Locator Guide

Drake Law Library

A listing of select titles and subjects with locations

Not all listed titles are still being received in print. Consult online catalog for additional information.

Revised: August 2015
Collection Arrangement and Other Preliminary Notes

This guide lists the titles of major legal publications and their shelf section numbers.

Many of the library’s resources are now available electronically, but electronic resources are not included in this guide. To explore the library’s electronic holdings, see the Web page at http://www.law.drake.edu/library/. Please feel free to ask at the Information Desk near the library entrance for additional assistance.

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<th>Location</th>
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| **First Floor** | Shelf Sections 1 – 17                      
      Call numbers A to KF 135                      
      (KF 135 ends with Atlantic digest)          
      Information Desk                             
      Reserve                                       
      Ready Reference                               
      Reference                                     
      Index Tables – (includes Restatements)       |
| **Second Floor** | Shelf Sections 18 – 83                      
      Call numbers KF 135 - KF 9999                
      (KF 135 starts with North Eastern reporter)  
      Tax Room (KF 6200-KF6999)                    
      Bound periodicals                            |
| **Third Floor** | Shelf Sections 84 – 111                       
      Call numbers KFA-KFZ (excluding KFI Iowa materials)  
      Call numbers KG-Z                           
      State materials including statutes (excluding Iowa),  
      California Reporter and New York Supplement,  
      and old state reporters                      
      Iowa briefs through 1989                     |
| **Lower Level** | Shelf Sections L-1 - L-18                     
      Superseded Materials                         
      Government Documents                         
      Room LL03: Microforms/fiche                   
      Compact Shelving                             
      Superseded State Materials (excludes Iowa)   
      Duplicates                                    |
**GovDoc/Government Documents.** Most print federal government documents are on shelf sections L-8 through L-18 in the Lower Level. More hard-copy government documents are available on microform. Federal government documents in both formats are arranged by SuDoc number, which proceeds alphabetically and then numerically. There is a small collection of Iowa government documents located in shelf section L-8. Ask at the Information Desk if you need assistance in locating any title.

**Index Table.** Table east of the reference shelves on the first floor that contains the Restatements.

**Information Desk.** This collection is part of the reserve collection, shelved at the Information Desk. Desired volumes must be requested from Information Desk staff.

**Iowa Reference.** (Location shows in catalog as Iowa Wing Reference.) These items all have an Iowa Reference sticker and are shelved on either side of the first table in the Iowa Wing.

**Iowa Wing.** The Iowa Wing is located on the west side of the second floor. Shelf section numbers in the Iowa Wing are preceded by a capital “I” (e.g. I-4).

**Journals.** See listing below for Periodicals.

**Lower Level.** (Note: Many superseded items are no longer in the catalog.) Superseded materials and certain older materials are retained in the lower level. Superseded treatises are arranged by call number order in shelf sections L 1-8. Government Documents are arranged by SuDoc number in shelf sections L 8-16. In addition, superseded state materials, and some duplicate copies are located in compact shelving.

**Microfilm/Microfiche.** (Location shows in catalog as Microform Room.) Microforms are housed in Room LL03 on the lower level. Ask at the Information Desk for assistance in using this collection.

**Periodicals.** The most recent issues of journals are kept on reserve. Ask at the Information Desk. Older journals (typically a year or more) are bound and housed on the east side of the second floor. Some journals are also available electronically or on microfiche. Ask at the Information Desk if you have questions about where to find something.

**Ready Reference.** This collection is located in the lobby, opposite the Information Desk.

**Reference.** This collection is located on the shelf immediately to the south of the numbered shelves on the ground floor (by the photocopy machines).

**Reserve.** This collection is located behind the Information Desk. Desired volumes must be requested from Information Desk staff.

**State Materials (other than Iowa):** State statutes and digests (when available) are arranged in alphabetical order by state name on the third floor in shelf sections 84-93. State Attorney General Opinions are available in microfiche in Room LL03 on the lower level. State reporters (historic) are arranged in alphabetical order by state name on the third floor in shelf sections 100-107. Superseded state materials are available during reference hours in compact shelving.

**Tax Room.** The Tax Room is situated at the west end of the Iowa wing.
Note on Re-Shelving

To assist other library patrons, please re-shelve books when you are finished using them. If you are unsure where to re-shelve them, ask at the Information Desk about the reshelving cart.

Note on Circulation

Like most law libraries, much of the collection consists of reference materials that cannot be checked out. Many frequently requested materials are placed on 2-hour, in-library reserve to facilitate access. Please ask at the Information Desk to obtain reserve items. Eligible patrons (current Drake University faculty, staff, and students; Drake University Law School alumni; and members of the Iowa bar in good standing) may check out the circulating materials in the collection at the Information Desk. For more information on circulation policies, please inquire at the Information Desk or see http://www.law.drake.edu/library/?pageID=borrowingBooks.
# Alphabetical by Title

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