

**About the Library...**

**Librarian:** helpful person available at Reference Desk  
**Reference Desk:** librarians available to answer research/any questions  
**Circulation Desk:** check out & return books/ask questions  
**Reserve Reading Room:** texts on reserve, 2 hr check out; quiet study  
**John P. Wilson Reading Room:** main (2<sup>nd</sup>) floor of library with unassigned study tables; book with laws of U.S. and Illinois  
**Fulton Room:** lounge w/popular magazines; 3<sup>rd</sup> floor west in Library  
**Library Catalog:** online database for identifying/finding library books  
**Library web page:** starting point for information & links to resources, [www.lib.uchicago.edu/e/law](http://www.lib.uchicago.edu/e/law)  
**Search:** request at Circulation Desk if book not on shelf & not checked out  
**Recall:** request made in Library Catalog if book checked out  
**Page:** request at Circulation Desk if book is in storage collections; Library Catalog says *Ask at Law Circulation*  
**Interlibrary Loan:** borrow book/get article from other library; request made online or at Reference Desk  
**Carrel:** assigned study space; apply at Circulation Desk  
**Ask-A-Law-Librarian:** email form on Law Library website; use to ask reference librarians questions

**About Books ...**

**Treatise:** book, or set of books, on a legal topic, usually scholarly  
**Nutshells:** notable series of paperback-sized study guides on law courses/topics, published by West Publishing; in Reserve Room  
**Hornbooks:** series of green hardbound study guides on law courses/topics, published by West Publishing; in Reserve Room  
**Looseleaf:** legal publication in binders that includes primary laws and secondary commentary on a topic of law  
**A.L.R.:** American Law Report annotations; article-length summaries of a legal issue with citations to cases and other sources  
**Encyclopedias:** set of books covering law topics A to Z; e.g., C.J.S., Am.Jur.2d and state law encyclopedias  
**Restatements:** summaries of recognized common law on a topic  
**Pocket Part:** softbound update pamphlet in the back of a book  
**Supplement:** softbound update pamphlet next to book(s)  
**Reporter:** published cases from a court in chronological order  
**Digest:** headnotes from cases published in a topical arrangement; serves as a subject index to cases in reporters  
**Bluebook:** guide to legal citation form & legal abbreviations  
**Codes:** legislative acts or administrative laws arranged by subject and updated to include laws currently in effect  
**Session Laws:** legislation published chronologically, by session of the legislature

**About Cases ...**

**Case:** an appellate court decision issued on a lawsuit  
**Caselaw:** the body of cases that are the common law  
**Plaintiff:** named party who brings/files lawsuit  
**Defendant:** named party against whom lawsuit is brought/filed  
**Appellant:** named party who brings/files appeal of lower court decision  
**Appellee:** named party who defends lower court decision on appeal  
**Caption:** lists named parties at top of case  
**Syllabus:** brief summary of the appellate court decision  
**Docket Number:** assigned to a lawsuit by the court clerk  
**Majority Opinion:** opinion of the majority of the court that decides the case  
**Dissenting Opinion:** opinion of a minority of the court that disagrees with the outcome decided by the majority  
**Concurring Opinion:** opinion of a minority of the court that agrees with the result reached by the majority, but on different grounds  
**Official Reporter:** publication from the court (or its designee) with cases decided by the judge(s)  
**Unofficial Reporter:** commercial publication of cases from a court  
**Parallel Citations:** references to same case in multiple reporters  
**Published (Reported) Case:** court decides to publish; printed in reporters and online  
**Unpublished (Unreported) Case:** court decides not to publish in official reporter; may be online or in commercial reporter  
**Headnotes:** commercially-produced summaries of the points discussed in a case that appear before the text of the opinion(s)  
**Topic and Key Number:** labels at top of headnotes that serve as a commercially-produced topical index to cases

**About Online...**

**Database:** searchable computer file of documents/information  
**Terms:** words selected by researcher to search a database  
**Connectors:** ways of combining terms to search a database (e.g., AND, OR, NOT, w/5, /s, /p)  
**Search:** request for certain documents/information to be retrieved from a database  
**Terms & Connectors Search:** researcher constructs a phrase using a combination of terms & connectors; computer retrieves all documents that match the criteria in the search phrase  
**Natural Language Search:** researcher chooses key terms; computer retrieves a limited number of relevant documents based on where and how often terms appear in a document  
**Search Template:** menu interface for searching a database  
**Hits:** list of results for a search in a database  
**Full-Text Search:** search for terms in entire database  
**Segment/Field Search:** search for terms in defined parts of documents in a database  
**Focus:** LexisNexis tool for searching for term(s) within results  
**Locate:** Westlaw tool for searching for term(s) within results  
**Shepards:** LexisNexis database to find cases/sources that have cited a case/source; used to verify if a case is still good law  
**KeyCite:** Westlaw database to find cases/sources that have cited a case/source; used to verify if a case is still good law