

Genre/Form Terms for Law Materials

Prepared by
The Classification and Subject Cataloging
Policy Advisory Working Group
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Law Genre/Form Editorial Group

Yael Mandelstam, Chair
Fordham University School of Law

Lia Contursi
Columbia University School of Law

Jolande Goldberg
The Library of Congress

Cindy May
University of Wisconsin School of Law

Ellen McGrath
State University at Buffalo School of Law

George Prager
New York University School of Law

Brian Provenzale
Stanford University School of Law

Robert Rendall
Columbia University

Note: Terms marked with an asterisk are general, non-legal terms approved by the SAC Subcommittee on Genre/Form Implementation

Administrative decisions

Scope Note: This heading is used as a genre/form heading for decisions, opinions, and orders of administrative agencies.

Example: Federal Communications Commission reports

UF Administrative opinions
UF Administrative orders
UF Administrative rulings
UF Agency decisions
UF Decisions, Administrative
UF Opinions, Administrative
UF Orders, Administrative
UF Regulatory agency decisions
UF Rulings, Administrative
RT Decisions and opinions

Administrative regulations

Scope Note: This heading is used as a genre/form heading for rules made by administrative agencies under the authority delegated by statute.

Examples:

1. Code of federal regulations
2. Halsbury's statutory instruments
UF Administrative codes
UF Administrative rules
UF Codes, Administrative
UF Delegated legislation
UF Quasi-legislation
UF Regulations, Administrative
UF Rules, Administrative
UF Statutory instruments
UF Statutory rules and orders
UF Subordinate legislation
UF Subsidiary legislation
RT Executive orders
RT Statutes and codes

Affidavits

Scope Note: This heading is used as a genre/form heading for voluntary declarations of facts written down and sworn to before an officer authorized to administer oaths, such as a notary public.

Attorneys general's opinions

UF Attorney generals' opinions

Bar journals

UF Journals, Bar

UF State bar journals

BT Periodicals

Bibliographies***Biographies*****By-laws**

Scope Note: This heading is used as a genre/form heading for rules or administrative provisions adopted by an organization for its internal governance and its external dealings.

UF Bye-laws

UF Bylaws

BT Charters and articles of incorporation

Casebooks

Scope note: This heading is used as a genre/form heading for law school textbooks containing leading court decisions in a particular field, together with commentary and other material useful for classroom discussion.

Charters and Articles of incorporation

Scope note: This heading is used as a genre/form heading for : 1. Instruments that establish bodies politic or other organizations, or that grant rights, liberties, or powers to their citizens or members. 2. The governing documents that set forth the basic terms of a corporation's existence.

UF Articles of association

UF Articles of incorporation and charters

UF Articles of organization

UF Certificates of incorporation

UF Charters, Corporate

UF Charters, Municipal

UF Corporate charters

UF Instruments of incorporation

UF Municipal charters

Citators

Scope Note: This heading is used as a genre/form heading for compiled lists of cases, statutes, and other legal sources showing the subsequent history and current precedential value of those sources.

Examples:

1. Shepard's United States citations

2. Halsbury's statutory instruments citator

UF Citators, Legal

Citators (cont.)

- UF Legal citators
- UF Noter-ups
- RT Administrative regulations
- RT Decisions and opinions
- RT Statutes and codes

Claims

Scope Note: This heading is used as a genre/form heading for texts asserting existing rights to payments or to equitable remedies.

Codices (Law)

Scope Note: This heading is used as a genre/form heading for ancient or historical codes (e.g., the Code of Hammurabi); the different Roman or Roman/Germanic codices (e.g., Codex Hermogenianus, Codex Theodosianus, Codex Justinianus/Codex Vetus); and the Codex Iuris Canonici.

- UF Codes (Ancient law)
- UF Codes (Canon law)
- UF Codes (Codices)
- RT Statutes and codes

Commentaries (Law)

Scope Note: This heading is used as a genre/form heading for scholarly explanations, interpretations and evaluations on statutory and case law, often including citations to other sources.

Examples:

1. Kommentar zum Bürgerlichen Gesetzbuch
 2. Blackstone's Commentaries on the laws of England
- UF Legal commentaries
 - UF Legal glosses

Commercial arbitration agreements

Scope Note: This heading is used as a genre/form heading for contracts between two or more parties to refer commercial disputes to arbitration.

- UF Arbitration agreements, Commercial

Concordats

Scope note: This heading is used as a genre/form heading for agreements between a government and the Roman Catholic Church.

Consilia

Scope Note: This heading is used as a genre/form heading for expert opinions and legal briefs addressing questions of law during litigations in 14th to 18th century Europe, prepared for a judge or a party by Roman law or canon law scholars. Since the opinions were often given in response to a question (quaestio) by a judge or party, the titles often read: "Consilia sive responsa" (Opinions or rather answers). Jewish decisions (She'elot u-Teshuvot -- questions and answers) are entered under Responsa.

Consilia (cont.)

RT Decisions and opinions

RT Responsa

Constitutional amendments

UF Amendments, Constitutional

BT Constitutions

Constitutional conventions

UF Conventions, Constitutional

RT Constitutions

Constitutions

RT Constitutional conventions

Continuing education materials***Contracts**

UF Agreements

Cooperative agreements

Scope note: This heading is used as a genre/form heading for agreements between a government at any level and a non-governmental corporate body.

Examples:

1. Agreement between the Confederated Tribes of the Umatilla Indian Reservation and Accenture.
2. Concession agreement between the Government of the Republic of Liberia and Liberia Iron and Steel Corporation.

UF Agreements, Cooperative

UF Compacts

RT Intergovernmental agreements

Course materials***Court rules**

Scope Note: This heading is used as a genre/form heading for the regulations governing practice and procedure in the courts.

Example: McKinney's New York rules of court

Courtroom art

Scope note: This heading is used as a genre/form heading for artworks depicting courtroom scenes.

UF Art, Courtroom

UF Courtroom graphics

UF Courtroom illustrations

UF Illustrations, Courtroom

Custumals

Scope Note: This heading is used as a genre/form heading for records or written collections of all legal and quasi-legal practices within a community, established by long time common usage and given judicial notice by the courts.

- UF Coutumes
- UF Customals
- UF Customaries
- UF Rechtsbuecher
- RT Town laws, Medieval
- RT Statutes and codes

Decisions and opinions

Scope Note: This heading is used as a genre/form heading for reported and unreported court decisions, opinions, judgments, etc. Decisions of administrative courts are entered under Administrative decisions

Examples:

1. United States Supreme Court reports
 2. All England law reports
- UF Advisory opinions
 - UF Court decisions
 - UF Court opinions
 - UF Court reports
 - UF Court rulings
 - UF Decisions, Judicial
 - UF Judgments
 - UF Judicial decisions
 - UF Judicial opinions
 - UF Law reports
 - UF Legal opinions
 - UF Opinions, Advisory
 - UF Opinions, Legal
 - UF Opinions and decisions
 - RT Administrative decisions
 - RT Consilia
 - RT Responsa
 - RT Year books (English law reports)

Deeds

Scope Note: This heading is used as a genre/form heading for documents transferring titles to real property from one party to another.

- UF Indentures
- BT Contracts

Dictionaries***Directories***

Dockets

- UF Appearance dockets
- UF Judgment dockets

Encyclopedias***Essays*****Examinations*****Executive orders**

- UF Orders, Executive
- RT Administrative regulations
- RT Orders in council

Festschriften***Forms (Law)**

- UF Form books
- UF Formbooks
- UF Legal forms
- UF Legal formularies

Hornbooks (Law)

- RT Study aids

Indexes***Indulgences (Canon law)**

Scope note: This heading is used as a genre/form heading for texts granting remission by the Catholic Church of temporal punishment due for sins that have been forgiven.

Intergovernmental agreements

Scope Note: This heading is used as a genre/form heading for agreements between two or more jurisdictions below the national level, or between a national government and one or more jurisdictions that are not national governments.

Examples:

1. Foster care agreement between the Citizen Band Potawatomi Indian Tribe of Oklahoma and the Oklahoma Department of Human Services.
 2. Agreement on Murray-Darling Basin Reform [between the Commonwealth of Australia, four state governments and the Australian Capital Territory]
- UF Agreements, Intergovernmental
 - UF Compacts
 - UF Interstate compacts
 - RT Cooperative agreements

Judicial statistics

- UF Court statistics
- UF Statistics, Judicial
- BT Statistics [if established as genre/form term]

Law digests

Scope Note: This heading is used as a genre/form heading for systematically arranged compilations of brief summaries of statutes, regulations, court decisions, and administrative decisions.

- UF Case digests
- UF Digests (Law)
- UF Legal digests

Law for laypersons

- UF Popular works (Law)

Law reviews

Scope note: This heading is used as a genre/form heading for scholarly periodical publications that emanate from law schools.

- UF Law journals
- BT Periodicals

Legal dissertations

- UF Dissertations, Legal
- UF Legal theses
- UF Theses, Legal
- BT Academic dissertations

Legal maxims

Scope note: This heading is used as a genre/form heading for compiled statements of established principles of law.

- UF Legal proverbs
- UF Maxims, Legal
- BT Maxims [if established as genre/form term]

Legal memorandums

Scope note: This heading is used as a genre/form heading for documents discussing in detail the legal issues of a case.

- UF Legal memorials
- UF Legal Memos
- UF Memoranda, Legal
- UF Memorandums, Legal
- UF Memorials, Legal

Legal petitions

Scope note: This heading is used as a genre/form heading for formal written requests presented to a court, a legislative body, or a sovereign.

UF Parliamentary petitions

UF Royal petitions

Legislative addresses

UF Addresses, Congressional

UF Addresses, Legislative

UF Congressional addresses

Legislative bills

Scope note: This heading is used as a genre/form heading for drafts of proposed legislation considered by a legislature before enactment.

UF Bills, Legislative

RT Statutes and codes

BT Legislative histories

BT Legislative materials

Legislative histories

Scope note: This heading is used as a genre/form heading for compilations of texts (committee hearings, reports, debates, etc.) that document the process of enacting a particular law or a group of laws.

Example: Seidman's legislative history of federal income tax laws

RT Legislative materials

Legislative materials

UF Committee prints

UF Congressional hearings

UF Congressional reports

UF Hearings, Congressional

UF Hearings, Legislative

UF Journals, Legislative

UF Legislative digests

UF Legislative documents

UF Legislative hearings

UF Legislative journals

UF Legislative prints

UF Legislative proceedings

UF Legislative proposals

UF Legislative reports

UF Reports, Legislative

RT Legislative histories

Legislative resolutions

Scope note: This heading is used as a genre/form heading for main motions that formally express the sense, will, or actions of a legislature.

UF Resolutions, Legislative

Loose-leaf services

Scope note: This heading is used as a genre/form heading for legal publications that bring together primary and secondary materials pertaining to a particular field or topic. To maintain currency, they are issued in binders and updated with replacement pages, sequential newsletters, or both. Legal treatises issued in binders and updated with replacement pages are entered under Treatises.

Examples:

1. Standard federal tax reporter published by Commerce Clearing House (CCH)
2. U.S. law week published by the Bureau of National Affairs (BNA)
3. United States tax reporter published by the Research Institute of America (RIA)

UF Looseleaf services

Maps***Military regulations**

UF Regulations, Military

RT Orderly books [if established as genre/form term]

Model acts

Scope note: This heading is used as a genre/form heading for draft acts that are rarely uniformly adopted in their entirety by state legislatures but are proposed as guideline legislation for the states.

RT Uniform laws

Municipal ordinances

Example: General orders and ordinances of the Board of Supervisors, city and county of San Francisco

UF City ordinances

UF Municipal by-laws

UF Ordinances, Municipal

RT Town laws, Medieval

RT Statutes and codes

Newsletters***Newspapers*****Official gazettes**

Scope note: This heading is used as a genre/form heading for official journals that promulgate laws and that often include regulations, public notices, and other official announcements.

Example: Colombia's Diario oficial

UF Gazettes, Legal

UF Gazettes, Official

Official gazettes (cont.)

UF Government gazettes

UF Legal gazettes

UF Official journals

Orders in council

Scope note: This heading is used as a genre/form heading for British royal orders issued by and with the advice of a privy council.

RT Executive orders

Patents

Scope note: This heading is used as a genre/form heading for documents that grant sets of exclusive rights by a government to inventors or their assignees for limited periods of time in exchange for disclosures of inventions.

Pathfinders***Periodicals*****Privileges and immunities**

Scope note: This heading is used as a genre/form heading for texts granting special legal rights, exemptions, or immunities to persons or classes of persons.

UF Immunities and privileges

Proclamations

Scope note: This heading is used as a genre/form heading for formal public announcements made by a government.

Program materials***Records and briefs**

Scope note: This heading is used as a genre/form heading for documents representing the arguments of one or more parties and other documents submitted to or generated by a court in a particular case.

UF Briefs and records

UF Court records

UF Legal briefs

Remonstrances

Scope note: This heading is used as a genre/form heading for formal documents stating reasons for opposition or grievances.

Repertories (Law)

Scope note: This heading is used as a genre/form heading for encyclopedic arrangements of brief comments, citations, or digests to an author's works or to a branch of law.

UF Legal repertories

Responsa

Scope note: This heading is used as a genre/form heading for collections of decisions in Jewish law (She'elot u-Teshuvot -- questions and answers). Expert opinions prepared by Roman or canon law scholars are entered under Consilia.

- RT Consilia
- RT Decisions and opinions

Restatements

Examples:

1. American Law Institute's Restatement of the law of torts
 2. Emanuel Quint's Restatement of rabbinic civil law
- UF Restatements of the law

Royal ordinances

- UF Declarations du roy
- UF Edicts du roy
- UF Ordinances, Royal
- UF Ordonnances royales
- UF Proclamations du roy
- UF Royal declarations
- UF Royal edicts
- UF Royal proclamations
- BT Proclamations

Session laws

Scope note: This heading is used as a genre/form heading for laws enacted by a legislature during a particular session or sessions. The compiled laws of a legislature are entered under Statutes and codes.

Example: Acts and resolves passed by the General Assembly of the State of Rhode Island

- UF Acts, Legislative session
- UF Legislative session acts
- BT Statutes and codes

Statutes and codes

Scope note: This heading is used as a genre/form heading for texts of individual laws as well as codes and compilations of laws passed by a legislature.

Examples:

1. France's Code civil
 2. Oregon revised statutes annotated
- UF Acts, Legislative
 - UF Amendments
 - UF Codes and statutes
 - UF Compiled legislation
 - UF Compiled statutes
 - UF Consolidated laws
 - UF Directives (European Union)
 - UF Enactments

Statutes and codes (cont.)

- UF Laws
- UF Legislative acts
- UF Legislative amendments
- UF Legislative digests
- UF Revised statutes
- UF Statutes, Compiled
- UF Statutes, Revised
- RT Administrative regulations
- RT Codices (Law)
- RT Customals
- RT Legislative bills
- RT Municipal ordinances
- RT Town laws, Medieval

Study aids*

- UF Nutshells (Law)
- UF Outlines
- RT Hornbooks (Law)

Telephone directories***Town laws, Medieval**

- UF City laws, Medieval
- RT Municipal ordinances
- RT Statutes and codes

Treaties

Scope note: This heading is used as a genre/form heading for texts of individual agreements or collections of agreements between two or more states, including protocols, supplements, amendments, etc.

- UF Accords
- UF Agreements, International
- UF Concords
- UF Conventions
- UF Final acts
- UF International agreements
- UF Pacts
- UF Protocols (Law)

Treatises***Trial and arbitral proceedings**

- UF Arbitral and trial proceedings
- UF Arbitration proceedings
- UF Arbitration transcripts

Trial and arbitral proceedings (cont.)

- UF Court proceedings
- UF Court proceedings, International
- UF International court proceedings
- UF Proceedings, Trial and arbitral
- UF Trial transcripts
- UF Tribunal proceedings

Uniform laws

Scope note: This heading is used as a genre/form heading for unofficial individual or collected laws proposed as legislation for adoption to promote greater consistency of laws among states or nations.

Example: Uniform commercial code

- RT Model acts

Wills

Scope note: This heading is used as a genre/form heading for documents by which persons direct their estates to be distributed upon death.

- UF Codicils

Writs

Scope note: This heading is used as a genre/form heading for written orders of courts, in the name of the state or other legal authority, commanding the addressees to do or refrain from doing specified acts.

Year books (English law reports)

Scope note: This heading is used as a genre/form heading for English law reports ca. 1280-1535.

- RT Decisions and opinions

Yearbooks*