



LAW LIBRARY RESOURCE GUIDE SHAKE LEARNING RESOURCES CENTER

**Compiled by
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Shake Library offers students, faculty, and staff a wide array of resources to use in locating information on any given topic. From the traditional print material such as books to the more popular online resources such as INSPIRE, one can find information about a topic. Four professional librarians are available to assist library users in finding and locating information. **If you need help, ask a librarian at the Reference Desk.**

INFORMATION PATHWAYS

- Find Books: VU WebCat Online Catalog (books, music, videos, ebooks, periodicals, etc.)
- Find Articles: Electronic Periodical Databases (EBSCOhost, Academic Universe, ProQuest, etc.)
- Library Reference Collection: (dictionaries, encyclopedias, handbooks, legal collection, etc.)
- Internet Resources

I. FIND BOOKS: VU WEBCAT (LIBRARY CATALOG)

WebCat is VU's computerized catalog of books, ebooks, videotapes, music CDs, periodicals subscribed to by the library, and some useful web sites. *WebCat* is available in the library and through the World Wide Web (You access the VU Library home page at <http://www.vinu.edu/>, then select the Academic Resources tab at the top of the page, then click Shake Library, then Find Books, and then VU WebCat).

The user can find materials quickly using the Simple Search screen (the default screen you see when you access *WebCat*, which allows searching the *WebCat* database by the following menu choices:

- Author Browse
- Exact Title
- Subject Browse (use terms like commercial law, contracts, courts, law Indiana, law united states, leases, security law, etc.)
- Call Number Browse
- Command Search (Keyword Search)
- Journal Title (Searches for title of magazines and journals in VU's Periodical Collection)

The Dewey Decimal Classification area for law is 340 through 349.

II. FIND ARTICLES (ELECTRONIC PERIODICAL DATABASES)

Shake Library offers researchers many choices of electronic databases for use in locating articles

on specific topics in periodical literature (newspapers, journals, magazines, etc.). After accessing online databases, use the help information available with each database to become familiar with its search options. If you need assistance with using a database, please ask for help from a librarian at the Reference Desk. To search periodical databases, go to the VU Library home page at <http://www.vinu.edu/>, then select the Academic Resources tab, then click Shake Library, then Find Articles, and then click the database you want to search.

LexisNexis ACADEMIC UNIVERSE LEGAL RESEARCH

The legal researcher will find a fairly comprehensive array of legal resources to consult when using this legal research resource. The full text to law reviews, federal and state case law, federal and state codes, federal regulations, and much more is found here. This resource provides a great starting point for legal research!

There are three sections within this resource that provides full text content to legal information related to business: secondary literature, case law, and codes and regulations.

Secondary Literature

- Legal News – This contains articles from legal newspapers, magazines and newsletters.
- Law Reviews – This contains articles from law reviews – scholarly legal publications.

Case Law

- Get a Case – One can retrieve federal and state legal cases by cite or party names.
- Federal Case Law – This has the decisions rendered by all federal court levels.
- State Case Law – This database has the decisions from state supreme courts and state appellate courts.
- Area of Law by Topic – One may search case law by selecting provided topics such as corporate law.

Codes and Regulations

- Federal Code – This database contains the federal code, the U.S. Constitution, and court rules.
- Federal Regulations – Federal regulations, agency opinions, and U.S. Attorney General Opinions are contained in this database.
- State Codes – One will find statutory laws, court rules, and Attorneys General opinions from all states.
- Tax Law – The Internal Revenue Code, federal tax cases, state tax cases, and more are found here.

LOISLAW

This is a legal reference service site that the VU Paralegal Program and Shake Library have access to do legal research. VU librarians, Paralegal faculty, and Paralegal students can search this resource for federal and state case law, statutes, and rules and regulations. Faculty and students have access to the following *Loislaw* databases:

- Case Law – U.S. Supreme Court, all federal circuits, U.S. District opinions, and U.S. Bankruptcy opinions.
- Statutes/Codes & Legislative Acts – The Public Laws of the U.S., the U.S. Code, the U.S. Constitution, all statutes and public laws from all 50 states and the District of Columbia.
- Administrative Regulations or Rules – Provides access to the *U.S. Code of Federal Regulations*, the *Federal Register*, and regulations or rules from all 50 states and the District of Columbia.

Access to *Loislaw* is restricted to students currently enrolled in courses in Paralegal, Business Law, and Law Enforcement. Students NEED permission from the class professor to use this resource.

Legal Periodicals in the Print Collection

Indiana Law Journal
Legal Assistant Today
National Paralegal Reporter
Res Gestae

III. LIBRARY REFERENCE COLLECTION

Dictionaries, Encyclopedias, Lawyers Texts, and Treatises

Black's Law Dictionary (Ref. 340.3 B782b)
Burton's Legal Thesaurus (Ref. 340.14 B974L)
Corpus Juris Secundum (Ref. 342 W519c) - This is a comprehensive, authoritative legal encyclopedia.
Hornbook Series (Ref. 348.7326 W516)
Nutshell Series (Ref. 348.7326 W516n)
West's Indiana Law Encyclopedia (Ref. 345.12 W519we)
West's Indiana Practice (CD-ROM) - A library of Indiana Practice books from *Rules of Procedure Annotated* to *Personal Injury Law and Practice*. This resource is located at the cluster of Library Reference computers near the Lending Services Desk.
Words and Phrases (Ref. 340.03 W519w) - Provides definitions to any words or phrases defined in American case law.

Indiana Case Law, Rules and Regulations, and Statutes

Acts (Ref. 345.12 I39L) - Laws of the State of Indiana passed by the Indiana General Assembly.
North Eastern Reporter. First Series (Ref. 342 N519n) - Indiana cases from 1885 to 1936.
North Eastern Reporter. Second Series (Ref. 342 W519n) - Indiana cases from 1936 to present.
Shepard's Indiana Citations (Ref. 345.12 S547i)
West's Annotated Indiana Code (Ref. 345.12 I39ind) - Published under the authority of the Official Code. This provides supplementary information used for research purposes.
West's Indiana Digest (Ref. 345.12 W519d) - Index to Indiana case law.

Federal Case Law, Rules and Regulations, and Statutes

ALR Federal Tables (Ref. 345.41 A512t)
American Law Reports. ALR Federal. (Ref. 345.41 A512a)
American Law Reports. ALR 5th: Annotations and Cases (Ref. 342 S557ame5)
American Law Reports. ALR 4th: Cases and Annotations (Ref. 342 S557ame)
American Law Reports, ALR 2d, 1-100 Digest: Cases and Annotations (Ref. 342 S557ad)
American Law Reports. ALR 3d: Cases and Annotations (Ref. 342 S557am)
American Law Reports Annotated, Second Series (Ref. 342 S557a)
American Law Reports Annotated, Second Series: Word Index to Annotations (Ref. 342 S557ai)
American Law Reports (ALR) Digest of Decisions and Annotations: With Related Total Client-service Library References: ALR 3d, ALR 4th, ALR 5th, ALR Fed. (Ref. 342 S557d2)
Federal Reporter. Second Series (Ref. 345.4 W519f), vols. 1 – 999 – **No longer updated**
Shepard's Citations for Annotations: ALR, ALR Fed, L Ed. (Ref. 348.73 S547sh)
Supreme Court Reporter (Ref. 347 N277s), vols. 1 - 115B – **No longer updated**
Uniform Laws Annotated (Ref. 347.9 W519u)
United States Supreme Court Digest (Ref. 347 W519u) - Index to United States Supreme Court decisions.

Directories

Indiana Legal Directory (Ref. 340.03 I39i)

Legal Forms

West's Legal Forms (Ref. 347.73 W519w)

Textbooks

Business Organizations Law Review Manual (Ref. 346.73 H645b)
CLA Review Manual: A Practical Guide to CLA Exam Preparation (Ref. 340.076 K78c)
CLA Study Guide and Mock Examination (Ref. 340.076 C583c)
Paralegal Ethics (Ref. 174.3 S358p)
Paralegal Internships: Finding, Managing, and Transitioning Your Career (Ref. 340.023 P857p)
Practical Bankruptcy Law for Paralegals (Ref. 346.73 W383p)
Real Estate Law Review Manual (Ref. 346.7304 D923r)
Real-Resumes for Legal & Paralegal Jobs-- Including Real Resumes Used to Change Careers and Gain Federal Employment (650.14 R288p)

IV. INTERNET RESOURCES

American Bar Association (ABA)
<http://www.abanet.org>

Information about the law, programs to assist lawyers and judges, and initiatives by the ABA to improve the legal system is provided. The site also provides full-text access to the current issue of the *ABA Journal Online*.

American Law Sources Online
<http://www.lawsources.com/also/>

This site provides a compilation of links to online legal resources for the United States, Canada, and Mexico.

Cornell's Legal Information Institute
<http://www.law.cornell.edu>

This Web resource serves as a gateway to federal, state, foreign and international legal materials.

Findlaw
<http://www.findlaw.com>

Findlaw is a major legal site on the Web providing access to codes, case law, legal forms, newsletters, opinion summaries, legal news, lawyers/law firms, legal publishers, legal associations, etc.

Findlaw: Indiana Law
<http://www.findlaw.com/11stategov/in/laws.html>

This site provides access to resources such as the *Indiana Administrative Code*, *The Indiana Constitution*, *The Indiana Code* (statutes), and opinions from state and federal courts.

FirstGov: U.S. Government's Official Web Portal
<http://firstgov.gov/>

This is a specialized search engine that serves as an index to Web pages for all federal .gov domains.

Forms Management Division – State Forms Online PDF Catalog
<http://www.ai.org/icpr/webfile/formsdiv/index.html>

This site is from the Indiana Commission on Public Records; it is a very large catalog containing official State of Indiana forms.

Indiana Administrative Code
<http://www.in.gov/legislative/iac>

The complete text of the *Indiana Administrative Code* is available at this site.

Indiana Code
<http://www.in.gov/legislative/ic/code>

The complete text of the *Indiana Code* is available at this site.

Indiana Constitution
<http://www.in.gov/legislative/ic/code/const>

This site provides access to the complete text of the *Constitution*.

Indiana Courts

<http://www.in.gov/judiciary/>

This is the official site for the Indiana State Supreme Court, Indiana Court of Appeals, Indiana Tax Court, Indiana Trial Courts, and Federal Courts in Indiana.

Indiana State Bar Association (ISBA)

<http://www.inbar.org>

This is the official Web site for the ISBA that provides information for members as well as the public.

Indiana Supreme Court Self-Service Legal Center

<http://www.in.gov/judiciary/selfservice/>

This site has been designed for those persons wishing to represent themselves in court. Court forms and other resources are provided.

Introduction to Basic Legal Citation

<http://www.law.cornell.edu/citation>

This Web resource from Cornell University Law School explains how to cite electronic resources, briefs, legal opinions, statutes, arbitrations, law reviews, etc.

LawCrawler

<http://lawcrawler.findlaw.com>

This is a full-text search engine designed for legal research. The search engine is powered by *Google* and is provided by *Findlaw*.

The Lawengine.com

<http://www.thelawengine.com/>

This Web site offers numerous links to such areas as federal courts, federal law, state law and courts, legal reference, etc.

WashLaw Web

<http://www.washlaw.edu>

This site from the Washburn University School of Law in Topeka, Kansas is a directory of federal government and legal sites. This resource provides a search function that allows users to search the entire WashLaw site by keyword.