HOW TO NAVIGATE AND SEARCH THE AMERICAN LEGAL PUBLISHING CODE LIBRARY

The Code Library

American Legal Publishing provides free access to view and search more than 2000 municipal codes nationwide.

Getting Started

Access the Code Library from American Legal Publishing's home page (top right on the toolbar). On the main page of the Code Library you'll find codes arranged by state. Select a state to see the municipalities within each state. Select the municipality from the listing to view the code.
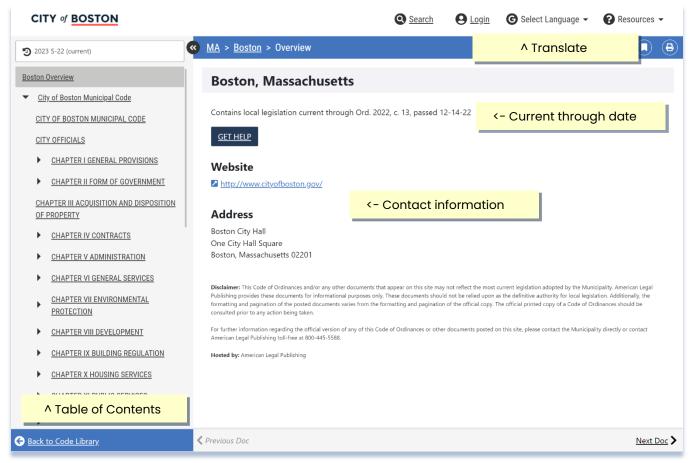

Finding Content

Online code content is accessed through each municipality's overview page. Here you see how current the code is, the Municipality's contact address and a link to their website.
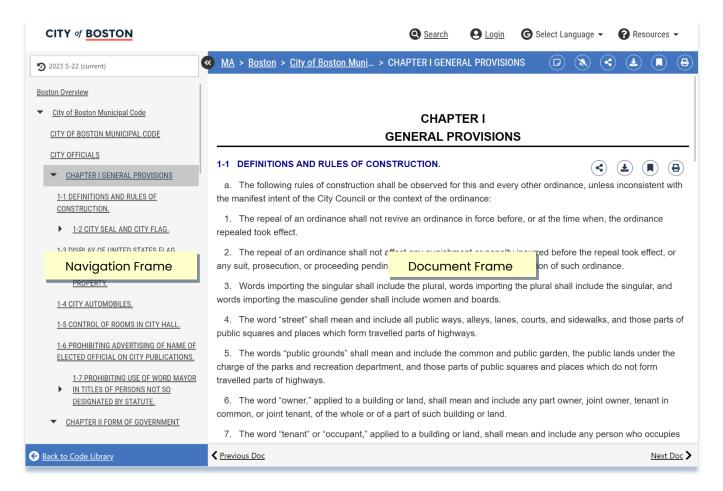
Code Overview Page

You can also:

- View the table of contents for the code.
- Select the language you desire (powered by Google Translate).
- See any other information available for this municipality (such as meeting minutes or previous versions of code available online).

Standard View

Each code follows a standard view. The standard view is made up of two main frames on the screen where different information is displayed. You can view the code, its table of contents, and even your search results without switching between multiple windows.

Navigation Frame

This frame displays the table of contents for the Code of Ordinances. The Table of Contents has an expandable view that you can move through by clicking the arrows in the table. You can expand from the Main divisions to the individual chapters and sections within the divisions. Clicking on the heading text allows you to move directly to that chapter or section within the code.

Document Frame

This is the frame that displays the text of the Code of Ordinances. In general, the document frame will display one entire code chapter at a time. You can scroll through the sections of the chapter or click on any hyperlinks to navigate through the code.

Search and Navigation

Search

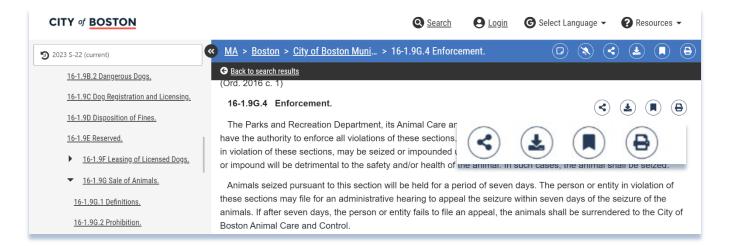You'll find the search option along the top edge of the screen.

Navigation

At the bottom of the screen use the "Prev Doc" and "Next Doc" and "Prev Match" and "Next Match" arrows to browse the code.
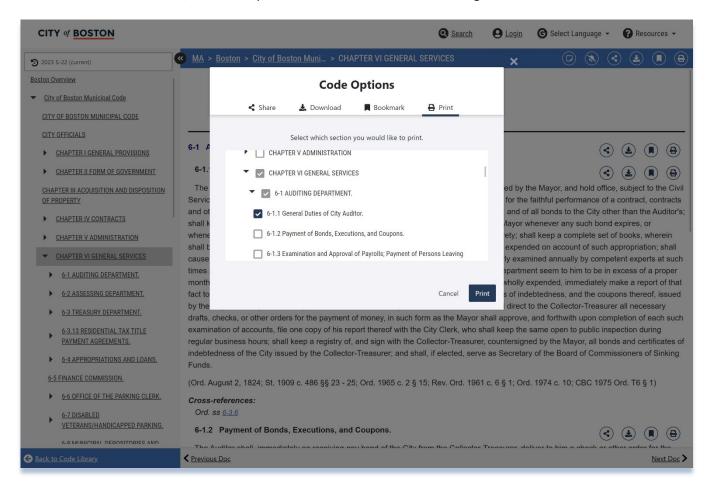

Options

Annotate, Notifications, Share, Download, Bookmark, and Print options are alongside the top navigation bar.

Share, Download, Bookmark, and Print options are also available on the far right of each section of code.
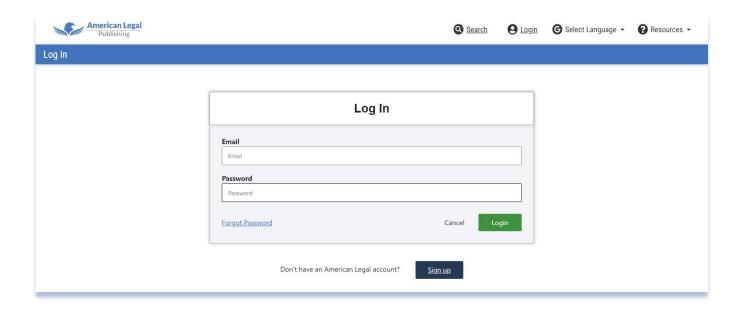

- Use the top navigation bar to select text from the entire chapter.
- Use the icon alongside individual sections of text to only select specific passages of text.
- You can share, download, bookmark, or print your selections.

User Accounts

User Accounts are FREE and give registered users the ability to save search results and queries, save and manage bookmarks, request email notifications, and create annotations throughout codes.

Simply click the Log-In at the top of the screen to create an account and sign in. Note the blue sign-up button below the log-in box.

View of User Account Window

The User Account Window shows tabs for editing your profile information, editing bookmarks, your saved

searches, and notifications you are following.

E-mail notifications

User accounts let you select codes to "follow" and set up email notifications to be alerted when material is updated online. You can see a list of accounts you are following in your account management box. You can quickly access your saved searches and bookmarks.

Annotations

With an account, users can create annotations unique to each code. The ability to toggle on and off only appears to logged-in users.

Click on the Annotation icon to activate annotations in a code. Annotation markers will then populate throughout the code. Click a marker to bring up the notation screen to add your notes.

Notifications

Use the Notification icon to "follow" a code and receive email notifications on any changes to code.

You can review the codes you are following or unfollow a code in the account management window.

Searching the Code Library

Basic Search Guidelines

You'll find your search option along the top edge of your screen. This will take you to the search page. The search page will open to a Keyword Search option.

You have the option of using a Keyword Search or choosing the Advanced Filters below.

- Keyword Searches are usually quick and simple searches using a keyword or phrase or number. If searching for a hyphenated word or section numbering surround the search term in quotations, (example: "5.1-1")
- You have the option of checking a box to show text excerpts with your search results for additional information surrounding the term or subject.

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Search   My Account ▾   Select Language ▾   Resources ▾

Showing 1-2 of 2 results   ⊕ Save Search

🔍   "5.1-1"   + Advanced Filters

❌ Clear Search   ⌄ Advanced Filters

☑ Show Document Excerpts   Search

1. **5-1.1 ADMINISTRATIVE SERVICES BOARD; APPOINTMENT AND TERM OF MEMBERS.**

   Boston, MA   City of Boston Municipal Code

   ...5 1.1 Administrative Services Board; Appointment and Term of Members. There shall be in the City a Department, known as the Administrative Services Department, which shall be under the charge of a Board, known as the Administrative Services Board, consisting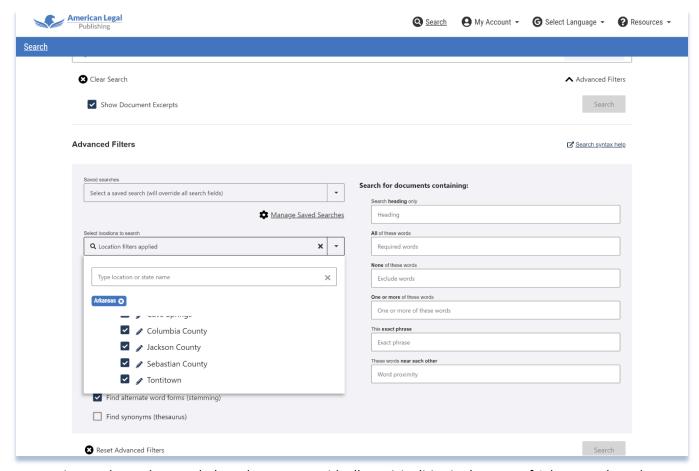 of an officer, known as the Director of Administrative Services, who shall be Chairman of the Board, an officer known as the Deputy Director of Administrative Services for Fiscal Affairs, an officer known as the Supervisor of Budgets, an officer known as the Supervisor of Labor Relations, an officer known as the Supervisor of Personnel, an officer known as the Purchasing Agent, and the Commissioner of Assessing, the City Auditor and the Collector-Treasurer, ex officio.

2. **APPENDIX A CODE COMPARATIVE TABLE**

   Boston, MA   City of Boston Municipal Code

   ...T5 C1 S 1 5 1.1 S 9 1-2.8 2 5-1.2 S 10 1-3 3 5-1.3 S 11 1-4 4 5-1.4 S 12 1-5 5 5-1.5 Ord. T2 C1 2-1 6 5-1.6 Ord. T2 C3 2-2 7 5-1.8 Ord. T2 C5 S 200 2-3.1 8 5-1.9 201 2-3.2 9 5-1.10 202 2-4.1 10 5-2.1 203 2-4.2 11 5-3.1 204 2-5.1 Ord. T5 C3 100 5-5.1 Ord T2 C7 350 2-7.1 S 101 5-5.2 351 2-7.2 102 5-5.6 352 2-7.3 103 5-5.8 353 2-7.4 104 5-5.9 354 2-7.5 105 5-5.10 355 2-7.6 106 5-5.12 356 2-7.7 107 5-5.13 357 2-7.8 108 5-5.14 358 2-7.9 109 5-5.15 359 2-7.10 110 5-5.16 360 2-7.11 111 5-5.17 361 2-7.12 112 5-5.18 362 2-7.13 113 5-5.21 Ord.

                                              ‹   1   ›

Advanced Filters

Use the Advanced Filters option to easily search for exact phrases, synonyms, word stems and more. You can also use these filters to search the entire code or narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down box. You can even refine searches to within a municipality to compare with other municipalities.

The Advanced Filters let you:

- Easily search for exact phrases, word combinations, synonyms and more.
- Narrow your search to specific portions of the code by using the checkboxes that appear in the drop-down search menu.

You can select to search to ALL the codes in any state, even ALL the codes in the code library. This can help you find similar provisions in other municipalities or find model provisions. To use this feature, type in your search terms and then use Advanced Filters to choose how to apply your search.

The above image shows the search drop-down menu with all municipalities in the state of Arkansas selected.

- You can type in the name of the code you want in the search field for fast access.
- You can choose individual codes within a state.
- You can refine your search to certain passages in each municipality by clicking on the pencil icon. It will take you to that municipality and let you select specific sections to search.
- Use the Clear Search button to start a new search.

Saving Searches

The FREE User Account is your best option to save searches. If you search for the same terms frequently you can save them here for easy retrieval.

Sharing Information

There are multiple options or sharing information. You can share a code or code section with a link, download and share a file, or print copies of a code to pass out.

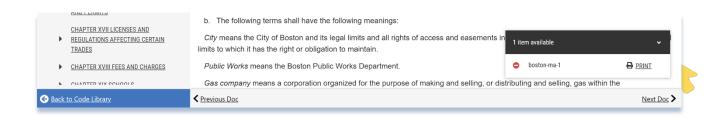| **Share**	Share lets you copy the URL and save it in your browser. Or share link to your email.
Download	Download gives you the option to save information in a variety of formats: HTML, RTF, Text, Mobi, Epub, and PDF. Choose the material you want to download from the drop-down box, select download, then indicate the format you desire.
Bookmark	You can set a bookmark or obtain a URL for a code. Click the icon and name your bookmark. You can add your bookmark to your user account for easy reference or copy the URL and save it in your browser.
Print	Print a chapter or a section using the Print icon on the screen. A The drop-down box will let you select the sections you wish to print. You can also print a selection of text by highlighting the appropriate text in the document frame and use your computer's print function. After highlighting the text to print, either select "Print" from the "File" menu or press "CTRL+P" to access the Print Dialog Box. Under "Print Range", choose "Selection" and the highlighted text will print.

A pop-up menu at bottom right of screen identifies tasks and lets you clear and remove finished tasks before adding new ones. Click the arrow to expand or collapse the menu. Click the red minus sign to remove an item from the list.

Additional Information Available

Some municipalities keep prior versions of their code in the library for quick, easy reference. Others may provide access to their meeting minutes online. Others may display other resources, such as links to new legislation. Additional information, if any, is displayed on the overview page for each code.

The default view is always the current code. When a toggle arrow icon ⇄ is present, it lets you know additional code version are available.
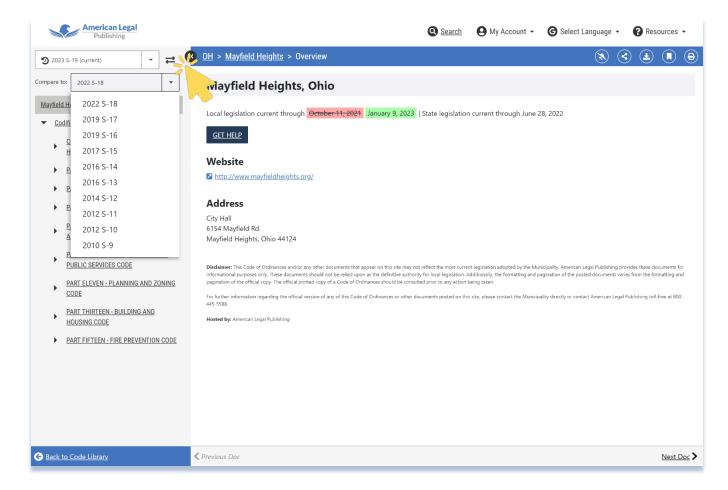

Clicking on the down arrow will display a drop-down list of available archived codes to view.

If a municipality has prior versions of their code available, users can compare code versions to see where/what changes were made by clicking on the toggle arrow icon. After clicking the toggle arrow icon, you will be able to select the archived version of the code to compare. Changes between the two codes will be highlighted in the document frame throughout the code. Deleted information is highlighted in red. Added information is highlighted in green.
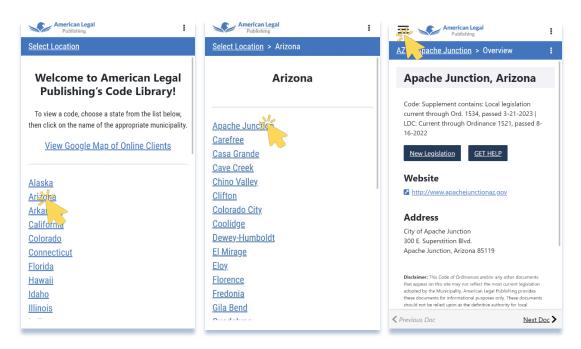
In the image below you can see that in the current code version, the previous date, "October 11, 2021", highlighted in red, has been removed and the new date "January 9, 2023", highlighted in green, has been added. You may see entire sections of code highlighted in green. This indicates they have been added to the code.
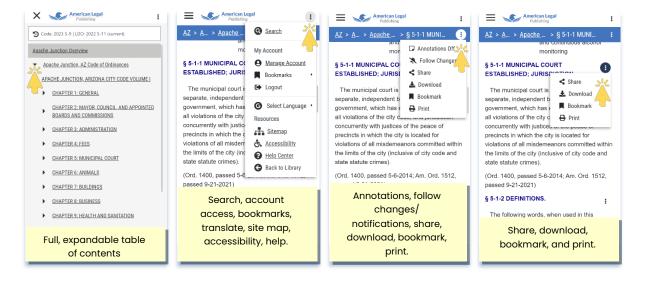

Using the Code Library on Mobile Devices

The Code Library functions the same in mobile views but looks slightly different.

From the home page, you can scroll down to find your state, then scroll through the state municipality list to find your specific code. On the municipal overview page, you will see information about the municipality. "Previous" and "Next" navigation buttons will display on the bottom. The Table of Contents can be accessed from the hamburger menu icon in the upper left corner of the screen.

The Table of Contents may fill the screen depending on your screen resolution size. The Search function and User Account menu is accessed by clicking the three vertical dots in the upper right corner of the screen. This same icon appears to the right of the navigation bar. Annotations and Follow Changes/Notification controls are here. These icons appear again to the upper right of each code section with the options to share, download, bookmark, or print.

Full, expandable table of contents

Search, account access, bookmarks, translate, site map, accessibility, help.

Annotations, follow changes/ notifications, share, download, bookmark, print.

Share, download, bookmark, and print.

Setting a Shortcut to Your Code on Your Mobile Phone

If you'd like to set a shortcut/icon directly to your code on your phone, follow these instructions.

Android

1. Open the Chrome app.
2. Go to the website you want to add to your home screen.
3. Tap the menu icon (three dots in the upper right-hand corner).
4. Select "Add to home screen".
5. You can change the shortcut's name in the pop-up that appears, then tap "Add".

You can find the shortcut among your other apps as an icon. When you tap the shortcut on your home screen, it will take you right to the website in its own window.

iPhone

1. Open Safari and go to the website you want to save to your home screen.
2. Tap the Share icon at the bottom of the page.
3. Scroll down to the list of actions and tap Add to Home Screen.
4. Type in a name for your shortcut and then tap the Add button.

The shortcut will be added to your home screen on the last page. You can then hold down the icon and select edit home screen to enable editing mode.

Support

This brief overview of the Code Library should help you get started viewing and navigating the library. Additional information and help will be available on the TUTORIALS page at AmLegal.com: https://www.amlegal.com/tutorials

You may also visit our YouTube Tutorial playlist for video tutorials at: https://www.youtube.com/@americanlegalpublishing/playlists

Contact

Still need help? Email us or give us a call. Technical support staff can answer questions related to the operation of our code library. If you have questions about a code's content, please contact the appropriate municipality directly for that information.

We are available weekdays, Monday through Friday, 8:30 am to 5:00 am, EST.

techsupport@amlegal.com

(800) 445-5588

Thank you,