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RECOMMENDED COLLECTIONS
FOR
PRISON AND OTHER INSTITUTION
LAW LIBRARIES

&

GUIDELINES FOR PRISON LAW LIBRARIES

Edited by Rebecca S. Trammell, Chair
Standing Committee on Law Library Service to Institution Residents

1996

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Federal Materials

Note: Some materials listed here reference both state and federal issues. Such materials are listed once, in this section.

Codes:

United States Code Service. Constitution volumes; Title 18 and Federal Criminal Rules; Title 28 (sections 1961 - End) and Federal Rules of Evidence, Federal Rules of Appellate Procedure and Rules of the Supreme Court; Title 42 (2 volumes containing sections 1981 - 1985). Lawyer's Co-operative. 16 volumes. Approximately \$28.00 per volume and an annual upkeep of approximately \$5.00 per volume.

⊗ Also available in CD-Rom format

OR

United States Code Annotated. Constitution volumes; Title 18 and Federal Criminal Rules; Title 28 (sections 2241-2280) and Federal Rules of Appellate Procedure, Federal Rules of Evidence; Rules of the Supreme Court; Title 42 (sections 1981-1000d[6]). 32 volumes. West. Approximately \$26.00 per volume and an annual upkeep of approximately \$7.00 per volume.

⊗ Also available in CD-Rom format

Note: Although volumes with most relevant titles (and sections) have been listed above, it is highly recommended that institutions purchase the entire set of *USCS* or *USCA*.

Court Rules:

Federal Criminal Code and Rules. West. Issued annually. 1996 ed. approximately \$47.00.

Includes the Federal Rules of Criminal Procedure; Habeas Corpus; Motion Attacking Sentence; Evidence; Appellate Procedure; and Supreme Court Rules. This paperback volume is extremely useful, and the new edition should be purchased each year.

Federal Civil Judicial Procedure and Rules. West. Issued annually. 1996 ed. approximately \$32.00.

Includes the Federal Rules of Civil Procedure; Multidistrict Litigation; Habeas Corpus; Motion Attacking Sentence; Evidence; Appellate Procedure; and Supreme Court Rules. This paperback volume is extremely useful, and the new edition should be purchased each year.

Federal Rules of Criminal Procedure for the United States District Courts practice comments by Michele G. Hermann. Clark Boardman Callaghan. 1980 - Updated as looseleaf.

Useful, but not required. For larger institution law libraries.

Orfield's Criminal Procedure Under the Federal Rules by Lester B. Orfield. Clark Boardman Callaghan. 2nd ed. 1985 - 7 vols. Updated with pocket parts and replacement volumes.

OR

Federal Practice and Procedure by Charles Alan Wright, Arthur Raphael Miller and Edward H. Cooper. West. Updated with pocket parts & replacement volumes.

Federal Rules of Evidence in a Nutshell by Michael H. Graham. West. 1992.

Federal Evidence by Christopher B. Mueller and Laird C. Kirkpatrick. Lawyers Co-operative Pub. Co. 1994. 5 vols.

OR

Federal Rules of Evidence Manual: A Complete Guide to the Federal Rules of Evidence by Stephen A. Saltzburg, Michael M. Martin, Daniel J. Capra. Michie. 1994. 3 vols.

Military Rules of Evidence Manual by Stephen A. Saltzburg, Lee D. Schinasi, David A. Schlueter. Michie. 1991

Only necessary in those institution law library collections with a need for rules of military evidence.

Case Reports:

United States Supreme Court Reports. Lawyers' Edition 2d series. Lawyer's Co-operative Pub. Co. 1956 - volume 1 - Approximately \$32.50 per volume, and an annual upkeep of approximately \$275.00

This set contains the United States Supreme Court decisions plus Lawyer's Co-operative topic system and portions of selected briefs submitted to the court.

⊗ Also available in CD-Rom.

OR

Supreme Court Reporter. West. 1960 - Current [volume 80 -]. West sells reporter volumes on a sliding scale. For this title it is as follows:

1-5	\$542.75 per volume
6-20	35.00 per volume
21-50	27.75 per volume
51 and up	20.50 per volume

Annual upkeep is on a per volume basis and works out to approximately \$200-220 annually.

This set contains United States Supreme Court decisions and actions with West synopses and headnotes featuring the West topic and key number system.

⊗ Also available in CD-Rom.

Federal Reporter 3rd Series. West. 1993 -

Annual upkeep is on a per volume basis and works out to approximately \$850.00 per year.

West reporter covering Federal Appellate Courts.

⊗ Also available in CD-Rom

Federal Reporter 2nd Series. West. 1975 - 1993. Volume 500 - 900. West sells reporter volumes on a sliding scale. For this title it is as follows:

1-5	\$528.00 per volume
6-20	26.50 per volume
21-50	25.75 per volume
51 and up	25.00 per volume

West reporter covering Federal Appellate Courts.

⊗ Also available in CD-Rom

Federal Supplement. West. 1975 - Current. [Volume 400 -]. West sells reporter volumes on a sliding scale. For this title it is as follows:

1-5	\$28.00 per volume
6-20	26.50 per volume
21-50	25.75 per volume
51 and up	25.00 per volume

Annual upkeep is on a per volume basis and works out to approximately \$775.00 per year.

West reporter covering Federal District Courts.

⊗ Also available in CD-Rom

The Criminal Law Reporter. Bureau of National Affairs.

A weekly reporter highlighting state and federal criminal cases and including articles and information focusing on criminal law. Full texts of U.S. Supreme Court decisions are reprinted as well as other some federal legislation. Very useful, but not required.

Citators:

Shepard's United States Citations. Shepard's/McGraw-Hill. 1984 -

Used to determine history and treatment of United States Supreme Court Cases and statutes. This is the standard source to determine if a case is "still good law."

⊗ Also available in CD-Rom

Shepard's Federal Citations. Shepard's/McGraw-Hill.

Used primarily to determine history and treatment of Federal District and Appellate Court cases. This is the standard source to determine if a case is "still good law."

⊗ Also available in CD-Rom

Jury Instructions:

In addition to the sets listed below, attempts should be made to obtain any Pattern Jury Instructions for the federal circuit in which the institutional law library is located.

OR

Federal Criminal Jury Instructions by Josephine R. Potuto, Stephen A. Saltzburg, Harvey S. Perlman. Michie. 1991. Updated with pocket parts and supplements.

Federal Jury Practice and Instructions Civil and Criminal by Edward J. Devitt, Charles B. Blackmar, Michael A. Wolff, and Kevin F. O'Malley. West. 3 vols. Updated with pocket parts.

This is the more comprehensive of the two sets as it includes both civil and criminal instructions with commentary. If possible both sets should be purchased and maintained.

Administrative Code/Regulations:

Code of Federal Regulations - Titles 27, 28.

It is recommended that the institution law library establish a borrowing/lending relationship with a law library that maintains a full set of the *CFR* since information from other Titles may also be needed.

⊕ Available in CD-Rom (entire *CFR*) LawDesk. Lawyers Co-operative Pub. Co.

Digests:

West digests are the subject indexes to court decisions reported in the West Reporters listed above. Using the West topic and key numbers, these digests are essential case finding tools.

West's Federal Practice Digest 3rd. West. 1976-1989. 120 volumes. Approximately \$3780.00

West's Federal Practice Digest 4th. West. 1989 - Current.

These two digests provide access to federal court decisions from 1976 to date. If possible, the earlier *West Federal Practice Digest 2nd* should be maintained in the institution law library collection. If this is impossible, steps should be taken to establish a borrowing/lending relationship with a law library that holds this digest as well as all other federal digests.

West Federal Practice Digest 2nd. West. 1961 - 1975. 92 volumes. Approximately \$2756.00.

Encyclopedias and Other Secondary Source Materials:

Federal Criminal Law and Procedure ALR Annotations. Lawyers Co-operative Pub. Co.
9 loose-leaf binders containing only federal criminal law *ALR Annotations*.

It is recommended that one of the following major legal encyclopedia sets be added to the institution law library or be made available to institution residents through a borrowing/lending arrangement with another law library.

Am Jur 2nd. Lawyers Co-operative Pub. Co.

⊕ Also available in CD-Rom. LawDesk. Lawyers Co-operative Pub. Co.

OR

Corpus Juris Secundum. West.

Note: neither of these sets is required. They are recommended if money and space permit.

Federal Form/Practice Manuals:

It is strongly recommended that at least two titles from each of the following categories be selected together with as many of the other titles on this list as possible, money and space permitting.

1. Forms

Complete Manual of Criminal Forms, Federal and State by F. Lee Bailey and Henry B. Rothblatt. Clark Boardman Callaghan. 3rd ed. Updated with pocket part.

2. Trial Practice

Contemporary Federal Criminal Practice by B.J. George Jr. Prentice Hall Law & Business. 1992.

Defending Business and White Collar Crimes: Federal and State by F. Lee Bailey, Henry B. Rothblatt. Clark Boardman Callaghan. 1984. Updated with pocket parts.

Federal Criminal Trials by James C. Cissell. Michie. 1992.

Handling Narcotic and Drug Cases by F. Lee Bailey, Henry B. Rothblatt. Clark Boardman Callaghan. 1971.

A Manual of Federal Practice by Richard A. Ivens. Shepard's/McGraw-Hill. 1987
2 vols.

Practice Before Federal Magistrates by Kent Sinclair, Jr. Matthew Bender. 1983.
Updated as a loose-leaf.

Very good resource on magistrate practice. Recommended for larger institution law libraries.

3. Evidence

Handbook of Federal Evidence by Michael H. Graham. West. 1991.

Reference Manual on Scientific Evidence Federal Judicial Center. West. 1994.

Section 1983 Litigation Federal Evidence by Martin A. Schwartz. Wiley. 1995.

4. Sentencing (all titles should be selected)

Federal Sentencing Guidelines. West. Annual paperback.

Federal Sentencing Law and Practice by Thomas W. Hutchison. West. 1994.

Selecciones Del Manual De Pautas de la Commission Federal De Sentencias y Secciones Pertinentes de las Leyes Federales Sobre el Narcotrafico y el Lavado de Dinero by David Zapp. Publicaciones Legales en Español, Inc. 1994.

5. Appeals

Federal Criminal Appeals by Lissa Griffin. Clark Boardman Callaghan. 1991.

Federal Appeals: Jurisdiction and Practice by Michael E. Tigar. Shepard's/ McGraw-Hill. 1993.

Federal Court of Appeals Manual by David G. Knibb. West. 1990

Supreme Court Practice: For Practice in the Supreme Court of the United States by Robert L. Stern et al. Bureau of National Affairs 6th ed. 1986.

The definitive work for handling cases before the Supreme Court.

6. Post Conviction / Habeas Corpus

Federal and State Postconviction Remedies and Relief by Donald E. Wilkes, Jr. Harrison Co. 1991.

Federal Habeas Corpus Practice and Procedure by James S. Liebman. Michie 1994.

Post-Conviction Remedies in a Nutshell by Robert Popper. West. 1978.

Post-Conviction Remedies: Self-Help Manual compiled by Daniel E. Manville; edited by George N. Brezna; contributing authors, George N. Brezna et al. Oceana. 1988.

Postconviction Remedies by Larry W. Yackle. Clark Boardman Callaghan. 1981.

Legal Periodicals and Indexes:

New England Journal on Criminal and Civil Confinement. Formerly *New England Journal on Prison Law*. Semi-annual.

This journal expresses "diverse points of view on historical development, current trends and future proposals for correctional law and the prison community." Since 1982, the journal has broadened its focus to include juvenile and civil confinement issues. This is recommended but not required.

Special Materials For Jail Law Libraries:

Handling Drunk Driving Cases by Stephen M. jBrent and Sharon P. Stiller. Clark Boardman Callaghan. 1985.

OR

Defense of Drunk Driving Cases: Criminal, Civil by Richard E. Erwin, Leon A. Greenberg, Marilyn Kroll Minzer. Matthew Bender. 1971. Updated as a loose-leaf.

OR

Drunk Driving Defense by Lawrence Taylor. Little, Brown. 1991.

Handling Misdemeanor Cases by F. Lee Bailey and Kenneth J. Fishman. Clark Boardman Callaghan. 1991. Updated as a loose-leaf.

Special Materials for Juvenile Institution Law Libraries

Due Process Protections for Juveniles in Civil Commitment Proceedings by Richard E. Redding; Elissa C. Lichtenstein, John W. Parry, Howard A. Davidson, editors. ABA Public Services Divison. 1991. \$12.00.

The Law of Juvenile Courts in a Nutshell by Sanford J. Fox. West. 1984.

Special Materials for Mental Institution Law Libraries

Almost a Revolution: Mental Health Law and the Limits of Change by Paul S. Appelbaum. Oxford University Press. 1994.

Involuntary Civil Commitment: A Manual for Lawyers and Judges. Commission on Mental and Physical Disability Law. ABA. 1988. \$30.00.

Mental and Physical Disability Law Reporter. American Bar Association. 1984 -

Mental Disabilities and the Americans With Disabilities Act: A Practitioner's Guide to Employment, Insurance, Treatment, Public Access, and Housing by John Parry, editor and primary author. American Bar Association, Commission on Mental and Physical Disability Law. ABA. 1994. \$24.00

Mental Disability Law: A Primer by Deborah Zuckerman, Marc Charnatz and John Parry. Commission on Mental and Physical Disability Law. ABA. 1992. \$15.00.

The Rights of Mental Patients: The Revised Edition of the Basic ACLU Guide to a Mental Patient's Rights by Bruce J. Ennis, Richard D. Emery.

Special Foreign Language Materials

Law & Commercial Dictionary in Five Languages English to German, Spanish, French, Italian West. 1985.

American Association of Law Libraries
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General Materials

Note: These are materials that supplement both state and federal collections.

Dictionaries

Ballentine's Law Dictionary . Lawyers Co-operative Pub. Co. 3rd. ed.
OR
Black's Law Dictionary. West. 1990. 6th ed. Approximately \$29.00

Bieber's Dictionary of Legal Abbreviations by Mary Miles Prince. Hein. 1993 4th ed.
Approximately \$48.40.

Legal Thesaurus by William C. Burton. Macmillan 1990. 2nd ed. \$49.15.
OR
West's Legal Thesaurus & Dictionary by William Statsky. West. 1985. \$38.50.

Directories (Agencies, Courts, Attorneys)

United States Government Manual. Annual publication. Approximately \$20.00.
Available from Superintendent of Documents, U.S. Government Printing Office.
Washington, D.C. 20402.
This official government handbook provides extensive information on the legislative, judicial and executive branches of the U.S. government including names of current officials, addresses, and descriptions of the functions and activities of the various governmental agencies.
OR
Washington Information Directory. Annual Publication. Congressional Quarterly, Inc. \$98.82.
In addition to information contained in the *Government Organization Manual*, this publication includes a listing of all foreign embassies, U.S. Ambassadors and Country Desk Officers, labor unions, regional federal information sources, Governors, Lt. Governors, Secretary of State and Attorney General for all states, mayors of major cities, and reprints the Freedom of Information Act with all amendments and the Privacy Act.

Martindale-Hubbell Law Directory. Martindale-Hubbell. Issued annually. Approximately \$300 for Legal Directory volumes.

This is an expensive set listing 800,000 lawyers and law firms from 50 states and over 130 foreign countries. Given the cost of this set and the information it provides, one set per state prison system might suffice if provisions can be made to answer inmate requests for information from the single copy of this set.

State institutions may wish to purchase only the volume containing their state or substitute their state bar association's directory for the Martindale-Hubbell Directory.

Ⓢ Also available in CD-Rom format.

⊗ *Martindale-Hubbell Law Directory on CD-Rom*. Reed Reference Electronic Publishing Co. Approximately \$995 per year.

Lists 800,000 lawyers and law firms from 50 states and over 130 foreign countries. Not required.

National Directory of Law Enforcement Administrators, Correctional Institutions and Correctional Agencies. National Police Chiefs and Sheriffs Information Bureau. Annual, approximately \$45.00. Available from National Police Chiefs and Sheriffs Information Bureau, P.O. Box 365, Stevens Pt., WI 54481; phone(715) 345-2772.

Covers all areas of law enforcement including municipal, county, state, federal and international.

Juvenile & Adult Correctional Departments, Institutions, Agencies & Paroling Authorities, United States and Canada. American Correctional Association. Annual Publication. Approximately \$60.00 discount available to ACA members.

Information includes listings of specific institutions within each state giving approximate population and in some cases average cost of incarceration for each institution.

Directory of Lawyer Disciplinary Agencies and Client Protection Funds. ABA Center for Professional Responsibility. ABA. Annual. \$12.95.

State-by-state listing of agencies responsible for handling complaints against lawyers and clients' security funds.

Legal Research Guides

Legal research guides fall into two categories, **Comprehensive Legal Research Guides** and **Basic Research Guides**, and one guide should be selected from each category. If the size of the prison population is sufficient to warrant additional materials, and if the law library budget can be stretched to include such additional materials other titles from each category should be added to the collection.

A. Comprehensive Legal Research Guides (select one)

How To Find the Law by Morris L. Cohen, Robert C. Berring and Kent C. Olson. West 9th ed. 1989. \$32.50.

Excellent, in-depth guide to legal research. Appendix includes State Legal Research Guides and Bibliographies, a list of State Primary Legal Sources, Coverage of West Legal Reporters, Sources of Federal Regulatory Agency Rules, Regulations and Adjudications, and a Subject Guide to Selected Looseleaf Services. Also includes a name index, title index and subject index.

OR

Fundamentals of Legal Research by J. Myron Jacobstein, Roy M. Mersky and Donald J. Dunn. Foundation Press. 6th ed. 1994. \$36.50.

Excellent, in-depth guide to legal research. Appendix includes Table of Legal Abbreviations, State Guides to Legal Research, Legal Research in Territories of the United States, a listing of State Reports, Coverage of the National Reporter System (West Reporters) and a Chart on Legal Research Procedure. Good index.

B. Basic Research Guides (select at least one)

Finding the Law. An Abridged Edition of "How to Find the Law, 9th Ed." by Morris L. Cohen, Robert C. Berring and Kent C. Olson. West. 1989. \$21.95.

This is an abridged edition of the title listed under Comprehensive Research Guides.

Legal Research: How to Find and Understand the Law by Stephen Elias and Susan Levinkind. Nolo Press 3rd ed. 1993. \$19.95.

Excellent basic guide to legal research. This guide explains how to find and research cases and read statutes and administrative regulations.

Legal Research Illustrated: An Abridgement of Fundamentals of Legal Research by J. Myron Jacobstein, Roy M. Mersky and Donald J. Dunn. Foundation Press. 6th ed. 1994. pap. \$21.95.

This is an abridged edition of the title listed under Comprehensive Research Guides.

Legal Research in a Nutshell by Morris L. Cohen and Kent C. Olson. West 5th ed. 1992. \$16.62

One of the West Nutshell series, this is a good intermediate choice between a comprehensive legal research text and a layperson's guide to legal research.

The Legal Research Manual (A Game Plan for Legal Research and Analysis) by Christopher G. Wren and Jill Robinson Wren. Adams and Ambrose Publishing. 2nd ed. 1986. pap. \$9.95.

A how-to manual for effective legal research and analysis. The Wren book stresses the process of legal research, includes flow charts, and emphasizes legal analysis. The appendix includes Other Research Sources, an Overview of Civil Procedure, Case Headnotes and the Digesting System, Briefing a Case, Answers to Shepardizing Exercises, West Digest Topics, Titles in the *United States Code*, Titles in the *Code of Federal Regulations*, Researching Legislative History, Definitions of Terms Frequently Encountered in Legal Research, and Translations of Foreign Words and Maxims Frequently Encountered in Legal Research.

Legal Research: A Self-Teaching Guide to the Law Library by W. William Hodes. National Institute for Trial Advocacy. 2nd ed. 1988. pap. \$15.00 (An optional instructor's manual is available for \$7.50.)

A series of six law library tours with exercises intended to illustrate the legal research process. This volume doesn't include sample pages or illustrations, so access to the materials discussed is essential to maximize its usefulness.

Legal Research -- Without Loosing Your Mind by C. Edward Good. LEL Enterprises. 1993. \$24.45.

The price of this volume includes a Visual Aids Supplement with sample pages to illustrate the text. This is a good basic introduction to legal research using a folksy approach. The folksy approach does antagonize some readers. The author emphasizes the American Digest System and updating through the General Digests. Since most prison law libraries will use a state and/or regional and federal digests, this detracts from the usefulness of the digest section of the book.

Legal Writing Guides

A. Citation Style and Format

Legal writing requires correct citation format. The official manual for legal citation format is the *Harvard Blue Book*, and the most current edition should be available in every institution law library collection.

The Bluebook: a Uniform System of Citation. Harvard Law Review Association, 1991. 15th ed. \$10.00.

B. Additional Guides to Citation Style and Format

Two additional publications that are useful in interpreting and using the *Harvard Bluebook* should be added to the institution law library collection if possible.

User's Guide to the Bluebook by Alan L. Dworsky. F.B. Rothman & Co. 1991. \$5.00

Citing & Typing the Law: a Guide to Legal Citation & Style by C. Edward Good. Legal Education Ltd.. 1992. \$20.45.

C. Writing Guides (select at least one)

At least one guide to legal writing should be included in the institution law library collection. Select one of the following publications, and maintain the most current edition available. If possible select two or more of the following publications:

Clear and Effective Legal Writing by Veda R. Charrow, Myra K. Erhardt, Robert P. Charrow. Little, Brown, 1995. \$30.14.

Legal Method and Writing by Charles R. Calleros. Little, Brown, 1994. \$18.12

Legal Reasoning and Legal Writing: Structure, Strategy, and Style by Richard K. Neumann, Jr. Little, Brown, 1994. \$22.85.

Legal Writing--Getting It Right and Getting It Written by Mary Barnard Ray, Jill J. Ramsfield. West Pub. Co., 1993. \$19.00.

The Legal Writing Handbook: Research, Analysis, and Writing by Laurel Currie Oates, Anne Enquist, Kelly Kunsch. Little, Brown, 1993. \$29.00

Modeling Legal Argument: Reasoning With Cases and Hypotheticals by Kevin D. Ashley. MIT Press, 1990. \$36.00

Persuasive Writing for Lawyers and the Legal Profession by Louis J. Sirico, Jr., Nancy L. Schultz. Matthew Bender, 1995.

Writing and Analysis In the Law by Helene S. Shapo, Marilyn R. Walter, Elizabeth Fajans. Foundation Press, 3rd ed. 1995. \$21.95.

D. Grammar/Style Guides (select at least one)

Either of the following publications is recommended, and both should be purchased if budget and space permit:

The Little Book on Legal Writing by Alan L. Dworsky. F.B. Rothman, 1992. \$10.00.

Plain English For Lawyers by Richard C. Wydick. Carolina Academic Press, 3rd ed. 1994. \$22.50.

General Guides to Courts and Judicial System

At least one guide to courts and the judicial system should be included in the institution law library collection. Select one of the following publications, and maintain the most current edition available. If possible select two or more of the following publications:

Everybody's Guide to Small Claims Court by Ralph Warner. Nolo Press. 5th ed. 1993. \$18.95.

Basic guide to small claims court.

How To Survive a Deposition by Stuart B. Shapiro. Wiley. 1994. \$16.95.

Nuts-and-bolts information about depositions; what to expect, how to prepare, how to deal with the lawyer who questions you. Very useful guide.

Judicial Process in a Nutshell by William L. Reynolds. West Pub. Co., 2nd ed. 1991. \$15.95.

Law and the Courts. ABA Public Education Division. ABA. 1988. \$2.50.

Handbook of court procedures, with glossary of legal terms. Explains basic legal process and steps involved in a typical court case. Includes charts and courtroom designs.

Represent Yourself in Court: How to Prepare and Try a Winning Case by Paul Bergman and Sara Berman-Barrett. Nolo Press 1st ed. 1993. \$29.95.

Provides information on all aspects of civil trials including analyzing if you have a good case. Practical guide to understanding court procedures.

Standards / Model Rules etc.

Current ABA standards and model rules should be easily and readily available, either within the library or through an interlibrary loan agreement with another library.

ABA Criminal Justice Mental Health Standards: approved by ABA House of Delegates August, 1984 by Albert J. Datz, Chairperson; B. James George Jr. General Reporter. American Bar Association. 1989.

ABA Standards for Criminal Justice, Chapter 10: Pre-Trial Release Standards (standards revised 1985, commentary added 1988) [prepared by the ABA Criminal Justice Standards Committee]; law reporter, B. James George Jr. American Bar Association, 1986, 1989.

ABA Standards for Criminal Justice Fair Trial and Free Press. American Bar Association, 1992. \$19.24.

ABA Standards for Criminal Justice. Prosecution Function and Defense Function. American Bar Association, 1993. \$31.96.

ABA Standards for Criminal Justice: Providing Defense Services. American Bar Association, 1992. \$25.20.

ABA Standards for Criminal Justice Sentencing. American Bar Association, 1994. \$42.82.

Standards for Criminal Justice: Legal Status of Prisoners by B. James George, Jr., chairperson and reporter. Little, Brown, 1983. \$10.71.

Model Code of Judicial Conduct. ABA Center for Professional Responsibility. ABA. 1990. \$9.95.

A model for ethical standards governing judicial conduct. Based on the earlier 1972 Code, it provides expanded commentary

Model Rules of Professional Conduct. ABA Center for Professional Responsibility. ABA. 1993. \$15.95.

Provides national framework and ethical guidelines for implementation of standards of professional conduct. Updated to include amendments from August 1991 ABA Annual Meeting.

Prisoners' Rights

At least two of the following publications should be selected in addition to one of the two "or" selections.

A Jailhouse Lawyer's Manual. Columbia Human Rights Law Review. (Available from: Columbia Human Rights Law Review, Columbia University School of Law, 435 West 116th St., New York, NY 10027. Attention: Executive Editor.)

Prisoners' Self-help Litigation Manual written by Daniel E. Manville; edited by John Boston; introduction by Alvin J. Bronstein; contributing authors, James Lawrence, Jack Guttenberg, George N. Brezna. Oceana Publications, 1995.

Sentencing, Corrections, and Prisoners' Rights in a Nutshell by Lynn S. Branham, Sheldon Krantz. West Pub. Co., 1994. \$19.00.

Prisoners and the Law compiled and edited by Ira P. Robbins. Clark Boardman Callaghan. 1985- 3 loose-leaf volumes revised twice annually. \$101.65.

OR

Rights of Prisoners by Michael B. Mushlin, Donald T. Kramer and James J. Gobert. Shepard's/McGraw-Hill, 1993. Updated with pocket parts. \$55.25.

Both publications provide an analysis of present law of prisoners rights including cites to U.S. Supreme Court cases. The 3 volume Robbins set is the more comprehensive of the two. If possible both publications should be acquired.

The Rights of Prisoners: The Basic ACLU Guide to Prisoners' Rights by David Rudovsky et al. Southern Illinois University Press.

One of the ACLU guide series, this publication presents a basic overview of prisoners rights. It is not essential when the above listed publications are maintained in the institution law library, and should be acquired only after the above publications are purchased.

Civil Rights

At least one of the following titles should be selected and the most current edition maintained in the library. *The Rights of Indians and Tribes* should be selected for those institutions with Native American Indian populations.

Civil Rights and Civil Liberties Litigation: The Law of Section 1983 by Sheldon H. Nahmod. Shepard's/McGraw-Hill. 1991.

Constitutional Civil Rights in a Nutshell by Norman Vieira. West. 1990.

Federal Civil Rights Acts by Rodney A. Smolla. Clark Boardman Callaghan. 1994.

The Rights of Indians and Tribes: The Basic ACLU Guide to Indian and Tribal Rights by Stephen L. Pevar. Southern Illinois University Press. 1992.

Practice Manuals - How-To Guides

Maintain the most current editions of as many of the following titles as possible in addition to one title from each of the "or" selections.

Using the Freedom of Information Act: A Step By Step Guide. Center for National Security. (Write to: Center for National Security Studies, 122 Maryland Ave., NE, Washington, DC 20002.)

A handy and modestly priced guide.

OR

Citizen's Guide on Using the FOIA and Privacy Act of 1974 to Request Information of the Federal Government. 0-52-071-00752-1, U.S. Government Printing Office.

A reprint of House of Representatives Report 100-199 which discusses the Act, how to make a request, fees, exemptions and appeals.

AIDS and the Law. Wiley. 1992.

Crimes of Violence by F. Lee Bailey and Henry B. Rothblatt. Clark Boardman Callaghan. 1991. Updated with pocket parts.

Handling Drunk Driving Cases by Stephen M. jBrent and Sharon P. Stiller. Clark Boardman Callaghan. 1985.

OR

Defense of Drunk Driving Cases: Criminal, Civil by Richard E. Erwin, Leon A. Greenberg, Marilyn Kroll Minzer. Matthew Bender. 1971. Updated as a loose-leaf.

OR

Drunk Driving Defense by Lawrence Taylor. Little, Brown. 1991.

Investigation and Preparation of Criminal Cases by F. Lee Bailey, Henry B. Rothblatt. Clark Boardman Callaghan. 1985.

Police Misconduct: Law and Litigation by Michael A very and David Rudovsky, under the auspices of the National Lawyers Guild. Clark Boardman Callaghan. 1980. Updated as a Loose-leaf.

The Prosecution and Defense of Sex Crimes by B. Anthony Morosco. Matthew Bender 1976. Updated as a loose-leaf.

Prosecutorial Misconduct by Bennett L. Gershman. Clark Boardman Callaghan. 1985. Updated as a loose-leaf.

The Law of Electronic Surveillance by James G. Carr. Clark Boardman Callaghan. 1986. Updated as a loose-leaf.

OR

Wiretapping and Eavesdropping by Clifford S. Fishman. Clark Boardman Callaghan. 1978.

Trial Practice & Evidence

At least two of the following publications should be selected in addition to one of the three "or" selections.

Cross-examination: Science and Techniques by Larry S. Pozner, Roger J. Dodd. Michie. 1993.

Examining Witnesses by Michael E. Tigar. American Bar Association. 1993.

Expert Witnesses: A Handbook for Litigators by Dennis R. Suplee and Margaret S. woodruff. Pennsylvania Bar Institute. 1991.

Expert Witnesses by Faust F. Rossi. Section of Litigation, American Bar Association. 1991.

Hearsay Handbook by David F. Binder. Shepard's/McGraw-Hill. 1991.

Jones on Evidence, Civil and Criminal by Clifford S. Fishman. Lawyer's Co-operative Pub. Co. 1992.

McCormick On Evidence by John William Strong, general editor; contributing authors, Kenneth S. Broun et al. 1992.

OR

Weinstein's Evidence Manual: A Guide to the United States Rules Based on Weinstein's Evidence by Jack B. Weinstein, Margaret A. Berger. Matthew Bender. 1991.

OR

Evidence by Christopher B. Mueller, Laird C. Kirkpatrick. Little, Brown. 1995.

Psychiatric and Psychological Evidence by Daniel W. Shuman. Shepard's/McGraw-Hill. 1994.

Law of Sentencing by Arthur W. Campbell. Clark Boardman Callaghan. 1991.

OR

Sentencing Defense Manual: Advocacy/Practice/Procedure by Marcia G. Shein. Clark Boardman Callaghan. 1988. Updated as a loose-leaf.

Appeals

General materials are listed here. Those materials focusing primarily or specifically on federal appeals are listed under Federal Materials For State and Federal Institution Law Libraries, Federal Form/Practice Manuals section. Current editions of at least two titles from this list should be included in the library collection.

Appellate Practice Manual by Priscilla Anne Schwab, editor. Section of Litigation, American Bar Association. 1992. \$75.00.

Appellate Advocacy in a Nutshell by Alan D. Hornstein. West.

Handbook of Appellate Advocacy prepared by UCLA Moot Court Honors Program; edited by Lawrence Brennan et al. West. 1993.

Handling Criminal appeals by Jonathan M. Purver, Lawrence E. Taylor. Lawyers Clark Boardman Callaghan. 1980. Updated with pocket part and supplements.

How To Handle An Appeal by Herbert Monte Levy. Practising Law Institute 3rd ed. 1990.

Winning Appeals: Persuasive Argument And the Appellate Process by Josephine R. Potuto. National Institute for Trial Advocacy. 1992.

Excellent short guide to appeals.

Winning On Appeal: Better Briefs and Oral Argument by Ruggero J. Aldisert. Clark Boardman Callaghan. 1992.

Secondary Sources - Criminal

A. Criminal Procedure

At least two of the following publications should be selected in addition to the "or" selections.

Criminal Procedure: An Analysis of Cases and Concepts by Charles H. Whitebread, Christopher Slobogin. Foundation Press. 1986. \$31.45

OR

Criminal Procedure by Wayne R. LaFave, Jerold H. Israel. West. 2nd ed. 1991. \$37.95

These are criminal procedure hornbooks and one of the two should be available in every institution law library. Select both if money and space permit.

Criminal Procedure: Constitutional Limitations in a Nutshell by Jerold H. Israel and Wayne R. LaFave. West. 5th ed. 1993.

Wharton's Criminal Procedure by Wharton, Francis and Torcia Charles E. Clark Boardman Callaghan. 4 vol. Updated with pocket parts and replacement volumes.

OR

Criminal Procedure by Wayne LaFave and Jerold Israel. West. 3 vol. Updated with pocket parts and replacement volumes.

One of these sets is essential for the institution law library.

Constitutional Rights of the Accused by Joseph G. Cook. Clark Boardman Callaghan. 1985. Updated with pocket parts.

Law of Confessions by David M. Nissman and Ed Hagen. Clark Boardman Callaghan. 1994.

B. Criminal Law

Criminal law secondary sources are numerous. The following materials go beyond the hornbooks and nutshells listed above, and, if possible, a library should acquire current editions of most of these titles.

Searches & Seizures, Arrests and Confessions by William E. Ringel. Clark Boardman Callaghan. 1979. Updated with pocket parts.

OR

Search and Seizure by John Wesley Hall, Jr. Clark Boardman Callaghan. 1991.

Handbook on Criminal Law by Wayne R. LaFave and Austin W. Scott, Jr. West. 1986. From the West Hornbook series.

Criminal Law in a Nutshell by Arnold H. Loewy. West 2nd ed. 1987.

Criminal Law Defenses by Paul H. Robinson. West. 1984. 2 vol. Updated with pocket parts.

Search and Seizure Checklists by Michele G. Hermann. Clark Boardman Callaghan.

Wharton's Criminal Law by Charles E. Torcia. Clark Boardman Callaghan. 3 vol. Updated with pocket parts.

OR

Substantive Criminal Law by Wayne R. LaFave and Austin W. Scott. West. 1986. 2 vols. Updated with pocket parts.

Corporate Criminal Liability: A treatise On the Criminal Liability of Corporations, Their Officers and Agents by Kathleen F. Brickey. Clark Boardman Callaghan. 1992.

C. Immigration Law

Libraries needing in-depth immigration information should maintain one of the "or" titles. If possible all libraries should include the current nutshell.

Immigration Law and Crimes by Dan Kesselbrenner and Lory D. Rosenberg; under the auspices of the National Immigration Project of the National Lawyers Guild, Inc. Clark Boardman Callaghan. 1984- 1 loose-leaf volume. Revised at least annually. \$120.00.

OR

Immigration Law and Defense by the Immigration Project of the National Lawyers Guild. Clark Boardman Callaghan. 1988- 2 loose-leaf volumes. Updated at least annually. \$220.00.

Immigration Law and Procedure in a Nutshell by David Weissbrodt. West. 1992. \$17.66

Secondary Sources - Civil

Institutionalized persons frequently require civil as well as criminal legal materials. Current titles in each of the following areas should be readily available, preferably as part of the library collection rather than through interlibrary loan. The following titles are suggested, but other titles could be added at the discretion of the librarian.

A. Torts

Prosser and Keeton on the Law of Torts by W. Page Keeton et al. West. 1984.

Torts in a Nutshell by Edward J. Kionka. West. 1992.

B. Contracts

Farnsworth On Contracts by E. Allan Farnsworth. Little Brown. 1990.

OR

Williston on Contracts by Samuel Williston. Lawyers Co-operative Pub. Co. 4th ed. 1990.

Contracts in a Nutshell by Gordon D. Schaber and Claude D. Rohwer. West. 1990.

Contract Remedies in a Nutshell by Jane M. Friedman. West. 1981.

Simple Contracts For Personal Use by Stephen Elias and Marcia Stewart. Nolo Press 2d 1991.

C. Other

Chapter 13 Bankruptcy Repay Your Debts by Robin Leonard. Nolo Press. 1995. \$29.95.

Child Custody: Building Agreements That Work by Mimi Lyster. Nolo Press 1995. \$24.95.

How To File For Bankruptcy by Stephen Elias, Albin Renauer and Robin Leonard. Nolo Press. 4th ed. 1993. \$25.95.

Nolo's Pocket Guide to Family Law by Stephen Elias. Nolo Press 3rd ed. 1993. \$14.95.

Nolo's Simple Will Book by Dennis Clifford. Nolo Press. 2d ed. 1992. \$17.95.