

Law Library Briefs

Roger Williams University School of Law Library



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State Research

For those of you needing to research legal information for a particular state, the Law Library has a multitude of print resources available for your use. For starters, the Law Library's Reference Collection contains some great reference resources on state research. Kendall F. Svengalis's *Legal Information Buyer's Guide and Reference Manual* (Ref, KF1 .S93 2005) has a chapter "State Legal Publications and Information Sources" describing codes and session laws; administrative law materials; court reports; court rules; digests, encyclopedias, and practice sets; citators; CD-ROM products; legal research guides; leading web sites; and a list of publishers for each state. The author also provides information on pricing and supplementation.

If you want to find out how to conduct research for a particular state, there may be a research guide written by a law librarian for you to consult. To determine if a research guide for your state is available, search the Law Library's webcatalog by subject **Legal Research [State]**. These state research guides are shelved in the Reference collection. *State Practice Materials: Annotated Bibliographies* edited by Frank Houdek

(Ref, KF1 .S731 2002 -) is a collection of bibliographies written by law librarians about primary and secondary legal resources in his/her state. Please note that there are some states for which no annotated bibliography is provided.

The Guide to State Legislative & Administrative Materials by William H. Manz (Ref, KF1 .G8 2002) gives information about print and electronic sources for bills, enacted legislation, codes, legislative history, administrative regulations, rules of court, attorney general opinions, executive orders, administrative rulings and decisions, and ethics opinions for each state.

For those of you needing to conduct in-depth legislative research in a particular state, consult the *State Legislative Sourcebook* by Lynn Hellebust (Ref, JK2495 .S689 2005). Materials for each state are organized by legislative organization and process, legislator information, session information, interim study period information, lobbying information, and general state government information.

Once you have identified the needed sources, you can check the

stacks for the publications. As it is often easier to research state statutes using the books, the Library owns a set of each state's codification of statutes. While additional materials published for each state vary, available materials for a state might include a case reporter predating the West's regional case reporters, the official state case reporter, a West's digest, or a legal encyclopedia. For some states, there are practice materials such as treatises, form sets, and jury instructions. Only Rhode Island's administrative code is available in the Law Library's collection. In addition to the state materials in the stacks, the Law Library subscribes to legal newspapers published for Rhode Island, Massachusetts, Connecticut, Pennsylvania, and New York.



Microforms: State Materials

If you cannot find certain state material online or in print, you might want to check the micrographics collection which includes the following resources located in the Micrographics Room:

1. Official state session laws are available for all fifty (50) states

through 2000, located in Cabinet 6, Drawers 6 - 10 and Cabinet 7, Drawers 1 - 10;

2. State Attorney General Reports and Opinions are available for all of the states which publish Reports or Opinions. More recent reports and opinions are available on microfiche and earlier years on microfilm in Cabinets 6, Drawer 4 and Cabinet 19, Drawers 4 - 12, respectively; and

3. Official decisions of the courts of the individual states published before commencement of coverage by the West National Reporter System are located in Cabinet 18, Drawers 1- 12 and Cabinet 19, Drawers 1 - 3.



Trouble Shooting Printing Problems

As the 2005/06 academic year gets underway, you might encounter some problems with printing or with your print/copy card. Here are some common problems with their corresponding solutions.

① Occasionally the card reader takes money from your card and you do not receive your copy or printout. Causes of the problem could be lack of paper, a paper jam, low toner, or other problems with the printer. The best solution to this problem is to ask the computer lab monitor on duty or the staff at the Circulation Desk for assistance. Working as computer lab monitors this academic year are third-year students Todd

Greenwood, Elizabeth Etrie, Christopher Martone, Rebecca Hotmar and Matthew Mannix. Second-year student Marcus Jones also works as a computer lab monitor. You can read profiles of these students in past issues of the *Law Library Briefs* newsletter. Rebecca and Matthew were profiled in the October, 2004 issue. Todd, Elizabeth, and Christopher were profiled in the November, 2004 issue. You can read Marcus's profile in the March, 2005 issue. The computer lab monitors might be able to resolve the problem or they will request assistance from Phyllis O'Neill, the Public Services Assistant.

① If you insert your print/copy card into the card reader and there is an error message on the card reader, the card is no longer useable. The only solution to this problem is to contact Nan Balliot in the Law Library. The current amount on the card is helpful information to give to Nan so that she can arrange for a refund of your money.

① If you misplaced your print/copy card, do not despair as there is a possibility that the card will be returned to you. Cards returned to the Circulation Desk, with the name clearly written on the back of the card, can easily be identified as belonging to you and placed in your student mailbox.

① If your print/copy card is stuck in the card dispenser, ask a computer lab monitor, Phyllis, or the Librarian at the Reference Desk to help you. If we fail, we will call

our card vendor Copico for service.

① If you used the card dispenser to add money to your print/copy card, but instead get a new card, you most likely inserted your money prior to inserting your card. To avoid purchasing an unneeded card, remember to insert your card before inserting money to add value to the card.

① If the card dispenser machine does not accept your money, money can be added to cards using the photocopiers located in the Law Library.

① If you do not get a pop-up window prompting you for a user name and a password for your print request, minimize your document as the pop-up menu could be "behind" it. Two other options are to use another computer or reboot the computer that you are using.

① If your print request is not listed on the print manager screen, a connection between the computer that you are using and the print manager has been broken. You can try rebooting your computer and sending the print request again or try using another computer.

① Always, if none of these solutions works, ask the computer lab monitor on duty, Phyllis, or the Librarian on duty at the Reference Desk for help.

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