

# Circulating Book Checkout Procedure

All circulating books are now located in the library. Their checkout procedures and rules apply.

## Career Services Office Catalog of Resources

Category/Title	Circulating	Non-Circulating	
<b>Alternative Careers</b>			
Alternative Careers for Lawyers	X		
Alternative Legal Careers		X	
Beyond LA Law	X		
Breaking Traditions: Work Alternatives for Lawyers	X		
Complete Guide to Contract Lawyering, The 2nd Ed.	X	X	
JD Preferred Legal Career Alternatives		X	
Judgment Reversed; Alternative Careers	X		
Landing a Non-Traditional Legal Job		X	
Lawyer's Career Change Handbook	X		
Legal Career Alternatives; Career Opportunities in Ethics & Prof. Responsibility		X	
Life After Law: Second Careers for Lawyers	X		
Michigan Journal of Race & Law	X		
Nonlegal Careers for Lawyers, 3rd Edition	X		
Practicing Law Without Clients	X		
Road Not Taken, The	X		
Running From the Law	X		
What Can You Do With a Law Degree?	X		
<b>Business</b>			
Ace Your Case! The Essential Management Consulting Workbook	X		
Breakaway Careers: Self-Employment Resource	X		
Career Guide to the Top Consulting Firms	X		
Careers in Finance	X		
Careers in Management Consulting	X		
Consulting for PhDs, Lawyers and Doctors	X		
Green at Work	X		
So, You Want to be a Management Consultant	X		
So, You Want to be an Investment Banker	X		
Vault Career Guide to Investment Banking	X		
<b>Business &amp; Industry</b>			
American Financial Directory January-June 2002		X	
Chicago Area Banks - 2001		X	
Corporate Public Affairs 2002		X	
Directory of Business Information Resources, The 2000		X	
Directory of Corporate Counsel 2001-2002 (2 vol)		X	
Hoover's Handbook of American Business 2001, Volume 1		X	
Hoover's Handbook of American Business 2001, Volume 2		X	
Hoover's Handbook of World Business 2001		X	
LaSalle Bank Guide 2001-2002		X	
National Trade & Professional Associations of the US 2003		X	
Sports Market Place - 2001 (Franklin Covey)		X	
State & Regional Associations of the United State 2001		X	
Vault Employer Profile: Accenture		X	
Vault Employer Profile: Andersen		X	
Vault Employer Profile: Cap Gemini Ernst & young		X	
Vault Employer Profile: Deloitte & Touche		X	
Vault Guide to the Top 50 Consulting Firms		X	
Vault Guide to the Top Finance Firms		X	
World of High Finance		X	
<b>Career Planning</b>			
America's Greatest Places to Work with a Law Degree	X		
Best of Job Goddess, The	X		

Career Change, 2nd Ed.		X	
Career Coach, The		X	
Changing Jobs, A Handbook for Lawyers for the 1990's		X	
Choosing Small Choosing Smart		X	
From Law School to Law Practice, The New Associate Guide		X	
Guerrilla Tactics for Getting the Legal Job of Your Dreams		X	
Guide to Law Specialties		X	
Jobs for Lawyers		X	
Lawyer's Guide to the Chicago Job Market		X	
The Legal Career Guide: From Law Student to Lawyer		X	
Negotiating Salary and Perks		X	
Objection Overruled		X	
Official Guide to Legal Specialties, The		X	
What Law School Doesn't Teach You...But You Really Need to Know		X	
Young Lawyer's Jungle Book		X	
<b>General Law</b>			
Careers in Law		X	
Double Billing: A Young Lawyer's Tale of Greed, Sex, Lies and the Pursuit of a Swivel Chair		X	
Full Disclosure: Do You Really Want To Be A Lawyer?, 2nd Ed.		X	
Full Disclosure: the new lawyer's must-read career guide 2nd ed.		X	
Making Partner: A Guide for Law Firm Associates		X	
My First Year as a Lawyer: Real-World Stories		X	
<b>Government</b>			
America's Top Military Careers 3rd ed.			X
Congressional Staff Directory Fall 2001			X
FBI Careers			X
Federal Government Legal Hiring Information			X
Federal Law-Related Careers Directory			X
Federal Personnel Guide 2001			X
Federal Resume Guidebook, The/2nd edition			X
Federal Staff Directory, 2001			X
Guide to America's Federal Jobs 2nd ed.			X
National Directory of Prosecuting Attorneys, 2003			X
State & Local Government 2000-2001			X
Washington 2001			X
Washington Information Directory 2001-2001			X
Washington Representatives			X
Worldwide Government Directory 2001			X
<b>Government &amp; Public Interest</b>			
Behind the Bench The Guide to Judicial Clerkships		X	
Careers for Dreamers and Doers		X	
Federal Resume Guidebook, The/3rd edition		X	X
Jobs and Careers with Non-Profit Organizations		X	
Lawful Pursuit: Careers in Public Interest Law		X	X
Now Hiring: Government Jobs for Lawyers		X	
Public Defender Experience		X	
<b>International</b>			
Almanac of International Jobs and Careers			X
American Journal of International Law, October 2001, Vol. 95 No. 4			X
Careers in International Law 2nd Ed.		X	X
Careers in International Law 1999-2000			X
Foreign Representatives in the U.S. Yellow Book, Summer 2001			X
German Lawyer, The			X
Guide to Education & Career Development in International Law		X	
Guide to Foreign Law Firm 3rd Ed.			X
How to Get a Job in the Pacific Rim, 1st ed.		X	
Inside Asia			X
International Information Directory			X
International Jobs Directory		X	
International Opportunities Resource Guide		X	X
International Public Interest Law 4th Ed.			X
NIKKEI Placement Guide International		X	

Returning to Hong Kong, 8th edition	X		
<b>Interviewing</b>			
101 Dynamite Answers to Interview Questions, 4th Ed.	X		
101 Dynamite Questions to Ask At Your Job Interview	X		
Beat the Street, Investment Banking Interviews	X		
Dynamite Answers to Interview Questions	X		
Dynamite Salary Negotiations, 3rd ed.	X		
Essential Book of Interviewing, The	X		
Game, Set, Match: Winning the Negotiations Game	X		
Interview for Success	X		
Interview Strategies That Will Get You The Job You Want	X		
Interviews	X		
Law Firm Interview, The	X		
Legal Job Interview, The	X		
Stating Your Case: How to Interview for a Job as a Lawyer	X		
<b>Job Fair Information</b>			
Cook County Bar Association Minority Job Fair (CCB)		X	
Minnesota Minority Recruitment Conference		X	
NAPIL Career Fair -Registration		X	
Patent Law Interview Program Employee Information, Volume I-II		X	
<b>Job Opportunities</b>			
AALS Placement Bulletin - subscription		X	
Chicago Job Bank 17th Ed.		X	
City and County Attorney Internship Book, The		X	
Entertainment Employment Journal (non-legal binder)		X	
Environmental Career Opportunities		X	
FedLaw Legal Internships with Federal Agencies 2002		X	
Fellowship Opportunities		X	
Government Honors & Internship Handbook 2001-2002		X	
Green Law: Public Interest Environmental Internships 2002		X	
Human Rights Internship Book 2003		X	
International Careers Employment Weekly		X	
Internships in International Affairs		X	
Job Opportunities Outside Illinois		X	
Law Bulletin Legal Employment		X	
Legal Internships with Federal Agencies 2003		X	
Music & Entertainment Industry Internship Guide		X	
NAPIL Fellowship Opportunity Guide 2001-2002		X	
NAPIL Post Graduate National Services Program		X	
NAPIL's NVSLC Summer Corps Guide for Law Students		X	
Non-Legal Full & Part-time		X	
Opportunities in Public Affairs		X	
Sports Internship Book, The		X	
Washington Internships in Law & Policy 2002		X	
Women's Rights Internship Book, The		X	
<b>Judiciary</b>			
ALJ Handbook, The		X	
Almanac of Federal Judiciary Volume 1, 2001		X	
Almanac of Federal Judiciary Volume 2, 2000		X	
American Bench, The 2001-2002 (annual)		X	
Behind the Bench The Guide to Judicial Clerkships		X	
BNA's Directory of State and Federal Courts, Judges & Clerks, 2002		X	
Chicago Lawyers' Court Handbook		X	
Circuit Court of Cook County, An Informational Guide		X	
Circuit Court of Cook County, Successful Practice in the Law Division		X	
Federal-State Court Directory 2002		X	
Guide to State Judicial Clerkship Procedures, 2001		X	
Judging: A Book for Student Clerks		X	
Judicial Staff Directories, Summer 2001		X	
NALP Federal & State Judicial Clerkship Directory, 2001		X	
State Court Clerks & County Courthouses 2002		X	
Successful Practice in the Law Division Jan 2000		X	
Sullivan's Judicial Profiles 1999-2000		X	

<b>Life/Work Balance</b>			
Common Sense for Uncommon Times	X		
Lawyer's Guide to Balancing Life and Work	X		
Lawyer's Lives Out of Control	X		
Living with the Law	X		
Real People, Real Jobs	X		
Stress Management for Lawyers: How to Increase Personal and Professional Satisfaction I the Law	X		
Transforming Practices: Finding Joy and Satisfaction in the Legal Life	X		
<b>Miscellaneous</b>			
ABA Comprehensive Guide to Bar Admission Requirements 2000 (in Bar Examiner Binder)		X	
American Lawyer Associate Speaks		X	
Bar Examiner, The Options For Foreign-Trained Attorneys		X	
Bar Examiner: Nat'l Conference of Bar Examiners		X	
Immigration Detainee Defense Initiative Directory 2000		X	
Legal Recruiters		X	
Patbar.com		X	
Patent Bar (Barbri Review Information)		X	
Practice Tracks Program, Speaker Bios		X	
Summer Clerking Experience 1998-2001		X	
Thesaurus		X	
Vault Guide to Law Resumes		X	
Webster's Dictionary		X	
<b>Networking</b>			
Breakthrough Networking	X		
Dynamite Networking for Dynamite Jobs	X		
High Impact Telephone Networking for JobHunters	X		
How to Work a Room	X		
It's Who You Know	X		
Networking: The Princeton Review	X		
Secrets of Savvy Networking	X		
What Do I Say Next?	X		
<b>Out of State</b>			
How to Get a Job in Atlanta	X		
How to Get a Job in Dallas/Fort Worth	X		
How to Get a Job in Denver	X		
How to Get a Job in Greater Boston, 2nd ed.	X		
How to Get a Job in Houston, 2nd ed.	X		
How to Get a Job in New York City & Metropolitan Area	X		
How to Get a Job in San Francisco Bay Area	X		
How to Get a Job in Seattle & Western Washington	X		
How to Get a Job in Washington, D.C., 2nd ed.	X		
Metropolitan New York Job Bank, The 18th Ed..	X		
Metropolitan Washington D.C. Job Bank, The 15th Ed.	X		
<b>Pamphlets</b>			
A New Direction in Career Planning for Lawyers	X		
Can we talk? How to get the feedback you need	X		
Career Strategies for International LL.M. Students	X		
Careers in Financial Services	X		
Careers in Human Resources	X		
Careers in Legal Publishing	X		
Ethics & Employment	X		
Europa-Institut of the University of Saarland	X		
Going In-House: A Guide for Law Students & Recent Graduates	X		
Guide to Small Firm Employment	X		
Insider's Guide to Interviewing	X		
Judicial Clerkship Opportunities	X		
Legends of the Fall brochures	X		
Looking for Career Advice	X		
Negotiating with Small Firms	X		
Principles & Standards for Law Placement & Recruiting Activities	X		

Public Service Careers	X		
Public Service Internships	X		
Searching for an Alternative	X		
Successful Transition for law student to lawyer, A	X		
To be out or not to be out	X		
Working to Protect the People of Cook County	X		
<b>Periodicals</b>			
ABA Journal - subscription		X	
American Lawyer - subscription #25142		X	
American Lawyer Supplement - subscription		X	
Bar Examiner: National Conference of Bar Examiners		X	
Black Collegian - subscription (kept on table out front)		X	
Catalyst (IIT)- subscription		X	
CBA Record - subscription		X	
CBA Report - subscription		X	
GCM: Corporate Counsel Mag. - subscription		X	
Chicago Daily Law Bulletin - subscription		X	
Chicago Lawyer - subscription		X	
CVLS Report - subscription		X	
Crain's Chicago Business		X	
Federal Career Opportunities-on line in CSO		X	
Intellectual Property Today - subscription		X	
Journal of Career Planning & Employment		X	
Law Practice Management - subscription		X	
Lawyers Weekly - subscription		X	
Legal Times		X	
Minority Law Journal		X	
NACE Spotlight		X	
NAPIL Connection - subscription		X	
National Law Journal (subscription)		X	
National Law Journal Supplements- subscription		X	
Of Counsel- subscription		X	
Rand McNally Atlas		X	
Student Lawyer		X	
Washington Lawyer		X	
<b>Practice Areas</b>			
Business Lawyers Handbook	X		
Careers in Admiralty and Maritime Law	X		
Careers in Civil Litigation	X		
Careers in Health Care Law	X		
Careers in Labor Law	X		
Careers in Natural Resources and Environmental Law	X		
Careers in Sports Law	X		
Entertainment Law Careers, 2nd Ed.	X		
Family Law Careers	X		
How to Build & Manage an Entertainment Law Practice	X		
Midwest Alternative Dispute Resolutions Guide 2001-2002	X	X	
<b>Private Practice</b>			
2001 Small Firm Economic Survey, The		X	
Balanced Hours: Effective Part-Time Policies for Washington Law Firms		X	
Beyond the Nuts and Bolts of Associate Evaluation: System Development and Process		X	
Colorado Legal Directory, 2000		X	
Complete Guide to Contract Lawyering, The 2nd Ed.		X	
Environmental Law Careers Directory, 2001		X	
From Finalists to the Firm; The Top 10 Things New Law Firm Associates Should Know		X	
German Commercial Law Firms		X	
Guide to Leading US Law Firms 2001 Guide		X	
Insider's Guide to Law Firms, 5th Ed.		X	
Insider's Guide to Law Firms/NYC & D.C. edition		X	
Law Firm Interview, The		X	
Lawyer's Register International by Specialties & Fields of Law Volume I-II, 13th Ed.		X	
Midwest Alternative Dispute Resolutions Guide 2001-2002		X	
Minnesota Legal Directory, 2001		X	
Missouri Legal Directory, 2001		X	
NALP Large Firm Hiring Index 1L's		X	

National Directory of Legal Employers, 2001			X
Legal Times Directory of Metro D.C. Law Offices			X
Of Counsel 700, 2000-2001 survey of nation's largest law firms			X
Sullivan's Law Directory, 2001-2002			X
Surviving and Thriving as a New Associate in a Chicago Law Firm			X
U.S. Directory of Entertainment Employers, 2001, 9th Ed.			X
Vault Career Guide to Media and Entertainment, 2nd Ed.			X
Vault Guide to the Top 100 Law Firms, 5th. Ed.			X
Vault Guide to the Top 50 consulting Firms, 5th Ed.			X
Virginia Legal Directory 2001			X
Who Represents Corporate America			X
Wisconsin Legal Directory, 2000			X
<b>Public Interest</b>			
Directory of Legal Aid and Defender Offices, 1998-99			X
Foundation Grants to Individuals, 10th ed.			X
Good Works, 5th Ed.			X
Human Care Services Directory for Metropolitan Chicago 1999			X
Human Rights Organizations & Periodicals Directory			X
Insider's Guide to Private/Non Profit Legal Employers Wash DC Metro Area			X
Midwest Public Interest Law Career Conference Employee Information			X
NAPIL Connection, The			X
National Lawyers Guild 2002 Referral Directory			X
Public Interest Job Search Guide 2001-2002			X
Public Interest Profiles 2000-2001			X
Public Service Directory-A Listing of Pro Bono & Public Service Organizations in the DC Metro Area			X
Public Service Employer Directory			X
Response 2001: Directory of Volunteer Opportunities			X
Volunteer America			X
Yale Law School Fellowship Opportunities Guide			X
Yale Law School Public Interest/Environmental Law Fellowship Guide			X
<b>Reference</b>			
Blue Book of the Illinois State Bar Assoc. 2001-2002			X
Buyer's Guide, 2001			X
Martindale-Hubbell 2002			X
NALP National Directory of Legal Employers			X
<b>Resumes/Cover Letters</b>			
Cover Letter Almanac	X		
Cover Letters	X		
Cover Letters That Knock 'Em Dead, 3rd Edition	X		
Cover Letters That Knock 'Em Dead, 4th Edition	X		
Does Your Resume Wear Blue Jeans	X		
Dynamic Cover Letters	X		
Killer Consulting Resumes	X		
Legal Career Guru's Guide to The Perfect Legal Resume, The Resumes	X		
Resumes That Knock 'Em Dead, 3rd ed.	X		
<b>Salary</b>			
2002 Associate Salary Survey			X
Dynamite Salary Negotiations, 4th ed.	X		
Jobs & JD's			X
Negotiating Salary and Perks	X		
Starting Salaries What New Law School Graduates Earn Class of 2000			X
<b>Self-Assessment</b>			
Do What You Are; Looking at Type and Careers, 2nd ed.	X		
Starting Out, Starting Over	X		
What Color Is Your Parachute?	X		
Wishcraft: How to Get What You Really Want	X		
<b>Solo Practice</b>			
From Metropolis to Mayberry: A Lawyers' Guide to Small Town Practice	X		
Getting Started: Basics for a Successful Law Firm	X		

How to Start and Build a Law Practice, 4th Edition	X		
Law Office Management and Practice Suggestions	X		
<b>Videos</b>			
1L Orientation	X		
All in a Days Work	X		
Alternative Careers	X		
Arthur Andersen & Co. Informational Program	X		
Balancing Life & Practice of Law	X		
Best of Both Worlds	X		
Life Beyond On-Campus Interviewing	X		
Choosing Small Choosing Smart	X		
City of Chicago Information Program	X		
Client Development Lecture 1-Marketing Plan Overview	X		
Client Development Lecture 2-Developing Effective Communications Skills	X		
Client Development Lecture 3-Establishing Your Network	X		
Client Development Lecture 4-Using Technology to Market Yourself/Your Practice	X		
Client Development Lecture 5-Asking for the Business	X		
Client Development Lecture 6-Keeping the Business You Developed	X		
Client Development Lecture 7-What I Wish I Knew When I Walked in the Door	X		
Micron Computer Training Session	X		
Cook County State's Attorney Information Session	X		
Cynthia Adcock	X		
Debt Management Workshops	X		
Department of Justice Informational Session	X		
FBI Honors Intern Program	X		
Finding a Job in a Corporation	X		
Finding A Job in Government	X		
Finding a Job in Small to Mid Size Law Firms	X		
Finding Fulfillment in the Practice of Law	X		
Finding International Law Jobs & Summer Abroad Programs	X		
Gaining Legal Experience as an Evening Student	X		
How to Succeed as a Summer Associate	X		
Intellectual Property/Large Law Firms for 1Ls	X		
International Legal Career	X		
Interviewing Skills	X		
Interviewing Tips for Large Law Firms	X		
Intro to Fall Interviewing Program	X		
Job Search Skills When You Aren't in the Top 10%	X		
Judicial Clerkship Informational Meeting	X		
Judicial Externship Series	X		
Make a Difference-Join the Washington State Attorney General's Office	X		
Mandatory Fall Interviewing Program	X		
McBride, Baker & Coles Informational Program	X		
Minorities in Large Law Firms	X		
Out of State Job Searches	X		
Resumes & Cover Letters for the Legal Market	X		
Resume & Cover Letter Review	X		
Resume Writing for 1Ls	X		
Setting Goals & Selecting Activities For Your Markeplace	X		
So I Didn't make Straight A's, Now What?	X		
State's Attorney Richard Devine	X		
Strategies for Excellence: Law As A Profession: Morning Session	X		
Strategies for Excellence: Law As A Profession: Verna Myers	X		
U.S. SEC Informational Program	X		
<b>Women &amp; Minorities</b>			
Big Book of Opportunities for Women		X	
Dear Sisters, Dear Daughters: Words of Wisdom from Multicultural Women Attorneys			
Who've Been There and Done That	X		
Directory of Minority In-House Counsel		X	
Directory of Minority Judges in the United States 2nd Ed.		X	
Diversity & the Bar		X	
Job Search Handbook for People with Disabilities	X		
Job Strategies for People with Disabilities	X		
Minority Corporate Counsel, 5/98		X	
National Directory of Women Corporate Counsel, 1997		X	
Native American Connections Yearbook/Directory 1999		X	

Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms		X	
Profiles of Minority Attorneys in Specialty Practices	X		
Resumes for Re-entry, A Handbook for Women	X		
Smart Woman's Guide to Interviewing and Salary Negotiations	X		
Woman Advocate, The	X		
Women Rainmakers' 101+ Best Marketing Tips	X		
What Firms & Companies Look For in New IP Attorneys	X		
<b>Please note that all Yellow Books are now located in the Library.</b>			
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