

# Law Librarianship

## Syllabus

CUA School of Library and Information Services LSC 825

Summer 2008, Saturdays 9:00 am -5:00 pm June 14th – July 5th, 2008

**Instructor:** Abigail F. Ellsworth Ross  
Informational Resources Manager  
Keller and Heckman, LLP  
1001 G Street NW  
Washington, DC 20001  
Work Phone: 202/434-4148  
Cell Phone: 703/863-8403  
E-mail: [ross@khlaw.com](mailto:ross@khlaw.com)

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
- Discuss different types of law libraries and their specific issues

**Class Format:** Lectures, class discussions, breakout sessions, written assignments and online discussions. May also include 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:

All readings will be provided either in class or via Blackboard, with the exception of:

Selected chapters from:

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

### Grading:

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

- |   |     |
|---|-----|
| 1. Case study (8-10 pages)                | 40% |
| 2. Class Presentation of case study topic | 30% |

3. Weekly Breakout session presentations

30%

*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 encourage you all to visit other law libraries in your spare time for extra credit. 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. Please let me know if you need assistance choosing a library to visit OR if there is one in particular you want to visit (I may know someone there).

**Course Outline:**

**Saturday, June 14<sup>th</sup>:**

- Introduction to the course and requirements
- LLSDC listserv

I highly recommend signing 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/>.

- Discussion of weekly breakout sessions
- Discussion of case study assignment
- 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)
- Library Ethics
- Using Westlaw and Lexis
- Breakout session

Administration Reading List:

- 1) Kehoe textbook Pp. 1-12, 17-32
- 2) 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>
- 3) *Beyond the Books* textbook, Chapter 9, Pp. 137-154 – available on Blackboard

**Saturday, June 21<sup>st</sup>:**

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

**LUNCH**

- Strategic Planning
- Breakout session (strategic planning)
- ROI
- 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>
- 4) Svengalis, Kendall F. Legal Information: Globalization, Conglomerates and Competition – Monopoly or Free Market PowerPoint -  
<http://www.rilawpress.com/AALL2007.ppt#272,1,Legal>

**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*> - Available on Blackboard
- 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*> - Available on Blackboard
- 3) Software and Database License Agreement Checklist <for Academic Institutions>, University of Texas. Available online -  
<http://www.utsystem.edu/ogc/intellectualproperty/dbckfrm1.htm>
- 4) Principles for Licensing Electronic Resources. ARL. Available online -  
<http://www.arl.org/sc/licensing/licprinciples.shtml>
- 4) Deal or No Deal – Licensing & Acquiring Digital Resources: Deal Breaking License Clauses – available online <http://www.llrx.com/columns/deal4.htm>

For additional Licensing information, see also:

LibLicense - <http://www.library.yale.edu/~llicense/index.shtml>

NELLCO (New England Law Library Consortium Inc.) Standard License - <http://www.nellco.org/nellcolicense.pdf>

Shared Resources Reading List:

1) Kehoe textbook, Pp. 577-582, 585-586 – on reserve at Mullen.

Strategic Planning Readings

1) Matthews, Joseph R. "The need for strategies," Strategic Planning and Management for Library Managers, Chapter 2, pp. 11-28. - available on Blackboard.

ROI Readings:

1) Bromley, Marilyn. *Return on Investment Case Study* -

<http://quantum.dialog.com/media/pdfs/roi.pdf>

2) *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)

3) 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) *Beyond the Books* textbook, Chapter 15, Pp. 277-322 – available on Blackboard.

### **Saturday, June 28<sup>th</sup>:**

- Training

- Breakout session – cutting the budget

- 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

LUNCH

- Breakout session – mock interviews

- Copyright

Training Reading List:

1) 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>

2) Appalachian School of Law, National Library Week Resources page. Available online

<http://www.asl.edu/library/nlw.php>.

3) 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.

Disaster Planning Reading List:

- 1) Disaster Planning Template - <http://www.subjectsmatter.com/>
- 2) *Beyond the Books* textbook, Chapter 17, Pp. 335-361 – available on Blackboard.

Personnel Reading List:

- 1) *Beyond the Books* textbook, Chapter 4, Pp. 51-62 – available on Blackboard.
- 2) *Beyond the Books* textbook, Chapter 10, Pp. 155-177 – available on Blackboard.

Interviewing Reading List:

- 1) *Beyond the Books* textbook, Chapter 2, Pp. 11-29 – available on Blackboard.

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/pp/ppcopyright/copyresources/texaco.shtml>. Please read the following: the initial summary located at page above and the majority opinion from Court of Appeals here <http://www.arl.org/arldocs/pp/ppcopyright/texaco/majority.txt>. You may also want to read the dissenting opinion here <http://www.arl.org/arldocs/pp/ppcopyright/texaco/dissent.txt>.
- 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).

**Saturday, July 5<sup>th</sup>:**

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

- Marketing
  - Breakout session
  - Case Study Presentations
- LUNCH
- Case Study Presentations

Marketing Reading List:

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

**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.

## Case Study Instructions and Guidelines

This class only meets four times in the Summer of 2008 – 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 July 5<sup>th</sup>, 2008
- 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.