library_databases.php

Instruction for submitting such request is accessible at <http://www.okcu.edu/law/lawlib/pdfs/ILLwithWorldCat.pdf>

For questions concerning interlibrary loan or for assistance in submitting a request, contact a reference librarian.

Circulation Policies

Who May Borrow

Although the law library is open to the public, check out privileges are available only to OCU law students, OCU law alumni, OCU students, OCU faculty, OCU staff and Oklahoma county attorneys with an Oklahoma Bar card. An OCU Smart ID card or current Oklahoma Bar card is needed to check-out library materials. Security systems are located at both the east and west entrances/exits. If the alarm sounds, please return to the Circulation Desk to ensure that your materials are properly checked out.

Circulation Periods

Circulating materials may be checked out at the circulation desk. Checkout can be renewed by the borrower online using the library’s catalog, North Star, accessible at: http://www.okcu.edu/law/lawlib/library_northstarlibrarycatalog.php

Renewal of checked out materials that are already overdue may only be accomplished at the circulation desk and may not be accomplished online.

3 Week Checkouts to Law Students

This is the standard term for law students, for circulating materials from the 3rd floor treatise collection and the Oklahoma CLE collection. Students may renew non-overdue materials twice, through the web catalog, in person, or by phone, each time for an additional three weeks. (All items are subject to recall before the end of the check-out period if urgently needed by a professor.) Overdue materials accumulate fines of \$.10/day/item.

2-Hour Reserve

The standard loan period for reserve items is 2 hours. Reserve items do not circulate outside the law library. They are checked out for “Library Use Only.” There are two types of reserve items: permanent reserve and course reserve. Both types are shelved at the Circulation Desk. Request for reserve items should be made to Circulation Staff. A \$.50/hour/item fine is assessed for all materials returned late.

Fines and Penalties

Overdue Reserve Materials	2 hour check-out	\$.50/hour/item
Overdue Book (student)	3 week check-out	\$.10/day/item
Overdue Book (Atty/Alumnus)	1 and 2 week check-out	\$1.00/day/item
Recalled Materials	48 hours after notification	\$1.00/day/item
Software	3 day checkout	\$5.00/day/item
Lost or Damaged Materials	NO FINE, but \$20.00 Processing Fee and Replacement Costs	

Overdue notices will be sent by OCU Law e-mail so it is essential that you activate your account and check it frequently. Please pay fines promptly. Outstanding fines will result in the loss of circulation privileges until they are paid. Long time overdue books and/or large outstanding fines will result in a Bursar’s hold being placed against the student’s OCU account. This will prevent normal enrollment for classes and will hold up grade reports and transcripts until all books are returned and all fines are settled.

Holds and Recalls

Any library materials which may be circulated are subject to being recalled or having a hold placed upon them. Recalled items *must be returned within 48 hours of notification*. For items not returned, a \$1.00/day/item fine will be assessed on them for each day beyond the 48 hours until they are returned. Items that are needed by an individual patron may not be recalled, but they can be reserved for this patron by having a hold placed on the items. A hold prevents any renewals, but allows the patron with the item checked out to keep it the full term of the original check-out (1, 2 or 3 weeks, depending on the type of patron). If an item that you have checked out is recalled, or has a hold placed against it, attempts will be made to notify you by phone, e-mail, or by U.S. Mail. Circulation staff may assist you in requesting that materials be recalled. A request to recall materials or to place a hold may also be accomplished electronically. Instructions for placing a hold or requesting a recall may be accessed at <http://www.okcu.edu/law/lawlib/pdfs/HowtoRequestaRecallofMaterials.pdf>

Electronic Databases

OCU libraries subscribe to various legal and informational databases described below. All databases are accessible on-campus from the library's home page at: http://www.okcu.edu/law/lib/libraries_databases.php and off campus by clicking on the database name and entering your e-mail username and password.

A-Z List of Journals Available Electronically is an alphabetical list by title of all the journals we have access to electronically.

BNA (Bureau of National Affairs) is well known for their expert analysis of complex legal issues. We subscribe to the following BNA databases: ABA/BNA Lawyers' Manual: Current Reports, Antitrust & Trade Regulation Report, Criminal Law Reporter, Family Law Reporter, Securities Regulation & Law Report, U.S. Law Week: Supreme Court Today, U.S. Law Week, U.S. Patents Quarterly 2d, and the Corporate Practice Library. You can access the databases from the databases page and from within LexisNexis and Westlaw.

CCH Internet & Tax Research Network (IntelliConnect) These databases include over 85 individual titles in the subjects of securities law, international business, banking, products liability, intellectual property & computer law, and other areas. The tax research network provides tax news as well as federal and state tax information. Included are tax codes, regulations, court cases, rulings, legislative documents, treaties, IRS publications, as well as CCH explanation and analysis. Federal Tax Archives are available for all years since 1978; State Tax Archives are available for all years since 1994. Access is available on and off campus but you should initially access them from on campus to set up your personalized login and password.

Constitutions of the Countries of the World provides the full text of most countries constitutions in English.

EBSCO full text databases that include many non-law publications. The databases include Academic Search Elite, Business Source Elite, Health Source, ERIC, Newspaper Source, MAS Full-Text ULTRA (magazines), and other sources.

Foreign Law Guide describes the legal systems of most countries of the world, lists the official and unofficial sources of law, and lists major titles in legal subject areas. Links to free online sources are included.

Hein Online is a database of legal periodicals containing the exact images of pages as they originally appeared in each periodical. Hein Online provides full coverage of all periodicals in its database; every volume is available from the periodical's inception. Currently, there are more than 1,000 journal titles available. Hein Online also contains a wide variety of other resources including the *Federal Register* and *Code of Federal Regulations*, a database of U.S. treaties, foreign and international materials, U.S. Supreme materials, U.S. Attorney General Opinion Library, the World Trials Collection, Legal Classics Library, and more.

J-Stor is an online searchable image based collection of scholarly journals. Journals are

included from their inception.

LegalTrac, the electronic version of *Current Law Index*, is an index to legal periodicals, journals, and newspapers.

LexisNexis Congressional is a legislative history research tool.

LexisNexis U.S. Serial Set Digital Collection This database contains legislative reports and other Congressional documents from 1789 – 1969. Over 350,000 documents are included totaling 11 million pages. Access it through Congressional Universe.

LLMC Digital is a database of older federal materials from the legislative, executive, and judicial branches. By 2013 this database will contain the entire 100 million page image collection of the Law Library Microform Consortium.

LoisLaw is an alternative to LexisNexis and Westlaw that contains federal and state cases, statutes, and administrative law. Unlike LexisNexis and Westlaw you can use your LoisLaw account for non-academic purposes. The access code to create your LoisLaw account is available from the law library's databases page.

News Bank provides full text coverage and searching of the Daily Oklahoman from 1982, the Tulsa World from 1989, and over 500 other newspapers from 1991.

Oklahoman Archive a full text searchable archive of the *Oklahoman* newspaper.

Oxford English Dictionary Online is the electronic version of this standard reference work.

RIA Checkpoint Advantage contains a number of tax research resources.

Stat USA is a service of the Department of Commerce providing information about U.S. businesses, the economy, and trade.

Wilson's Index to Legal Periodicals, the electronic version of the *Index to Legal Periodicals*, is an index to legal periodicals from 1981 – present.

FirstSearch / WorldCat contains records about materials held by more than 27,000 libraries. FirstSearch CAMIO contains art museum images that may be used for educational purposes.

LexisNexis and **Westlaw** are comprehensive full text databases containing legal and business information. Training is part of the first year Legal Research and Writing curriculum. Personal passwords will be distributed during orientation. Training is also available by contacting the Westlaw or LexisNexis student reps or by accessing the following websites: <http://www.lawschool.westlaw.com> or <http://lawschool.lexis.com>. If you have additional questions about Westlaw or LexisNexis, please contact the Head of Reference and Access Services, Darla Jackson (GS 182A or 208-5915 or djackson@okcu.edu). Hours for student representatives are posted on the Westlaw and Lexis websites. Be advised that according to our

subscription agreement with LexisNexis and Westlaw the databases may be used only for educational purposes and may not be used for personal and/or law firm related research.

Westlaw

West Technical Support	1-800-937-8529
West Reference Attorneys	1-800-733-2889

LexisNexis

Customer Support	1-800-455-3947
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Study Aids

CALI Exercises are a collection of over 800 interactive computer exercises covering thirty-two legal subject areas. The exercises supplement traditional classroom learning and reading. CALI exercises may be downloaded to your computer at the office or at home from the CALI website. To create a CALI user name and password go to the CALI website, <http://www2.cali.org> and click on the "Not a Registered User Yet" link and enter the authorization code available from the law library's databases page.

Audio Case Files

AudioCaseFiles contains downloadable audio files of court opinions and podcasts from law professors and law students. The website contains cases from 1L classes along with some 2L and 3L subjects.

Practice Exams

Some OCU Law Faculty have made select copies of practice exams available for student review. Subject to faculty approval, many of these exams are currently accessible via the OCU StarNet system. Instruction on accessing exams is available at: http://www.okcu.edu/law/lawlib/library_lawstudents.php.

Reference Services

All reference librarians hold J.D. degrees. Their job is not to locate the law; they have a mandate to teach OCU Law students how to effectively conduct legal research using paper and online sources to find the case law, statutes, administrative rules, treatises, and monographs that make up "the law." The reference schedule is accessible at: http://www.okcu.edu/law/lawlib/library_geninfo.php#hours. To contact a reference librarian call 208-5271 or complete the online form at: http://www.okcu.edu/law/lawlib/library_referenceform.php

Pathfinders and Research Guides

The law library has created a number of pathfinders and research guides on various subjects. These guides are a useful starting point for conducting research as they provide a general overview of the subject and list important library and internet resources. All pathfinders and research guides are accessible at: http://www.okcu.edu/law/lawlib/library_researchguides.php

Security

The OCU Security Department provides an escort service on campus after dark to walk you to your car or to on-campus housing. To request an escort you may contact OCU Security at 208-5001 or Circulation Staff may assist you in contacting Security to request an escort.

Lost and Found

Lost articles may be inquired for/claimed at the Circulation Desk. You may also inquire at the Law School Dean's Office or with Campus Security. Please do not leave your possessions unattended. The law library is not responsible for lost and/or stolen property.

Laptop Locks and Anchor Points

Laptop anchor points throughout the law library. You will find these in every study room and at various tables and carrels in each wing of the law library. The cable lock needed to secure your laptop to the anchor point is inexpensive (around \$25) and can be purchased at many local stores (Best Buy, Wal Mart etc ...). The law library has several cable locks available for checkout from the circulation desk. These are available for use inside the law library only. It is never a good idea to leave valuables unattended in the law library. Anchor points and cable locks are not a 100% guarantee against theft but they make it much more difficult for a thief to make off with your computer.

LIBRARY OF CONGRESS CLASSIFICATION SCHEME

- A General Works, Dictionaries, Encyclopedias, Indexes, and General Reference Works
- B Philosophy, Psychology, and Religion
- C Auxiliary Sciences of History, History of Civilization, Archaeology, Diplomacy
- D History: Ancient, European, Asian, African, and the South Seas
- E History: American Indian and United States
- F History: United States Local, Central American, and South American
- G Geography, Maps, Anthropology, and Recreation
- H Social Sciences
 - HA Statistics
 - HB Economics
 - HD Industry, Labor, and Land Use
 - HE Transportation and Communications
 - HF Commerce
 - JA Political Science
 - JC Political Theory
 - JF Constitutional History and Administration
 - JK United States Government
 - JS Local Government

HG	Finance	JV	Emigration and Immigration
HJ	Public Finance	JX	International Law
HM	Sociology	JZ	International Law/International Relations
HQ	Family and Women	JZA	Law of the Sea
HV	Criminology	JZD	Space Law
K	General Law		
KD	Law of the United Kingdom and Ireland		
KE	Law of Canada		
KF	Law of the United States - Federal (<i>see separate listing, following</i>)		
KFA-KFW	States of the United States		
KFO	Oklahoma Law		
KG-K	Law of Latin America, South America, and West Indies		
KJ-KKZ	Law of Europe		
KL-KWX	Law of Africa, Asia, and the Pacific Area		
L	Education		
M	Music		
N	Fine Arts		
P	Language and Literature		
Q	Science and Mathematics		
R	Medicine		
S	Agriculture		
T	Technology and Engineering		
U	Military Science		
V	Naval Science		
Z	Library Science and Bibliographies		

KF Law of the United States – Federal

12-49	Congressional Documents
35	Congressional Record
48	Legislative Histories
154-159	Law Encyclopedias, Law Dictionaries
156	Uniform State Law (General Works)
170	Form Books
180-185	Judicial Statistics
219-224	Criminal Trials
226-228	Civil Trials
240-251	Legal Research and Writing
261-292	Legal Education
297-338	Legal Profession
350-374	Legal History
379-400	Jurisprudence and Philosophy

465-553	Law of Persons (Family Law)
560-720	Property Law
801-1241	Contracts
1246-1327	Torts
1341-1348	Agency
1355-1480	Associations (Partnerships, Corporations)
1501-1548	Insolvency and Bankruptcy
1600-2940	Regulation of Industry, Trade, and Commerce
2971-3193	Intellectual Property (including Copyright, Patents, and Trademarks)
3300-3816	Social Legislation and Public Health
4501-5130	Constitutional Law
6200-6795	Public Finance (Taxation)
8700-9075	Courts; Procedure
8810-9075	Civil Procedure
9084-9085	Negotiated Settlement; Arbitration and Award
9201-9461	Criminal Law
9601-9760	Criminal Procedure
9771-9827	Juvenile Criminal Law and Practice

7.30.09