

Law and Legal Materials: General G 750

BACKGROUND: *The Law Library has custody of that portion of the collections classed in J1-J75 (official gazettes and certain congressional documents), JX1-JX1304 (an obsolete subclass international law), JX2000-end (an obsolete subclass for international relations), K (law), and LAW, including Asian materials, Hebrew materials, and rare materials. Microforms, bound and unbound serials, books in manuscript, and manuscripts of books in these classes are also included in the law collections. In addition, the Library of Congress may purchase materials with Law Library funds that are classed elsewhere. This instruction sheet provides guidelines for the shelflisting of materials in the custody of the Law Library. It includes material that was formerly in G 2010, an instruction sheet that is now obsolete.*

1. Materials classed in J1-J75, JX1-JX1304, JX2000-end, and K.

a. Processing.

J1-J75: Process materials according to regular shelflisting procedures

JX1-JX1304, JX2000-end: No new titles are classed here. However, copies and added volumes are still added to already-established bibliographic records.

K: Process according to regular shelflisting procedures for law and legal materials.

b. Forwarding instructions.

(1) Dewey items. Forward CIP galleys to to the Dewey Section.

Note: Published materials are not forwarded to the Dewey Section, but Dewey numbers on copy cataloging are considered “pass through data” and are retained.

(2) Loose-leaf materials. Classify, shelflist, and label usual and forward to the Library.

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1. Materials classed in J1-J9, JX1-JX1304, JX2000-end, and K.

b. Forwarding instructions. (Continued)

(3) *Items forwarded directly to the Law Library.* Forward the following materials directly to the Law Library:

- Hardbound books
- Loose-leaf items
- Other materials requested and authorized by Law Library Staff
- CD-ROMs, computer disks, flash drives, etc.

Forward all other materials to the Binding Office.

c. Video recordings. Video recordings are forwarded to the Moving Image, Broadcasting, and Recorded Sound Division.

d. Arabic, Asian, and Hebraic materials. Do not assign Arabic, Asian, or Hebraic materials to the African and Middle Eastern Division or the Asian Division.

e. Copies retained. Review slips in duplicate. Process according to copy retention decision and reference assignment(s) on slips. If there is no copy retention decision or reference assignment on slips, follow the Law Library default decisions listed below:

- | | |
|-------------------------------|----------|
| 1. Foreign language material: | Keep one |
| 2. English language material: | Keep two |

Exceptions to the above decisions:

- | | |
|--------------------------------|----------|
| a. Loose-leaf titles | Keep one |
| b. MCLE titles: | Keep one |
| c. BARBRI titles: | Keep one |
| d. ALI/ABA titles: | Keep one |
| e. Pennsylvania Bar Institute: | Keep one |

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1. Materials classed in J1-J9, JX1-JX1304, JX2000-end, and K.

e. Copies retained. (Continued)

- f. All state government documents Keep one (see exception below)
 - Official state codes/
administrative codes,
session laws, court reports Keep two
- g. U.S. Supreme Court
(works about) Keep three in English; keep 1 if not in English, except for Spanish published in Puerto Rico, then keep 2
- h. West nutshell titles: Keep three, Copy 1=LLRR
- i. Casenotes: legal briefs Keep 0 (see NAR n2005042764)
- j. Florida Bar Fast train Keep one
- k. Congressional reports Send directly to LL without cataloging, unless LL requests that it be cataloged; then class in KF31+
- l. Practising Law Institute Keep one
- m. Custom editions Keep 0
- n. Juvenile literature Keep 1, except Supreme Court keep 2
- o. Selden Society publications Main series: classed together; Copy 1 c-LLRBR, Copy 2 c-LL
Supplementary series: classed separately;
Copy 1 c-LLRBR, Copy 2 C-LL
Other Selden publications not in these series:
c-LL
- p. Self-published books Keep 0; if a gift to LL, then ask KCC for a selection decision

f. Added volumes. Review the copy retention decision. Review the holdings and item records. If needed, create holdings and item records for any replacement, revised, or recompiled volumes (bound or unbound). Re-sequence item records, if necessary, to ensure that the item follows the volume that the replacement volume supersedes.

g. Serials. As a general rule, the cataloging of serials is performed by the acquiring section.

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1. *Materials classed in J1-J9, JX1-JX1304, JX2000-end, and K. (Continued)*

h. CIPs. See ILS Supplement Workflow #5

i. Library of Congress publications. LC publications that are law materials are treated as follows: Copy 1 is classified by subject and assigned to r-LL \$m GLOBAL. Copy 2 is classified by subject and assigned to LL. Copy 3 is classed in Z663+ and assigned to GenColl. The 925 field should read: 925 0 \$a acquire \$b Copy 1=Law Library Reference Collection; Copy 2=shelf; Copy 3=GenColl.

2. *Materials purchased with Law Library funds classed A-H, J10-JV, JX1305-JX1999, L-Z.*

a. General. Materials purchased by the Law Library will have the location set to c-LL in 852 \$b at the time of receipt. When the materials are classified, however, some of them may not get classified in J1-J75, JX1-JX1304, JX2000-end, or K, in which case the location in 852 \$b should be changed to r-LL.

Conversely, some material may initially receive a location other than the Law Library. The material ends up being classified in one of the ranges listed above. If the initial location was c-GenColl, change the location in 852 \$b to c-LL. If the initial location was one in which subfield \$m is also used, e.g., c-Asian, not only change the location in 852 \$b to c-LL, but also delete subfield \$m.

b. Materials with reference assignments. Do not assign materials purchased with Law Library funds and classed A-H, J76-JV, JX1305-JX1999, L-Z to the Law Library unless a reference assignment is specified. These reference assignments are:

Collection Services Office (LL CSO)
Global (LL GLOBAL)
Office of the Law Librarian (LL O)
Rare Book Room (LL RBR)
Reading Room (LL RR)
Reading Room Reference Collection (LL RR DESK)

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3. *Materials classed in LAW.* New materials are not classed in LAW. Materials classed in LAW are reclassified by the Law Section as time and staffing permit.

a. *Completing the call number.* Send items with the call number **LAW** to the Law Library Collection Services Office for completion of the call number. Include a printout of the bibliographic record annotated with "LAW" at the top. Please note: Almost all of **LAW** has been reclassified to J1-J9, JZ, and K.

b. *Reclassifying monographs and serials.* The Law Library is managing a project to reclass existing LAW collections. Generally, refer materials to be reclassified to the Law Library.

4. *Shelflisting publications entered under corporate body, including conference publications.* If all single work letters have been used, the general procedure is to add double letters to the date in the call number (cf. G 220, G 230). For legal materials, if all single work letters have been used, add double letters to the date in the call number starting with "za."
Example:

KF27 .I549 1996y
KF27 .I549 1996z
KF27 .I549 1996za
KF27 .I549 1996zb

If all double work letters have been used, add triple letters to the date in the call number starting with "zza." *Example:*

KF27 .I549 1996zy
KF27 .I549 1996zz
KF27 .I549 1996zza
KF27 .I549 1996zzb