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Georgetown Law Library
Library Contacts

Don’t spend more than 20 minutes looking for something!

- Williams Reference Desk
  - libref@law.georgetown.edu
  - 202-662-9140
- Wolff Reference Desk
  - intlref@law.georgetown.edu
  - 202-662-4195
- Chat With a Librarian
- Journal Liaison
- Research Consultation
  - www.law.georgetown.edu/library/about/services-policies/research-consultations.cfm
- Interlibrary Loan
  - law-ill@law.georgetown.edu
  - 202-662-9154
Journal Liaisons

- American Criminal Law Review  
  Anne Guha, amg300@law.georgetown.edu
- Food and Drug Law Journal  
  Christine Ciambella, cc872@law.georgetown.edu
- Georgetown Environmental Law Review  
  Mabel Shaw, shawm@law.georgetown.edu
- Georgetown Immigration Law Journal  
  Thanh Nguyen, nguyent2@law.georgetown.edu
- Georgetown Journal of Gender and the Law  
  Rachel Jorgensen, roj2@law.georgetown.edu
- Georgetown Journal of International Law  
  Heather Casey, hec29@law.georgetown.edu
- Georgetown Journal of Law & Modern Critical Race Perspectives  
  Rachel Jorgensen, roj2@law.georgetown.edu
- Georgetown Journal of Law & Public Policy  
  Andrew Lang, awl20@law.georgetown.edu
- Georgetown Journal of Legal Ethics  
  Christine Ciambella, cc872@law.georgetown.edu
- Georgetown Journal on Poverty Law & Policy  
  Barbara Monroe, monroeb@law.georgetown.edu
- Georgetown Law Journal  
  Andrew Lang, awl20@law.georgetown.edu
- Journal of National Security Law and Policy  
  Jeremy McCabe, jjm323@law.georgetown.edu
- The Tax Lawyer  
  Christine Ciambella, cc872@law.georgetown.edu
There is a Journal Staff information page on the Law Library’s website:
guides.ll.georgetown.edu/journal-staff
Source Collection

Starting with the Citation

- Decoding Abbreviations
- Understanding Acronyms
- Legal Citation Guides (other than the Bluebook)
- Missing or poor citation information
De-coding Abbreviations

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bluebook</td>
<td>See Tables section for abbreviations to U.S. and foreign legal publications</td>
</tr>
<tr>
<td>Baby Blue’s Manual of Legal Citation</td>
<td><a href="https://law.resource.org/pub/us/code/blue/BabyBlue.20160205.html#T13">https://law.resource.org/pub/us/code/blue/BabyBlue.20160205.html#T13</a></td>
</tr>
<tr>
<td>Cardiff Index to Legal Abbreviations</td>
<td><a href="http://www.legalabbrevs.cardiff.ac.uk/">http://www.legalabbrevs.cardiff.ac.uk/</a></td>
</tr>
<tr>
<td>Prince’s Bieber Dictionary of Legal Abbreviations</td>
<td>KF246 .B46, Williams &amp; Wolff Reference, Williams 5th floor stacks.</td>
</tr>
<tr>
<td>Index to Legal Citations and Abbreviations (Raistrick)</td>
<td>K85 .R3, Williams &amp; Wolff Reference</td>
</tr>
<tr>
<td>Guide to Foreign and International Legal Citations (Aspen Publishers)</td>
<td>K89 G85, Wolff Reference</td>
</tr>
</tbody>
</table>

For more publications Check the Law Library’s GULLiver catalog (gull.georgetown.edu/) for
  - Subject: “Law -- [country] -- Abbreviations” (two dashes between the subject headings)
  - Examples: “Law -- United States -- Abbreviations” or “Law -- Germany -- Abbreviations”

Understanding Acronyms

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acronym finder</td>
<td><a href="http://www.acronymfinder.com/">www.acronymfinder.com/</a></td>
</tr>
<tr>
<td>International Acronyms, Initialisms &amp; Abbreviations Dictionary and Reverse International Acronyms, Initialisms &amp; Abbreviations Dictionary</td>
<td>P365 .I57, Williams Reference</td>
</tr>
</tbody>
</table>

Legal Citation Guides (other than The Bluebook)

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALWD Citation Manual : A Professional System of Citation</td>
<td>KF245 .A45, Williams &amp; Wolff Reference</td>
</tr>
<tr>
<td>The University of Chicago Manual of Legal Citation</td>
<td>lawreview.uchicago.edu/sites/lawreview.uchicago.edu/files/uploads/79%20Maroonbook_0.pdf</td>
</tr>
<tr>
<td>TaxCite : A Federal Tax Citation and Reference Manual</td>
<td>KF245. T39 Williams 5th floor stacks</td>
</tr>
<tr>
<td>Guide to Foreign and International Legal Citations</td>
<td>K89 .G85 Wolff Reference</td>
</tr>
</tbody>
</table>

For non-U.S. citation guides Check the Law Library’s GULLiver catalog (gull.georgetown.edu/) for
  - Subject: “Citation of legal authorities -- [country]” (two dashes between the subject headings)
  - Example: “Citation of legal authorities -- Australia”
• Missing or Poor Citation Information? Unsure what kind of citation it is?

Ask for assistance from the Reference Desk or your Journal Liaison to help you interpret a difficult citation, identify missing citation information, find the source for a given quotation, etc.
Source Collection

Secondary Sources

- Finding Cited Journal Articles
  - What format do you need?
- Finding Cited Newspaper Articles
  - What format do you need?
- Finding Cited Books
  - Do you need the whole book? Will an e-book do?
• Finding Cited Journal (Non-Newspaper) Articles

For Electronic Access

• OneSearch Discovery System: gull.summons.serialssolutions.com
  • Search by article title.
  • Good for finding articles hosted on HeinOnline & interdisiplinary databases.

For Other Online Options

• Google Scholar (Settings > Library Links > select all Georgetown options > Save).
  • Search by article title.
  • Adequate in finding electronic articles in interdisciplinary databases.

For Print Versions

• GULLiver Catalog, gull.georgetown.edu/
  • Search by journal title, not article title
  • Good for finding older journal volumes that have not been digitized.
  • See GULLiver - Library Catalog Tutorial: www.law.georgetown.edu/library/research/tutorials/gulliver/index.cfm

Interlibrary Loan

• If unavailable at Georgetown Law, submit an Interlibrary Loan (photocopy) request via ILLiad. See ILL Example 1.
  • See Interlibrary Loan Instructions for Journal Staff, law.georgetown.edu/library/students/ill-journal-instructions.cfm.

In general:

<table>
<thead>
<tr>
<th>Legal Periodicals</th>
<th>Law Library has almost all law reviews and many other core legal journals either in print or electronically. Use OneSearch (search by article title) or GULLiver (search by journal title) to determine what the library carries.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Legal Periodicals Databases</td>
<td>Try • Academic Search Premier • Proquest Research Library • Periodicals Index Online • Ingenta Connect. For foreign &amp; international articles, try • Index to Foreign Legal Periodicals • LegalTrac • Legal Journals Index • Kluwer Law International • Oxford University Press • Cambridge University Press. But there are many others.</td>
</tr>
<tr>
<td>Non-Legal Periodicals Databases</td>
<td>See Law Library Homepage &gt; Research &gt; List of Frequently Used Databases (<a href="http://www.law.georgetown.edu/library/research/index.cfm">www.law.georgetown.edu/library/research/index.cfm</a>). When searching within a database, search by article title or citation information.</td>
</tr>
<tr>
<td>Subject Specific Mega Indexes</td>
<td>Try • Web of Science • Science Direct • Sociological Abstract • EconLit. But there are many others.</td>
</tr>
</tbody>
</table>
See Lauinger Library’s A-Z Database list: guides.library.georgetown.edu/az.php

<table>
<thead>
<tr>
<th>Law Library Guides</th>
<th>These guides will list and link to the databases commonly used for finding full-text articles and researching a topic:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles for Legal &amp; Non-Legal Library Research Guide: guides.ll.georgetown.edu/articles</td>
<td></td>
</tr>
<tr>
<td>Articles for Foreign and International Legal and Non-Legal Journal Articles Research Guide: guides.ll.georgetown.edu/LocatingJournalArticlesForeignInternational</td>
<td></td>
</tr>
</tbody>
</table>

- **What format do you need? Transcribed version of print? HTML? Print equivalent (in PDF)?** Check in your journal’s manual or with your editor to find what format is acceptable.

**PDF or print equivalent options:**
The following databases and publishers provide print equivalent of many or all articles in PDF:
- HeinOnline
- Academic Search Premier
- JSTOR
- Proquest
- EBSCOHost
- Web of Science
- Project Muse
- Oxford
- Cambridge
- Springer.

**Transcribed versions:**
Some databases may provide the transcribed (HTML) version of the print, but with ‘star’ pagination. These versions may have to be consulted when under short deadlines.

**Web-only works:**
Some publishers now publish only through the web without print equivalents (hardcopy version or PDFs of print). For these instances, you will have to cite the HTML versions.

- **Working with web only citations and their urls?**

  **Is the citation’s URL no longer live or does not display expected content?:**
  Try the URL in Internet Archives’ **Wayback Machine**: https://archive.org/web/

  **Want to save a cited web site/url?:**
  - Best option: Contact your Journal Liaison to discuss **perma.cc** (https://perma.cc/) which caches the contents of a cited web page, creates a permanent link and provides access to the cached and current version of the web page for your present and future law review readers.
  - Alternate option: Use the **Wayback Machine**’s “Save Page Now” feature. A permanent Internet Archive URL will be generated for the saved webpage.
Finding Cited Newspaper Articles

For Electronic Access
- OneSearch Discovery System: gull.summons.serialssolutions.com
- Search by article title.
- Good for finding newspaper articles not discoverable through Google Scholar and searching multiple interdisciplinary databases at one time.

Quick Links to Electronic Newspapers
- See Newspaper Articles Research Guide: guides.ill.georgetown.edu/FindingNewspaperArticles

For Microfilm
- GULLiver Catalog, gull.georgetown.edu/, search by newspaper title, not article title.

For Print

Interlibrary Loan
- If unavailable at Georgetown Law, submit an Interlibrary Loan (photocopy) request via ILLiad. See ILL Example 1.
- See Interlibrary Loan Instructions for Journal Staff, law.georgetown.edu/library/students/ill-journal-instructions.cfm.

What format do you need? Transcribed version of print? HTML? Print equivalent (in PDF)?
Check in your journal’s manual or with your editor to find what format is acceptable.

PDF or print equivalent options:
Proquest Historical Newspapers provide PDFs of print version for older articles: •Baltimore Sun
•Chicago Tribune •Los Angeles Times •New York Times •Wall Street Journal •Washington Post.
For access, search for Proquest Historical Newspaper by title in catalog.

Transcribed versions:
Some databases may provide the transcribed (HTML) version of the print, but with ‘star’ pagination. These versions may have to be consulted when under short deadlines.
**Web-only works:**

Some publishers now publish only through the web without print equivalents (hardcopy version or PDFs of print). For these instances, you will have to cite the HTML versions.

<table>
<thead>
<tr>
<th>• Working with web only citations and their urls?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Is the citation’s URL no longer live or does not display expected content?:</strong></td>
</tr>
<tr>
<td>Try the URL in Internet Archives’ <a href="https://archive.org/web/">Wayback Machine</a>:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Want to save a cited web site/url?:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Best option: Contact your Journal Liaison to discuss <a href="https://perma.cc/">perma.cc</a> which caches the contents of a cited web page, creates a permanent link and provides access to the cached and current version of the web page for your present and future law review readers.</td>
</tr>
<tr>
<td>• Alternate option: Use the <a href="https://archive.org/web/">Wayback Machine</a>’s “Save Page Now” feature. A permanent Internet Archive URL will be generated for the saved webpage.</td>
</tr>
</tbody>
</table>
ILL Example 1: Sample ILLiad Photocopy Request Form to Obtain a Journal or Newspaper Article

![Photocopy Request Form]

- In the Use of Material form field,
  - Include your Journal Office Name if you are submitting under your own ILLiad account.
  - Include Your Name if submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.
• Finding Cited Books

How does your editor want you to borrow books?

If your editor permits you to check out books under your own name for source collection, there are two approaches.

Method 1:

- gull.georgetown.edu/
  - Click on the “Request” button to have available book paged & held for you at either Williams or Wolff Library.
  - GULLiver – Library Catalog Tutorial: www.law.georgetown.edu/library/research/tutorials/gulliver/index.cfm

- catalog.library.georgetown.edu/search/X
  - Click on the “Request” to have available book routed to the Law Library under Intercampus Loan Service
  - Use ebook if available, pages typically appear as they do in print or hardcopy.
  - Requesting Books from Lauinger Tutorial: www.law.georgetown.edu/library/research/tutorials/lauinger.cfm

- catalog.wrlc.org/search/index.php
  - Click on any catalog record for a print copy, click "Request" to have available copy routed to Georgetown Law Library under Consortium Loan Service.
  - Ebooks are not eligible for Consortium Loan Service.
  - Books held in WRLC law libraries are not eligible for Consortium Loan Service.

- If unavailable through above, submit an Interlibrary Loan (loan) request under your ILLiad account.
  - You are not required to check George or WRLC catalog prior to submitting an ILLiad request. The ILL Office will determine if the request is best filled via ILL, Intercampus Loan or Consortium Loan & will submit the request for you.
  - See Interlibrary Loan Instructions for Journal Staff, law.georgetown.edu/library/students/ill-journal-instructions.cfm.
Method 2:

- **WorldCat**
  - [http://0-newfirstsearch.oclc.org.gull.georgetown.edu/fsip?done=referer&dbname=WorldCat](http://0-newfirstsearch.oclc.org.gull.georgetown.edu/fsip?done=referer&dbname=WorldCat)
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Click on the blue "Gtown Law" button in WorldCat record, a GULLiver search will be performed.
  - See if the copy is available for check out. If so, then click on "Request" in catalog to have available book paged and held for you at either Williams or Wolff Library (*GULLiver – Library Catalog Tutorial*: www.law.georgetown.edu/library/research/tutorials/gulliver/index.cfm).

- **Interlibrary Loan**
  - If green "Georgetown Law Library" icon does not appear in WorldCat record, or if the Law Library's copy is checked out, missing, lost or unavailable, then click on the gray "ILLiad - Click here to request via ILL" button in WorldCat to submit request using your ILLiad account.
  - *Borrowing from Non-Georgetown Institutions Tutorial*: www.law.georgetown.edu/library/research/tutorials/ill.cfm

- During the processing of your ILLiad request, should the ILL Office find that there is an available copy either at main campus or in any of the WRLC member libraries, the office will submit an Intercampus Loan or a Consortium Loan request under your respective account on your behalf.

- Books requested under your WRLC and ILLiad accounts will be held for you at the Williams Circulation Desk. Books requested under your GULLiver and Lauinger Library accounts may be held at either Williams or Wolff Circulation Desk. None will be delivered into your Journal Office mailbox.

- You will receive arrival notices, reminders and overdue notifications. Do not ignore them.
If your editor instructs you to use only the journal’s account to obtain non-Georgetown Law books, check:

- **WorldCat**
  - [http://0-newfirstsearch.oclc.org.gull.georgetown.edu/fsip?done=referer&dbname=WorldCat](http://0-newfirstsearch.oclc.org.gull.georgetown.edu/fsip?done=referer&dbname=WorldCat)
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Click on the blue "Gtown Law" button in WorldCat record, a GULLiver search will be performed.
  - See if the copy is available for check out. If so, then click on "Request" in GULLiver to have available book paged and held for you at either Williams or Wolff Library (GULLiver – Library Catalog Tutorial: [www.law.georgetown.edu/library/research/tutorials/gulliver/index.cfm](http://www.law.georgetown.edu/library/research/tutorials/gulliver/index.cfm)).

- **Interlibrary Loan**
  - If green "Georgetown Law Library" icon does not appear in WorldCat record, or if the Law Library's copy is checked out, missing, lost or unavailable, then click on the gray "ILLiad - Click here to request via ILL" button in WorldCat to submit request using your Journal Office ILLiad account.
  - You are not required to check Lauinger’s George nor the WRLC catalog prior to submitting an ILL request under your journal’s account.
  - Borrowing from Non-Georgetown Institutions Tutorial: [www.law.georgetown.edu/library/research/tutorials/ill.cfm](http://www.law.georgetown.edu/library/research/tutorials/ill.cfm)

- ILL Books requested under your Journal Office ILLiad account will be delivered to your journal office mailbox located behind the Office of Journal Administration reception desk, first floor of Williams Library building. Notifications are sent to your journal office or editor, not to you.
ILL Example 2: Sample ILLiad Book Request Form to Obtain a Loan

![Book Request Form]

- **In Use of Material form field:**
  - Include your Journal Office Name if submitting under your own ILLiad account
  - Include Your Name If submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

- **Do you need the whole book, or a chapter or pages? Will an ebook do?**
  - If you need a few pages, a section or a chapter from a book, check both GULLiver and George catalogs for e-book versions of the print edition.
    - Most vendors provide e-books with pages appearing as they would in the print edition. They allow you to save or print some pages.
  - If you need pages from a book that is not physically available at the Law Library or electronically accessible via Georgetown, then submit an Interlibrary Loan request, but include the pages that you need into the form. See ILL Examples 3a and 3b.
    - Contact ILL Office for questions or assistance.
- Note: Intercampus Loan Service (via main campus library) will not provide a copy out of a book.
- Note: Consortium Loan Service, with WRLC, does accept copy request of chapters from a book. But complicated requests (e.g. request for title page, verso, table of contents, disparate set of pages, etc.) may be best filled via ILL Service.

**ILL Example 3a: Sample of ILLiad Book Request Form to Obtain Copy of Pages from a Book**

*In this field, include the pages to be copied.*

- In Use of Material form field:
  - Include page information, providing as much citation information as you have with regards to starting and/or ending page numbers or name of chapter, etc.
  - Include your Journal Office Name if submitting under your own ILLiad account
  - Include Your Name if submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

- Note: There are copying limits set by libraries and copyrights that must observed. The ILL Office reserves the right to process the request as a loan.
ILL Example 3b: Sample of ILLiad Photocopy Request Form to Obtain Copy of Pages from a Book

- Do not include lengthy pagination information into the Inclusive Pages field. There is a field character limit (that cannot be made obvious on the form).

- Include page information in the Article/Chapter Title or the Use of Material form field. Provide as much citation information as you have with regards to starting and/or ending page numbers or name of chapter, section number, entry name, etc.

- In Use of Material form field:
  - Include the Journal Name if submitting under your own ILLiad account
  - Include Your Name If submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

- There are copying limits set by libraries and copyrights that must be observed. The ILL Office reserves the right to process the request as a loan.
Need help with any of the above?

Ask for assistance from the Reference Desk or your Journal Liaison. If you need help in researching a topic, then make an appointment for a research consultation.
Source Collection

Primary Sources

- Finding Legislation or Statutes: Print, Print Equivalent & Historical*
- Finding Regulations: Print, Print Equivalent & Historical*
- Finding Congressional Documents: Print, Print Equivalent & Historical*
- Finding Administrative Decisions
- Finding Records, Briefs & Court Filings

* This manual provides sources for print materials for the instances where the online or transcribed versions that appear in Westlaw, Lexis, Bloomberg Law or the internet are not accepted by your Journal.

If you need assistance in finding primary materials within Westlaw, Lexis or Bloomberg Law, please contact the Reference Desk or your Journal Liaison.
• **Finding Legislation or Statutes - Print, Print Equivalent and Historical**

**Federal Session Laws**

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>HeinOnline (0-www.heinonline.org.gull.georgetown.edu/HOL/Welcome) &gt; Collections &gt; Session Laws Library &gt; Federal Laws (1789 - ), or gull.georgetown.edu/record=b1096216.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LLMC Digital (gull.georgetown.edu/record=b4022610) &gt; Browse &gt; U.S. Federal Government &gt; Legislative &gt; U.S. Laws &gt; Statutes at Large (1789 - ).</td>
</tr>
<tr>
<td><strong>United States Statutes at Large</strong></td>
<td>Williams Historic Core KF50 .U5 for superseded editions. Historic Core key is available for check-out at Williams Circulation Desk.</td>
</tr>
<tr>
<td>Unofficial Print:</td>
<td>Williams Reading Room KF48 .U54</td>
</tr>
</tbody>
</table>

**State Sessions Laws**

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>HeinOnline (0-www.heinonline.org.gull.georgetown.edu/HOL/Welcome) &gt; Collections &gt; Session Laws Library &gt; State Statutes, or gull.georgetown.edu/record=e100380.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LLMC Digital (gull.georgetown.edu/record=b402261) &gt; Browse &gt; U.S. States and Territories.</td>
</tr>
<tr>
<td></td>
<td>Coverage varies per state but typically starts from first publication.</td>
</tr>
<tr>
<td>Other Resources</td>
<td>Look in the Law Library’s State Research Guides (Library Homepage &gt; Research &gt; Research Guides, or guides.ll.georgetown.edu/home). The state guides provide resources and links to each state’s legislative materials.</td>
</tr>
</tbody>
</table>

**Federal Codes**

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>HeinOnline (0-www.heinonline.org.gull.georgetown.edu/HOL/Welcome) &gt; Collections &gt; U.S.Code (1925 ed. - ), or gull.georgetown.edu/record=b396978.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Williams Media Microfiche Row B, Cabinet 18 (coverage 1940-2013).</td>
</tr>
</tbody>
</table>
### State Codes

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>HeinOnline (0-www.heinonline.org.gull.georgetown.edu/HOL/Welcome) &gt; Collections &gt; State Statutes: A Historical Archive, or gull.georgetown.edu/record=e100829. Coverage varies per state but typically starts with first publication.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print States at Law Library</td>
<td>The states that the Law Library is still updating in print include: •District of Columbia, •Maryland, •Virginia, •California, •Delaware, •Florida, •Georgia, •Illinois, •Louisiana, •Massachusetts, •New Jersey, •New York, •Ohio, •Pennsylvania, •Texas. More recently acquired volumes are shelved alphabetically by state starting on the Williams 4th floor (starting at KFA1, 4th Fl. Shelf 080) and ending on the 3rd floor (KFW3240, 3rd Fl. Shelf 072). Superseded print editions for all states are stored in Williams Historic Core.</td>
</tr>
<tr>
<td>Print Statutes at Washington College of Law Library (WCL)</td>
<td>The states that WCL still updates: •Alaska •Arizona •Arkansas •Colorado •Connecticut •Hawaii •Idaho •Indiana •Iowa •Kansas •Kentucky •Maine •Michigan •Minnesota •Mississippi •Missouri •Montana •Nebraska (as well as DC, MD, and VA). Copies from the print statutes held at WCL can be requested via Interlibrary Loan. For extremely tight deadlines or large volume of requests, you may visit WCL Library to make copies/scans from these materials.</td>
</tr>
<tr>
<td>Print Statutes at George Washington Law Library</td>
<td>The states that GW Law still updates: •Nevada •New Hampshire •New Mexico •North Carolina •North Dakota •Ohio •Oklahoma •Oregon •Rhode Island •South Carolina •South Dakota •Tennessee •Utah •Vermont •Washington •West Virginia •Wisconsin •Wyoming (as well as DC, MD, and VA). Copies from the print statutes held at GW can be requested via Interlibrary Loan. For extremely tight deadlines or large volume of requests, you may visit GW Law Library to make copies/scans from these materials.</td>
</tr>
</tbody>
</table>

- If the Law Library does not have the state code year or publication edition that you need in print, then submit an Interlibrary Loan (photocopy) request.
Submitting Interlibrary Loan Photocopy request out of print statutory compilations? Follow these tips for completing the ILLiad form:

**For Journal/Source Title Field**
- Enter full official title or official abbreviations of publication (publisher). Look in Bluebook T1 for this information.
- Example: "Baldwin's Kentucky revised statutes annotated (West). Not "KY Statutes."
- Example: "Acts of Kentucky." Not "unofficial or uncodified law for KY."

**For Article Title Field**
- For statute update only: "YYYY update to § xxx," e.g. 2016 update to § 431.220. [A copy of the 2016 pocket part/supplement will be obtained].
- For statute text from latest main (hardcover) volume and an update: "§ xxx in main volume & YYYY update," e.g. § 431.220 in main volume & 2016 update. [A copy from the main volume, e.g. 2010, and the 2016 pocket part/supplement will be obtained].
- For statute from superceded edition: "§ xxx as it appeared in YYYY [main volume, pocket part/supplement]", e.g. § 431.220 as it appeared in 2008 volume. [A copy out of the 2008 main volume will be obtained].
- For session law, enter the citation as found in your article, e.g. 2014 N.C. Sess. Laws 767; also provide other available information, e.g. chapter number, name of act, etc.

**For Year Field**
- For statute update only: "YYYY"
- For statute text from the latest main (hardcover) volume and an update: "main+YYYY," e.g. main+2016
- For superceded statute: "YYYY"
- For session law: "YYYY"

**For Inclusive Pages Field**
- For statute: "§ xxx," e.g. § 432.220
- For session law: page number or chapter number, e.g. 767

**For Use of Material Field**
- Enter **lengthy pagination information** in this field.
- Include your Journal Office Name if submitting under your own ILLiad account.
- Include Your Name if submitting under Journal's ILLiad account.
- Include any internal office information required by your journal editor.
Finding Regulations – Print, Print Equivalent & Historical

Federal Register

Print Equivalent in PDF
HeinOnline (0-www.heinonline.org.gull.georgetown.edu/HOL/Welcome) > Collections > Federal Register Library (1936 –) (or gull.georgetown.edu/record=b396974 or gull.georgetown.edu/record=e100355).

Microform

Code of Federal Regulations

Print Equivalent in PDF
HeinOnline (0-www.heinonline.org.gull.georgetown.edu/HOL/Welcome) > Collections > Code of Federal Regulations (1938 -) (or gull.georgetown.edu/record=b396976 or gull.georgetown.edu/record=e100355).

Print
Williams Reading Room KF70 .A3 Title # (Current edition).
Williams Historic Core KF70 .A3 Title # (1949 - prior to current edition).

Microform

Finding Congressional Documents – Print, Print Equivalent & Historical

Print Equivalent in PDF
Proquest Congressional (Library homepage > Research > Frequently Used Databases).
Single comprehensive source for congressional documents, in PDF, related to legislative history, including bills, vote reports, committee prints, congressional record (bound and daily edition), house & senate committee hearings and house, senate & conference documents and reports.

Bills
Microform: Williams Media Room, Cabinets A9 & B1 (73rd Congress to present).
American Memory (memory.loc.gov/ammem/amlaw/lwhbsb.html) (~6th to 42nd Congresses).

House and Senate Committee Hearings
Print: Search for hearing title in GULLiver, gull.georgetown.edu/
<table>
<thead>
<tr>
<th>House, Senate and Conference Reports</th>
<th>American Memory (memory.loc.gov/ammem/amlaw/lwss.html)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Print: <em>U.S. Congressional Serial Set</em>, Williams Reading Room Mezzanine KF29 .US (97th Congress to present)</td>
</tr>
</tbody>
</table>

- Other helpful resources for legislative and regulation materials:
  - Ask a librarian for help in finding the print publications of congressional materials in our collection.
  - Legislative History Resources Reference Chart: Library Homepage > Research > Research Guides > Research Process (guides.ll.georgetown.edu/legislative_history_chart).
    - Identifies the resources that provide access to bills, hearings, committee reports and congressional debates.
  - If the Law Library does not have or provide electronic access to the congressional citation in the format that you need, then submit an Interlibrary Loan request.
    - See Interlibrary Loan Instructions for Journal Staff (www.law.georgetown.edu/library/students/ill-journal-instructions.cfm) and Interlibrary Loan section in this manual.

- Finding Administrative Decisions

<table>
<thead>
<tr>
<th>Finding Titles to Decision Reporters (Looseleaf Services)</th>
<th>Check <em>The Bluebook</em>, see T1.2 Federal Administrative and Executive Materials. Then search for the title in the Law Library catalog.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finding Decisions</td>
<td>Lexis and Westlaw</td>
</tr>
<tr>
<td>Agency’s web site</td>
<td></td>
</tr>
<tr>
<td>Looseleaf Services</td>
<td>In <em>The Bluebook</em>, see T15 Services for a list of frequently cited services. Then search for the title in the Law Library catalog.</td>
</tr>
<tr>
<td>Using Looseleaf Services Library Research Guide: guides.ll.georgetown.edu/lls</td>
<td></td>
</tr>
<tr>
<td>Research Guides on Finding Decisions</td>
<td>University of Virginia Library’s <em>Administrative Decisions Research Guide</em>: guides.lib.virginia.edu/administrative_decisions</td>
</tr>
<tr>
<td></td>
<td>Pace University Law Library’s <em>Federal Administrative Decisions and Resources Guide</em>: libraryguides.law.pace.edu/administrative</td>
</tr>
</tbody>
</table>
- If the Law Library does not have the looseleaf or provide electronic access to the decision reporter, then submit an Interlibrary Loan (photocopy) request.
  - See Interlibrary Loan Instructions for Journal Staff (www.law.georgetown.edu/library/students/ill-journal-instructions.cfm) and Interlibrary Loan section in this manual.

- Finding Briefs, Court Filings and Oral Arguments:

<table>
<thead>
<tr>
<th>Resources and guides to help locate court documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web guides</strong></td>
</tr>
<tr>
<td>Briefs, Oral Arguments and Other Court Documents Research Guide, guides.ll.georgetown.edu/briefs_arguments</td>
</tr>
<tr>
<td>A Union List of Appellate Court Records and Briefs: Federal and State (1999), 0- <a href="http://www.heinonline.org.gull.georgetown.edu/HOL/Page?handle=hein.lbr/auniapc0001&amp;id=1">www.heinonline.org.gull.georgetown.edu/HOL/Page?handle=hein.lbr/auniapc0001&amp;id=1</a></td>
</tr>
<tr>
<td><strong>Books</strong></td>
</tr>
<tr>
<td>A Union List of Appellate Court Records and Briefs: Federal and State, WMS KF105.9 .W49 1999</td>
</tr>
</tbody>
</table>

In general, for electronic court documents search:

<table>
<thead>
<tr>
<th>For federal, select state, select international dockets</th>
<th>Bloomberg Law. Coverage varies by jurisdiction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For federal courts</td>
<td>PACER (Public Access to Court Electronic Records). Coverage varies by jurisdiction. Accessible by Law Library staff only. Contact the Reference Desk or your Journal Liaison to have a search performed.</td>
</tr>
<tr>
<td>For federal and state appellate courts</td>
<td>LLRX Court Rules, Forms and Dockets, <a href="http://www.llrx.com/courtrules/">www.llrx.com/courtrules/</a></td>
</tr>
<tr>
<td>State appellate courts</td>
<td>For potential sources, check:</td>
</tr>
<tr>
<td></td>
<td>•Free and Fee-Based Appellate Court Briefs Online, <a href="http://www.infotoday.com/OnlineSearcher/Extras/Whiteman--Appellate-Briefs.pdf">www.infotoday.com/OnlineSearcher/Extras/Whiteman--Appellate-Briefs.pdf</a></td>
</tr>
<tr>
<td></td>
<td>•Law Library’s State Research Guide for possible recommended sources.</td>
</tr>
</tbody>
</table>
### Notable historical trials’ documents, transcripts, etc.

- **American State Trials (17th-20th century):**  
  gull.georgetown.edu/record=b495141

- **Making of Modern Law: Trials (1600-1926):**  
  gull.georgetown.edu/record=e100416

- **HeinOnline World Trials Library:** gull.georgetown.edu/record=e10011

- **Crime in New York 18500-1950:** www.lib.jjay.cuny.edu/crimeinny/

### For court materials not online, check:

#### Guides & Resources


Ask a librarian or your liaison for help in finding the potential locations of such materials.

#### Microforms

(These may not contain all cases and are produced with significant delays).

- **For U.S. Supreme Court**
  - Catalog title: “United States Supreme Court records and briefs”
  - Location: Williams Media, Cabinet D18-27, microfiche.

- **For U.S.C.A. District of Columbia Circuit**
  - Catalog title: “Records and briefs (1891-1975)” (author: United States. Court of Appeals (District of Columbia Circuit))
  - Location: Williams Media, Cabinet E1-4, microfilm
  - Location: Williams Media, Cabinet E1-5, 1972 -, microfiche.
  - There is no finding aid for this set. Briefs are generally in numerical order, but there is no quick way to find a particular case's brief.

- **For U.S.C.A. Federal Circuit**

- **For U.S.C.A., Second Circuit**

- **For Maryland Court of Appeals**
  - Catalog title: “Records and briefs of the Maryland Court of Appeals and Maryland Court of Special Appeals”
To obtain copies from or loans of “Records and Briefs” microforms that are not available at the Law Library:

- Request via Interlibrary Loan.
  - See Interlibrary Loan Instructions for Journal Staff (www.law.georgetown.edu/library/students/ill-journal-instructions.cfm) and Interlibrary Loan section in this manual.
- Or visit the Library of Congress to view and copy out of these microforms:

<table>
<thead>
<tr>
<th>Catalog Title of Records and Briefs</th>
<th>Library of Congress Catalog Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Records and briefs of the United States Supreme Court]</td>
<td><a href="http://lccn.loc.gov/92644396">http://lccn.loc.gov/92644396</a></td>
</tr>
<tr>
<td>[Records and briefs of the United States Court of Appeals for the First Circuit]</td>
<td><a href="http://lccn.loc.gov/sf93090318">http://lccn.loc.gov/sf93090318</a></td>
</tr>
<tr>
<td>[Records and briefs of the United States Court of Appeals for the Fourth Circuit]</td>
<td><a href="http://lccn.loc.gov/sf93090315">http://lccn.loc.gov/sf93090315</a></td>
</tr>
<tr>
<td>[Records and briefs of the United States Circuit Court of Appeals for the Tenth Circuit]</td>
<td><a href="http://lccn.loc.gov/2009217047">http://lccn.loc.gov/2009217047</a></td>
</tr>
</tbody>
</table>
• To obtain copies of case materials that exists only in paper form (i.e. not microfilmed nor available electronically), contact directly the court clerk, court law library, state law library or institutional or state archives.
    - “Most case files created prior to 1999 are maintained in paper format only. Paper case files may be stored at the courthouse or at one of the Federal Records Centers (FRCs). A case file may be obtained through the court or directly from the FRC. Contact the court in which the case was filed for more information.”
    - “Some case files are maintained permanently and some are destroyed after a period of time. Case files are preserved in accordance with established records schedules.”
    - “When court records (case files) are eligible for permanent preservation, they are transferred to the National Archives and Records Administration (NARA) for storage and preservation. Records in the National Archives are available for public access from NARA. Those who conduct genealogical research are typical customers serviced by NARA.”
    - If a case is sealed, there will be no electronic copy of the file in PACER, Westlaw, Lexis or Bloomberg. Copies of sealed cases are held in paper only. Contact the clerk’s office for information.
  - Archive Finder: gull.georgetown.edu/record=e100067 (“directory of over 5,600 repositories and more than 175,000 collections of primary source material across the United States.”).

Note: Requests for court documents held in court clerk’s offices are not processed by the Interlibrary Loan Office.

**Need help with any of the above?**

*Ask for assistance from the Reference Desk or your Journal Liaison.*
Library Services

More Services to Assist You

- Library Shelves for Journals
- Law Library Book Paging Service
- Intercampus Loan for Main Campus Books
- Consortium Loan Service for AU, GW and Other Washington Research Library Consortium Books
- Interlibrary Loan for Copies and Books
  - What are the differences in borrowing main campus, WRLC, ILL and Law Library books?
  - Which service to use when?
- Group Training & Individual Research Consultations
- Data and Web Preservation
- Plagiarism Checks
- Guides and Tutorials
**Library Shelves for Journals**

**How to Use**
- Bring Law Library book to a Circulation Desk & ask to have item checked out to a Journal Shelf. Each journal is provided library shelves in either Williams (4th Fl) or Wolff (upper level).
- Contact Williams Circulation Desk, 202-662-9131, or Wolff Circulation Desk, 202-662-4194, for more information about the shelves.

**When to Use:**
- If your editor does not let you check out Law Library books under your own library account.
- To consolidate Law Library books in one location.

**Advantages:**
- No daily late fines, recall fines, replacement fines.
- Other journal staff has access to same material for source collection.

**Disadvantages:**
- Books cannot leave library.
- Cannot be used to house non-Law Library books from main campus, WRLC or ILL books. (Such books must be kept by journal staff or in journal office).

**Law Library Book Paging Service (for Williams or Wolff books)**

**How to Use**
- **GULLiver – Library Catalog Tutorial:**
- Contact Williams Circulation Desk, 202-662-9131, or Wolff Circulation Desk, 202-662-4194, for more information about paging service.

**When to Use**
- When book is available at Williams or Wolff.

**Advantages**
- Convenient service should you not have time to pull books off shelves yourself.
- Books can be held at Williams or Wolff Circulation.

**Disadvantages**
- Paging service cannot accommodate urgent retrieval requests.

**Intercampus Loan (books from main campus Lauinger Library):**

**How to Use**
- **Requesting Books from Lauinger Tutorial:**
  [www.law.georgetown.edu/library/research/tutorials/lauinger.cfm](http://www.law.georgetown.edu/library/research/tutorials/lauinger.cfm)
- Intercampus Loan policy: [www.law.georgetown.edu/library/about/services-policies/other-libraries.cfm](http://www.law.georgetown.edu/library/about/services-policies/other-libraries.cfm)
- Contact Williams Circulation Desk, 202-662-9131, or Wolff Circulation Desk, 202-662-4194, for more information about Intercampus Loan.

**When to Use**
- When a book is available at Lauinger Library, Science Library, Dalgren Medical Library & Off-Campus Shelving AND if your editor permits or instructs you to borrow books under your own library account. (If not, use Interlibrary Loan).

**Advantages**
- Books routed to either Williams or Wolff Circulation Desks.
• You have privilege to visit Lauinger Library and check out book if your need is more immediate.

<table>
<thead>
<tr>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No journal office accounts.</td>
</tr>
<tr>
<td>• No copy service out of books or for journal articles.</td>
</tr>
<tr>
<td>• Daily late fines, recall fines, etc. apply to you.</td>
</tr>
<tr>
<td>• Some problems can only be resolved with main campus circulation desk.</td>
</tr>
<tr>
<td>• Fines must be paid at main campus.</td>
</tr>
</tbody>
</table>

- Consortium Loan Service (books from Washington Research Library Consortium or WRLC)

<table>
<thead>
<tr>
<th>How to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>• While in the WRLC catalog, find the book title, click on the “Request” button, log in with your WRLC account, select delivery to “Georgetown-Law Library,” re-enter your GoCard then click “Submit Request.”</td>
</tr>
<tr>
<td>• WRLC includes •American University, •Catholic University, •George Mason, •George Washington, •Howard University &amp; •University of District of Columbia.</td>
</tr>
<tr>
<td>• Contact Williams Circulation Desk, 202-662-9131, for more information. Books are routed to and held by Williams Circulation Desk.</td>
</tr>
<tr>
<td>• Problems with the specific book, i.e. damaged, fines, etc., may have to be addressed directly with the WRLC library that loaned you the item.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>• If your editor lets you check out non-Law Library books under your own WRLC account. (If not, use Interlibrary Loan).</td>
</tr>
<tr>
<td>• For chapter copying service, if you have an unambiguous citation (i.e. known start &amp; end pages), or copying order is straightforward and uncomplicated. (If copying citation is complicated, then use Interlibrary Loan).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Advantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Copy service available for book chapters (within copyrights).</td>
</tr>
<tr>
<td>• Privilege to visit a WRLC library and check out a book if your need is more immediate. (Borrowing privilege does not extend to WRLC law libraries).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• WRLC copy service may not perform reference checks for poor or scant citations. Any copy service problem must be resolved with the supplying WRLC library directly. (Use ILL service for problematic citations).</td>
</tr>
<tr>
<td>• Does not provide copying out of journal, magazine or newspapers. Use ILL service instead.</td>
</tr>
<tr>
<td>• No journal office accounts.</td>
</tr>
<tr>
<td>• Daily late fines, recall fines, etc. apply to you.</td>
</tr>
<tr>
<td>• Law libraries are not full WRLC members. Use ILL service for books held at the law libraries.</td>
</tr>
</tbody>
</table>
• **Interlibrary Loan**

**How to Use**
- **Borrowing from Non-Georgetown Institutions Tutorial:**
  http://stream.law.georgetown.edu/librarymedia/ill/ill.html
- Requests are made through the ILLiad system:
  law.georgetown.edu/library/about/services-policies/interlibrary-loan.cfm.
- Interlibrary Loan Instructions for Journal Staff:
  law.georgetown.edu/library/students/ill-journal-instructions.cfm
- Contact Interlibrary Loan, law-ill@law.georgetown.edu, 202-662-9154, Wms Lib. Rm. 204, M-F 9am-5pm, for any questions about the service and how the service can assist in your journal’s source collection process and workflow.

**When to Use**
- For any book, report, microfilm, etc. that is not owned by or physically available in the Law Library. Though this excludes titles that are held in Reference or Reserves (e.g. Reading Room and Course Reserves), it does include items whose statuses are checked out, missing or lost.
- For a copy of (1) an article from a journal, magazine, or newspaper that is not available in print or microform at the Law Library or accessible electronically through a Georgetown subscription or (2) pages, section(s) or chapter(s) within a book, reporter, encyclopedia, casebook, dictionary etc. that is not available at the Law Library, including those titles that are checked out, lost, missing, etc.
- This is the default service to use if you are instructed by your editor to borrow or obtain materials not owned or on the shelf at the Law Library under a journal office account.
- But you may use your own ILLiad account if permitted by your editor.

**Advantages**
- No daily late fines.
- Recall/ replacement fines paid by your journal.
- Accounts for journal offices.
- Citation verification part of ILL processing so service can accommodate requests for poor or scant citations.
- You may submit an ILL request without having to first check Lauinger & WRLC catalogs for available book titles. Depending on the ILLiad account used, ILL Office will use the best service option.

**Disadvantages**
- Loan period may be shorter than borrowing via Intercampus or WRLC loan service.
- One renewal only. Renewal period can be shorter than initial loan period.
- Turnaround for books from libraries outside of local area is 5-7 working days.
- Comparison of Interlibrary Loan submissions made under your ILLiad account versus Journal Office’s account.

<table>
<thead>
<tr>
<th>Submissions under your ILLiad account</th>
<th>Submissions under your Journal Office account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received ILL books are held under your name at the Williams Circulation Desk. (No ILL deliveries are made to the Wolff Circulation Desk).</td>
<td>Received ILL books are delivered to the journal’s mailbox behind the Office of Journal Administration reception desk.</td>
</tr>
<tr>
<td>Copies of pages are deposited electronically into your ILLiad account.</td>
<td>Copies of pages are deposited electronically into the journal office’s ILLiad account.</td>
</tr>
<tr>
<td>You will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages.</td>
<td>The journal office will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages. (The editor may then forward any relevant notices to the submitter).</td>
</tr>
<tr>
<td>You will be held responsible for returning borrowed ILLs.</td>
<td>The office will be held responsible for returning borrowed ILLs.</td>
</tr>
<tr>
<td>The borrowed material should be held in your possession, not kept in the journal office nor handed to another journal staff.</td>
<td>The borrowed material should remain in the journal office and not circulated to a journal staff for non-office use.</td>
</tr>
<tr>
<td>Any charges and fines related to grossly overdue, lost or damaged ILL books are forwarded to the journal office for payment.</td>
<td>Any charges and fines related to grossly overdue, lost or damaged ILL books are forwarded to the journal office for payment.</td>
</tr>
<tr>
<td>ILL books cannot be transferred between two ILLiad accounts, i.e. between your account and a journal’s account.</td>
<td>ILL books cannot be transferred between two ILLiad accounts, i.e. between a journal’s account and your account.</td>
</tr>
</tbody>
</table>

- What are the different policies in borrowing Law Library books, main campus books, consortium books and all other library books for journal staff?

<table>
<thead>
<tr>
<th></th>
<th>Law Library</th>
<th>Intercampus Loan (books from main campus)</th>
<th>Consortium Loan (books from WRLC)</th>
<th>Interlibrary Loan (books from other libraries)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Period</td>
<td>6 weeks.</td>
<td>6 weeks.</td>
<td>6 weeks.</td>
<td>Varies by lender.</td>
</tr>
<tr>
<td>Renewable?</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>Varies by lender.</td>
</tr>
<tr>
<td>Daily late/recall fines?</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>No.</td>
</tr>
<tr>
<td>Replacement fines?</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>Paid by journal if book is for cite check use.</td>
</tr>
<tr>
<td>Fines payable at/to:</td>
<td>GULC Student Accounts.</td>
<td>Lauinger Library (only).</td>
<td>GULC Student Accounts.</td>
<td>Paid by journal office.</td>
</tr>
<tr>
<td>Turnaround time?</td>
<td>1-2 days.</td>
<td>3-4 working days.</td>
<td>3-4 working days.</td>
<td>3-7 working days. (copies 1-3 days).</td>
</tr>
<tr>
<td>Service</td>
<td>When to Use</td>
<td>Advantages</td>
<td>Disadvantages</td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Intercampus Loan</td>
<td>• When a book is available at Lauinger &amp; other main campus libraries AND • Your editor lets you check out books in your own name. (If not, use Interlibrary Loan).</td>
<td>• Books delivered to either Williams or Wolff. • You have privilege to visit Lauinger Library and check out book if your need is more immediate.</td>
<td>• No journal office accounts. • No copy service out of books or for journal articles. • Daily late fines, recall fines, etc. apply to you. • Fines must be paid at main campus.</td>
<td></td>
</tr>
<tr>
<td>Consortium Loan</td>
<td>• If your editor lets you check out books in your own name. (If not, use Interlibrary Loan). • For chapter copying service, if you have an unambiguous citation.</td>
<td>• Copy service available for books (within copyrights). • You have privilege to visit a WRLC library and check out a book if your need is more immediate. (Privilege does not extend to WRLC law libraries).</td>
<td>• No journal office accounts. • Daily late fines, recall fines, etc. apply to you. • Any copy service problem must be resolved with the supplying WRLC library directly. • Law libraries do not participate in Consortium Loan Service.</td>
<td></td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>• For when your editor wants you to use a journal account or your own ILLiad account. • For any books or journal articles not readily available/accessible at the Law Library. • To obtain copies of articles, newspapers, book chapters/pages/sections. • For copies out of books where citation is scant or copying order is complex (e.g. request for title page, verso, table of content, several ranges of pages, etc.)</td>
<td>• No daily late fines. • Recall/ replacement fines paid by your journal. • Accounts for Journal Offices. • Citation verification part of ILL processing so service can accommodate requests for poor or scant citations. • You may submit an ILL request without having to first check Lauinger &amp; WRLC catalogs. Depending on the ILLiad account used, the ILL Office will use the best service option for you.</td>
<td>• Loan period may be shorter than borrowing via Intercampus or WRLC loan service. • One renewal only. Renewal period can be shorter than initial loan period. • Turnaround for books from libraries outside of local area is 5-7 working days.</td>
<td></td>
</tr>
</tbody>
</table>

*Amount & when fines are imposed vary. Contact respective library departments for more information.
• **Group Trainings & Individual Research Consultations**
  
  - Contact your Journal Liaison if your journal would like customized training on source collection, pre-emption checking, research strategies for student notes or comments, general orientation to journal-specific library services, etc.
  
  - Contact your Journal Liaison for individual consultations if you would like subject-specific research strategies, especially for note writing. You may also schedule a research consultation with a reference librarian at: law.georgetown.edu/library/about/services-policies/research-consultations.cfm
  
• **Data and Web Preservation**
  
  - Contact your Journal Liaison if you need assistance with preserving data associated with an article. The Law Library’s Dataverse program provides permanent access and formal citation to the saved data.
  
  - Contact your Journal Liaison if you need assistance in preserving websites and other digital sources cited in an article. The Law Library is a member of the Chesapeake Digital Preservation Group and perma.cc. The Law Library can help generate permanent links and access to cached web content.

• **Law Library Guides and Tutorials with Source Collection Focus**

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### Borrowing from Non-Georgetown Institutions Tutorial

- Law Library Guides and Tutorials with Research and Writing Focus

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### All Law Library Guides and Tutorials

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