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Using Law Library Material

The Law Library understands the unique needs of Law Review Staff; therefore, procedures for using and obtaining Law Library Materials are slightly different than using materials from other libraries on campus.

Circulating Material
If the material needed circulates (generally books and government documents), please check out this material using the Law Review library card. It is important that you use the Law Review library card (and not your personal library card) so that in the event the material is damaged or lost, you are not held responsible for it. Also, since we check out materials online, we have no means of keeping track of the article associated with the books that you check out. Be sure that you keep this information in case the book must be returned before the issue is sent to the printer. All library books checked out on the Law Review library card must be shelved in the Law Review office.

Non-Circulating Material
Most of the material in the Law Library is non-circulating. This includes all primary legal material, law reviews, journals, loose-leaf items, multi-volume sets, reference materials, and Tower Reading Room books. Materials must be scanned and books must be left to be re-shelved. Any articles that can be obtained electronically in PDF format should be downloaded and saved according to standard Law Review procedure.

Reserve Material
Reserves materials are the most heavily used items in the library. Reserves materials can be checked out for 2 hours from the circulation desk, but must be returned to the desk after 2 hours to avoid fines. Since the checkout period for Reserves materials is so short, these should be checked out on your own BruinCard and NOT the Law Review library card. These materials should be scanned and saved according to standard Law Review procedure.

Material That is Not on the Shelf
If you are unable to find an item on the shelf:

- Check to see if the item is already in the Law Review Bookcases for the article in question.
- If you do not find it there, check with the circulation desk to see if this item is already checked out - if it is checked out, you are welcome to recall it (see handout for recall procedures); if it is not checked out, please place a search for the item.
- If you are looking for a copy of an article or a copy of a chapter, check to see if it is available in PDF format through one of our online databases (see PDF Resources LibGuide)
- If you need to borrow the item or if the article is not available online, wait for 2 working days to see if our copy is found; otherwise, place an ILL request for it (see Law Review Guide to Interlibrary Loans).
Using Other Libraries on Campus

The UCLA library system is one of the top ranked research collections in the United States. If you are searching for materials that deal with non-law topics, you will often find these items in one of the other libraries on campus.

Search the UCLA Library Catalog for the item you wish to obtain. If UCLA owns this item, note the call number and location and go to the owning Library to obtain it. If you need help finding the owning Library, ask at the Law Library Circulation desk for assistance.

Checking out Material
When checking out material from other libraries on campus, it is imperative that you carry a photocopy of the Law Review library card with you. If you do not have the card with you, take the books to the circulation desk at that library and ask for the materials to be held until you can return with the Law Review library card. **NEVER check books out on your own library card, as you will be held monetarily responsible for them if they are lost or damaged.**

All library books checked out on the Law Review library card must be shelved in the Law Review office.

Material That is Not on the Shelf
- If you are unable to find an item on the shelf:
- Search on the UCLA Library Catalog and check to see if the item is already checked out - if it is checked out, you are welcome to recall it (see handout for recall procedures); if it is not checked out, please place a search for the item.
- If the item is not found within 2 working days, place an ILL request for it (see Law Review Guide to Interlibrary Loans).
Recall Requests - If you find a book on the UCLA Library Catalog that says “Checked Out” or “Renewed” and gives a due date, you may be able to recall this book online. You may recall books from any campus library.

SRLF Requests – The SRLF is a storage facility for all of the Southern UC campuses. The physical location is on the far west side of the UCLA campus. Books at this facility show in our online catalog with a location of SRLF. You may request these titles from our online catalog and have them sent to the Law Library.

- Once you have the record for the book that you want to request:

- Click on the link on the right side of the screen called “Request an Item”. This will bring you to a screen that looks like this:
Once you log in, choose the appropriate request type “Recall a checked out item” or “Request an item from SRLF”.

At this point, you’ll be presented with a screen that lists the item being requested. (If the item is owned at a number of libraries or if it is multiple volumes, you can select the copy you want from the pull down menu).

You will need to re-enter the Law Review Library Card number,

select Law Library Circulation Desk pick up location and click the “Submit Request” button.

If your request is successful, you will receive a confirmation message. If you encounter a problem, please ask for assistance at the circulation desk.

July 2015
If UCLA does not own a source OR if the item is lost or missing, you may request it through Interlibrary Loan. Interlibrary Loan is an expensive and time consuming option. Since we are requesting materials from other libraries and the shipping speed is at the lending library’s discretion, waiting for a source coming via ILL can cause production snags. Therefore, we have put together a checklist for your use to be sure you have exhausted all other options before placing an ILL request.

- **Check the UCLA Library Catalog** – If UCLA owns this item, note the call number and location and examine it at the holding library. If it is checked out, you are welcome to recall it (see handout for recall procedures); ask at the Law Library Circulation desk for assistance.

- **Check Melvyl Catalog and HeinOnline or other Online Sources** to see if we have full text PDF access to the content.

- **Check the UCLA Law Review Library Account** (through My Account on the library catalog) to make sure that the item hasn’t already been checked out. When you click on My Account you will be prompted to login using the Law Review Library Card number and a “last name”. Enter UCLA Law Review in the last name field to login.

- **Ask a Reference Librarian** – Consult a librarian anytime during the process, but before placing an ILL request, be sure to talk with a librarian in case there is another way to possibly get access to the content.

- **Check to see if someone else already requested an ILL for your title.** This happens in two places:
  - Check the “Law Journal ILL Request List” that is linked from the ILL Request form in MyLaw.
  - Check “My ILL Requests” ([https://ucill.vdxhost.com/zportal/](https://ucill.vdxhost.com/zportal/)) linked from the UCLA Library Catalog. When you click on this link, you will be prompted to login using the Law Review Library Card number (leave the PIN field blank) and select UCLA as the Home Campus.

Once you have worked through this checklist and determine that ILL is the only option, you can place your Interlibrary Loan request online at [https://my.law.ucla.edu/Forms/journalill](https://my.law.ucla.edu/Forms/journalill). Once you click on this link, you will be required to login using your personal lawnet username and password. At the top of the request form, there is a link to “Law Journal ILL Request List”. Before placing your request, please check this list and be sure that a request has not already been made. If the request has not yet been made, Click on “Make a Request” on the side bar under Quick Links.

At the beginning of the form is a copy of the checklist. Once you have worked through this list, you can fill in the specific book/article information for your Interlibrary Loan request. *(Note: if the item is an article from a newspaper that is available online, please use the electronic version rather than ILL; if the item is an article that is available online in PDF format, please use this version rather than ILL)* Fill out the form as completely as possible (any fields with a red asterisk are required fields). When the form is completely filled out, click “Submit Interlibrary Loan Request”. 
Entering and Existing after the Library Closes:

1. When the library is closed, authorized users may enter with a key through door 1112N. (near the southwest library elevator and across from the records office). Users entering with a key after the Library closes should sign in on the clipboard located at the Circulation Desk. All users must sign out when leaving. Please be sure to have your student ID with you at all times while in the Library after hours.

2. Some lights in the library are on timer and will turn off every night after midnight. If you need to turn the lights on after this time, a special key is needed to turn on the lights in many areas of the new addition. This key will be left at the Circulation Desk next to the Sign In/Out sheet. If you are planning to stay after hours, please see a Library Supervisor during hours the Library is open for assistance in using the light switch keys. All other lights function using a motion sensor.

Rules (Please note that noncompliance with any of the rules outlined below may result in a suspension or revocation of off-hour library use privileges):

1. In order to preserve the Law Library collection and the furniture, food is not allowed anywhere in the Library. No Exceptions

2. Beverages are only allowed in sealable, reusable containers. Beverages in disposable containers are strictly prohibited.

3. Do not prop Library doors open under any circumstances. Controlled access to the Library is important for your safety and to protect the integrity of the collection.

4. Please enter and exit through the specially keyed doors (1112N and 2112N) only. Alarms will sound if you use any other door.

5. Law Library materials must remain in the Library. If you find materials that can circulate after the library closes, please use a hold shelf slip and leave these books on the circulation desk. Be sure to return within 3 days (or have other staff return within 3 days) to check these out.

6. After hours users who are in the Library during the closing procedures will be asked to move to the Main or East Reading Room until after the Library is closed. This will help Library staff close more quickly. Once the Library has closed authorized users must sign in to the after hours use sign in sheet and may use all public areas of the Library except the following: the circulation desk area; 2nd floor photocopy room; the Microform Room; the Reference Reading Room; and the Student computer lab (these areas will all be locked).
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<th>Title</th>
<th>Call Number</th>
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<td>ALR (American Law Reports)</td>
<td>KF 105 A54, KF 132 A5</td>
<td>North perimeter of NRR</td>
</tr>
<tr>
<td>AmJur 2D (American Jurisprudence)</td>
<td>KF 154 A42 1962</td>
<td>Center shelves (South end) of the MRR</td>
</tr>
<tr>
<td>AmJur Trials</td>
<td>KF 8917 A53</td>
<td>Center shelves (North Perimeter) of the MRR</td>
</tr>
<tr>
<td>BAJI (California Civil Jury Instructions)</td>
<td>KFC 1047 A65 S8</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>CACI (California Civil Jury Instructions)</td>
<td>KFC 1047 A65 C36</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>Cal (California Official Reports, 1st – 4th)</td>
<td>KFC 45 A2...(A21, A22, A23, A24)</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>Cal Jur 3d (California Jurisprudence)</td>
<td>KFC 65 C33</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>Cal App (Calif. Appellate Reports, 1st – 3rd)</td>
<td>KFC 48 A212</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Cal Legal Forms, Transaction Guide</td>
<td>KFC 68 C32</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Cal Rptr (West’s California Reporter, 1st – 3rd)</td>
<td>KFC 47 C32</td>
<td>Level 2 – California Collection</td>
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<td>California Attorney General Opinions</td>
<td>KFC 780.5</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>California Code of Regulations</td>
<td>KFC 35 1990 A2</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>California Digest 2d (West)</td>
<td>KFC 57 1950 W4</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>California Forms of Pleading and Practice Annotated</td>
<td>KFC 1010 A65 C15</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>California Practice Guides (Rutter Group)</td>
<td>KFC 1093 K54</td>
<td>Reserve – Circulation Desk</td>
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<tr>
<td>Alternative Dispute Resolution</td>
<td>KFC 995 W4</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Cal. Civil Procedure Before Trial</td>
<td>KFC 995 A65 R58</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Cal. Civil Procedure Before Trial, Forms</td>
<td>KFC 1075 E47</td>
<td>Level 2 – California Collection</td>
</tr>
<tr>
<td>Civil Appeals and Writs</td>
<td>KFC 1025 A6 W43</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Corporations</td>
<td>KFC 345 A6 F75</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Employment Litigation</td>
<td>KFC 572 A6 C35</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Enforcing Judgments and Debts</td>
<td>KFC 1065 S37 1988</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Family Law</td>
<td>KFC 126 H65 1982</td>
<td>Level 2 – California Collection</td>
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<tr>
<td>Federal Civil Procedure Before Trial</td>
<td>KFC 8900 S39 1989</td>
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<td>Federal Employment Litigation</td>
<td>KFC 3319 F43</td>
<td>Level 2 – California Collection</td>
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<td>Federal Ninth Circuit Civil Appellate</td>
<td>KFC 9054 9th N44</td>
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<td>Insurance Litigation</td>
<td>KFC 290 A6 C76</td>
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<td>Landlord-Tenant</td>
<td>KFC 145 F75 1989</td>
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<td>Personal Injury</td>
<td>KFC 1028 P4 H36</td>
<td>Level 2 – California Collection</td>
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<td>Professional Responsibility</td>
<td>KFC 76.5 A2 V36</td>
<td>Level 2 – California Collection</td>
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<td>CALJIC (Cal. Criminal Jury Instructions)</td>
<td>KFC 1171 A65 C36</td>
<td>Level 2 – California Collection</td>
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<td>CFR (Code of Federal Regulations)</td>
<td>KF 70 A32</td>
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<td>Congressional Record</td>
<td>KF 35</td>
<td>Mezzanine</td>
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<tr>
<td>Court Rules</td>
<td>KFC 992 A2 1992</td>
<td>Level 1 – Reference Reading Room</td>
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<tr>
<td>California State Rules of Court</td>
<td>KFC 8816 A2 1999</td>
<td>Level 1 – Reference Reading Room</td>
</tr>
<tr>
<td>Federal Rules of Court</td>
<td>KFC 993 L7 A2 1997</td>
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<td>LA County Rules of Court</td>
<td>KFC 141</td>
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<td>English Reports</td>
<td>KD 200</td>
<td>Level 1 – Stacks, South</td>
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<td>Entertainment Industry Contracts</td>
<td>KFC 2932 E57 1986</td>
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<td>KFC 105 W47</td>
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<td>Federal Practice and Procedure (Wright)</td>
<td>KFC 8840 W68</td>
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<tr>
<td>Federal Register</td>
<td>KFC 70 A2</td>
<td>Mezzanine</td>
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<td>Federal Reporter (through 2017)</td>
<td>KFC 105 F41, KF 105 F42</td>
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<td>Federal Rules Decisions (through 2017)</td>
<td>KFC 8830 F4</td>
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<td>Federal Supplement (through 2017)</td>
<td>KFC 120 F4</td>
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<td>General Digest (West)</td>
<td>KF 141</td>
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<td>Government Documents</td>
<td>SuDocs (Y4)</td>
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<tr>
<td>Call Number Locator</td>
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<td>K – KD 400</td>
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<td>KD 401 – KD 2899</td>
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<td>KD 2899</td>
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<td>KD 2900</td>
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<tr>
<td>KD 2900 KD 9999</td>
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<tr>
<td>KF 700 – 999</td>
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<td>A – J, L – Z</td>
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<tr>
<td>Y4 (SuDocs)</td>
<td>Level A north</td>
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</table>

**International Law Materials**

- JZ & KZ
- Level 3 – North East side

**Judicial Profiles**

- KFC 980 J832, J833
- Level 1 – Reference Reading Room

**Legal Periodicals**

- K 1 – 30
- Level 1 – Stacks, West side

**LA Daily Journal**

- Microfilm K 12 O82 (through 2013)
- Room 112K in the NRR

**Today’s Issue**

- ERR – Newspaper rack
- Reserve – Circulation Desk

**Los Angeles Municipal Code**

- KFX 1621 A67 2002, Web
- Level 2 – Northeast area & Reference Reading Room

**Martindale-Hubbell Law Directory**

- KF 190 M3
- Level 1 – Reference Reading Room

**Miller & Starr California Real Estate 4th**

- KFC 140 M643
- Reserve – Circulation Desk

**Moore’s Federal Practice**

- KF 8820 A313 M631
- Level 2 – Northwest side

**Nimmer on Copyright**

- KF 2991.5 N54 1978
- Reserve – Circulation Desk

**Non-Legal Materials**

- (including non-legal periodicals)
- Level A

**Pacific Reporter, 1st & 2nd (West’s)**

- KF 135 P2 P32
- NRR, center shelves & Level 2 SE Alcove

**Regional Reporters**

- KF 135
- Center shelves in the NRR

**Restatements of the Law**

- KF 395
- Reserve – Circulation Desk and Mezzanine

**Self-Help Collection**

- Level 1 – Reference Reading Room

**Serial Set (Senate & House Reports)**

- KF 33
- Mezzanine

**Shepard’s Citators**

- Online Only
- Level 1 – Reference Reading Room Computers (Ask Librarian for assistance)

**State Materials except California**

- KFA – KFI
- Northwest area

- KFI – KFM
- Southwest area

- KFN – KFW
- Northeast area

**Statutes at Large**

- KF 50
- Northwest perimeter of the ERR

**Superseded Items except CFRs**

- Superseded
- Level A – South (Superseded CFRs at SRLF)

**Supreme Court Reporter (through 2016)**

- KF 101 A322
- Center shelves (South end) in the ERR

**UCC/ULA Uniform Laws Annotated**

- KF 165 A5 1968
- Level 1 – Reference Reading Room

**US Attorney General Opinions**

- KF 5406 A6
- Level 2 – Stacks, West side

**US Code**

- KF 62 2006 A2
- Center shelves (North end) in the ERR

**US Law Week (USLW)**

- KF 175 U55
- Level 1 – Reference Reading Room & Mezzanine

**US Reports**

- KF 101 A32
- Center shelves (South end) in the ERR

**USCA**

- KF 62 1927 W47
- Center shelves (North end) in the ERR

**USCCAN**

- KF 48
- Southwest perimeter of the ERR

**USCS**

- KF 62 1972 U5
- Center shelves (South end) in the ERR

**United States Supreme Court Reports**

- KF 101 A323
- Center shelves (south end) in the ERR

**West’s Annotated California Codes**

- KFC 30.5 W4
- Level 1 (Reference) & Level 2 (Cal. Collection)

**West’s California Digest, 2d**

- KFC 57 1950 W4
- Level 2 – California Collection

**West’s California Reporter (1st – 3rd)**

- KFC 47 C32
- Level 2 – California Collection

**West’s Federal Forms**

- KF 8836 W4
- Level 2 – Northwest side

**Witkin’s Summary of California Law**

- KFC 80 W5 2005
- Level 2 – California Collection

**Witkin’s California Procedure**

- KFC 995 W52 2008
- Level 2 – California Collection

**Witkin’s California Evidence**

- KFC 1030 W5 2012
- Level 2 – California Collection

**Witkin’s California Criminal Law**

- KFC 1100 W52 2012
- Level 2 – California Collection

**Words and Phrases**

- KF 156 W67
- Center shelves (South end) of the MRR
CIRCULATION/ACCESS SERVICES CONTACTS

Sangeeta Pal
Access Services Librarian
sangeeta@law.ucla.edu
310-794-9671

INTERLIBRARY LOANS CONTACTS

express@law.ucla.edu

Gabriel Juarez
Interlibrary Loan & Document Delivery Manager
juarez@law.ucla.edu
310-825-9317

Shangching Huitzacua
Interlibrary Loan & Document Delivery Coordinator
huitzacua@law.ucla.edu
310-825-9317

REFERENCE CONTACT

Law Library Reference Librarians
(Contact Info for Law Student Use Only)
lawlibrary@law.ucla.edu
310-825-6764
Useful Links

Cite Checking Resources LibGuide - http://libguides.law.ucla.edu/citechecking


UCLA Law Library Map/Online Tour - http://www.law.ucla.edu/library/online-library-tour/

UCLA Law Library Hours – https://my.law.ucla.edu/library (click on Library Hours in the Left navigation)

Other UCLA Campus Libraries Map - http://www.library.ucla.edu/sites/default/files/libmap_091710.pdf

Other UCLA Campus Library Hours - http://www.library.ucla.edu/hours