Library Contacts

Don’t spend more than 10 minutes looking for something!

Services

❖ Reference Desk
  • lawlibref@georgetown.edu, lawintlref@georgetown.edu
  • 202-662-9140 (U.S. law), 202-662-9145 (international law)

❖ Chat With a Librarian
  • www.law.georgetown.edu/library/

❖ Journal Liaison
  • guides.ll.georgetown.edu/journal-staff

❖ Research Consultation
  • www.law.georgetown.edu/library/research-help/consultations/

❖ Interlibrary Loan
  • law-ill@georgetown.edu
  • 202-662-9154
Journal Liaisons

<table>
<thead>
<tr>
<th>Journal</th>
<th>Liaison Librarian</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Criminal Law Review</td>
<td>Itunu Sofidiya</td>
</tr>
<tr>
<td>Food &amp; Drug Law Journal</td>
<td>Andrea Muto</td>
</tr>
<tr>
<td>Georgetown Environmental Law Review</td>
<td>Mabel Shaw</td>
</tr>
<tr>
<td>Georgetown Immigration Law Journal</td>
<td>Thanh Nguyen</td>
</tr>
<tr>
<td>Georgetown Journal of Gender and the Law</td>
<td>Jorge Juarez</td>
</tr>
<tr>
<td>Georgetown Journal of International Law</td>
<td>Heather Casey</td>
</tr>
<tr>
<td>Georgetown Journal of Law &amp; Modern Critical Race Perspectives</td>
<td>Rachel Jorgensen</td>
</tr>
<tr>
<td>Georgetown Journal of Law &amp; Public Policy</td>
<td>Cattleya Concepcion</td>
</tr>
<tr>
<td>Georgetown Journal of Legal Ethics</td>
<td>Anne Guha</td>
</tr>
<tr>
<td>Georgetown Journal on Poverty Law &amp; Policy</td>
<td>Savanna Nolan</td>
</tr>
<tr>
<td>Georgetown Law Journal</td>
<td>Savanna Nolan</td>
</tr>
<tr>
<td>The Georgetown Law Technology Review</td>
<td>Charles Bjork</td>
</tr>
<tr>
<td>Journal of National Security Law &amp; Policy</td>
<td>Jeremy McCabe</td>
</tr>
</tbody>
</table>
Law Library’s Journal Staff Guide

Library Home Page: www.law.georgetown.edu/library

Journal Staff Guide

Guide listing resources for staff members of law journals and listing librarian liaisons

For Journal Staff

Are your cite checking assignments piling up? We’re here to help you with anything — from identifying an obscure abbreviation to tracking down an ancient government document.

Any time you have questions about any aspect of legal research or using the Library, feel free to contact the Reference Desk by visiting (2nd floor atrium), calling 202-662-9140 or via chat (see the ‘Chat With a Librarian’ button).

- **Perma.cc Instructions**
  Perma.cc is a service that helps prevent link rot. Use it to preserve the online sources you cite and to make those records accessible to your readers.

- **Interlibrary Loan Instructions for Journal Staff Guide**
  This Library Research Guide provides detailed information to walk you through the process of submitting an Interlibrary Loan Request.
Source Collection

Staring with the Citation

- Decoding Abbreviations
- Understanding Acronyms
- Legal Citation Guides (Other Than THE BLUEBOOK)
- Missing or Poor Citation Information
Decoding Abbreviations

<table>
<thead>
<tr>
<th>THE BLUEBOOK</th>
<th>See Tables section for abbreviations to U.S. and foreign legal publications</th>
</tr>
</thead>
<tbody>
<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 2017, Reference &amp; Reference Desk</td>
</tr>
<tr>
<td>INDEX TO LEGAL CITATIONS AND ABBREVIATIONS (Raistrick)</td>
<td>K85 .R3, Reference Desk Helpful for UK legal authorities</td>
</tr>
<tr>
<td>GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS (Aspen Publishers)</td>
<td>K89 G85, Reference</td>
</tr>
<tr>
<td>For more publications</td>
<td>Check “Law Library Catalog” in Advanced Search for</td>
</tr>
<tr>
<td></td>
<td>o Subject contains: “Law -- [country] -- Abbreviations” (two dashes between the subject headings)</td>
</tr>
<tr>
<td></td>
<td>o Examples: “Law -- United States -- Abbreviations” or “Law -- Germany -- Abbreviations”</td>
</tr>
</tbody>
</table>

Understanding Acronyms

<table>
<thead>
<tr>
<th>Acronym Finder</th>
<th><a href="http://www.acronymfinder.com">www.acronymfinder.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>INTERNATIONAL ACRONYMS, INITIALISMS &amp; ABBREVIATIONS DICTIONARY AND REVERSE INTERNATIONAL ACRONYMS, INITIALISMS &amp; ABBREVIATIONS DICTIONARY</td>
<td>P365 .I57, Reference</td>
</tr>
<tr>
<td>DICTIONARY OF MILITARY TERMS</td>
<td><a href="http://www.dtic.mil/doctrine/dod_dictionary/">www.dtic.mil/doctrine/dod_dictionary/</a></td>
</tr>
</tbody>
</table>

Legal Citation Guides (Other Than THE BLUEBOOK)

<table>
<thead>
<tr>
<th>ALWD CITATION MANUAL: A PROFESSIONAL SYSTEM OF CITATION</th>
<th>KF245 .A45, Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE MAROONBOOK: UNIVERSITY OF CHICAGO MANUAL OF LEGAL CITATION</td>
<td>lawreview.uchicago.edu/sites/lawreview.uchicago.edu/files/v86%20Maroonbook.pdf</td>
</tr>
<tr>
<td>TAXCITE: A FEDERAL TAX CITATION AND REFERENCE MANUAL</td>
<td>KF245 .T39, 5th floor stacks</td>
</tr>
<tr>
<td>GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS</td>
<td>K89 .G85, Reference</td>
</tr>
<tr>
<td>For non-U.S. citation guides</td>
<td>Check “Law Library Catalog” in Advanced Search for</td>
</tr>
<tr>
<td></td>
<td>• Subject: “Citation of legal authorities-- [country]” (two dashes between the subject headings)</td>
</tr>
<tr>
<td></td>
<td>• Example: “Citation of legal authorities—Australia”</td>
</tr>
</tbody>
</table>
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.
Secondary Sources

- Finding Cited Journal Articles
  - What format do you need?
- Finding Cited Newspaper Articles
  - What format do you need?
  - ILL Example 1: Sample ILLiad Scan of Pages Request Form to Obtain a Journal or Newspaper Article
- Finding Cited Books
  - Do you need the whole book, or just pages? Can you use an e-book?
Finding Cited Journal Articles

**For Electronic Access**
- **Search Option 1:** On Library's Homepage, click on "Journals" tab. Enter *journal or newspaper title only*. Results will include library's print journal volumes whose articles may not be exist in electronic format.
- **Search Option 2:** In Advanced Search, select "Articles." Enter *article title only*.
- **Search Option 3:** In Advanced Search, click on Search by Citation tab, then select "Article." Enter *article and/or journal, or newspaper, title*.
- **Search Option 4:** In Advanced Search, click on Search by Citation tab, then select "Journal." Enter *journal or newspaper title only*.

**For Other Online Options**
- **Search Google Scholar** (Settings > Library Links > select all Georgetown options> Save). Adequate in finding electronic articles in interdisciplinary databases.
- **Enter article title** in the search box.

**Interlibrary Loan**
- **If unavailable at Georgetown Law, submit an Interlibrary Loan (scan of pages) request via ILLiad. See ILL Example 1.**
- **See Interlibrary Loan Instructions for Journal Staff, guides.ill.georgetown.edu/ill-journal-instructions.**

In general:

<table>
<thead>
<tr>
<th>Legal Periodicals</th>
<th>Georgetown Law Library has almost all law reviews and many other core legal journals either in print or electronically.</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>
</tbody>
</table>

See Law Library Homepage > Databases > Frequently Used Databases (www.law.georgetown.edu/library/databases/frequently-used-databases/).

When searching within a database, search by *article title* or citation information.

| Subject Specific Mega Indexes | Try ●Web of Science ●Science Direct ●Sociological Abstract ●EconLit. But there are many others. |
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></td>
<td><em>Articles for Legal &amp; Non-Legal Library Research Guide: guides.ll.georgetown.edu/articles</em></td>
</tr>
</tbody>
</table>

**What format do you need? Can you make do you with a transcribed (HTML) version of the print?**

**Do you need the print equivalent but 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
- 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:** [Perma.cc](https://perma.cc/). Contact your Journal Liaison to discuss 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:** [Wayback Machine’s “Save Page Now” feature](https://archive.org/web/). A permanent Internet Archive URL will be generated for the saved webpage.
Finding Cited Newspaper Articles

For Electronic Access
- Follow search steps above for Finding Cited Journal or Newspaper Articles.
- Quick links to e-news databases: See Introduction section of News Research Guide: guides.ll.georgetown.edu/FindingNewspaperArticle

For Microfilm
- See Newspaper Holdings in Microform in News Research Guide.
- Media Services (1st FL) holds microfilm of: •Financial Times, •Independent, •Journal of Commerce, •Los Angeles Times, •New York Times, •The Times (London), •Wall Street Journal, •Washington Post, •Washington Star

For Print
- Williams Circulation Desk (202-662-9131) keeps one month’s worth of these titles: •Washington Post, •New York Times, •Financial Times, •Wall Street Journal

Interlibrary Loan
- If unavailable at Georgetown Law, submit an Interlibrary Loan (scan of pages) request via ILLiad. See ILL Example 1.
- See Interlibrary Loan Instructions for Journal Staff, guides.ll.georgetown.edu/ill-journal-instructions.

What format do you need? Can you make do you with a transcribed (HTML) version of the print? Do you need the print equivalent but 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.

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---

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**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:** Perma.cc (https://perma.cc/). Contact your Journal Liaison to discuss 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:** Wayback Machine’s “Save Page Now” feature. A permanent Internet Archive URL will be generated for the saved webpage.

---

**Need help with any of the above?**
Ask for assistance from the Reference Desk or your Journal Liaison.
ILL Example 1: Sample ILLiad Scan of Pages Request Form to Obtain a Journal or Newspaper Article

Scan Request: Obtain a copy of a journal, magazine or newspaper article, or a chapter or section from a book, proceedings, report, etc.

- Title (Journal, Magazine, Newspaper, Book, Proceedings, Report, etc.):
  - Justice Quarterly

- Volume:
  - 32

- Issue Number or Designation:
  - 2

- Month (and Date if applicable, e.g. for newspaper or magazine article):
  - 2015
  - 223-254

- Year:
  - 2015

- Inclusive Pages (e.g. 22-42, 22-end. Not “All”). For lengthy page info, enter into Article Title or Use of Material field.
  - For newspaper article, include Month and Date.

- ISSN/ISBN (Int'l Standard Serial/Book Number):

- OCLC or WorldCat Accession Number:

- Article/Chapter Author:
  - Karen F. Parker & Kristen Hefner

- Article/Chapter Title:
  - Disadvantage, and Violence: Applying Intersectionality to the Marico Level Study of Female Homicide

- Not Wanted After Date (MM/DD/YYYY):
  - 12/31/2015

- Will you accept the item in a language other than English? Yes/No
  - No

- Use of Material: Specify journal office name, course name, faculty name if RA, leisure, etc.
  - 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.

Georgetown Law Library
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:

- **Law Library Catalog Advanced Search**
  - Select "WRLC (Georgetown U. + Consortium) to search for Any field: Title."
  - Click on the “Request” or "Request from a Consortium Library"
  - Sign in with your NetID and Pasword, and select Georgetown University Law Library as Pickup Institution.

- **Interlibrary Loan**
  - If unavailable through above, submit an Interlibrary Loan (loan) request under your ILLiad account.
  - See *Interlibrary Loan Instructions for Journal Staff*, guides.ll.georgetown.edu/ill-journal-instructions.
Method 2:

- **WorldCat**
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Perform a Law Library Search for the book title.
  - If there is at least one "available" copy in Geortown Law, Georgetown U. or a consortium library, submit a "Request" or "Request from a Consortium Library," sign-in with your NetID and Password, and select Georgetown University Law Library as Pick-up Institution.

- **Interlibrary Loan**
  - If a green "Georgetown Law Library" icon does not appear in WorldCat record, then click on the gray "Click here to request via ILL" button in WorldCat to submit request using your ILLiad account.

- Books requested under your ILLiad and Law Library accounts will be held for you at the Circulation Desk. Books checked out to your individual accounts should not be left in your journal office nor out of your full control.

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

- **WorldCat**
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Perform a Law Library Search for the book title.
  - If there is at least one "available" copy in Georgetown Law, Georgetown U. or a consortium library, submit a "Request" or "Request from a Consortium Library," sign-in with your NetID and Password, and select Georgetown University Law Library as Pick-up Institution.

- **Interlibrary Loan**
  - If green "Georgetown Law Library" icon does not appear in WorldCat record, then click on the gray "Click here to request via ILL" button in WorldCat to submit request using your ILLiad account.

- 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, Suite 170, Williams Library. Notifications are sent to your journal office or editor, not to you.

*Need help with any of the above?*
Ask for assistance from the Reference Desk or your Journal Liaison.
ILL Example 2: Sample ILLiad Book / Phys. Item Request Form to Obtain a Loan

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author/editors</td>
<td>Workman, Betty C</td>
</tr>
<tr>
<td>Title</td>
<td>The White House: Ice historic furnishing and first families</td>
</tr>
<tr>
<td>Publisher</td>
<td>White House Historical Association; Abbeville Press</td>
</tr>
<tr>
<td>Place of Publication</td>
<td>Washington D.C.; New York</td>
</tr>
<tr>
<td>Date of Publication</td>
<td>2000</td>
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<tr>
<td>Edition</td>
<td>1st ed.</td>
</tr>
<tr>
<td>ISBN (Int'l Standard Book Number)</td>
<td>97807880260244</td>
</tr>
<tr>
<td>OCLC or WorldCat Accession Number</td>
<td>43590342</td>
</tr>
<tr>
<td>Not Wanted After Date</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Will you accept the item in a language other than English?</td>
<td>No</td>
</tr>
<tr>
<td>Will you accept an alternate edition of this item?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- 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, with pages as they would appear in print, do?

- If you need a few pages, a section or a chapter from a book, check both the Law Library’s catalog for e-book versions of the print edition.
  - Most vendors these days provide e-books with pages appearing as they would in the print edition. Some 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, then submit an Interlibrary Loan request, but include the pages that you need into the form. See ILL Examples 3a and 3b.

- Contact the ILL Office, law-ill@georgetown.edu, for questions or assistance.
- Note: Consortium Loan Service, with WRLC, does accept copy requests of chapters from a book. But complicated requests (e.g. request for title page, copyright page, table of contents, disparate set of pages, etc.) may be best filled via ILL service with a staff who comprehends Bluebook citations and understands the peculiarities of a journal source collection assignment.

ILL Example 3a: Sample ILLiad Book / Phys. Item Request Form to Obtain Copy of Pages from a Book

![Book Request Form](image)

- **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 be observed. The ILL Office reserves the right to process the request as a loan.

ILL Example 3b: Sample ILLiad Scan of Pages 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.
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 digital or transcribed HTML 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 & Historical

Federal Session Laws
See our U.S. Primary Sources & Topical Reporters Guide: guides.ll.georgetown.edu/usprimarysources

|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Official Print: UNITED STATES STATUTES AT LARGE
Reading Room KF50 .U5 for current edition.

Superseded Law KF50 .U5 for superseded editions located in closed stacks. Consult Circulation or Reference Desk for access.

Unofficial Print: UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS (U.S.C.C.A.N.)
Reading Room KF48 .U54

State Session Laws
See our individual State Research Guide: guides.ll.georgetown.edu/home

Print Equivalent in PDF
Coverage varies per state but typically starts from first publication.

Coverage varies per state but typically starts from first publication.

Other Resources
Look in the Law Library’s State Research Guides (Library Homepage > Research Help > Research Guides, or guides.ll.georgetown.edu/home). The state guides provide resources and links to each state’s legislative materials.

Federal Codes
See our U.S. Primary Sources & Topical Reporters Guide: guides.ll.georgetown.edu/usprimarysources

Print Equivalent in PDF
### Official Print:
**UNITED STATES CODE (U.S.C.)**


Media (1st Fl) Microfiche Row B, Cabinet 18 (coverage 1940-2013).

### Unofficial Print:
**UNITED STATES CODE ANNOTATED (U.S.C.A.)**

Reading Room KF62 1927 .A3

### Unofficial Print:
**UNITED STATES CODE SERVICE (U.S.C.S.)**

Reading Room KF62 1972 .U5

### State Codes

See our individual State Research Guide: guides.ll.georgetown.edu/home

### Print Equivalent in PDF

HeinOnline


### Print States at Law Library

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.

All state materials (KFA1 through KFW3240) located on the first floor.

### Print Statutes at Washington College of Law Library (WCL)

The states that Washington College of Law (WCL, American Univ.) 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.

### Print Statutes at George Washington Law Library

The states that George Washington 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.
If the Law Library does not have the state code year or publication edition that you need in print, then submit an Interlibrary Loan (scan of pages) request.

When submitting an Interlibrary Loan Scan of Pages Request Form to obtain a copy from a print statutory compilation, follow these tips in ILLiad:

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

- **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

See our *U.S. Primary Sources & Topical Reporters Guide*: guides.ll.georgetown.edu/usprimarysources

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>HeinOnline</th>
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<tbody>
<tr>
<td></td>
<td>FDSys via GPO (1994 - ):</td>
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</tbody>
</table>

## Code of Federal Regulations

See our *U.S. Primary Sources & Topical Reporters Guide*: guides.ll.georgetown.edu/usprimarysources

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>HeinOnline</th>
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<tr>
<td></td>
<td>FDSys via GPO (1996 – for selected titles; 1997 – for all titles)</td>
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<tr>
<td>Print</td>
<td>Williams Reading Room KF70 .A3 Title # (Current edition).</td>
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<td>Temporary Storage</td>
<td>KF70 .A3 Title # (1949 - prior to current edition). Resort to Interlibrary Loan.</td>
</tr>
<tr>
<td>Microfiche</td>
<td>Media (1st Fl), Microfiche, Row B, Cabinets 12-13 (1938-2004).</td>
</tr>
</tbody>
</table>

## State Register and Code of Regulations

See our individual *State Research Guide*: guides.ll.georgetown.edu/home

A few states have ceased their print register and regulation codes and many law libraries have ceased collecting the print state register and regulation codes.

- Interlibrary Loan is not a suitable option to obtain scans out of a state’s print register or code of regulation. Therefore you should consider using the versions made available on the state’s website or the Law Library’s databases.
- Or, look on the individual State Research Guide and see if the Library of Congress carries the print register or code of regulations. If so, then visit that library to scan the needed section.
## Finding Congressional Documents – Print, Print Equivalent & Historical

| **Print Equivalent in PDF** | Proquest Congressional (Library homepage > Databases > 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: Media Room 1st Fl, 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: Enter the hearing title in the Law Library Search box. 
| **House, Senate and Conference Reports** | American Memory (memory.loc.gov/ammem/amlaw/lwss.html) 
Print: U.S. CONGRESSIONAL SERIAL SET, Reading Room Mezzanine KF29 .U5 (97th Congress to present) 
Print: UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS (U.S.C.C.A.N.), Williams Reading Room KF48 .U54 
Print: UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS (U.S.C.C.A.N.), Williams Reading Room KF48 .U54 |

Other helpful resources to locate legislative and regulation materials:

- **Law Librarian:** Ask for help in finding the print publication of congressional materials in our collection.
- **Legislative History Resources Quick Reference Chart:**
  - guides.ll.georgetown.edu/legislative_history/quickchart
  - Identifies the resources that provide access to bills, hearing, 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.

## Finding Administrative Decisions

| **Finding Decisions** | Lexis and Westlaw 
Agency’s web site |
| **Finding Titles to Decision Reporters, Other Sources for Decisions & Publications** | Check THE BLUEBOOK, see T1.2 Federal Administrative and Executive Materials. Then search for the title in the Law Library catalog. 
Check THE BLUEBOOK, see T15 Services for a list of frequently cited services. Then search for the title in the Law Library catalog. 
Arizona State University Law Library’s Agency Decisions and Orders Research Guide: |
If the Law Library does not have the print decision reporter or looseleaf nor provides electronic access to the decision reporter, then submit an Interlibrary Loan (scan of pages) request.

### Finding Records, Briefs & Court Filings

In general, for electronic court documents, search:

<table>
<thead>
<tr>
<th>Type of Court</th>
<th>Search Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>For federal, select state, select international dockets</td>
<td>Bloomberg Law. Coverage varies by jurisdiction.</td>
</tr>
<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>
</tbody>
</table>

**State appellate courts**

- For potential sources, check:
  - The Law Library’s State Research Guides for possible recommended sources.
  - ReCAPthelaw.org • courtpoint.com • advocacy groups’ websites

**Notable historical trials’ documents, transcripts, etc.**

- Law Library Database: American State Trials (17th-20th century)
- Law Library Database: HeinOnline World Trials Library

For court materials not online, check:

**Resources on where to**

THE SOURCEBOOK TO PUBLIC RECORD INFORMATION : THE COMPREHENSIVE GUIDE TO COUNTY, STATE, & FEDERAL PUBLIC RECORDS SOURCES, Reference Desk JK468.P76 S693 2015
**find court records**

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<tr>
<td></td>
<td>A UNION LIST OF APPELLATE COURT RECORDS AND BRIEFS: FEDERAL AND STATE (1999), 0-11</td>
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<td></td>
<td><a href="http://www.heinonline.org.gull.georgetown.edu/HOL/Page?handle=hein.libr/auniapc0001&amp;i=1">www.heinonline.org.gull.georgetown.edu/HOL/Page?handle=hein.libr/auniapc0001&amp;i=1</a></td>
</tr>
</tbody>
</table>

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<tr>
<th>Court Clerk, Court Law Library, State Law Library, or Federal or State Archives.</th>
<th>Examples:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• United States Federal Circuit/District Court locator: <a href="http://www.uscourts.gov/court_locator.aspx">www.uscourts.gov/court_locator.aspx</a></td>
</tr>
<tr>
<td></td>
<td>o “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.”</td>
</tr>
<tr>
<td></td>
<td>o “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.”</td>
</tr>
<tr>
<td></td>
<td>o “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.”</td>
</tr>
<tr>
<td></td>
<td>o 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.</td>
</tr>
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</table>

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<thead>
<tr>
<th>Responsible agencies or repositories</th>
<th>•See U.S. Court Records Held by the National Archives (generally, records older than 15 years ago): <a href="https://www.archives.gov/research/court-records/">https://www.archives.gov/research/court-records/</a></th>
</tr>
</thead>
</table>
| Microforms (These may not contain all cases and are produced with significant delays) | For U.S.C.A. District of Columbia Circuit | Catalog title: **UNITED STATES SUPREME COURT RECORDS AND BRIEFS**  
Location: Media 1st Fl, Cabinet D18-27, microfiche.  
| --- | --- | --- |
| For U.S.C.A. District of Columbia Circuit  
Location: Media 1st Fl, Cabinet E1-4, microfilm  
Catalog title: **RECORDS AND BRIEFS OF THE U.S.C.A., DISTRICT OF COLUMBIA CIRCUIT**  
Location: Media 1st Fl, 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 Maryland Court of Appeals | Catalog title: **RECORDS AND BRIEFS OF THE U.S.C.A., SECOND CIRCUIT**  
Location: Media 1st Fl, Cabinet E7-11, 1974-1999/2000 term, microfiche. |
| --- | --- | --- |
Interlibrary Loan is not an option for court documents held only in court clerk’s offices and National Archives. You must contact the appropriate office directly and any fees must be paid by your journal office.

To obtain copies from or loans of “Records and Briefs” microform that are not available at the Law Library:

- Request via Interlibrary Loan
- Or visit the Library of Congress to view and copy out of the microforms listed below:

<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>

*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
- Consortium & Interlibrary Loan Services: Comparisons
- Group Trainings & Individual Research Consultations
- Data and Web Preservation
- Plagiarism Checks
- Guides and Tutorials
### Library Shelves for Journals

**How to Use:**
- Bring Law Library book to the Williams Circulation Desk & ask to have it checked out to your Journal Shelf. Each journal is provided library shelves in Williams (4th Fl. West).
- Contact Circulation Desk, 202-662-9131, for more information.

**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.

**But:**
- 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

**How to Use:**
- Submit a request for an “available” Stacks book found through the Law Library search box.
- Contact Williams Circulation, 202-662-9131, for more information.

**When to Use:**
- When stacks book has an available status at the Law Library.

**Advantages:**
- Convenient service should you not have time to pull books off shelves yourself.
- Paged books for your retrieval are held at the Circulation Desk.

**But:**
- Paging service cannot accommodate urgent retrieval requests.
- Does not include chapter / article scanning service.

### Consortium Loan Service (including Loans from Main Campus)

**How to Use:**
- Submit a request for an “available” book found through the Law Library search box.
- Contact the Circulation Desk, 202-662-9131, for more information.

**When to Use:**
- When a book is available at main campus, Off-Campus Shelving or other consortium libraries (e.g. American U., Geo. Wash. U., Catholic U., etc.) AND if your editor permits or instructs you to borrow books under your own library account. (If not, use Interlibrary Loan).
- For chapter copying service, if you have an *unambiguous* citation (i.e. known start & end pages), or copying order is straightforward and uncomplicated. (If copying citation is complicated, then use Interlibrary Loan).

**Advantages:**
- Books routed to the Law Library from other campuses.
- You may also visit a main campus or consortium library and check out the book on-site if your need is immediate. (Consortium Loan Service nor on-site borrowing privilege are observed by the law libraries).
Copy service available for book chapters (within copyrights).

But:
- No journal office accounts.
- Scanning out of journal or newspaper articles are not included in service. Use Interlibrary Loan service instead.
- Daily late fines, recall fines, etc. apply to you. Fines may have to be paid at the owning institution.
- Some problems can only be resolved with owning institution’s circulation desk.
- Law libraries are not full WRLC members. Use ILL service for loans or copies of materials held at the law libraries.

Interlibrary Loan Service

How to Use:
- Requests are made through the ILLiad system: law.georgetown.edu/library/services/borrowing/interlibrary-loan/
- Interlibrary Loan Instructions for Journal Staff: guides.ll.georgetown.edu/ill-journal-instructions
- Contact Interlibrary Loan, law-ill@georgetown.edu, 202-662-9154, 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 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 “WRLC (Georgetown U. + Consortium Advanced Search.

But:
- Loan period may be shorter than borrowing via Intercampus or Consortium 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.

**Your Own ILLiad Account versus Journal Office ILLiad Account: A Comparison**

| Received ILL books are held under your name at the Circulation Desk. | Received ILL books are delivered to the journal’s mailbox behind the Office of Journal Administration reception desk. |
| Received ILL books are delivered to the journal’s mailbox behind the Office of Journal Administration reception desk. | Received ILL books are deposited electronically into the journal office’s ILLiad account. |
| Copies of pages are deposited electronically into your ILLiad account. | 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). |
| You will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages. | You will be held responsible for returning borrowed ILLs. |
| You will be held responsible for returning borrowed ILLs. | The office will be held responsible for returning borrowed ILLs. |
| The borrowed material should be held in your possession, not kept in the journal office nor handed to another journal staff. | The borrowed material should remain in the journal office and not circulated to a journal staff for non-office use. |
| Any charges and fines related to grossly overdue, lost or damaged ILL books are forwarded to the journal office for payment. | Any charges and fines related to grossly overdue, lost or damaged ILL books are forwarded to the journal office for payment. |
| ILL books cannot be transferred between two ILLiad accounts, i.e. between your account and a journal’s account. | ILL books cannot be transferred between two ILLiad accounts, i.e. between a journal’s account and your account. |


<p>| Law Library | Consortium Loan (books from main campus &amp; WRLC) | Interlibrary Loan (books from other libraries) |
| Loan Period | 6 weeks. | 6 weeks. | Varies by lender. |
| Daily late/recall fines? | Yes!* | Yes!* | No. |
| Replacement fines? | Yes!* | Yes!* | Paid by journal if book is for cite check use. |</p>
<table>
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<tr>
<th>Fines payable at/to:</th>
<th>GULC Student Accounts.</th>
<th>Varies.</th>
<th>Paid by journal office.</th>
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<tr>
<td>Turnaround time?</td>
<td>1-2 days.</td>
<td>3-4 working days.</td>
<td>Books: 3-5 working days. Copies 1-3 days.</td>
</tr>
<tr>
<td>Contact for problems:</td>
<td><a href="mailto:lawcirc@georgetown.edu">lawcirc@georgetown.edu</a></td>
<td><a href="mailto:lawcirc@georgetown.edu">lawcirc@georgetown.edu</a></td>
<td><a href="mailto:law-ill@georgetown.edu">law-ill@georgetown.edu</a></td>
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*Amount & when fines are imposed vary. Contact respective library service for more information.

### What Services to Use When, Advantages & Disadvantages: A Comparison

<table>
<thead>
<tr>
<th>Service</th>
<th>When to Use</th>
<th>Advantages</th>
<th>But</th>
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</table>
| **Consortium Loan (including services from main campus library)** | • 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. | • Copy service available for books (within copyrights).  
  • You have the privilege to visit a WRLC library & check out a book if your need is immediate. (Privilege does not extend to WRLC law libraries). | • 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, not Circulation nor ILL.  
  • Law libraries do **not** participate in Consortium Loan Service. They will not lend via CLS nor will allow walk-ins for direct check-outs. |
| **Interlibrary Loan**          | • Regardless if 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 | • 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 | • Loan period may be shorter than borrowing via Intercampus or Consortium 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. |
Group Trainings & Individual Research Consultations

- Contact your Journal Liaison if your journal would like a customized training on source collection, pre-emption checking, 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 library at: law.georgetown.edu/library/research-help/consultations/.

Data and Web Preservation

- Contact your Journal Liaison if you need assistance with preserving data associated with an article. The Law Library’s Dataverse project 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 perma.cc and can provide a journal office with an account associated with the library’s membership. Perma.cc can generate permanent links and cache a web’s content.

Law Library Guides & Tutorials with Source Collection Focus

<table>
<thead>
<tr>
<th>Guides &amp; Tutorials</th>
<th>Webpage</th>
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<tbody>
<tr>
<td>Abbreviations and Acronyms Research Guide</td>
<td>guides.ll.georgetown.edu/abbreviations</td>
</tr>
<tr>
<td>Finding E-Journals Tutorial</td>
<td>guides.ll.georgetown.edu/ejournal_finder_tutorial</td>
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<tr>
<td>Articles for Legal and Non-Legal Research</td>
<td>guides.ll.georgetown.edu/articles</td>
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<td>News Research</td>
<td>guides.ll.georgetown.edu/FindingNewspaperArticles</td>
</tr>
<tr>
<td>Brief, Oral Arguments and Other Court Documents Research Guide</td>
<td>guides.ll.georgetown.edu/briefs_arguments</td>
</tr>
<tr>
<td>Court Document/Docket Retrieval on Bloomberg Law Tutorial</td>
<td>guides.ll.georgetown.edu/blaw_lexis_west_tutorial</td>
</tr>
<tr>
<td>Guide to the Bluebook</td>
<td>guides.ll.georgetown.edu/bluebook</td>
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<td>Bluebook Tutorial</td>
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<td>Interlibrary Loan</td>
<td>guides.ll.georgetown.edu/ill_tutorial</td>
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<td>Interlibrary Loan Instructions for Journal Staff</td>
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Law Library Guides & Tutorials with Research & Writing Focus

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<thead>
<tr>
<th>Guides &amp; Tutorials</th>
<th>Webpage</th>
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<tbody>
<tr>
<td>Research Strategies for Seminar Papers Guide</td>
<td>guides.ll.georgetown.edu/seminar_papers</td>
</tr>
<tr>
<td>Guides &amp; Tutorials</td>
<td>Webpage</td>
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<tr>
<td>Secondary Source Research Tutorial</td>
<td>guides.ll.georgetown.edu/seminar_papers</td>
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<tr>
<td>Subject-Based Searching Tutorial</td>
<td>guides.ll.georgetown.edu/seminar_papers</td>
</tr>
<tr>
<td>Publishing Articles in Law Reviews and Journals Guide</td>
<td>guides.ll.georgetown.edu/Publishing</td>
</tr>
<tr>
<td>Citation Tools Guide</td>
<td>guides.ll.georgetown.edu/citation_tools</td>
</tr>
<tr>
<td>Zotero Citation Tool Tutorial</td>
<td>guides.ll.georgetown.edu/zotero_tutorial</td>
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**All Law Library Guides & Tutorials**

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<thead>
<tr>
<th>Guides &amp; Tutorials</th>
<th>Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full listing of Law library Databases</td>
<td>law.georgetown.edu/library/databases/</td>
</tr>
<tr>
<td>Full listing of Law Library Research Guides</td>
<td>guides.ll.georgetown.edu/home</td>
</tr>
<tr>
<td>Full listing of Law Library Treatise Finders</td>
<td>guides.ll.georgetown.edu/home/treatise-finders</td>
</tr>
<tr>
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