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LAW LIBRARY BRIEFS

The College of William and Mary
Marshall-Wythe Law Library

Volume 3, Number 4

January, 1992

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FROM THE EDITOR'S DESK

The Law Library maintains two display cases where copies of books and law review article reprints published by our permanent full time faculty members are exhibited. Many of our faculty are prolific authors and we are delighted to be able to focus attention on their publishing expertise.

The smaller case, which is located in the Library lobby, contains current materials published within the past year. Materials removed from the small case are transferred to the glass bookcase located on the second floor for permanent display. A notebook containing a bibliography of materials contained in the cases is provided for general use.

Faculty members provide us with reprints of published law review articles which are immediately placed in the current display case. The Library purchases two copies of all treatises authored by our faculty: one for the display, the other for the circulating collection. Both copies are cataloged in LION. Should the circulating copy be unavailable, check with the circulation staff. They can retrieve the display copy for you to use. ...MR

MEET THE ADMINISTRATIVE AND REFERENCE STAFF

JIM HELLER
DIRECTOR
PHONE: 221-3252

After nearly three and one-half years on the job, Jim is still trying to figure out precisely what he does. As Law Library Director, he has overall responsibility for all Law Library operations, including technical and public services, collection development, and fiscal management. Jim came to Marshall-Wythe in the Summer of 1988 by way of Moscow, Idaho, where he was director of the University of Idaho Law Library. Prior to that he was director of the Civil Division Library at the U.S. Department of Justice, and head of public services at the George Washington University Law Library. Jim received his BA from the University of Michigan, a JD from the University of San Diego, and an MLS degree from the University of California at Berkeley. ...JH

BETTA M. LABANISH
SECRETARY
PHONE: 221-6352

Secretary to James S. Heller, Director of the Law Library and Martha W. Rush, Associate Law Librarian, Betta provides secretarial support for the Law Library and maintains personnel and student and hourly payroll records. She is to be notified when there is a maintenance problem in the Library so the appropriate people can be contacted.

Betta previously was an executive secretary to a vice president and the managers of domestic and international divisions of Koppers Company, Inc., in Pittsburgh, Pa. She has attended Robert Morris College and Thomas Nelson Community College. A member of Professional Secretaries International, she is on the Service and Education Committee, is a Vice-Regent of the Catholic Daughters of America and volunteers with the Association for Retarded Citizens. ...BL

MARTY RUSH
ASSOCIATE LAW LIBRARIAN
PHONE: 221-3253

Marty administers all aspects of public services, which includes both reference and circulation activities. She assists the director with budgetary and personnel matters for public services activities; coordinates collection and disposition of gift materials; participates in the Legal Skills Program; oversees management of the facilities and stack maintenance; and works with the reference staff to provide information retrieval and training in research skills through special programs, workshops and one on one instruction for faculty, students, alumni, library organizations, and members of the bar and the community.

Marty was raised in Frankfort, Kentucky. She received her BA and Master of Science in Library Science degrees from the University of Kentucky and her JD degree from the University of Louisville. She worked for the Kentucky Legislative Research Commission and the University of Louisville School of Law Library before coming to Marshall-Wythe. ...MR

MARY GRACE HUNE
REFERENCE LIBRARIAN
PHONE: 221-3256

Mary Grace Hune is one of the two reference librarians at the Marshall-Wythe Law Library. In addition to providing general reference assistance, Mary Grace oversees computer activities in the Library. This involves coordinating various aspects of our computerized research services, including training, recordkeeping, equipment acquisition and troubleshooting, and online search assistance. For our faculty she will also perform computerized information searches and set up electronic current awareness searches. Finally, Mary Grace coordinates with the campus computer center for management and maintenance of the Library's Computer Lab.

Her educational background includes a BA from Miami University, an MLS from Case Western Reserve University and a JD from Ohio Northern University. Three years ago Mary Grace came to Marshall-Wythe with 12 years of academic and firm law library experience. In this time as a law librarian she has made improving the "information literacy" level of today's attorneys her primary goal. While here she has gained a reputation for her creative (wacky?) program ideas to foster good research skills. ...MGH

SUE TRASK
REFERENCE LIBRARIAN
PHONE: 221-6351

In addition to providing reference services for faculty, students, and the general public, Sue coordinates the audiovisual activities in the law school. These responsibilities include videotaping Legal Skills and Trial Advocacy

trials, arranging equipment setups for classroom use, and taping special programs as needed. She also maintains the microfiche and microfilm equipment.

Originally from Wyomissing, Pennsylvania, Sue graduated from William and Mary in 1982. She attended the University of North Carolina at Chapel Hill and received her Master of Science in Library Science degree in 1986. Last May, she graduated from Marshall-Wythe. Prior to law school, Sue worked as the systems/automation librarian at Old Dominion University in Norfolk. ...ST

BITS AND BYTES

CALR Training. LEXIS and WESTLAW training for first years will begin January 27 and continue through February 23. LEXIS training representatives will offer sessions on LEXIS research from January 27 - February 8. Training representatives from WESTLAW will be here teaching WESTLAW February 10 - February 23. Training will be held in the CALR Learning Center on the second floor of the Library. Students must sign up for a time to attend training. Signup sheets may be found in the CALR Signup notebook at the circulation desk.

In addition, we are offering a makeup week from February 24 - February 28. Any student who misses a regularly scheduled training session or who would like additional assistance with computerized research may contact one of the student representatives to schedule a time during this week.

Notice About LEXIS And WESTLAW Printing. Many of you are aware that the Library now has a WESTLAW laser printer. We also now have a LEXIS standalone printer. Use these printers to print out long

documents. Printing the full text of many long documents to the attached printers is an inefficient use of our equipment. Printing to the attached printer ties up the computer terminal so no one else can use it. It is also much slower than the laser and standalone printers. Please note that if anyone (Library staff member, student, or LEXIS or WESTLAW representative) finds an attached printer printing with no one sitting at the terminal, that person has authority to turn off the terminal, terminate the print request, and discard any materials left at the printer. Documents sent to the laser and standalone printers will be stored in hanging files located in the CALR Learning Center for a period of two weeks before being discarded. ...MGH

THE FINER POINTS: A COLUMN ON EFFECTIVE RESEARCH METHODS

The focus of this issue's column is on printing and downloading options on LEXIS and WESTLAW. One of the greatest misuses of online research systems is in the use of printing capabilities. Students and new lawyers alike, for whatever reason, are very quick to press the "print doc" or "offline print" keys, not thinking that the cost of doing so is \$.02 a line plus telecommunication charges. While students will not have to pay this cost while doing their research in the law school library, they should be aware that their actions will result in costs to the firm and to the clients when they enter the firm environment.

Computers have changed the practice of law, including the way lawyers perform legal research. The lawyer can save time and money through the proper use of computerized office management and legal research systems. A lawyer in today's law firm must be familiar with the applications of new developments in technology to his/her law

practice and legal research. The misuse of these new applications can be very expensive as the following story demonstrates. At a law firm in which I worked, a new associate retrieved 250 cases from an online search. Without trying to narrow her search or scanning any of the retrieved documents for relevancy, she downloaded the full text of every one of them. She had the misguided perception that she was being thorough by giving the assigning partner the full text of all 250 cases -- about 3700 pages -- and making him spend the time reading them and deciding which ones suited the needs of the case. The total number of lines downloaded was approximately 250,000 at a cost to the firm of \$.02 per line plus 4 hours of telecommunications charges. As a result of this costly "shortcut", the young attorney had to go through the embarrassing experience of justifying this needless expense to the firm's billing partners.

The discussion that follows will acquaint you with some of the technological advances in downloading and printing from online information sources and their proper application in the law firm setting.

Downloading Concepts & Effective Uses

When LEXIS and WESTLAW refer to downloading they generally mean the transfer of data from their mainframe computers to either your computer terminal or your printer. Both systems may use the words "downloading" and "printing" interchangeably; whether you send the data to a printer or to a computer disk you are engaged in the process of downloading. LEXIS and WESTLAW both offer online and offline printing capabilities. With online downloading, you transfer one screen of text at a time while you are connected to the database. On the LEXIS system, with this option, the only charges incurred are the telecommunications and connect charges.

There is no per line charge. WESTLAW charges \$.02 per line plus telecommunications, connect, and database charges. Offline printing, on the other hand, allows you to download one entire document or portions of a document, or groups of documents. The cost of offline printing includes the per line charge plus telecommunications charges. Online or offline downloading can be sent to the printer attached to your computer terminal, a standalone printer (usually located at some centralized point in the library or law office), or to a computer disk (a hard disk or removable floppy diskette).

When browsing through documents in "KWIC" or "TERM" formats, downloading a screen of text from each pertinent document is an inexpensive way to keep a useful record of those documents you may wish to read in full text. When you are finished browsing the retrieved documents you have a list of citations, each with a paragraph or two that indicate why the citation is valuable to your research.

Downloading entire documents either to your printer or to disk is a cost effective use of online services in two circumstances. First, if the document is not readily available in your library or cannot be obtained from another library within a reasonable amount of time, it makes sense to download the document. Examples of documents that may not be available in your library include unpublished court opinions, out-of-state court opinions or statutes, or newspaper or magazine articles. Before downloading a document you assume your firm's library does not have, however, it is a good policy to check with your librarian. The librarian makes it his/her job to know sources for obtaining information quickly and inexpensively. Second, downloading the entire document can also be cost efficient when you plan to quote large amounts of the document in the production of a brief, law review article,

or book. In this instance, you would download the document to a disk. You can then use your wordprocessor to highlight blocks of the downloaded document to incorporate into your work product.

Sometimes it may be useful to download the list of all of the documents retrieved in citation format. Once I assisted a young associate research news articles on the illegal activities of a particular union. As she was interested in any reports about the union, we retrieved a large number of documents. The headlines of the articles provided a lot of information, so we downloaded the citation list. While this download request did cost \$.02 per line, she and the assigning attorney were able to peruse the headlines and select the most informative articles. Downloading the citation list to disk is also a useful method of creating bibliographies or tables of authorities. Once the list of citations you plan to use in your document is on disk, you can easily run them through the cite checking utilities found on both LEXIS and WESTLAW.

A chart will be available in the CALR Learning Center explaining the procedures for various types of downloading on LEXIS and WESTLAW. Pick up a copy to keep as a handy reference guide to downloading and its proper uses.

Conclusion

Information is a lawyer's stock in trade. Technology has changed the way lawyers access the information they need. Once perusing the law books in one's office was considered sufficient to acquaint the lawyer with the body of law.

A good rule for new associates is to find out right away the firm's policies regarding downloading and printing from online databases. The firm's librarian is the best source for this information. Librarians make

a point to stay abreast of new developments in law office and legal research technology. It is their job to keep the managing partners apprised of these new developments and how the firm should take advantage of them.

Whether you need it quickly and/or cheaply, a librarian can help you decide the best way to get the information you need. By taking into account where the information is located, how soon you need the information, and what you or the client is willing to pay for it, your librarian can guide you to the most cost efficient method of obtaining the documents you need.

CROSSWORD PUZZLE WINNERS

In response to the "Cross(word)-Examination" puzzle published in the last issue of the newsletter, five prizes were awarded from the entries submitted. The winners: Bitsy Hawes, Bill Madigan (1L), Gregg Schwind (2L), Nick Murphy (2L) and Veena Luthra (2L) received prizes ranging from Ben & Jerry's sundaes to chocolate. Look for a new puzzle in the next issue of Law Library Briefs. ...ST

Newsletter Contributors

Martha Rush, Editor

Jim Heller

Mary Grace Hune

Sue Trask

Betta Labanish - Secretary