



Arkansas Supreme Court Library

Library Guide for Law Clerks and 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**

<https://courts.arkansas.gov/courts/supreme-court/library>

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Welcome to the Supreme Court Library

The library staff welcomes you to the Arkansas Supreme Court Library. The primary mission of the Supreme Court Library is to provide information and research services to support the work of the Arkansas Supreme Court Justices, the Arkansas Court of Appeals Judges, their law clerks, and the court staff. The 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 Supreme Court Library jointly shares THEMIS, the online catalog. Additionally, the Supreme Court Library maintains 13 satellite libraries located throughout the Justice Building -- special collections which provide convenient on-site access for Supreme Court Justices, Court of Appeals Judges, their law clerks and the staff of 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 or email library staff whenever you have a question or a need. You may make a research appointment, arrange a library orientation tour, or arrange training using electronic resources, such as Westlaw, WestlawNext, or 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 open and staffed Monday through Friday, 8:00 a.m. to 5:00 p.m. Though the Arkansas Supreme Court Library is not staffed on state legal holidays, the Library is never locked and is always available for law clerks to access its collections at any time. The Supreme Court Library is located in Suite 1500 of the Justice Building, on the first floor in the northeast quadrant of the building, at the end of the hall next to the Reporter of Decisions Office. The collections of the library are on three floors: Main Floor, Mezzanine, and Basement.

History of the Supreme Court Library

The Arkansas Supreme Court Library was founded by the Supreme Court Library Act of 1851, and is the oldest library in the state of Arkansas *still operating*. The Supreme Court Library started out in the Capitol Building, maintained by the Clerk of the Court from the time it was founded, until the first Librarian was appointed in 1916. The Supreme Court Library remained in the Capitol Building until 1958, when it moved into the Justice Building. The Supreme Court Library moved to its current location in 2000, when the Justice Building underwent a renovation, with a new wing 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/>) is the online catalog of the Arkansas Supreme Court Library, which you may search from your office to find out what items are available in the Arkansas Supreme Court Library's collection. In THEMIS you may also find out what items are available in the UALR Law School Library/Pulaski County Law Library. THEMIS provides bibliographic information and call numbers for the books, serials, government publications, and other items in the both libraries' collections. Bibliographic records for many items in THEMIS include hyperlinks, which you may click on to access the electronic full text of the items.

Arkansas Legal Index (ARLI)

The *Arkansas Legal Index* (<http://themis.law.ualr.edu/>) is an online index based on indexing originally created by the Arkansas Supreme Court Library. The *Arkansas Legal Index* was developed in its current form and greatly expanded by the UALR Law School Library. The database currently indexes more than 10,000 articles from the following Arkansas titles:

- *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

Databases & Electronic Resources

Databases and electronic resources include:

- 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
- Federal Digital System (FDsys)
- FirstSearch
- Gale Databases
- HeinOnline
- Lexis/Nexis
- Making of Modern Law
- PACER
- THEMIS: Online Catalog
- Westlaw/WestlawNext
- West's Encyclopedia of American Law

Supreme Court Library Collection

The Supreme Court Library holds approximately 100,000 items in its collection, including books, periodicals, government documents, and microforms. The Library's collection occupies three floors of the Justice Building: **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*
- *Code of Federal Regulations*
- *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*
- 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
- Historic volumes of Arkansas Code
- Session Laws
- English Laws
- Foreign Law

Arkansas Government Documents

The Arkansas Supreme Court Library is a State Depository Library, and receives selected Arkansas government documents published by state government agencies from the Arkansas State Library. Arkansas government documents are arranged by Arkansas Documents 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 searched ArkStar, the 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, and receives selected U.S. government documents from the U.S. Government Printing Office. Federal government documents are arranged by SuDocs (Superintendent of Documents) classification numbers. The U.S. Government Documents collection is located on the first floor, at the back of the Main Collection. The full text of U.S. government publications in electronic format may be accessed via the *Federal Digital System* (FDsys): <http://www.gpo.gov/fdsys/>.

Rare Book Room

The Arkansas Supreme Court Library has a separate Rare Book Room, where selected legal materials of historical value are maintained. 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 in the vicinity of the public service desk, which are networked to a printer. There is a third computer located in the reading lounge area at the rear of the Library. Several tables are available throughout the library you may use to do research or work in privacy.

Document Delivery

The Arkansas Supreme Court Library staff will photocopy and/or deliver any items you need to your office. Library staff will scan and email, fax, or deliver to your office anything you need. Library staff will obtain for you any books you need that are not currently in the Arkansas Supreme Court Library collection. Any book can be obtained for you from other libraries in the Little Rock area, via interlibrary loan, or purchased. The books will be delivered to your office.

Interlibrary Loan (ILL)

The Arkansas Supreme Court Library staff will obtain any book or other publication you need via its interlibrary loan service. Please call or email the library staff with information on the items you need and when you need them. The items will be requested via interlibrary loan, and the library staff will notify you when the items come in, and the items will be delivered to your office. You may use the FirstSearch WorldCat database (<http://www.worldcat.org/>) via your office computer to identify any book you would like the library to request for you via interlibrary loan. You may also ask library staff to search the WorldCat database for you to identify and locate a book for you.

Ordering Books & Other Resources

If there is a book or other item you would like the Arkansas Supreme Court Library to purchase for its collection, please give your request to the Library Staff. We will be happy to order a copy for the Library's collection, let you know when the item comes in, and deliver it to your office.

Photocopier/ Fax Machine/Microfiche Reader-Printer

A photocopier and a fax machine are located in the photocopier room of the library, which 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 can photocopy it for you and deliver it to your office or email or fax it to you. The library also has a microfilm/microfiche reader/printer available.

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.library.arkansas.gov/>) -- 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 to the State Library's online databases, you may fill out the online application. Call (501-682-2053) the Circulation Desk, 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 (CALs)** (<http://www.cals.lib.ar.us/>) – If you are a resident of Little Rock or the surrounding communities served by CALs, you may obtain a CALs library card, which allows the holder to check out books, request books via Interlibrary Loan, and access the online databases. You may use the online application to apply for a library card (<http://www.cals.lib.ar.us/Library/librarycard/apply.html>). The Butler Center for Arkansas Studies at CALs maintains an archival collection on Arkansas history, and will be part of the Arkansas Studies Institute is currently being constructed.
- **UALR Ottenheimer Library** (<http://ualr.edu/library/>) – The Ottenheimer Library is a Federal Depository Library with a comprehensive collection of U.S. Government Documents. The Library also numerous online databases. The Library has a Special Collections/Archives Dept. which is collaborating with CALs on the Arkansas Studies Institute.
- **UALR/Pulaski County Law Library** (<http://ualr.edu/law/library/>) – The Supreme Court Library and the UALR Law Library share THEMIS, our online catalog. The two libraries have reciprocal agreements in regard to interlibrary loan and photocopying. The UALR Law Library contains many legal publications not in the Supreme Court Library's collection. The Supreme Court Library staff will be happy to obtain any item you need from the UALR Law Library. The UALR Library also has available online Territorial Briefs and Records (<http://arcourts.ualr.edu/>), which are the briefs and records filed with the Arkansas Territorial Courts, dating from 1809 to 1836.