



Library Services Course Guide ~ Paralegal Studies

About our Course Guides:

Each page is dedicated to the areas covered by the courses offered here at RPCC. Each page lists various types of resources, including printable guides and handouts, suggested databases for research, selected e-books and books in our collection, and links to relevant online resources.

For more information on course offerings, visit the following web pages:

Catalogs: <http://www.rpcc.edu/catalogs.cfm>

Technical Programs: <http://www.rpcc.edu/technicalPrograms.cfm>

Suggested Databases:

Click on any **Databases** link on the Library website to access these. Please note that access from off-campus will require your Library User ID (or Alt ID) & PIN, or, for some resources, a different User ID & Password. See our page on [Using Online Library Resources From Home](#).

- Academic Search Complete
- CQ Researcher
- JSTOR - The Scholarly Journal Archive
- Legal Collection
- LexisNexis
- Oxford Reference Online

Selected E-Books:

The **eBook Collection** from EBSCOhost is our largest provider of e-books (electronic copies of printed books PDF format), available 24 hours a day, 7 days a week. **eBook Collection** has an easy-to-use search interface. You will be prompted to login with your 12-digit Library User ID to access these e-books from off-campus. Please see our Tutorials on eBook Collection from EBSCOhost for more information.

- *The Executor's Guide: How to Administer an Estate under a Will*, 2004, by Linda Kirby.
- *Foundations of Criminal Law*, 1999, by Leo Katz, et al, Eds.
- *The Independent Paralegal's Handbook: How to Provide Legal Services without Becoming a Lawyer*, 2004, by Ralph E. Warner, et al.
- *Lawyers, Lawsuits, and Legal Rights: The Battle over Litigation in American Society*, 2002, by Thomas Frederick Burke.
- *Legal Analysis and Writing for Paralegals, West's Paralegal Series*, 1998, by William H. Putman.
- *Legal Research: How to Find & Understand the Law*, 14th Edition, 2007, by Stephen Elias.
- *Medical Law and Moral Rights*, 2005, by Carl Wellman.

- *The Rights of Families: The Authoritative ACLU Guide to the Rights of Family Members Today*, 1996, by Martin Guggenheim.
- *Tort Law in America: An Intellectual History, Expanded Edition*, 2003, by G. Edward White.

Visit our eBook Collections, <http://library.rpcc.edu/ebooks.html>, for links to eBook Collection from EBSCOhost and other e-book collections. Please note that books that are still protected by copyright may not be available online in full-text from the free sources.

Locations of Paralegal Studies Resources in the Library:

Paralegal Studies-related topics can be found in resources located in these Library of Congress call number ranges:

- **K** - Law in general.
 - **K623 to K968** - Civil law.
 - **K670 to K709** - Domestic relations. Family law.
 - **K720 to K792** - Property.
 - **K805 to K821** - Succession upon death.
 - **K3601 to K3611** - Medical legislation.
 - **K5000 to K5582** - Criminal law and procedure.
- **KF** - Law of the United States
 - **KF219 to KF224** - Criminal trials.
 - **KF226 to KF228** - Civil trials.
 - **KF240 to KF247** - Legal research. Legal bibliography.
 - **KF501 to KF553** - Domestic relations. Family law.
 - **KF566 to KF698** - Real property. Land law.
 - **KF746 to KF750** - Estate planning.
 - **KF753 to KF780** - Succession upon death.
 - **KF1246 to KF1327** - Torts.
 - **KF3821 to KF3838** - Medical legislation.
- **KFL1 to KFL599** - Louisiana law.

Selected Books in the Library:

- *Criminal Law in a Nutshell*, 4th Edition.
Call number: **KF 9219.3 .L63 2003**
- *Family Law for Paralegals*, 3rd Edition.
Call number: **KF 505 .E35 2005**
- *Essentials of Practical Real Estate Law*, 3rd Edition.
Call number: **KF 665 .H52 2004**
- *Legal Research and Writing for Paralegals*, 4th Edition.
Call number: **KF 240 .B68 2006**
- *Louisiana Tort Law*, 2nd Edition.
Call number: **KFL 195 .M37 2004**, Reference, Law books in the LRC.
- *Paralegal Procedures and Practices*.
Call number: **KF 320 .L4 H375 1993**, Reference, Law books in the LRC.
- *Problems in Healthcare Law*, 9th Edition.
Call number: **KF 3825 .M53 2006**

Online Resources:

The following resources have been reviewed and selected in collaboration with relevant faculty. Please note that websites outside of RPCC are beyond our control. We strive to ensure that the sites that we recommend are reliable and valid sources of high-quality information. Please let us know if you find any consistently dead links.

- **American Bar Association Standing Committee on Paralegals,**

<http://www.americanbar.org/groups/paralegals.html>

"Develops and promotes policies relating to the education, employment, training and effective use of paralegals" and establishes the standards for paralegal education. The website offers numerous resources.

- **Nolo's Plain-English Law Dictionary**

<http://www.nolo.com/dictionary/>

A free online dictionary of legal terms; the site also offers other information on legal topics.

- **Paralegals and Legal Assistants,**

<http://www.bls.gov/oco/ocos114.htm>

From the Occupational Outlook Handbook, 2010-11 Edition from the **United States Dept. of Labor, Bureau of Labor Statistics**, <http://www.bls.gov/home.htm>, provides information on the nature of the work, job outlook, earnings, and more.