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William & Mary Law Library
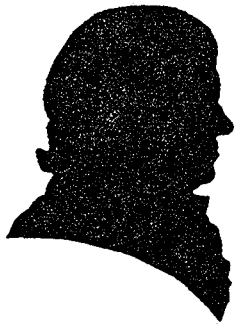
LAW LIBRARY BRIEFS

The College of William and Mary
Marshall-Wythe Law Library

FROM THE EDITOR'S DESK

With this volume, Law Library Briefs will be issued six times during the academic year - three times each semester. The new publication schedule should provide faculty and students with more timely information concerning Library policies and programs. Volume Three will also include information about Library staff members, their duties and extension numbers to familiarize readers with job responsibilities and individuals to contact for specific information. We will continue to include research and computer tips.

This summer Rick Buchanan, Reference Librarian, left the Law Library to pursue the practice of law in Roanoke. Before he left, he wrote one last article for the newsletter, which you will find included in this issue. Sue Trask, a recent graduate of the Marshall-Wythe Law School, who holds a Master of Science in Library Science from the University of North Carolina will join the Library staff in early September as Reference Librarian.

As always, your suggestions concerning information to include in the newsletter are welcome.   ...MWR

BITS & BYTES

PC LAB UPGRADE

The College Computer Center is installing a Novell local area network (LAN) in the Marshall-Wythe Computer Lab. The LAN server will provide access to WordPerfect 5.1, Paradox 3.5 (database management), Quattro Pro (spreadsheet), and CALI (interactive legal instruction) from any computer terminal in the Lab. Please note that we will no longer have copies of WordPerfect 5.0 running on the network. Each terminal will print to a HP Rugged Writer. In addition, three terminals will print to a HP LaserJet printer with the use of a Vendamat card. Printing from the laser printers will cost $.07/page.

The configuration in each terminal includes a 3½", 1.44 m, and a 5¼", 360 k drive. A few stations also have a 5¼", 1.2 m drive. In addition, because all of the software is installed on the server, students will be able to save files on the "D\SCRATCH" subdirectory, located on the hard drive on each terminal.

The installation process is not complete, however. We would ask that students be patient during the next couple of weeks while the installation is completed. Until the work

is finished, please direct any questions you have about the Lab or problems you might encounter to the Computer Center at ext. 13002. A phone is provided in the Lab for this purpose. The Library staff is not equipped to answer your questions at this stage of the installation.

WORDPERFECT TRAINING

If you have never used a computer or a wordprocessing package, or if you need to learn more about advanced Wordperfect 5.1 techniques, plan to attend one of the training sessions offered in the Computer Lab. Classes will include "An Introduction to Computers and Disk Operating Systems", "Introduction to WordPerfect 5.1", and "Advanced WordPerfect 5.1 Techniques." We will schedule these classes through the Legal Skills Law Offices. Anyone wishing to schedule a training session should contact their Computer Skills Coordinator in their law office.

Because of the changes in the Lab, we will also offer a class to familiarize returning students with using the LAN and with WordPerfect 5.1. This class will be offered several times during September. Sign up sheets and additional information will be posted in the Computer Lab.

LEXIS & WESTLAW NEWS

Over the summer we made a few changes with our LEXIS and WESTLAW service to students. One very important change you will see is the addition of a West laser printer and a LEXIS stand alone printer for student use. Student passwords will be coded to allow printing to these printers, in addition to the printer connected to each terminal. Students will also be able to send prints to these printers from any of the

terminals located throughout the Library. For efficiency purposes, if you expect the printed document to be 5 pages or less, you can print it to the printer connected to the terminal. For printouts of longer than 5 pages, it will be more efficient to print them on the laser or stand alone printers. Prints sent to the stand alone printers will be queued in the order requested.

One word of caution. If you print something to the printer attached to the terminal and don't take it with you, it will be discarded by Library staff. Prints sent to the stand alone printers will be collected and sorted by the student LEXIS and WESTLAW representatives and placed in file folders in the Learning Center. Finally, our goal in the Library is to try to prepare students for life beyond Marshall-Wythe. Please remember that law firms seriously object to associates wasting client money by indiscriminately printing everything they retrieve from online research. Practice good online habits and print only what is not available in the Library.

LEXIS & WESTLAW CONTINUED:

Passwords. Representatives from WESTLAW distributed new WESTLAW passwords to 2L's and 3L's Monday, August 26, through Wednesday, August 28. You cannot continue to use your WESTLAW password from last year. If you did not obtain your new password at that time, please see Carrie Leonard or Brett Johnson in carrel #78. LEXIS passwords for 2L's and 3L's will remain the same from last year and should now be reactivated. If your LEXIS password is not active please see either Linda Fox or Craig Holmes in carrel #77 Software to access both systems from home computers will also be distributed the first week of classes. 1L's will receive

passwords when they receive their training in the second semester.

Training. Representatives from both LEXIS and WESTLAW will be in the Law School providing training in using the online research systems to assist students in their job searches. A WESTLAW representative will demonstrate the use of West's NALP database on September 10, at 11:00 and 4:00 in the Learning Center. The LEXIS representative will demonstrate Martindale-Hubbell online on September 11, at 11:00 in room 239 and at 4:00 in room 119. If you are preparing to send out resumes or interview, you won't want to miss this opportunity to learn how to use online research to help you in this process.

If you found out this summer that there was a lot you didn't know about online research, plan to attend the WESTLAW Advanced Searching Clinic on September 10-11. Signup sheets and a schedule of the clinics will be at the circulation desk.   ...MGH

MEET THE CIRCULATION SUPERVISORS

AUDREY A. FLOCK
LIBRARY ASSISTANT/HEAD OF CIRCULATION
PHONE: 221-3258

As Head of Circulation, Audrey oversees the supervision of all desk activities, stack maintenance and the reserve collections. Checking books in and out, placing holds on books, searching for missing materials, issuing and reprogramming copy cards, monitoring carrel collections, arranging for service and repair of equipment, and sign-up of Library conference rooms, carrels, and lockers, are some of the Library activities she supervises.

A native of Northern New Jersey, Audrey has lived in Virginia for thirteen years. She holds a B.S. in Music from Old Dominion University. Prior to coming to Marshall-Wythe, Audrey was the Library Assistant in charge of the Music Listening Room in the University Library at ODU.   ...AAF

JOAN K. PEARLSTEIN
LIBRARY ASSISTANT/EVENING SUPERVISOR
PHONE: 221-3259

Joan is in charge of all aspects of circulation during the evening hours. She supervises various student desk attendants who perform circulation duties, such as checking books in and out, selling copy cards, answering locational questions and filing legal materials. A major portion of Joan's time is spent in providing interlibrary loan services both to our patrons and to those of other universities. The use of the VTLS and OCLC computer systems facilitate the ILL services. Joan is also responsible for the upkeep of the faculty and new book displays in the Library lobby.

England is the country of Joan's birth and London is where she was born and educated. She has resided in the United States for a total of almost twenty years and has worked at the Marshall-Wythe Law Library for over twelve years.   ...JKP

LOOK IT UP

CIS Congressional Publications: Too Many Fiche in the Sea?
You might be able to avoid them your first year in law school. By second year, however, especially if you're a faculty research assistant or a law journal drudge assigned a seemingly endless sub-check to do, you will have to

deal with U.S. Congressional documents. These include publications from all phases of the federal legislative process: hearings, committee prints, committee reports, the text of legislation and floor debates.

The number of documents generated by Congress is enormous, and the amount of space required to store them in paper or "hard copy" format is far more than most libraries can afford to spare. Some selective government depository libraries (such as the Swem Library here on campus) collect various Congressional documents in paper format. Most libraries, however, collect such documents on microfiche, which can be stored compactly in the space required by a few file cabinets.

The Congressional Information Service (CIS) has published virtually every Congressional document (except floor debates, which are published in the Congressional Record) in microfiche format since 1970. It also publishes a selected set of documents from 1789-1969 called the U.S. Serial Set. Along with the documents themselves, CIS publishes its CIS/Index, which serves the seemingly impossible task of keeping track of each individual document. Another CIS publication, the U.S. Serial Set Index, indexes Congressional documents from 1789 - 1969. Indexes to Congressional documents from 1789 to the present are also available on CD-ROM (compact disc) as part of the CIS Congressional Masterfile.

As a rule of thumb, for documents older than 1970 check at Swem Library first. The Swem Government Documents department has the U.S. Serial Set Index print indexes (but not the microfiche set of documents), as well as the Congressional Masterfile on CD-ROM. In addition, Government Documents at Swem has selected Congressional

documents in paper format from around the 1930's to the present. The Law Library has the Indexes to the Reports and Documents of Congress, for each Congress from the 54th (1897) to the 87th (1962), and a complete set of CIS Congressional publications on microfiche (with accompanying indexes) from 1970 to the present.

The CIS Number System
CIS documents on microfiche are arranged by year. Within each year documents are assigned CIS numbers, and fiche are arranged in numerical order. A number begins with the last two digits of the year of CIS publication (which may differ from the official date of publication), followed by a letter: H for House documents, S for Senate documents, and J for joint documents.

Following the letter prefix the first two digits of the number refer to the committee or office which issued the document. These are apparently assigned to each committee in alphabetical order. For example, H14 indicates the House Select Committee on Aging, H16 the House Agriculture Committee, etc.

The third digit of the CIS number indicates the type of document. The three most common types are 1 (Hearing), 2 (Print) and 3 (Report). Each separate type of document from a particular office or committee is numbered consecutively during the year. For example, 88 H141-50 would be the 50th hearing of the House Select Committee on Aging published in 1988. A document may consist of one or more fiche, and each fiche is numbered consecutively within a document (e.g., one of six, two of six, etc.).

CIS Indexes
CIS indexes each document in several ways. The indexes are organized in this order: (1)

Subjects and Names, (2) Titles, (3) Bill Numbers, (4) Report Numbers, (5) Document Numbers (primarily for House documents), (6) Senate Hearing Numbers, (7) Senate Print Numbers, (8) Superintendent of Documents Numbers, and (9) Committee and Subcommittee Chairmen. References in each index are to CIS numbers.

CIS currently issues white paper indexes monthly, numbered 1 - 12 from January through December. These are placed in ring binders in the Microforms Room. The white indexes are cumulated in blue colored indexes each quarter, in two parts. Part one contains the index of subjects and names, and part two contains the other indexes and tables.

Since 1987 CIS has issued an annual bound index volume, usually in April or May for the preceding year. For years prior to 1987, indexes were issued in multiple volumes every three years: 1970-74, 1975-78, 1979-82, and 1983-86.

CIS Abstracts
Along with its indexes, CIS also publishes abstracts of each individual document. An abstract consists of the CIS number, full title of the document, date of publication, and any other identifying numbers, such as document number, Library of Congress number, Superintendent of Documents number, etc. Also included is the cost of the document, if any, from the Government Printing Office.

Following the identification and order information is a synopsis of the contents of the document. In the case of hearings, the names of witnesses are given in the order of their testimony, along with the pages at which that testimony appears in the transcript.

Abstracts are useful for making sure that the CIS number is correct, and that the document is relevant, before having to pull the fiche. They are also helpful for locating particular testimony, persons, or topics within lengthy documents. If a paper format copy of the document is desired, the abstract provides information necessary for locating the document, either at the Swem Library or via inter-library loan.

Like the indexes, the abstracts are published in monthly paper pamphlets, arranged in CIS number order. Abstracts do not cumulate, and each monthly pamphlet is retained until replaced by a permanent annual bound abstract volume, again usually in April or May for the preceding year. Annual abstract volumes have been published since 1970.

Legislative Histories
Since 1970 CIS has compiled a list of legislative history documents for each public law. Until 1981 these legislative histories were included as part of the annual abstract volume for a given year. Since 1981 they have been published in separate volumes as part of the CIS Legislative History Service.

Legislative history entries are arranged in Public Law number order, and consist of a cumulative list of documents relating to a particular public law. A typical entry for 1980, for example, for P.L. 96-8 (the Taiwan Relations Act), contains the P.L. number, the name of the act, the United States Statutes at Large citation, the related bill numbers from each house of Congress, a synopsis of the act, and a chronological listing of related documents, identified by type and CIS number, from 1978 - 1980. Pertinent citations to the Congressional Record are

also noted, as well as the location of relevant Presidential documents. Presidential documents, and floor debates from the Congressional Record, are not published as part of the CIS series, however.

How to Find a Particular CIS Document
You need the CIS number for your document. The easiest way to find this is by searching in the indexes by the document or report number, the bill number, or by the title. Keep in mind that you must have the exact title as it appears on the document in order to find it in the Title Index. Titles are indexed alphabetically, word for word, omitting the initial article, if any.

If your initial title search is unsuccessful, try searching by the name of the committee or subcommittee that produced the document, or by subject, using various subject terms under which a document may have been indexed. A report on pesticides, for example, might be indexed under pesticides, agriculture, or the environment. If you have a P.L. number, use the Legislative History entry to locate pertinent document numbers.

If all else fails, and you know which committee or subcommittee produced the document you want, look up the letter and three digit code for that committee and type of document, and then scan the abstracts listed under that number in each abstract volume for the range of years in which you think the document was published. There should be enough information included in the abstract to identify your document. This is cumbersome, but it usually works. Remember, to save time, use the abstracts to screen documents before pulling the fiche.

Find the microform cabinet and drawer which contain the fiche for the year indicated by your CIS number (drawers should be labelled "CIS" and with the range of years contained in that drawer). H numbers are filed first, followed by J (if any) and then S. Fiche are filed in number order, and there are paper dividers to help locate each range of numbers within the various committees.

Make sure you pull all of the fiche for your document. It makes them easier to refile. Please do not refile fiche yourself. If they are refiled incorrectly they will be impossible to find again. Place them in the plastic tray in the Microforms Room to be refiled by Library staff.

There are microfiche readers and reader/printers available in the Microforms Room. If you need assistance with using the CIS indexes or documents on microfiche, or with any of the reader/printers in the Microforms Room, contact a reference librarian.   ...RCB