Appendix F

PROFESSIONAL RESOURCES

Sample Core Collection Bibliography

Primary Law: Federal, State, and Contiguous States


- **Federal Appendix:** Federal case law reporter containing opinions and decisions issued by the U.S. courts of appeals that are not published in the Federal Reporter. Published by Thomson-West®. Federal Reporter: federal case law reporter containing opinions and decisions issued by the 13 circuits of the United States Court of Appeals. Published by Thomson-West®.

- **Federal Supplement:** Federal case law reporter containing opinions and decisions issued by the U.S. District Courts, U.S. Customs Court, U.S. Court of International Trade, and the Judicial Panel on Multidistrict Litigation. Published by Thomson-West®.

- **State Reporter:** Annotated - This title can be limited to one specific state such as West’s *Texas Cases*, or a regional reporter such as West’s *South Western Reporter* or *Pacific Reporter*. If the state has its own official reporter, the state opinions and decisions can be purchased from the official reporter, Thomson-West® or Lexis-Nexis®.

- **State Code:** Annotated

- **State Constitution:** Annotated

- **State Session laws:** Available from Thomson-West®, Lexis-Nexis®, or directly from the state if the state publishes its own documents

- **United States Supreme Court Reports:** Annotated editions available from Thomson-West® or Lexis-Nexis®. Unannotated edition is available from the Government Printing Office. Also available through several free Internet web sites.

- **United States Code Annotated (USCA, USCS):** Annotated edition available from Westlaw® or LexisNexis®. Also available online through any CALR vendor and the free Internet.

Secondary Resources


• **General legal form sets:** Available from Thomson-West®, Lexis-Nexis®, state bar associations, etc.
• **Pattern jury instructions:** Available from federal, state and circuit courts.
• **Sentencing guidelines:** Available at both federal and state levels
• State encyclopedia such as *Ohio Jurisprudence* or *Texas Jurisprudence*.

**Practice Materials**

• **Citation service:** Shepard’s or Keycite
• **Civil procedures and rules:** Available at both federal and state levels
• **Criminal practice titles:** Including rules and procedures- available at both federal and state levels

**Treatises**


**Layperson/Consumer Specific Titles/Self-Help Titles**

• NOLO Press (http://www.nolopress.com)
• Sphinx Publishing (http://www.sphinxlegal.com)
• Documents and forms printed and distributed by the local Judiciary/Court system and government offices (i.e. 911 map, county or municipal ordinances).
Miscellaneous Reference Titles

- **Dictionaries**: Legal, medical, general unabridged, foreign languages
  - Grammar text
  - **Legal directories**: Available for state, national, and international
  - State directory
  - State specific citation/style manuals (i.e. Texas Law Review’s *Texas Rules of Form*, and *Manual on Usage and Style* [see below])
  - Style manual (such as Strunk & White’s *Elements of Style* or Garner’s *Dictionary of Legal Usage*)
  - Thesaurus

Selection of Legal Periodicals

- *National Law Journal*
- State bar journals
- *U.S. Law Week*

Comment

This above bibliography is just a sample. Titles should be selected to reflect the library’s mission and patron base. Not all public law libraries will be able to afford all suggested titles. In some localities materials should be in multiple languages.
Those small or tiny public law libraries with a need for the most basic collection may want to consider purchasing some combination of the following categories:

- **Primary Law**: Federal and state statutes, all state cases and federal cases in that state’s jurisdiction (i.e. U.S. Fifth Circuit for Texas), local municipal and county codes if they exist
- **Secondary Sources**: A legal encyclopedia (state encyclopedia if one is available otherwise one of the general American law encyclopedias), legal dictionary, unabridged general English dictionary, state specific general practice treatises with form templates
- **Miscellaneous Resources**: Citation manual (the one preferred by the local judges—may be a state specific citation manual such as Texas’s *Greenbook* or could be *Bluebook*, *ALWD*, etc.), a style manual (if there is a local preference among the area’s legal professionals purchase that one, otherwise any will do), state legal directory, state government directory, almanac, some state publications, a grammar text.
- **General Public Resources**: Appropriately written self-help titles for the most commonly seen pro se representation issues (i.e. divorce, child support, child custody, probate, etc.)

**Professional Resource Titles for the Law Librarian**


**Basic List of Frequently Used Library Vendors**

- Brodart - Clinton County Industrial Park, P.O. Box 300, 100 North Road, McElhattan, PA 17748. 1-888-820-4377. http://www.brodart.com/default.asp -
• Demco - PO BOX 7488, Madison, WI 53707 • 1-800-279-1586. http://www.demco.com/
• Highsmith - P.O. Box 7820, Madison, WI 53707-7820. 1-800-558-2110. http://www.highsmith.com/
• *The Librarian’s Yellow Pages* http://librariansyellowpages.com/ This resource is an online directory to library vendors and services ranging from automation to print, non-print, furniture, equipment and supplies.
• The Library Store - 301 E. South St., P O Box 964, Tremont, IL 61568. 1-800-548-7204. http://www.thelibrarystore.com/

Professional Organizations

• **AALL-SCCLL-SIS:** American Association of Law Librarians-State, Court, County Law Libraries - http://www.aallnet.org/sis/sccll/ - this organization has its own electronic mailing list
• **Consortium membership:** If available
• **Law-Lib:** Probably the largest law library electronic mailing list
• **SLA-DSOL:** Special Libraries Association Solo Librarians Division: SLA web site is http://www.sla.org/ - this organization has its own electronic mailing list
• State library or state law library sometimes offers assistance or an electronic mailing list

Public Law Library Job Search Resources

• LisJobs.com - http://www.lisjobs.com/
• AALL job placement listings - http://www.aallnet.org/main-menu/Careers/career-center
• AALL chapters’ job placement listings
• LIS program job boards
• Email mailing lists such as Law-Lib Electronic Mailing List
• Government agencies and departments
• Library Works - http://www.libraryworks.com/
• Local newspapers
• Monster.com - http://www.monster.com/
• Personnel services such as the LAC Group at http://lac-group.com/lac-library-staffing-research-services/
• SLA - http://www.sla.org/careers/

Resources


