

LIBRARY

The main library is located on the first floor. GBLS' librarian is Jeff Flynn who can be reached at extension 1741.

The library contains:

- Consumer Practice Manuals
- Code of Federal Regulations (Federal agency regulations)
- Dictionaries and directories
- Federal case digests through 2002
- Federal statutes Law reviews
- Lawyers Weekly Newspaper
- Massachusetts agency regulations (CMR)
- Massachusetts Commission Against Discrimination case reports (Massachusetts Discrimination Law Reporter) through 2002
- Massachusetts case digests
- Massachusetts Legislative Service
- Massachusetts statutes
- Practice references and manuals
- United States Congressional and Administrative News through 2002

Library Purchasing System

The library purchasing system works as follows:

1. You request a book or subscription by filling out a library request form needed. Have your managing attorney sign the approval. You need one form for each item unless they are multiples of the same item. Attach the publisher's information to it (order form/brochure). You do NOT need to do a check request.
2. Submit the form to the Litigation Director (Daniel Manning) for approval. His mailbox is in Administration on the 5th floor.
3. If the request is approved, it will be given to the Librarian and she will request a check and place the order.
4. If the request is not approved, you will get the form back with the reason that it was denied.

It is helpful to the program if you use this system as it allows us to track publications and the cost to each unit. Also, Accounting cannot pay bills without the proper paperwork.

If you have any questions, you may call Jeff Flynn at extension 1741.

Library Etiquette

1. Please re-shelve the books that you use.
2. Books may be taken to other parts of the building after you sign them out. The sign out book is on the book cart across from the library office. Please, do not eat meals in the library.
3. Meet with clients in an office or interview room (interview rooms are in reception and on the 2nd floor) as the Library is a public area.
4. Feel free to ask the librarian questions in person, by e-mail or by telephone (extension 1741).

GBLS LIBRARY REQUEST FORM

NAME: _____ DATE: _____

UNIT/OFFICE: _____

MANAGING ATTORNEY
APPROVAL: _____

ITEM REQUESTED

TITLE: _____

PUBLISHER: _____

ADDRESS: _____

PUBLISHER PHONE NUMBER: _____

COST PER ITEM - DO NOT INCLUDE TAX: _____

QUANTITY: _____

ITEM SHOULD BE ADDRESSED TO: PLEASE CHECK ONE OF THE FOLLOWING:

UNIT/OFFICE LIBRARY FRIEND STREET LIBRARY

STAFF REQUESTING OTHER _____

BRIEFLY STATE REASON ITEM NECESSARY:

ADMINISTRATION TO COMPLETE

ASSOCIATE DIRECTOR OF LITIGATION:

APPROVED: _____ DENIED: _____ DATE: _____

REASON DENIED: _____