



Arkansas Supreme Court Library

Guide to the Library: Law Clerks & Court Staff

**Arkansas Supreme Court Library
Justice Building, Suite 1500
625 Marshall Street
Little Rock, AR 72201
Phone: 501-682-2147
Fax: 501-682-6877
<http://courts.state.ar.us/library/>**

Welcome to the Supreme Court Library!

The primary mission of the Arkansas Supreme Court Library is to provide information and research services to support the work of the Arkansas Supreme Court Justices, Arkansas Court of Appeals Judges, law clerks, and court staff. The Arkansas Supreme Court Library offers electronic and print resources, as well as access to the resources of the UALR Law School/Pulaski County Library -- with whom the Arkansas Supreme Court Library jointly shares THEMIS, the library's online catalog. The Arkansas Supreme Court Library maintains 13 satellite libraries, located throughout the Justice Building. These special collections provide convenient on-site access for Arkansas Supreme Court Justices, Arkansas Court of Appeals Judges, law clerks, and court staff – including the Administrative Office of the Courts.

This library guide is designed to acquaint law clerks and court staff with the services and resources offered by the Arkansas Supreme Court Library. Please call/email library staff if you would like to request a book or article, make a research request, make an appointment for a research consultation, schedule a library tour, or arrange for database training (e.g., Westlaw, WestlawNext, LexisNexis).

Library Staff

Ava Hicks, Library Director
Phone: 501-682-2041
Email: ava.hicks@arkansas.gov

Rod Miller, Public Services Coordinator
Phone: 501-682-6879
Email: rod.miller@arkansas.gov

Carol Hampton, Library Technical Assistant III
Phone: 501-682-2148
Email: carol.hampton@arkansas.gov

Library Hours & Location

Monday through Friday
8:00 a.m. to 5:00 p.m.
Suite 1500, Justice Building

The Arkansas Supreme Court Library is staffed Monday through Friday, 8:00 a.m. to 5:00 p.m. Though not staffed on weekends or state legal holidays, the library and its collection may be accessed by law clerks and court staff any time – including evenings and weekends. The Arkansas Supreme Court Library is located in Suite 1500, first floor of the Justice Building, northeast quadrant, at the end of the hall, next to the Reporter of Decisions Office.

History of the Supreme Court Library

The Arkansas Supreme Court Library, founded by the Supreme Court Library Act of 1851, has the distinction of being the oldest library in the state of Arkansas, *still operating*. The Arkansas Supreme Court Library started out in the Capitol Building, and was maintained by the Clerk of the Court from the time it was founded until the first Librarian was appointed in 1916. The Arkansas Supreme Court Library remained in the Capitol Building until 1958, when it moved into the Justice Building. The Arkansas Supreme Court Library settled into its current location, after the Justice Building underwent a renovation in 2000, and a new wing was constructed for the Arkansas Supreme Court Justices.

Reference & Research Services

The Supreme Court Library provides the following services to Supreme Court and Court of Appeals law clerks:

- Information and reference service – telephone, email, in-person
- In-depth research support
- Research for speeches & presentations
- Biographical information
- Copies of cases, laws, code sections, law review articles, newspaper articles
- Document Delivery – fax, email, in-person delivery
- Checking out books
- Interlibrary Loan
- Ordering requested books
- Database training
- Orientation sessions

THEMIS: Online Catalog

THEMIS (<http://themis.law.ualr.edu/>): online catalog of the Arkansas Supreme Court Library and the UALR Law School Library. THEMIS may be searched from your office computer or from your smartphone. You may identify print and electronic items available in the Arkansas Supreme Court Library and the UALR Law School Library. THEMIS provides bibliographic information and call numbers for books, law journals, government publications, and other items. Bibliographic records in THEMIS contain hyperlinks, which take you to the electronic full text.

Arkansas Legal Index (ARLI)

The *Arkansas Legal Index* (<http://themis.law.ualr.edu:81/>) is an online index, originally created by the Arkansas Supreme Court Library, and currently updated by the UALR Law School Library. This database indexes more than 10,000 legal articles from the following Arkansas legal publications:

- *Arkansas Law Notes*, 1983 - present
- *Arkansas Law Review*, v.1 (1946) - present
- *Arkansas Lawyer*, v.1 (1967) - present
- *University of Arkansas at Little Rock Law Review*, v.1 (1978) - present
- *ATLA Docket*, 1982 - present (3 year delay required by publisher)
- Legislative Research Reports, Informational Memos, and Staff Reports, 1950-1986
- Selected CLE material, 1999 - present
- Arkansas Bar Association Annual and Midyear Meeting Course Materials, 2001 - present
- Selected Arkansas treatises and other miscellaneous publications

Electronic Resources

A list of electronic resources available to court staff may be accessed via the Arkansas Supreme Court Library's web page (http://courts.state.ar.us/library/library_electronic.html):

- Arkansas Legal Index
- ArkStar: Online Catalog of Arkansas State Library
- CARAT: Online Catalog of Arkansas History Commission
- Catalog of U.S. Government Publications
- Chicago Manual of Style
- FirstSearch
- Gale Databases
- HeinOnline
- Lexis/Nexis
- Making of Modern Law
- Oxford Dictionary
- THEMIS: Online Catalog
- Westlaw/WestlawNext
- West's Encyclopedia of American Law

Supreme Court Library Collection

The Arkansas Supreme Court Library's collection, containing approximately 100,000 items (including books, periodicals, government documents, and microforms), is arranged by Library of Congress (LC) classification numbers (<http://www.loc.gov/catdir/cpsolcco/>), and is divided among three floors: **Main Floor**, **Mezzanine**, and **Basement**.

Main Floor

Arkansas Reference:

- *Arkansas Law Review*
- *Arkansas Lawyer*
- *UALR Law Review*
- *Arkansas Acts*
- *Arkansas Code Annotated* (Current – with pocket parts)
- *Arkansas Code Annotated* (Superseded – with pocket parts)
- *Arkansas Statutes*
- *Digests of Statutes*
- *Arkansas Reports*
- *Arkansas Digest*
- *Arkansas Form Book*
- *Court Rules*
- *Arkansas Domestic Relations Handbook*
- *Handling Appeals in Arkansas*
- *Probate Law Practice Handbook*

Main Collection:

- *United States Code*
- *United States Code Service, Lawyers Edition*
- *United States Code Annotated*
- *Code of Federal Regulations*
- *American Law Reports*
- *American Jurisprudence*
- *Corpus Juris Secundum*
- *Black's Law Dictionary*
- *Webster's Third International Dictionary*
- *West's Encyclopedia of American Law*
- *West's Legal Forms*
- *The Blue Book: A Uniform System of Citation*
- *ALWD Citation Manual*
- *Restatements of the Law*
- *Treatises*
- *State Codes*
- *Periodicals/Law Journals*

- Arkansas Government Documents
- U.S. Government Documents
- Microforms & Microform Reader/Printer
- Vertical Files

Rare Book Room:

- Jones on Title
- English Statutes
- English Reports
- Rare Books
- Historical Items

Mezzanine

- Pre-National Reporter System
- National Reporter System
- United States Government Reporters

Basement

- Superseded treatises
- Historical volumes of Arkansas Code
- Session Laws
- English Laws
- Foreign Law

Arkansas Government Documents

The Arkansas Supreme Court Library is a State Depository Library, receiving selected Arkansas government documents from the Arkansas State Library. Arkansas government documents are arranged by Arkansas Documents (ArDocs) classification numbers. The Arkansas Documents collection is located on the first floor, at the back of the Main Collection. Arkansas Government Documents may be located by searching ArkStar, the Arkansas State Library's online catalog (<http://www.asl.lib.ar.us/>).

U.S. Government Documents

The Arkansas Supreme Court Library is a Federal Depository Library, receiving selected Federal Government Documents from the U.S. Government Printing Office (GPO). U.S. Government Documents are arranged by Superintendent of Documents (SuDocs) classification numbers. The U.S. Government Documents collection is located on the first floor, at the back of the Main Collection. U.S. Government Documents may be located by searching the Federal Digital System (FDsys) (<http://www.gpo.gov/fdsys/>), or the Catalog of U.S. Government Publications (<http://catalog.gpo.gov/>).

Rare Book Room

The Arkansas Supreme Court Library maintains a Rare Book Room on the main floor, containing selected legal materials of historical value. Some of these materials may be checked out, if needed, by law clerks. Please see library staff for access to the Rare Book Room.

Checking Out Books

You may check out any item you need from the Arkansas Supreme Court Library collection. There is a check-out records notebook at the front public service desk. Just fill out a check-out record under your name and office with the information on the item you are checking out (date, title, call number, and bar code number). Books are not to be taken from the Justice Building.

Computers & Study Tables

Computers and laser printers are available for your use in the Arkansas Supreme Court Library. There are two computers located in the front of the library, and are networked to the laser printer at the reference desk. There are two additional computers located at the rear of the library, also networked to the laser printer at the reference desk. Several tables are available throughout the library, which you may use to do research, or to work in privacy.

Document Delivery

The Arkansas Supreme Court Library staff will deliver to your office any item you need, by your deadline. Library staff will photocopy, scan, email, or fax any items you need, by your deadline. Library staff will obtain for you books or items you need, which are not currently part of the Arkansas Supreme Court Library's collection. Any book or item you need will be borrowed for you from other libraries in the Little Rock area (via Interlibrary Loan), or will be purchased (from Wordsworth, Amazon, or the publisher), and delivered to your office.

Interlibrary Loan (ILL)

The Arkansas Supreme Court Library will obtain any book or item you need via Interlibrary Loan. Please call or email the library staff with information on the items you need, including the deadline for when you need them. The items will be requested for you via Interlibrary Loan. You will be notified when the items come in, and the items will be delivered to your office. The WorldCat database (<http://www.worldcat.org>) may be searched via your office computer or smartphone, to identify any book or item you would like the library to request for you. You may ask library staff to search the WorldCat database for you, to locate the book or item you need.

Photocopier & Fax

The photocopy and fax machines located in the photocopier room of the Arkansas Supreme Court Library are available for use by law clerks and Justice Bldg. staff. If you need a section from a book or an article from a law journal, the library staff will be happy to photocopy it for you, and deliver it to your office. Or, we can fax it to you, or send a scanned copy via email.

Other Libraries and Archives

- **Arkansas History Commission** (<http://www.ark-ives.com/>) --- The Arkansas History Commission has a vast store of historical documents and artifacts related to the history of Arkansas, including manuscript materials, maps, newspapers on microfilm, photographs, census records, military records, and county, state, and federal records. The History Commission offers CARAT, an online catalog that provides access to digitized materials, and Documenting Arkansas, which provides images of original documents.
- **Arkansas State Library** (<http://www.asl.lib.ar.us/>) -- law clerks may obtain a library card from the Arkansas State Library, which allows the holder to check out books from the State Library's collection. Your library card number also provides access to the State Library's online databases. For remote access the State Library's online databases, fill out the online application (<http://www.asl.lib.ar.us/Access.asp>), or call (501-682-2053) or email (circ@asl.lib.ar.us) the Circulation Desk. To obtain a library card, apply in person at the Circulation Desk (be sure to take your driver's license and court I.D).
- **Central Arkansas Library System (CAL S)** (<http://www.cals.lib.ar.us/>) – If you are a resident of Little Rock, or the surrounding communities served by CAL S, you may obtain a CAL S library card, which allows the holder to check out books, request books via Interlibrary Loan, and access the CAL S online databases. You may apply for a library card online (<http://www.cals.lib.ar.us/Library/librarycard/apply.html>). The Butler Center for Arkansas Studies and the UALR Archives maintain archival collections on Arkansas History in the Arkansas Studies Institute building on the downtown campus.
- **UALR Law School Library** (<http://lawlibrary.ualr.edu/>) – The Supreme Court Library shares the THEMIS online catalog with the UALR Law School Library. The two libraries have reciprocal agreements in regard to interlibrary loan and photocopying. Since the UALR Law School Library has an extensive collection of legal materials, the Supreme Court Library staff will be happy to obtain any item you need from the UALR Law School Library, and deliver it to your office. The UALR Law School Library has an online Territorial Briefs and Records catalog (<http://arcourts.ualr.edu/>), indexing briefs and records filed with the Arkansas Territorial Courts, dating from 1809 to 1836.
- **UALR Ottenheimer Library** (<http://library.ualr.edu/>) – The Ottenheimer Library on the UALR campus is a Federal Depository Library with a comprehensive collection of U.S. Government Documents. The Library also offers numerous online databases to students, staff, and faculty. The Special Collections/Archives Dept. is located at the Arkansas Studies Institute, on the downtown CAL S campus.