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## **DOING IT THE OLD-FASHIONED WAY : WITH BOOKS**

*by Susan Campbell, Librarian,  
Skadden, Arps, Slate, Meahger & Flom*

You work as a legal information professional for a small, private law firm in San Francisco and your boss has just told you that all your fee-based online legal research accounts have been cancelled due to budget cuts. What do you do? If quitting is not an option, you bless your lucky stars that you work in San Francisco where we have at least three law school libraries, a county law library with three locations, and one private by-subscription law library, all within a ten-mile radius. We also can use document delivery services to send books or fax copies to us. In addition, we have NOCALL's Union List and online mailing list. Each of these organizations is capable of helping to provide hardcopy legal research resources. Having access to all of them is truly covering all the bases, and may even make the online databases obsolete (just kidding!)

### **LIBRARIES**

Hastings Law Library: <http://www.uchastings.edu/library/> 200 McAllister St., 4th floor San Francisco, CA 94102 Hours: Mon - Fri: 8 a.m. - 6 p.m. Call John Borden at (415) 565-4768 for circulation information. As part of the UC system, Hastings Law Library is a public law library. That doesn't mean you can check everything out at any time. But it does mean that access to the library and to the books is more open than at the other law school libraries. As a member of the public, you can go in during business hours and copy cases or access government documents. Attorneys with a current bar card can use the library up to 11 p.m. Individual attorneys who are active members of the California Bar or Hastings alumni may apply for borrowing privileges. Law firm librarians may also apply for their firms. Applications for borrowing privileges require a one-time deposit of \$200 for State Bar members, \$100 for Hastings alumni or \$400 for qualified law firms. Applications take two weeks to process. Circulating items are single-volume treatises from the 5<sup>th</sup> floor general collection, and government documents. Law reviews, reporters, looseleaves and codes may not be borrowed.

Golden Gate University: [http://ggu.edu/law\\_library/](http://ggu.edu/law_library/) Golden Gate University Library, 536 Mission Street, San Francisco, CA 94105, contact Dolores Neese at 415-442-7245. To be able to go into the law library, you need a library card. Attorneys and corporate officers may apply for individual memberships for \$450 annually. This entitles you to one non-transferable library card. As a law librarian, you may apply for an institutional membership for \$1,000 annually and have use of four library cards. GGU also has their University library, but you would need to apply for another library card to be able to access that collection. Non-profits may apply for \$250 annually to receive one library card that can be used by anyone in that organization. Services for library members include database searching and photocopy services. Library holdings can be checked by telephone request. The catalog is online at : <http://library.ggu.edu/>.

University of San Francisco Law Library : [http://www.usfca.edu/law\\_library/ill.html](http://www.usfca.edu/law_library/ill.html),  
University of San Francisco, Dorraine Zief Law Library 2130 Fulton Street San Francisco, CA 94117-1080. General recorded information: (415) 422-6678. Circulation: (415) 422-6679,

Reference: (415) 422-6773. The law library is private, but practising attorneys with a current bar card are allowed to access the library during business hours and copy materials as needed.

San Francisco County Law Library : <http://www.ci.sf.ca.us/sfil/> Veterans War Memorial Building 401 Van Ness Avenue, Room 400, San Francisco, CA 94102 Phone: (415) 554-6821 Monday through Friday 8:30 a.m. - 5:00 p.m. Financial District Branch Monadnock Building 685 Market Street, Suite 420, San Francisco, CA 9410 Phone: (415) 882-9310, Monday through Thursday 9:00 a.m. - 9:00 p.m. Friday and Saturday 9:00 a.m - 5:00 p.m Sunday 12:00 Noon - 4:00 p.m. There is also a Courthouse Reference Room at 400 McAllister St., Room 512, Phone: (415) 551-3647. The San Francisco Law Library will circulate books to members of the state bar who are in good standing and who practice law in the city or county of San Francisco. The costs for library cards vary depending on the number of attorneys at a firm.

Mills Law Library, 220 Montgomery St., First Floor, San Francisco CA 94104-3402, (415) 781-2665. Membership to this jewel of a library provides access to a 35,000 volume collection, and services running the gamut from case copying to in-depth research assistance. If I had to pick just one library to belong to, it would be Mills.

## **DOCUMENT DELIVERY SERVICES**

Boalt Express : <http://www.law.berkeley.edu/library/services/bex.html>. Boalt Hall Library Berkeley, California 94720-7210 Phone: (510) 642-0950 Fax: (510) 642-9122. As per their homepage : "Boalt Express is a non-profit fee based information delivery service operated as part of the Boalt Hall Law Library at UC Berkeley... Boalt Express charges fees to outside users, mainly law firms, corporate legal departments, government agencies and attorneys in private practice for copying, research and delivery services. This allows the library to provide access to our unique collection to the practicing bar." From this homepage, there is a link to the online catalog of the Boalt Law Library, so it's easy to check to see if the book you are looking for is part of their collection ( although it may not be on the shelf and/or a circulating title.) Boalt Express can invoice you for your orders so you don't need to set up a deposit account with them. They would prefer your first order with them be written on company letterhead stationary.

Formerly Carl Uncover, now Ingenta : <http://www.ingenta.com/> This service offers free searching and browsing of more than 25,000 publications with 11,000 titles. Set up a deposit account, and then if you find the article you want, you can have it e-mailed or faxed to you. This service is also great for finding the correct and complete citation for articles that your attorney has asked you to find in your own library!

UCLAW Document Delivery Services : <http://www.library.ucla.edu/welcome/services/docdelivery/ddlaw.htm>. The Law Library offers document delivery services for a fee to the general public. Visit the UCLAW Express web page or call (310)825-9317 for more information on fees and registration.

## **NOCALL**

**Union List:** My favorite thing about being a librarian in San Francisco is the cooperative interlibrary loan community. Most of the NOCALL members are law librarians, although you can be a member of NOCALL in other circumstances (check the webpage at : <http://nocall.org/officers/membership.html>. As a member, you are eligible to purchase the

Union List which has periodical and looseleaf holdings of participating libraries. Librarians in this city are really great about sharing their collections with each other as much as time, staffing and institutional policy allow.

Online Mailing List: <http://nocall.org/email.html>. Again as a member of NOCALL, you are eligible to participate in the discussion list that is used to help with reference questions of a local nature (questions of a more general nature can be posted to a national library list-serv). This is the way to contact the maximum number of people when you are trying to find a particular treatise. Depending on who responds, you may have to pay for copying or mailing fees.

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