

Self-Guided Library Tour

Welcome to the University of Mississippi's Grisham Law Library! This exercise is intended to introduce you to the library's most important features and to explore them at your own pace. Also included is a brief description of the most important resources lawyers use to conduct legal research, followed by a few questions for you to answer that will serve as your first Legal Research homework assignment.

Throughout the tour, you'll see a "Stop" icon; it signals a task or a question that you should complete before moving on. If you have any questions or difficulties, please do not hesitate to ask your research professor or the library staff for assistance.

During the fall and spring semesters, the library is regularly open

Monday – Thursday	7 a.m. – 12 midnight
Friday	7 a.m. – 10 p.m.
Saturday	9 a.m. – 10 p.m.
Sunday	10 a.m. – 12 midnight

Holiday, exam-period, game-day, and inter-session hours vary and are posted in advance on the library's website and in the library.

The library occupies two floors on the west side of the Khayat Law Center. Maps of both floors are posted on the library's website and are available at the library's Service Desk. **A map is also attached to this hand-out.**

The First Floor

The first floor's major features are:

- Public computers
- New Books display
- Service Desk
- Computer Lab / printing room
- Daily newspapers and popular magazines
- Public restrooms
- Elevator to the library's second floor
- Bound sets of primary and secondary sources of law
- Photocopiers
- Reading Room (unbound legal journals)
- Library staff offices

Let's start the tour with the public computers located just to your right as you enter the library from the atrium. In this alcove, you'll find new books – please feel free to check one out! -- as well as the computers. Have a seat at one and take a few minutes to familiarize yourself with the library's homepage (<http://library.law.olemiss.edu>). (If all the computers here are occupied, you'll find more on the second floor.)



The Library's Website

The library's website is a great starting point for most of your information needs as a law student. It offers access to information about the library (*e.g.*, hours of operation, news, staff names and contact information); the library catalog; online databases and services to which the library subscribes; in-house digital archives (*e.g.*, old exams); borrowing instructions (both for books in the library and those that we do not have on campus); and instructions for setting up your library patron and print accounts.

Book a Study Room

You can book one of the group-study rooms by clicking the blue tab “Book a Room!” on the library's homepage. Click on the plus sign (+) under the room you would like to book and next to the time you would like to start. You will need to have your network ID to log-in at this point. (See patron / print account information below to obtain your network ID.) Room 2020 may be reserved by groups of three or more law students only; the other rooms may be reserved by two or more law students.

Return to the library's homepage.

CALI

Under the Library Services tab you'll find a link to CALI – Computer Assisted Legal Instruction. CALI is a particularly helpful resource for law students, especially first-years. It provides interactive tutorials on all subjects taught in law school, including Legal Research. Since you have a CALI exercise due in your Legal Research class Week Three, please take a few minutes now to access the site and establish your username and password.



On the CALI homepage, click “create new account” on the right-hand side of the page (under the log-in button). Fill out the requested information and enter this authorization code: **MISCUstu130**. Don’t forget to record your username and password somewhere convenient for future use.

CALI log-in completed.

Next, take a few minutes to establish your various library accounts to check out books, access subscription databases, use computer-lab printers, and the like.



Setting Up Your Patron and Print Accounts / Network IDs

On the library’s main website, hover over the blue tab “Release Print Job” and click on the link for account sign-up on the right hand column under “Need an Account?”

You will need your Ole Miss ID to fill out the form. Once you’ve submitted all the necessary information, one of the library staff will contact you with your patron account information, including your network ID. We encourage you to do this now because it takes the library at least one day to establish accounts.

Then, once you have your network ID, you’ll be able to add money to a print account (a good thing to have when your home printer crashes right before an assignment is due). The library can accept money for print accounts (cash only) only between 8:00 a.m. and 6:00 p.m. weekdays, so please plan ahead.

Patron account application submitted.

Return to the library’s homepage.

Course Reserves, Exam Archives and Other Resources

Find the tab entitled “Library Services” and hover over it. Under the Student section of this tab are the links for professors’ course reserve items, access to the exam archives and access to the interlibrary loan service. If materials you need are not campus, the library will be glad to borrow or otherwise acquire them for you free of charge. Simply click on the ILL link, complete the form, and one of the library staff will assist you.

The Service Desk

As you move past the new-books area into the library, the long desk to your left, and across from the stairs, is the Service Desk. Staffed by a circulation assistant (usually a second- or third-year law student) during all library hours, and a professional law librarian (J.D./M.L.S.) 9 a.m. to 5 p.m. weekdays, the Service Desk is a good place to start if you have questions -- not only about library resources, legal research and course materials, but also campus, Oxford and law school generally.

The circulation assistant will be glad help you check out books, find the student study aids kept behind the service desk, locate missing books, use library equipment like lab computers, printers, scanners and photocopiers, and provide office supplies for your use (e.g. staplers, scissors, etc.).

The study aids behind the Service Desk deserve special mention. You may wish to purchase your own, but, given their expense (not inconsiderable), the library maintains a full set of the various series as a convenience for law students. Some series are better than others, but all are usually helpful for understanding basic concepts that you; your professors may even mention a few in class. They are reserve items and can be checked out, but must remain in the library, for three-hour periods.



Ask the Service Desk workers to pull several study aids concerning one of your course subjects – say, Torts – and take a minute to see if you might find them helpful. The most popular series are “Understanding...,” “.... Examples & Explanations,” and the “nutshells.” The *Examples & Explanations* series not only succinctly explains the principles of law, but also provides (yes, it is the title) examples and explanations of the subject matter. The *Nutshell* series is great because there is one for almost every subject area of the law, not just course subjects.

Computer Lab and Information Technology

The Computer Lab is located next to the Service Desk. It is reserved for law students' use only. Before using the lab machines, however, you will first need to establish a network account, as described above. Also located in the Computer Lab are the **Westlaw and LexisNexis printers**.



Locate the Westlaw/Lexis printers and the networked printer at the back of the lab. As the

second- and third-year students can tell you, these will be very good friends to have for the next three years!

You can print from lab computers or wirelessly from your laptop anywhere in the library, once you have established your network ID. The instructions for wireless printing are located under the “Release Print Job” tab on the library’s homepage.

Westlaw and Lexis printing is provided free of charge. You can also print to these “stand-alone” printers from home or other remote locations; they are tied to the individual Westlaw and Lexis passwords that you receive in your Legal Research class.

Network ID

To use lab computers, book a study room, etc., you must have a network ID. This is separate from your Ole Miss WebID. Since you have already completed your patron account form, your network ID will be given to you in the next day or two by one of the library staff.

Wireless access to the Internet is also available throughout the library (as well as the rest of the law school). Logging into the wireless network requires a WebID.

If you need assistance with lab machines or other technology-related matters, please stop by the Service Desk or contact Christopher Noe, the library’s assistant director, at noe@olemiss.edu or 662-915-6850.

Please help us keep lab equipment and furniture in good condition by bringing absolutely no food or drinks into the computer lab.

Now, head towards toward the Reading Room (seen straight ahead as you enter the library). The low bookcases you are passing contain the library’s core collection, which we will discuss further in Legal Research class. In the Reading Room, you will find not only a very quiet place to study, but also the library’s collection of current legal journals and magazines that you are welcome to browse and read at any time.

Core Collection

With over 350,000 volumes and volume-equivalents, the University of Mississippi’s Law Library is one of the largest legal research institutions in the South. It is important to keep in mind that no single format offers everything a legal researcher might need during the research process. Moreover, each format presents distinct advantages and disadvantages for the researcher. Each of these formats will be discussed further throughout your Legal Research and Writing class.

Primary Sources of Law

Almost all of the materials in the library's collections can be categorized as either **(1) primary sources of law** or **(2) secondary sources of law**. Types of primary sources of law include **(1) constitutions, (2) judicial opinions (case law), (3) statutes, (4) administrative rules and regulations, and (5) treaties**. Each of these will be discussed in depth in your Legal Research and Writing course.

Case law is the body of law derived from published judicial opinions. The law school classroom setting is organized around case law. Just open one of your textbooks for this fall and it will be filled with legal opinions. Even though cases are provided for you in your Torts, Property, Civil Procedure, and Contracts textbooks, those cases were first recorded in bound sets called **case reporters, or case reports**. For example, the text of the case cited as "*Johnson v. Enron Corp.*, 906 F.2d 1234 (8th Cir. 1990)" can be found in volume 906 of the *Federal Reporter, Second Series*, beginning on page 1234.

For the most part, you will be taught the law through legal opinions. However, the law that must be followed – or "black letter law" – is found in statutes. **Statutes** are laws enacted by legislatures. Compilations of statutes that are currently in force and arranged by subject are referred to as **codes**. Typically, the subject areas are arranged alphabetically, numbered, and are referred to as **titles**. (For example, Title 17 of the *United States Code* contains the current federal statutes that address copyright.) Within each title, the statutory text is divided into sections, denoted when cited by the § symbol. (For example, the statutory provision found in Section 107 of Title 17 of the *United States Code* is cited as "17 U.S.C. § 107.")



In the shelves directly across from the Service Desk (on the Reading Room side), you will find the *Mississippi Code 1972, Annotated*, which contains the Mississippi statutes currently in force arranged by subject. Locate this series and take a few minutes to examine the spines of the books to get an idea of their contents. Near the *Mississippi Code* is the *Encyclopedia of Mississippi Law*. This set of books is also invaluable for Mississippi legal research; most states have similar publications.

Secondary Sources of Law

Almost everything in the library that is not a primary source of law can be described as a secondary source of law. Secondary sources are *not* the "law." Their purpose is to help us find and understand primary sources of law.

Secondary sources – which contain not only citations to relevant primary authority, but also expert commentary and analysis -- include **(1) periodical literature** (law reviews, bar journals and legal newspapers); **(2) encyclopedias**; **(3) treatises** (*i.e.*, books that

address specific issues or areas of law); and **(4) the American Law Institute's Restatements of the Law**. You will learn more about secondary sources through your Legal Research and Writing courses this semester.

Please note that across the main aisle, you will find national encyclopedias like "AmJur" (*American Jurisprudence, 2d Series*) and "C.J.S." (*Corpus Juris Secundum*). Like their Mississippi counterpart, these sets are very helpful for getting an overview of a subject area of the law or legal issue, especially for first-year law students.

Most of the library's print collection is located in compact shelving on the second floor.

The Second Floor

The next stop on the tour is on the second floor, so please take the stairs up to the second floor (located across from the Service Desk) or the elevator located in the corridor past the New Books collection.

The second floor's major features are:

- Legal Writing faculty offices
- Group-study rooms
- Room 2017 (often used as a classroom)
- Carrel Room (very quiet study area)
- Public restrooms
- Photocopier / printer
- Public computers

On the atrium side of the library are the group-study rooms mentioned earlier in the tour. Room 2017 is located nearest to the elevator and emergency stairwell (on the Fraternity Row side of the building). Some of you will have classes in this room, so you might want to take a minute to locate it. To the right of the stairs and back a little down the corridor are the Legal Writing faculty offices.



This is a great time to locate your Legal Writing professor's office. Once you have done so, move down the corridor next to the Legal Writing faculty offices to the study carrel room. The carrels and tables located in this room cannot be reserved and there is no time limit imposed on their use. Throughout the school year, you should not have any difficulty finding an empty carrel, but be forewarned --- they are very popular come exam time!

And speaking of good places to study in the library, to recap....

Quiet Study / Reading Areas

If you want to find a quiet place to study within the library, you have a variety of options:

- First floor
 - Reading Room – located at the far west end of the library (if the doors are open, feel free to close them to reduce any outside noise)
 - Room 1021 – located in the back right corner of the library (only available when Legal Research classes are not in session; again, when classes are not in session, feel free to close the doors if noise is a problem)
- Second floor
 - Study Carrel Room – located in the back right corner (here there are several large study carrels along with large and small tables – silence is a must in this room and it is first come – first serve)
 - Group-study rooms – located to the left of the stairs (maybe booked from the library’s homepage)
 - Study tables and couches – these are located on the south side of the second floor (opposite the Carrel Room)

Please note that the round tables nearest the Service Desk on the first floor are still considered a quiet area, but because of their location, the noise level can rise at times.

Just Ask!

An excellent way to begin any new research project is to talk with a public services librarian. Christina Ashoo, Menette Burns, Scott DeLeve, and Stacey Lane, our public services librarians, and Christopher Noe and Kris Gilliland, the library’s assistant director and director respectively, are experienced researchers and all have earned their Juris Doctor degrees. (Mr. DeLeve, Mrs. Rowland, Mr. Noe and Ms. Gilliland also hold the Masters of Library Science degree.) All the reference librarians have been in exactly the same place you find yourself today. They understand the frustrations that can occur when you simply do not know where to start or how far to go for your research.

Unlike the uncomfortable arena that is sometimes the legal classroom, the librarians are here for you to answer ANY question you may have. What does this mean? Where do I go? How do I start? What is the best resource to use? Please remember that you really can’t ask them a “dumb” question, we promise!

The reference librarians can recommend books, databases and other research paths that are likely to be productive and show you how to use these resources efficiently and effectively. (The

reference desk is also a good place to ask questions related to the Legal Research and Writing program if your instructors are not available.)

If you would like to speak to one of the librarians, please feel free to visit them in their offices, located behind the Service Desk. Even if the door to the staff area is closed, please feel free to visit anytime. We are here to help you in any way that we can, so please come by and introduce yourself even if you don't have a question.

Library Rules

- Please do not bring food into the library. Beverages are permitted in spill-proof containers only.
- Please do not use cell phones or tobacco in the library.
- Please re-shelve books used on the first floor.
- Only move second-floor compact shelving one row at a time to prevent possible malfunctions.
- A current University ID is required to check out or renew books and other circulating materials. Reserve items may be checked out for three hours at a time; most other circulating material for 30 days. These materials may be renewed unless requested by another patron. All items are subject to recall and failure to return items promptly may result in a block on the Registrar's records or other administrative action.
- Group-study rooms may be reserved for three-hour blocks only.

The Library Staff

Professor Kris Gilliland, Director	915-6836	gillilan@olemiss.edu
Christopher Noe, Assistant Director		noe@olemiss.edu
Christina Ashoo, Public Services Librarian		cashoo@olemiss.edu
Menette Burns, Public Services Librarian		menette@olemiss.edu
Scott Deleve, Public Services Librarian		sdeleve@olemiss.edu
Stacey Rowland, Public Services Librarian		salane@olemiss.edu
David Hargrove, Circulation Supervisor		dhargrov@olemiss.edu
Brandon Williams, Circulation Manager		bmwilli4@olemiss.edu
Reference Desk		915-6812
Circulation Desk		915-6824

Name: _____

LRW Section: _____

Library Exercise

Instructions:

1. Please re-shelve all books used!
2. Please complete this exercise on your own and without the aid of another. However, if you have any difficulty, please do not hesitate to ask the library staff for help.
3. If you find a typographical error or anything else that seems erroneous or is otherwise confusing, please answer the question the best that you can and email Professor Gilliland at gillilan@olemiss.edu, so corrections or other instructions can be made and announced.

Statutes

1. Using the *Mississippi Code 1972, Annotated* in print, find one of the statutory provisions cited immediately below. (Hint: The first number represents the “title,” or subject area.)

____ § 37-15-13 ____ § 47-5-1003 ____ § 75-17-1

(a) What is the title (subject area) of the section you chose?

(b) What does the second number in the citation represent? _____

(c) What issue or subject matter does your statutory provision (section) address particularly?

- (d) In addition to the statute's text, what other kinds of information has the publisher provided. (See directly below the statutory language and before the next code section in sequence. *Very* briefly describe or list.)

- (e) Can you tell if this statutory provision has been amended since it was originally enacted? If so, when was it enacted and when amended?

Case Law

2. Find one of the following Mississippi appellate court cases, as published in the print version of *West's Southern Reporter, 2d Series*, shelved in the compact shelving directly across from the Microfilm Room on the second floor. (Check the one you choose.)

___ 765 So.2d 1281 ___ 683 So.2d 396 ___ 773 So.2d 928 ___ 809 So.2d 702

(If all of these volumes are missing from the shelf, feel free to pull another volume and pick another case. Be sure to provide the case's citation (like above), as well as its name.)

(a) What is the name of your case? _____

(b) When was it decided? _____

(c) In what court was it decided? _____

Secondary Sources

3. Locate a copy of *Black's Law Dictionary* on the first or second floors. (There are several scattered around the first and second floors on top of shelving and other tables. If you have trouble finding one, please ask at the Service Desk.) What is a "hornbook"?

4. Locate one of the following and provide its call number (located behind the Service Desk). (If you aren't sure what a call number is or where to locate it, please ask the desk attendant.)

Understanding Property _____

Contracts in a Nutshell _____

Civil Procedure Examples & Explanations _____

5. Access the library's homepage and click on the tab for **Catalog**, this links to LOUIS, the library's catalog. Using LOUIS, find the most recent edition of the civil procedure hornbook written by Jack Friedenthal; the torts hornbook written by Dan Dobbs; or the property hornbook written by William Stoebuck.

(a) What is its title? _____

(b) When was it published? _____

(c) What is its call number and where is it shelved? _____

6. Locate a book in the stacks with the call number beginning in KF 4150. Take a minute and look around at the books in this stack. What is the general subject area of the law covered by the materials classified and shelved here?

7. Please sign your name below, signifying that you have completed this exercise on your own and have submitted the information necessary to establish your library patron account.

Name: _____

Finished!