



*University of Connecticut School of Law Library*



## LOOSELEAF SERVICES

### What are looseleaf services?

Looseleaf services are topical reporters that provide comprehensive and up-to-date coverage of a particular area of law. They compile and consolidate into one source all relevant primary authority on a specific topic, including statutes, regulations, case law, and administrative decisions, as well as proposed legislation and pending agency decisions. Looseleafs also contain commentary and analysis which help the user understand the primary materials. In addition, the indexing used in looseleaf services is much more specific than that found in digests and encyclopedias, making them especially valuable to practitioners and scholars.

Looseleaf services are timely. Materials are typically updated on a weekly or bi-weekly basis and are then filed into a notebook or binder. Because the looseleaf format allows the publisher to continuously update the materials, looseleaf services are generally more current than other sources.

Looseleaf services are increasingly available in electronic formats. The current online availability of looseleafs is noted in the table at the end of this guide.

### When should I use a looseleaf service?

Looseleafs are widely regarded as the best place to begin research in subjects governed by administrative regulations and decisions. Questions in such areas as labor law, environmental law, securities, banking, and taxation, for example, are likely to be answered more promptly, accurately, and conveniently in a looseleaf service than elsewhere.

### What are the types of looseleaf services?

There are two basic types of looseleaf services: interfiled and newsletter-style.

**a) Interfiled Looseleaf Services:** This type of service consists of individual pages filed in a looseleaf binder. Pages in the binder can be easily removed and replaced, allowing for frequent, rapid, and systematic updating. Revised pages are issued periodically and interfiled with existing text to replace superseded pages.

Commerce Clearing House (“CCH”) publishes a wide variety of weekly and bi-weekly interfiled looseleaf services. CCH services are generally arranged and accessed by *paragraph* number even though there are *page* numbers (for filing purposes) as well. In addition, there are often groups of “current” and “latest additions to” pages filed along with the main pages behind each binder tab. With

CCH services, remember to use the topical index and the index to the current materials to take full advantage of the looseleaf updating.

**b) Newsletter-Style Looseleaf Services:** This type of service consists of pamphlet-size newsletters which are issued periodically and filed in a binder behind topical dividers. New releases do not replace pages already filed. These services typically feature cumulative indexes which offer topical access to the materials. Most services published by the Bureau of National Affairs (BNA) are newsletter-style.

### **How do I find out more about looseleaf services and how they work?**

Each looseleaf service usually has a set of instructions at the beginning of the first volume entitled “Overview” or “How to Use This Reporter.” These instructions explain how the particular looseleaf service is laid out. For looseleafs generally, see Chapter 9 of Cohen and Olson, Legal Research in a Nutshell, 9<sup>th</sup> ed. (Reserve and 5<sup>th</sup> floor - KF240.C54 2007).

### **What are some of the library’s major looseleaf services and where are they shelved?**

Looseleaf services are generally shelved on the fifth floor with other materials on the same subject. The following table lists some of the library’s major looseleaf services and their locations. The letter **L** after a title indicates that it is currently available on Lexis, the letter **W** after a title indicates that it is currently available on Westlaw, and the letter **O** after a title indicates that it is currently available online through the library’s [online catalog](#).

#### **Administrative Law**

Administrative Law  
KF5401.A52 P5 1989

#### **Bankruptcy**

[BNA Bankruptcy Law Reporter](#)  
L/W/O

#### **Banking/Finance**

CCH Consumer Credit Guide  
KF1039.A8 C6  
CCH Federal Banking Law Reporter  
KF972.5.C6

#### **Class Actions**

[BNA Class Action Litigation Report](#)  
KF8896.A15 C58 (through 2006)  
L/W/O

#### **Commercial Law**

CCH Secured Transactions Guide  
KF1048.4.C6  
UCC Reporting Service  
KF885.U5 **W**

#### **Commodities**

CCH Commodity Futures Law Reporter  
KF1085.A6 C64

#### **Corporations**

[BNA Corporate Accountability Report](#)  
L/W/O  
[BNA Corporate Governance Report](#)  
L/W/O  
[BNA Mergers and Acquisitions Law Report](#) L/W/O

#### **Criminal Law**

[BNA Criminal Law Reporter](#) L/W/O  
KF9615.C7 (through 2004)  
[BNA White Collar Crime Report](#)  
L/W/O

#### **Environmental Law**

[BNA Environment Reporter](#) L/W/O  
KF3775.A6 E49 (through 2008)  
[Environmental Law Reporter](#) L/O

**BNA Intl. Environment Reporter**

L/W/O K3585.4.I57

**Family Law**

**BNA Family Law Reporter** L/W/O

**Health Law**

**BNA Health Law Reporter** L/W/O

KF3825.5.A15 B63 (through 2006)

**BNA Medical Research Law and Policy Report** W/O

**ABA Mental and Physical Disability Law Reporter** W/Hein Online

KF480.A15 M37

**BNA Toxics Law Reporter** L/W/O

**Insurance**

CCH Insurance Law Reporter

(Life, Health, Accident)

KF1173.4.I5

CCH Insurance Law Reports

(Personal & Comm. Liab.)

KF1155.A2 F57 1998

CCH Unemployment Insurance Reporter

KF3673.4.C6

**Intellectual Property**

CCH Copyright Law Reporter

KF2990.A2 C62

**BNA Patent, Trademark and Copyright Journal** L/W/O

KF3091.A3 B8 (through 2007)

**BNA World Intellectual Property Report** L/W/O

**Labor and Employment**

CCH Labor Arbitration Awards

KF3421.5.L332

**BNA Labor Relations Reporter** L/W/O

(Including wage and hour cases, fair employment practices, individual employment rights, and ADA)

**BNA Construction Labor Report** L/W/O

**BNA OSHA Reporter** L/W/O

CCH Pension Plan Guide

KF3512.A6 C64 1975

CCH Unemployment Insurance Reporter

KF3673.4.C6

**BNA Workplace Law Report** L/W/O

**Media**

**BNA Media Law Reporter** O

KF2750.A6 B83 (1977-2006)

**Medicare and Medicaid**

CCH Medicare and Medicaid Guide

KF3608.A4 C64

**BNA Medicare Report** L/W/O

**Products Liability**

CCH Products Liability Reporter

KF1296.A6 C56

**Securities**

CCH Blue Sky Law Reporter

KF1436.5.B55

**BNA Broker/Dealer Compliance Report** L/W/O

CCH Federal Securities Law Reporter

KF1436.5.F4

**BNA Securities Regulation and Law Report** L/W/O

**BNA World Securities Law Report** L/W/O

**Taxation**

**CCH Connecticut State Tax Reporter**

KFC4070.A6 C6 1992 O

**CCH Federal Estate & Gift Tax Reporter** KF6571.A8 F4 1983 O

CCH Federal Excise Tax Reporter

KF6600.A6 C62

**CCH Standard Federal Tax Reporter** KF6285.C67 O

CCH Tax Court Reporter

KF6285.C675

CCH Tax Treaties

KF6306.C62

**RIA United States Tax Reporter** W/O KF6285.P74

**Trade**

**BNA Antitrust and Trade Regulation Report** L/W/O

**BNA International Trade Reporter**

L/W/O KF1976.I55

CCH Trade Regulation Reporter

KF1605.A2 C67 1988

**Utilities**

CCH Utilities Law Reporter

KF2096.A6 C62

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