

# Introduction to Law Libraries and Law Library Management

## Syllabus

CUA School of Library and Information Services LSC 825

Summer 2007, Saturdays 9:00 am -5:00 pm June 9 – June 30th, 2007

**Instructor:** Abigail F. Ellsworth Ross  
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This course is designed to introduce students to the various kinds of law libraries, their organizational structures, collections, and services. It will focus on the day-to-day operations of law libraries, their unique collections and the relationship they have with their patrons. It will also touch upon basic legal and non-legal resources as they relate to the daily tasks and concerns of law librarians.

### Course Goals:

- Introduce students to the various types of law libraries
- Discuss administration of law libraries and their peculiar challenges and concerns
- Offer students an opportunity to visit local law libraries and learn from the people who run them

**Class Format:** Lectures, class discussions, breakout sessions, written assignments and online discussions. Also includes a number of scheduled visits to libraries and special guest lecturers throughout the semester – please note that students will be expected to provide their own transportation (either by car or Metro). Please let me know if this poses a problem.

### Readings:

Selected chapters from:

P. Kehoe, L. Lyman and G. McCann, eds. *Law Librarianship: A Handbook for the Electronic Age*, 1995. <On reserve>

Rupp, Serrano, Karen ed. *Licensing in Libraries: Practical and Ethical Aspects*, 2005. <On reserve>

Selected Readings from *Law Library: Skills, Strategies & Solutions*, Practising Law Institute (PLI), various dates from 2001-2006. Please refer to daily reading lists.

Available on Westlaw; hard copies will be on reserve if anyone wants to make photo copies.

Selected articles and newsletters – please see daily reading lists below.

**Grading:**

Student’s final grades will be based upon the required completion of the following course components:

- 1. Four LLSDC Listserv summaries (1-2 pages)  
One due every week (June 9<sup>th</sup>, June 16<sup>th</sup>, June 23<sup>rd</sup>, June 30<sup>th</sup>). Topic determined by student. Please see additional information below. 25%
- 2. Case study (8-10 pages) 40%
- 3. Class Presentation of case study topic 25%
- 4. Weekly Breakout session presentations 10%

**Assignments:** All work is expected on the due date. Late submissions will not be accepted.

*All typed assignments should be single-spaced in Times New Roman 12 pt font.*

**Attendance and Behaviour:** I do not require attendance in my class – with the exception of this first class I will not even take attendance. You are all adults and paying for the privilege of being here, I expect you to determine for yourself if your presence is necessary.

However, class notes will not be provided to students missing class. Also, I will expect your breakout session presentations and your case study to incorporate points discussed in class and on Library tours, so your presence could be a factor in your final grade.

If you do come to class, please note that I will expect respectful behaviour at all times – to your fellow students and to me. No cell phones, no pagers, no sleeping in class or similar disruptions. Anyone disrupting the class will be asked to leave.

**Extra Credit:**

The best way to learn about other types of libraries, the librarians who work there and the type of work they do is to visit these places and talk with them. To that end, I have included some additional Libraries you can visit on your own time. Visits to these libraries must last a minimum of one hour and include some combination of: a tour by a Librarian, discussion with the Librarian about problems or issues associated with that type of Library, collection development or type of patron, and observation of how people are using the resources. After the visit, please submit a one page discussion of your visit. Each summary will be worth 3 extra credit points. Additional libraries may be added.

PLEASE NOTE RESTRICTIONS FOR EACH LIBRARY – FAILURE TO OBSERVE THESE RESTRICTIONS MAY RESULT IN MY REFUSAL TO AWARD EXTRA CREDIT.

**Libraries:**

Alexandria Law Library  
520 King Street, Room L-34

Alexandria, VA 22314

Contact: Merrill Chertock at 703/838-4077

Restrictions: The Alexandria Law Library is only open Mondays-Fridays. Merrill is happy to have you come by for a tour anytime between 9:00-5:00, but please call ahead. Weekend tours are not an option. The Library is accessible by the King Street Metro.

Covington & Burling Law Firm Library

1201 Pennsylvania Ave. NW

Washington, DC 20004

Contact: John Harbison at 202/662-6156 OR [Jharbison@cov.com](mailto:Jharbison@cov.com)

Restrictions: Please let me know in advance if you are planning to contact John about a library tour at Covington & Burling. John has asked you to please observe the following: 1) please come in groups of 2 or more (so you will need to find someone who can go at the same time) and 2) please call with a suggested time that falls during lunch hours Monday-Friday – so sometime between 12-2 pm.

### **Course Outline:**

#### **Saturday, June 9<sup>th</sup>:**

#### **WE WILL BE IN THE SLIS COMPUTER LAB TODAY – MARIST 131.**

- Introduction to the course and requirements

- LLSDC listserv assignment overview

You will need to sign up for the LLSDC (Law Librarians Society of Washington, DC) listserv, if you have not already done so. Instructions to do so can be found here:

<http://www.llsdc.org/listserv/>. Please see attached for assignment details and formatting.

You can bring a paper copy to turn in at the start of class OR you can e-mail this to me at [ross@khlaw.com](mailto:ross@khlaw.com) before 9:00 am on the Saturday it is due. **NO LATE SUMMARIES WILL BE ACCEPTED.**

-Discussion of case study assignment

-Discussion of weekly breakout sessions

- General introduction to legal materials – overview of legal system and documents it produces

LUNCH

- A discussion on Law Library Administration (Kehoe text pages 1-12, 17-32)

- Breakout session – Do you think an MLS is necessary for Librarianship?

Administration Reading List:

Kehoe textbook Pp. 1-12, 17-32

Esposito, Joseph. "What if Wal-Mart Ran a Library?" *Journal of Electronic Publishing*, Winter 2006. Available online: <http://www.hti.umich.edu/cgi/t/text/text-idx?c=jep;view=text;rgn=main;idno=3336451.0009.104>

#### **Saturday, June 16<sup>th</sup>:**

- Vendor relations

- Licensing / Serials Management
- Shared Resources: Inter-Library loan and Union Lists (COUNSEL - Consolidated Union Serials List Directory, published by LLSDC)
- Breakout session (Licensing)

#### LUNCH

- Guest Speaker - Guest Speaker: LexisNexis Librarian Relations Consultant Dianne Chambers – 1:30 pm – 3:30 pm. The LexisNexis rep will provide information on vendor relations – contract negotiations, licensing and relationships with law librarians.
- ROI (in preparation for next week’s BNA Library tour)
- Budget

#### Vendor Relations Reading:

- 1) Checklist for the Negotiation of Internet Subscriptions, CRIVTool. Available online <http://www.aallnet.org/committee/criv/resources/tools/negotiate.htm>
- 2) Getting Results from Customer Service, CRIVTool. Available online <http://www.aallnet.org/committee/criv/resources/tools/results.htm>.
- 3) Sample Letters to Law Library Vendors, CRIVTool. Available online <http://www.aallnet.org/committee/criv/resources/tools/smplltrs.htm>.

#### Licensing Readings:

- 1) Emery, Jill. “Is our Best Good Enough? Educating End-Users About Licensing Terms.” *Licensing in Libraries: Practical and Ethical Aspects*. Pages 27-40. <Also reprinted in Volume 42, Numbers 3&4 2005 of the *Journal of Library Administration*>
- 2) Bosch, Stephen. “Using Model Licenses” *Licensing in Libraries: Practical and Ethical Aspects*. Pages 65-81. <Also reprinted in Volume 42, Numbers 3&4 2005 of the *Journal of Library Administration*>
- 3) “Checklist for Understanding Licensing Agreements.” Available online through Archives: <http://web.archive.org/web/20050905232904/http://www.arl.org/scomm/licensing/check.html>
- 4) Deal or No Deal – Licensing & Acquiring Digital Resources: Deal Breaking License Clauses – available online <http://www.llrx.com/columns/deal4.htm>

#### Shared Resources Reading List:

Kehoe textbook, Pp. 577-582, 585-586

#### BNA Library Tour and ROI Readings:

- 1) BNA At-A-Glance – Available online - <http://www.bna.com/press/ataglace.htm>
- 2) Bromley, Marilyn. *Return on Investment Case Study* - [http://quantum.dialog.com/q2\\_resources/casestudies/roi.pdf](http://quantum.dialog.com/q2_resources/casestudies/roi.pdf)
- 3) *ROIs Can Validate your Library’s Value* – AALL Spectrum – October 2002 - [http://www.aallnet.org/products/pub\\_sp0210/pub\\_sp0210\\_PR.pdf](http://www.aallnet.org/products/pub_sp0210/pub_sp0210_PR.pdf)
- 4) Kassel, Amanda. “Practical Tips to Help you Prove your Value.” – Marketing Library Services, May/June 2002 - <http://www.infotoday.com/mls/may02/kassel.htm>

Budget readings:

1) Time/Cost/Quality Trade-offs in the Budget Process – Quantum White Paper - [http://quantum.dialog.com/q2\\_resources/whitepapers/budget\\_process.pdf](http://quantum.dialog.com/q2_resources/whitepapers/budget_process.pdf)

**Saturday, June 23<sup>rd</sup>:**

- 9:00 am – BNA Law Library tour and ROI discussion with Maryln Bromley  
- Copyright - Guest speaker: Peter Vankevich , Head of the Copyright Information Section will provide an overview on copyright for librarians and educators.

Library Tour - BNA Law Library with Marilyn Bromley

1231 25<sup>th</sup> Street NW

Washington, DC 20037

Closest Metro stops: Foggy Bottom and Dupont Circle

BNA is located on 25<sup>th</sup> near M Street – it is about a 15 minute walk from either Metro stop.

**We will meet in front of the BNA building at 8:45 am – PLEASE BE ON TIME – latecomers will not be able to gain access to the building.**

**LUNCH**

- Cataloguing and online catalogs
- Disaster preparation / preservation
- Personnel issues – dealing with staff, patrons and management
- Local job market and professional organizations
- Interviewing from the Employer’s side of the table
- Breakout session – mock interviews
- Guest speaker – Peter Vankovich from the US Copyright Office

Copyright Reading:

1) Copy Circular 21 - Reproductions of Copyrighted Works by Educators and Librarians.

Available online <http://www.copyright.gov/circs/circ21.pdf>.

2) American Geophysical Union v. Texaco, Inc. – Available online

<http://www.arl.org/info/frn/copy/texaco.html>. Please read the following: the initial summary located at page above and the majority opinion from Court of Appeals here <ftp://www.arl.org/copyright/texaco/majority>. You may also want to read the dissenting opinion here <ftp://www.arl.org/copyright/texaco/dissent>.

3) Dugan, Joanne. “True Confessions of a Copyright Wimp.” *AALL Spectrum*, Vol. 4 No. 5, February 2000, page 6. Available online

[http://www.aallnet.org/products/pub\\_sp0002/pub\\_sp0002\\_CC.pdf](http://www.aallnet.org/products/pub_sp0002/pub_sp0002_CC.pdf).

Disaster Planning Reading List:

Disaster Planning Template - <http://www.subjectsmatter.com/>

**Saturday, June 30<sup>th</sup>:**

***Written Case studies DUE today ! Presentations DUE!***

- Guest Lecturer – Elaine Clark, Westlaw Librarian Relations Manager
- Marketing
- Training
- Breakout session
- Case Study Presentations

Guest Lecturer – Elaine Clark, Westlaw Librarian Relations Manager  
 Keller & Heckman LLP  
 1001 G Street NW  
 Suite 400 West  
 Washington, DC 20001

Elaine will speak on marketing to library users and how the vendors can help with that, along with alternative careers for law librarians.

Marketing Reading List:

- 1) Law Library Marketing Resources by Cindy Carlson. Available online - <http://www.llrx.com/columns/notes79.htm>

Training Reading List:

Hensiak, Kathryn. "Evaluating the Financial Impact of Legal Research Materials." *Training Resource Kit, 12<sup>th</sup> National Legal Research Teach In*, Thomson West: 2004. Available online <http://west.thomson.com/pdf/perspec/Spring%2005/Spr053.pdf>. Appalachian School of Law, National Library Week Resources page. Available online <http://www.asl.edu/library/nlw.php>. I will reward 2 points of extra credit if you complete one of the law-related games or puzzles.

McMahan, Jennifer. "Public Records Resources Online Guide." *Training Resource Kit, 14<sup>th</sup> National Legal Research Teach In*. Thomson West: 2006. Handout – available on Blackboard.

**ACADEMIC HONESTY:** You'll find Academic Affairs policies on "Academic Dishonesty" and on "Unethical Practices" in the University Policies and Procedures web page at <http://policies.cua.edu/>. You are held responsible for adhering to these policies. Incidences of academic dishonesty, defined by the University as "failure to observe rules of fairness in taking exams or writing papers, plagiarism, fabrication, and cheating" will result in a grade of F (0 points) on the project or exam in question, and will be reported to the Dean for possible further action (including failure in the course and/or dismissal from the academic program). Talk with your instructor if you have questions about what is involved in such offenses.

Plagiarism, which includes "[1] intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise; [2] failure to attribute any of the following: quotations, paraphrases, or borrowed information from print sources or websites; [3] buying completed papers from other to use as one's own work", will not be tolerated. For more on what constitutes plagiarism and how to avoid it, please read (carefully) Margaret Proctor's "How to Avoid Plagiarism" (<http://www.utoronto.ca/writing/plagsep.html>).

**ADA ACCOMMODATION:** Students with disabilities requiring accommodation under federal regulations must present a written accommodation request to the instructor by the second class meeting . It is strongly recommended that the student contact the Office of Disability Support Services , Suite 207, Pryzbyla Center (202-319-5211; email [cua-disabilityservices@cua.edu](mailto:cua-disabilityservices@cua.edu), web <http://disabilitysupport.cua.edu/>). This is the University office responsible for disability accommodation and services, and its staff can answer questions about services and requirements regarding documentation. Special accommodations or other arrangements cannot be made without documentation approved by this office.

## LLSDC Listserv Assignment and Formatting Guidelines

I would like you to start reading the postings to this listserv every week, particularly those asking for reference help. Every week I want you to pick one of the reference requests and brainstorm some ideas on how to answer it. Actually answering the question isn't necessary – but I want you to give some thought to how you *would* answer such a question if asked in your library. Are there resources you can think of that the poster didn't mention? Are there suggestions you would offer that you think might be useful?

What I'm looking for here is the following:

- 1) Thinking outside the box – law librarians can get questions on any subject at any time. If this area is outside your specialty, can you think of ways to answer the question anyway?
- 2) Get in the habit of helping your fellow law librarians! What makes our profession special is the level of cooperation not only practiced but necessary in order to do our jobs.
- 3) A coherent plan – if you know this item could be found at a particular library, don't just say so. Print out the catalogue entry showing that item is available at a particular library – spell out procedures for gaining admittance to that library, etc. Communication skills are often rated higher for legal employees than any others, so practice them now.

Clearly, you can ignore the postings for events and ILL requests – those aren't really relevant here.

If there are no reference requests posted that week, you may use any request from the archives that meet the following criteria:

- 1) the request must be from 2007
- 2) the answer can not have been posted later

The format should be as follows:

- 1) Attach a copy of the original request
- 2) You will need to list at least 3 suggestions - please follow the formatting guidelines (below)
- 3) Attach any additional information needed (proof that an item is held by a particular library or whatever else is necessary). Do not include anything that you do not know to be true! If you give a friend's number as a contact somewhere – that person should actually work there (I may be calling to check).

Please format your weekly LLSDC assignments as a letter addressed to the original requester. Your letter will need: a heading, an introduction, the body of the letter (you will need to include at least 3 different suggestions) and your contact information.

For example, if John Doe sends out a request looking for a section of the French penal code in English, I want your response to look like this:

<Heading>

Dear John,

<Introduction>

I have some thoughts on where you can find the French penal code in English.

<Body>

The Most Fabulous Law School Library located in Washington, DC has an unofficial translation they keep in their foreign and international law room (be sure to attach documentation to prove this or state that you have seen it firsthand!). Only students are allowed into the Library proper, but if you call Marion Librarian at such-and-such number she might be able to help you get in as a visitor to look at it and make copies.

I don't know of any website that offers this for free, but LLRX has a great guide to French law and they have some suggestions here:

<http://www.llrx.com/features/french.htm>.

I could also recommend a great translation company we've worked with in the past if you decide to have an individual translation done – they are fully certified for use in US courts.

Good luck!

Sincerely,

Jane Doe

CUA Library Student

## Case Study Instructions and Guidelines

This class only meets four times in the Summer of 2007 – so you should have your topic chosen by the second class. This assignment isn't nearly as difficult as it first appears! I will be going over my expectations on the first day of class.

Your final project for the class will be a case study paper and presentation. A case study is an in-depth look at a particular problem – you will want to discuss how the problem was identified, the solutions available to you, which solution was chosen (and why) and a summary of the results. It is usually divided into three sections: Problem (identify and define the problem); Implementation (outline the solution chosen from a range of solutions and discuss how it was implemented); Results (what happened – was the solution a success? If so, why? If not, why not?). You will need to support your case study with: examples and quotes from our readings, statistics, figures and/or tables. Don't forget to discuss the cost of your solution! Was the outlay of money worth it? Your general topic should be from the list below (I will entertain independent ideas if they are presented to me well ahead of time) and should discuss this topic in relation to a law library setting. This should draw heavily from your own experience. If you have never worked in a law library, then any library setting will suffice, but then please be sure to pick a topic with legal undertones (such as copyright). This should also be a problem that has already been solved – but I will accept some hypotheticals if you present the topic to me ahead of time.

Copyright

Marketing

Vendor Relations

Budget

Confidentiality or other ethical considerations/conflicts

Acquisitions in a virtual environment

Collection Development (this can be a specific collection or development in general)

Cataloguing in the Law library

Disaster preparedness

Training

Examples:

1) Problem: Several Partners have complained that they receive their routed publications weeks after they are published.

Implementation: After outlining several solutions, it is decided that the best option is to sign up with the Copyright Clearance Center (CCC) in order to make copies of the Table of Contents so each attorney can receive that, while the original will be held on reserve in the Library and copies of articles provided when requested.

Results: The Partners aren't happy about not having total access to the full publication, but they understand that making 10 copies of a publication is not allowed and agree that this is the best solution that does not require purchasing additional copies of the publication.

This case study should touch on such issues as: dealing delicately with requesting attorneys, similar occurrences in other law firms or law library settings in recent years

(there have been several court cases on this, along with numerous news articles), the solutions you investigated (is this publication online? Would online access for all 10 users be cheaper than the printed?), other areas where this type of thing might be a problem, how to be proactive and prevent this from happening in the future, etc.

2) Problem: The Westlaw bill has gotten out of hand recently – password holders are charging up very large bills and there is clearly an issue here of training.

Implementation: After listing several solutions, it is decided that annual training sessions will be required – with the buy-in of management you now have the authority to cancel the password of anyone who does not attend every year.

Results: It is a logistical nightmare keeping track of everyone every year when the training sessions are offered – but you have noticed that with the implementation of mandatory refresher classes your Westlaw bill has gone down and management is much happier.

This case study should touch on: again, dealing delicately with your patrons who may be very unhappy at this turn of events, what you would cover in those training sessions, how you would advertise them so all patrons are aware of the new rules, etc.

Please note: I am not necessarily looking for great success stories. Some of the best case studies have been about spectacular failures. The point here is not to show how great librarians are at dealing with sticky situations (we all know that!) but the steps taken and the issues considered in solving that situation.

Your grade will consist of two parts:

- 1) An 8-10 page written case study due to me by June 30<sup>th</sup>
- 2) a 10 minute presentation on the highlights of your case study – these will be given to the entire class on the last day of class. Please use PowerPoint or a similar presentation method.