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The College of William and Mary
Marshall-Wythe Law Library

Volume 2, Number 2

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FROM THE EDITOR'S DESK

A number of students have questioned me concerning the carrel policy, particularly the change which allows ten non-circulating Library books to be carrel slipped for ten days. In the interest of clarifying the policy, an explanation might be helpful.

The carrel policy was established to provide the 550 law students access to the 130 Library carrels for study purposes while still providing those involved in research projects the opportunity to leave Library materials in one location while they extract the information needed for their research. Although carrels may be reserved for research projects, other students may study there when the one reserving the carrel is not presently using it. The librarians discussed the policy and determined that the best method for providing this service was to require students using carrels for research or study to leave materials neatly on the upper shelf when they are not actually at the carrel. Daily carrel monitoring, reshelving materials as necessary and removing personal materials

left overnight is necessary to ensure that materials properly left in carrels are organized in such a way that other students feel comfortable using carrels to study. Reshelvers are leaving notices when personal and/or Library materials are removed.

The ten books for ten days policy was instituted to assure greater accessibility to non-circulating materials. Since most non-circulating materials, reporters and bound journals, are carrel slipped for access to one case or article, a ten day period should be sufficient for students to attain the needed information for their research. If necessary, the books may be renewed for an additional ten day period.

Students should note that the ten book limit applies only to non-circulating materials. These materials should have a stamp or label in the back which says "Do Not Circulate". There is no limit on the number of circulating books which may be checked out to an individual. We only ask that if the student elects to leave circulating materials in a carrel, they carrel slip these books to prevent reshelvers from accidentally pulling them. This applies to Swem Library and interlibrary loan books as well. Students have the responsibility to return circulating books to the proper Library when they are due.
...MWR

IN BRIEF

Recycling. The Environmental Law Society is recycling used computer paper. A large container labeled "Computer Paper Only" is located in the Computer Lab for used paper. Please do not put trash in this container.

...MWR

Need to Know? We have placed several bulletin boards around the Library. The following location guide should help students find information about training classes, new Library policies, or just whether one's significant other has called.

LEXIS/WESTLAW training information
LOCATION: PERMANENT LEARNING CENTER

LEXIS/WESTLAW search tips
LOCATION: 1ST FLOOR CITATOR ROOM

WESTLAW student hours & announcements
LOCATION: 1ST FLOOR GLASS CASE

LEXIS student hours & announcements
LOCATION: 2ND FLOOR GLASS CASE

Computer Lab information
LOCATION: COMPUTER LAB

Library policies/suggestions
LOCATION: REFERENCE/ADMINISTRATIVE AREA

Student/patron messages
LOCATION: NEXT TO CIRCULATION DESK
...MGH

New Bindery Schedule. Effective October 9, 1990 all periodicals sent to be bound will be at the bindery for only two weeks. ...SO

UNITED STATES GOVERNMENT DOCUMENTS

The federal government is the largest "publisher" in the United States, and many materials issued by government agencies are of particular interest to law libraries. Such frequently used titles as the Code of Federal Regulations, Congressional Record, Federal Register, United States Code, and Uniform Crime Reports are published by the U.S. Government, as well as texts of treaties and bills, the federal budget, and most administrative agency decisions.

Law libraries were designated as "selective depository libraries" in 1978, and may select any government published title for receipt. Although such titles are "free" to law libraries, the variety of material and its typically irregular receipt can make control of documents difficult. The Law Library selects approximately 1,000 current government

document titles. Swem Library selects a large percentage of non-law government documents as well as most congressional material. In most states, one library is designated a "regional depository" and must select all government documents published. In Virginia, the University of Virginia is the regional depository.

At the Law Library, government documents are shelved within the collection according to type of material. Periodicals, such as Army Lawyer, are shelved with regular periodicals. Monographs are usually shelved with other classified treatises. Decisions of administrative agencies are classified and shelved with the Special Subject Reporters. Technical material or less used documents are located in the Government Documents Area and shelved according to an agency classification scheme.

Most current congressional material is available at the Law Library in microfiche. This Fall, the Law Library will begin receiving paper copies of hearings and prints from selected congressional committees including the Senate and House Judiciary Committees and the Senate Foreign Relations Committee. This congressional material will be shelved in the Government Documents Area on the main floor of the Library.

The reference staff is very knowledgeable about the complexities of government documents and how agency or technical materials are cited. Not all government documents are in LION. When dealing with a title that might be issued by a government agency, check with the reference staff to make sure the Law Library does not have the material. ...SW

LOOK IT UP

Finding Presidential Documents in the Law Library

The President issues executive orders, proclamations and other legal documents, all of which have legal effect. Basically, executive orders are directives issued to government officials and agencies, while proclamations are announcements of policy

issued to the public at large. Both executive orders and proclamations are published first in the Federal Register [AISLE I-25 AND MICROFORM ROOM], and also in United States Statutes at Large [AISLES I-32 - I-33] and current issues of U.S. Code Congressional and Administrative News [AISLE I-34]. Executive orders and proclamations are identified by numbers, which are assigned to each type of document in separate series. Two other types of presidential documents published in the Register, but which are not individually numbered, are administrative orders and reorganization plans. Reorganization plans are identified by year, and by plan number within each year. Administrative orders are identified only by date and type of order.

Access to presidential documents in the Register is provided by a list of document titles in the table of contents. Documents are also listed, by document number and type of document, under Title 3 in both the current and cumulative tables of CFR Parts Affected. Another listing of presidential documents by number and type of document is published in the monthly LSA: List of CFR Sections Affected [AISLE I-26], under "Title 3 -- The President."

Presidential documents are compiled annually in Title 3 of the Code of Federal Regulations [AISLE I-26]. While most libraries keep only the current set of the CFR on the shelf, past and current Title 3 volumes are retained and shelved along with the current CFR set, providing an historical compilation of presidential documents from year to year. A series of tables in Title 3 provide references to presidential documents appearing in the Federal Register and CFR, a list of presidential documents affected by subsequent executive and legislative action, and a list of statutes providing authority for presidential documents.

Other annual sources for presidential documents include the U.S. Code Congressional and Administrative News [AISLES I-33 - I-34]; and USCS Advance, part of the United States Code Service [REF. KF62 1972 L38 and AISLE I-36]. Compiled collections of presidential documents spanning several years can also be found in the Weekly Compilation of Presidential Documents [AISLE I-26], published since 1965 by the Office of the

Federal Register. Published weekly, each issue includes an index to material for the current quarter. A cumulative index is published annually. The Office of the Federal Register publishes its own Codification of Presidential Proclamations and Executive Orders [REF. KF70.A473 1945-1989] covering the period from April 13, 1945 through January 20, 1989, for the administrations of presidents Truman through Reagan. To find presidential veto messages, consult Presidential Vetoes, 1789 - 1976, [REF. KF42.2 1978B].

Presidential documents and other materials may also be found in the multivolume Public Papers of the Presidents of the United States series [J80.A283]. Compilation of documents is complete since the Carter administration, and selective from the administrations of Hoover through Ford. The set is indexed annually, and includes a master index.

Presidential Documents Online

In addition, presidential documents may be found on the LEXIS and WESTLAW Computer Assisted Legal Research systems. The years of coverage for each database may differ on each system. Search on both systems by presidential name, subject of document, citation, or key words in the text of the document. Searches may also be limited by date.

On WESTLAW, choose one of the following databases: PRESIDENTIAL DOCUMENTS (PRES) (Executive Orders, 1936 -; other documents, 1984 -), FEDERAL REGISTER (FR) (1980 -), or CODE OF FEDERAL REGULATIONS (CFR84, CFR85, CFR86, CFR87, CFR88, CFR89, or CFR) (CFR covers the current year, and the other databases cover the years indicated). Documents in the PRES database are those published in the Federal Register.

In the LEXIS system, in the GENFED LIBRARY, select from the following FILES: PRESIDENTIAL DOCUMENTS (PRESDC) (1981 -), FEDERAL REGISTER (FEDREG) (July 1980 -), or CODE OF FEDERAL REGULATIONS (CFR81, CFR82, CFR83, CFR84, CFR85, CFR86, CFR87, CFR88, CFR) (As with the WESTLAW database, CFR covers the current year, 1989-90, and the other files cover the years as indicated). ALLREG combines the FEDREG and CFR files.

Documents in the PRESDC file are those published in the Weekly Compilation of Presidential Documents and the Public Papers of the Presidents series. Since different sources of documents are included in each system, coverage and arrangement in one may differ from the other. Thorough research should include both systems. ...RB

BITS AND BYTES

COMPUTER LAB INFORMATION.

New Computer Lab Consultants. Welcome to Morgan Smith and Greg Brummett who will be Student Computer Consultants in the Computer Lab this year. Morgan has prior experience as a student computer consultant. Greg worked for Texas Instruments and is very knowledgeable about computer hardware. Both should be able to answer most questions that arise in the Computer Lab. They have posted hours on the bulletin board in the Lab when they will be available to answer questions. Also, beginning in October, Morgan will offer weekly classes on WordPerfect and computer basics. Times and signup sheets for these classes will be posted on the bulletin board in the Computer Lab.

We Can't Fix a Problem We Don't Know About. We have developed a form for reporting problems with any of the computers or printers. The forms are located in the box on the table in the Lab. When you experience a problem, i.e. printer won't print, disk won't read, etc., please fill out a form and leave it in the carrel for the Student Consultants. We will try to correct the problem or call someone who can.

Conservation. A recent memo from the Campus Computer Center indicated that toner cartridges for our Lab cost the College \$12,000. One laser printer in the Law Library Computer Lab printed 185,000 pages during one seven-month period. We have three other laser printers, also doing their fair share of consuming paper.

Students can help reduce the cost of printing resources by printing rough drafts on the high speed draft printers and using the photocopiers to print extra copies.

[As a side note, 185,000 sheets of paper equals 370 reams or almost ¾ of a ton. Fourteen 15-20 year old trees were needed to produce that much paper. Paper accounts for 41 percent of the waste in our landfills and because it is biodegradable, it leaches chemicals and inks into groundwater.]

LEXIS/WESTLAW NEWS.

LEXIS/WESTLAW Printers. The WESTLAW terminals in the Permanent Learning Center and all the LEXIS terminals are using HP DeskJet printers. New cartridges for these printers may be obtained from the circulation desk. Because we are recycling the ink cartridges from these printers, you must return the used cartridge before the circulation staff will give you a new one.

CALR Training. The student LEXIS and WESTLAW representatives are offering weekly training sessions. The times of these sessions will be posted on the bulletin board in the Permanent Learning Center on the second floor of the Library. If there is a particular topic you would like to see covered in these sessions, please see one of the representatives in carrels 104 (WESTLAW) or 105 (LEXIS).

Dispelling Myths. Contrary to an article published in the Advocate the Library is actually acquiring more LEXIS and WESTLAW terminals. This year we added 6 permanent LEXIS terminals and 5 permanent WESTLAW terminals. Because these terminals are here year-long instead of only a couple of months out of the year, we can be more flexible in offering advanced and specialized training. Hopefully we can now offer training classes when students actually need them rather than at Mead's or West's convenience.

This month we are also installing four "point of use" LEXIS terminals. Three of these will be located within the Library stacks -- on the first floor to use with federal statutory and case material, in the basement to use with international material, and on the second floor to use with state materials. The fourth will be located in the front lobby across from the LION terminals. This terminal may be used with LION to enhance the Library's hard copy holdings.

Swift Justice. LEXIS now has U. S. Supreme Court opinions online within an hour of their release by the Court. Chief Justice Rehnquist approved electronic dissemination of the Court's opinions, called "Project Hermes" for a two year trial. After LEXIS receives the transmitted opinion, they index it and code it to allow LEXIS users to search the text of the case online. Then within 24 hours the case is carefully proofread and additional indexing is done as needed. The opinion in Cruzan v. Missouri, the well-known right to die case, was available 56 minutes after its release. .MGH

Newsletter Contributors

Martha Rush, Editor
Rick Buchanan
Mary Grace Hune
Sandy Oertli
Joan Pearlstein
Sue Welch

Betta Labanish - Secretary

INTERLIBRARY LOAN

The following note is a reminder to those requesting materials through interlibrary loan. We hope that both faculty and students will assist us to expedite their requests by doing the following:

1. Give as full a cite as possible-- an incomplete cite prolongs the time it takes to process the request;
2. Search the LION terminal to see whether either Law or Swem possess the material;
3. Be sure to look both in the LION terminal and in the **old card catalog** as this is the key to locating older material. If you go over to Swem, this same procedure should be pursued when searching for Swem materials;
4. Try to give us sufficient notice to send for the books or photocopies you require. Bear in mind that it could take a week, ten days, or more depending upon the distance of the library from which we order. We will, of course, do our best to find the material close at hand but this is not always possible.

If you follow the above instructions to the best of your ability, it will be easier for us to play our part and obtain the necessary material for you with the minimum delay. Thanks for reading this and we promise you our very best service at all times -- service with a smile!
...JP