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MAJOR CHANGES IN LAW LIBRARY

This has been a very busy summer at the Law Library, resulting in major changes that will affect your use of the Library. In May we implemented the online circulation system and throughout the summer we have been rearranging the Library’s collection.

ONLINE CIRCULATION SYSTEM

The circulation staff has spent the summer learning the intricacies of the online circulation system and working out the "bugs" that we found along the way. Although there will undoubtedly still be some problems as we all get used to the new system, I am sure you will find the benefits far outweigh the problems encountered.

Before you can check out any materials from the Library, including class reserves and videotapes, you must have a barcoded identification card. If you have a student ID we can affix a barcode to the back of your ID. If you do not have a University ID we can give you a Library Borrower’s Card. Please get your ID barcoded as soon as possible at the circulation desk. You must bring this barcoded ID with you whenever you want to check out any materials from the Library. If you had your ID barcoded during the summer, you do not have to do it again. It will be valid for your entire law school career. You can use this ID to check out books at any of the University Libraries.

The online circulation system has necessitated a change in some of the Law Library’s policies and procedures. Overnight reserve materials are no longer due 1 1/2 hours after the Library opens, but instead are due in 24 hours from the time they are checked out. Fines for reserve items have also changed. The fine schedule is now $.60 per hour or $.01 per minute. If you do not return a book on time, an overdue notice is automatically produced and a fine record is created by the system. So watch out, the computer knows when you are late! A major change in effect this semester is how books are charged out to carrels. You must now bring your books to the circulation desk to be checked out to your carrel. A special barcoded ID will be kept at the circulation desk for your carrel and a carrel charge card will be put in the book at the circulation desk. If this carrel charge card is not in the book at all times when it is on the carrel, a staff member will remove the book from your carrel. We realize that this is not as convenient as having a staff member charge the books out at your carrel, but you no longer have to fill out those long carrel cards. The library staff will still pick up books from your carrel when you are finished using them. All you need to do is turn the carrel card upside down so the "To be Discharged" instruction is visible.

One of the most convenient features of the new circulation system is that when you look for a book in the online catalog, it will tell you if the book is checked out and when it is due back. The only exception to this is unbound periodicals. You must still ask the desk attendant to find out if they are checked out. If a book is on a carrel, the carrel number will be given. Also, for two days after a book is returned, the online catalog will indicate that you should ask at the circulation desk if you cannot find the book in the stacks. This gives us time to shelve the book and lets you know that it was recently returned. (continued on next page)
LIBRARY COLLECTION REARRANGED

Most of the summer has been spent rearranging a substantial part of the Law Library's collection. We did not do this just to confuse you after a summer away, but because we were running out of space on the second floor of the Library. Most of the changes have occurred on the second, third and fourth floors. Here are the highlights of the shift: books with call numbers A - KE are now on the third floor (the national reporter system, state reports and session laws and superseded codes also remain on the third floor); books with call numbers KF - Z are on the second floor; the British and Commonwealth collections that were on the fourth floor now have call numbers on them and have been integrated into the classified collection (most of them are in the KD's and KE's on the third floor); the International Collection and the Topical Reporters that were on the third floor also have been integrated into the classified collection; the U.S. Supreme Court Records and Briefs and the 7th Circuit Briefs have moved from the third floor to the fourth floor; and the State Documents Collection previously on the fourth floor has been integrated into the classified collection. If you have trouble finding something, as always, please ask a Reference Librarian. If we can figure it out, we will be glad to assist you!

NEW ONLINE SERIALS CHECK-IN

The Library is pleased to announce that beginning on July 1, 1991, we began checking in all new journal and newspaper issues online. Because IO is a fully-integrated system, this means you may now check the Online Catalog (OPAC) to see if a new issue has arrived. In addition to checking in all new journal issues online, the Library is entering holdings information for its bound journals as well. When searching a journal title on the OPAC, you will be given the option of entering the command "HO" if you would like to see the Library's holdings for a particular journal title. For example:

Should you select the "HO" command for TOURO LAW REVIEW, you will find the following:

LIBRARY HAS:

v. 1 (1985)-v. 6 (1990) (this tells what bound volumes we have in the Periodicals Collection downstairs)

CURRENT ISSUES/VOLUMES:

v. 7 no. 1, Fall 1990
v. 7 no. 2, Spring 1991 (unbound issues shelved in Reserves)

While the Rolodex on the Circulation Desk may still be useful in tracking down issues received prior to July 1, please note that we are no longer recording new receipts there.

As you may imagine, converting old paper records is a rather slow, arduous task. Nevertheless, in the first six weeks of the project, over 400 titles were converted from the manual records and their full holdings recorded for viewing in the OPAC. At this rate, we hope to have the entire Periodicals Collection done by late Fall. Entering holdings for other collections (i.e. reporters, Shepards, etc.) will follow throughout the coming months.

Nonie Watt,
Head of Technical Services

WHAT WE DID OVER OUR SUMMER VACATION

(but, not necessarily at the same time!)

1. soaked up rays on warm sand beside sparkling water  
2. bought a house  
3. had a garage sale (made peanuts!)  
4. went to Quebec - spoke French, thought French, ate French, lived French - oui, oui!  
5. bought new car; 40 mpg and looks GOOOOOD!  
6. vacationed in San Francisco, Las Vegas, New Orleans, Apostle Islands, and other points north  
7. had emergency appendectomy  
8. rearranged EVERYTHING in the law library... ha! ha! ha! ha! ha! ha!  
9. raced in regattas in Wisconsin, Michigan and our own Hoosier state  
10. went to the annual meeting of the American Association of Law Libraries in New Orleans  
11. saw some bands in local bars  
12. experienced a real life dental horror story with "Root Canal" the main plot; three dentists - two cities - spanning the continent  
13. took golf lessons and can now spot fine golfing equipment at one hundred yards... a special affinity for a Ping  
14. team taught a class of legal bibliography  
15. Yes, Yes; two "Yes" concerts on one tour; AND Bonnie Raitt AND Grateful Dead

If you are an active rather than a passive reader, guess who went where and did what:

1. Colleen, Library Director  
2. Dick, Acquisitions Librarian  
3. Keith, Reference Librarian  
4. Linda, Associate Director  
5. Marianne, Documents Librarian  
6. Mitch, Computer Services Librarian  
7. Mike, Cataloging Librarian  
8. Nonie, Head of Technical Services  
9. Ralph, International Librarian  
10. Will, Systems Coordinator

Marianne Mason,  
Government Documents Librarian

PARDON OUR TOURS

Everything in the Law School shifts into high-gear with the beginning of another academic year, and the Law Library's Public Services staff is no exception. Starting with orientation tours for the entire first-year class, the Public Services librarians expect to provide tours, in-class lectures and bibliographic instruction to well over 1000 students this semester. Aside from assisting in the teaching of first-year research classes, the librarians will also be guiding a substantial number of non-law students in the use of the Law Library and its collection. Students from a wide range of disciplines, such as Journalism, Business, SPEA, Telecommunications, Political Sciences and Home Economics, will be receiving training in the use of periodicals indexes, legal encyclopedias and the reporter systems during the months of September and October.
In order to make these Library tours less disruptive to students studying in the Reading Room and on the First Floor, the Public Services staff will post notices of upcoming tours so that students can seek other study areas in the Library during those times.

Keith Buckley, Reference Librarian

NEW & NOTEWORTHY: Acquisitions Goes Online

As of July 1, 1991, all orders placed by the Law Library will immediately be reflected in the Online Catalog. The Acquisitions/Serials Control module of the IO system is one more step toward a totally integrated online library environment.

For the user, the implementation of this module means that when searching for a title (regardless of format), not only will the system display those items already owned by the library(ies) - but it will also display items that the library is waiting to receive. Materials on order will display a message similar to this:

COPY FOR: Bigtn LAW LIB Classified Treatises
TEMPORARY CONTROL NUMBER: ABV7548
ON ORDER, NOT YET RECEIVED

Once the item has been received by the library, but is not yet ready for circulation, the bottom line of the above message will change to the following:

IN PROCESS. To have cataloged for your use, ask at circulation desk.

If more information is desired about the status of the order, note the Temporary Control Number and contact a Librarian. REMEMBER: Just because something is ON ORDER or IN PROCESS, it does not mean the process can’t be speeded up. In addition to the display of this information in the Online Catalog, the Acquisitions/Serials Control Module has many behind-the-scene affects on library procedures. As a result of its implementation, most of the Library’s fund accounting has become automated. In addition, the time consuming process of typing individual orders has now been replaced by system generated Purchase Orders.

In the long run, the Acquisitions/Serials Control system will reduce the time it takes to obtain Library materials. Unfortunately, the implementation process is also a learning process. This means our current orders are going out slowly, as we grow accustomed to the system. As a result, it is now more important than ever that Library requests needed immediately receive the appropriate attention. Please contact Dick Vaughan in the Acquisitions Department (ext. 5-4199), Library Director Colleen Pauwels (ext. 5-9666), or any Reference Librarian, if you have an order you need immediately.

Dick Vaughan, Acquisitions Librarian

Law Stickers

If you wish to check out a key to any of the special facilities in the Library such as the computer center or conference rooms, you must have a red "law" sticker on your student ID. To get this sticker, please see Steve lngeman or Linda Rich in the Circulation Office.

Carrel Sign-ups

As usual, sign-up for carrels will be held Monday - Wednesday of the first full week of classes in the following priority: Monday, September 2nd - third year students, law journal associates, moot court teams and master's degree candidates; Tuesday, September 3rd - second year students; Wednesday, September 4th - first year students. Sign-up will be at the circulation desk on these days from 8:00 a.m. - 12:00 noon and 1:00 p.m. - 5:00 p.m. Remember, if there is a line for carrels, you can only sign up for a friend by going to the end of the line. So, if you want a particular carrel mate, it is best if you sign up together.

Linda Fariss, Associate Director

The Suggestion Box

(Each month in this space Associate Director Linda Fariss replies to suggestions received by the Library)

Suggestion: Find all those old paintings that used to hang in the library and hang them up in the reference area or whatever.

Response: Many of the paintings that you are speaking of are currently being restored and will eventually be hung in the Library and the Law School. Thank you for your suggestion and for caring about these paintings.

Suggestion: Copy paper. Buy recycled paper.

Response: We receive our copy machine paper from a central department at the University. We always request recycled paper and we are generally able to get it. Occasionally, if the recycled paper is out of stock and we need it in a hurry, we will receive non-recycled paper. However, this rarely happens and, as a rule, the Library does use recycled copy machine paper. Thank you for your suggestion.
Westlaw/Lexis News

Refresher/Advanced Training for 2L's and 3L's

LEXIS - Tuesday, September 3 - Friday, September 6
WESTLAW - The week of September 16th.

All sessions will be conducted in the Permanent Learning Center (PLC) on the 2nd Floor of the Library, and sign-up sheets for both services will be located at the Reference Desk in Room 105 (Reference Office) of the Library.

All upperclass students are encouraged to take this opportunity to hone their Computer-Assisted Legal Research (CALR) skills. Remember, students should be trained on both systems, since one never knows what environment one will find upon graduation and/or summer employment.

Also, both Westlaw and Lexis will hold "special" sessions to illustrate how their services can be used in the most efficacious manner for job hunting purposes.

Password and Software Distribution

Westlaw and Lexis student representatives will be distributing passwords and applicable software the week of August 26th of the Fall Semester for 2L's and 3L's in the lobby area of the Library. Drop by and pick up either a new password if you currently don't have one, a new card for an existing password, and/or software if you want to access either system at home.

Working the Halls

Welcome to our new dean!

Dean Fred Aman - a law graduate of the University of Chicago, he was an editor of the University of Chicago Law Review. He clerked for the Honorable Elbert P. Tuttle of the Fifth Circuit and then was an associate for the firm of Sutherland Asbill & Brennan, where he practiced primarily in energy and natural resources litigation. He joined the faculty at Cornell Law School in 1977 where he has taught Administrative Law, Constitutional Law and International Environmental Law among other subjects. His research includes many articles and books including Energy, Natural Resources and the Regulatory Dialogue published by Matthew Bender and Dysart and W. Fleming. The video shows students how the cases they use in class to come to be published. The study guide, designed to help new students adapt to law school, gives practical tips on how to prepare for class and study for final examinations. See Mitch Counts, the Computer Services Librarian, or one of the Westlaw student representatives to pick up your survival kit this semester.

Professor Marek Weirzbowski - is visiting from Poland where he is on the faculty at the University of Warsaw. While at Indiana University he will be teaching in the Eastern European Studies Department on campus and will be teaching Comparative Law in the Law School this fall.

Congratulations to Sherrilyn Kobow who celebrated her 25th anniversary with the University this August!!

Belated Happy Birthday to all those who celebrated their birthdays during the summer, and Happy Birthday to the August and September Birthdays!!

Professor Gene Shreve on the 6th of August;
Assistant Dean Len Fromm on the 15th;
Professor Steve Conrad on the 16th;
Professors Jeff Stake and Ed Greenebaum and Dale Calabrese in the Dean of Students Office all on the 19th;
Tamara Deakyne in the Career Services Office on the 21st;
Virginia Griffith in the Library on the 22nd; and
Professor Harry Pratter and Recorder Sherrilyn Kobow on the 27th.

Happy September Birthday to:

Pat Frazo in Admissions on the 2nd of September;
Margaret Carroll in the 2nd floor Secretarial Pool on the 4th;
Mike Maben in the Library on the 12th;
Keith Buckley in the Library on the 15th;
Jennifer Watt in the 2nd floor Secretarial Pool on the 17th;
Professor Terry Bethel on the 18th; and
Shirley Wright in the Law Journal Office on the 39th.

Hope It's A Great One for All!!!
WHO DOES WHAT IN THE LIBRARY

Several of you have mentioned that you would like to have us clarify just who to call in the Library for a specific problem. First of all, please be aware that each public services librarian does reference and will be happy to help you with any kind of issue. They do all have specialties however, and so if you want to go directly to the source for a specialized question, here is how those specialties break down. I have only included staff with public services responsibilities, and/or only the public services responsibilities of an individual.

Keith Buckley, Reference Librarian (5-2938)
-provides primary reference service for Anglo-American law materials
-coordinates current awareness service, routing relevant new material to faculty
-responsible for microform equipment issues including short term equipment loans to faculty offices
-Law Library audio visual coordinator
-compiles bibliographies at faculty request
-coordinates outreach program for non-law users including classroom instruction of legal research, assistance to faculty teaching interdisciplinary law classes throughout the University
-takes book requests as part of Collection Development Team
-maintains Law School archives
-provides classroom instruction in research areas at faculty request

Mitch Counts, Computer Services Librarian (5-2938)
-provides specialized reference service dealing with bibliographic data bases
-performs LEXIS/NEXIS and Westlaw searching
-conducts individualized instruction of both beginning and advanced LEXIS and Westlaw searching
-handles problems with LEXIS and Westlaw passwords
-searches other data bases, including Legislative, Dialog, IndianaNet, Dow Jones and other social science and technical data bases
-liaison with faculty on CALI instructional software issues
-coordinates interactive video collection
-oversees LEXIS/Westlaw Permanent Learning Center
-takes book requests as part of Collection Development Team
-provides classroom instruction in research areas at faculty request

Ralph Gaebler, Foreign and International Law Librarian (5-2938)
-provides specialized reference in foreign and international law
-selects material for foreign and international law collection
-fluent in German and proficient in French
-provides special assistance to all the LLM and M.C.L. students
-works with Jessup Moot Court Team
-takes book requests as part of Collection Development Team
-provides classroom instruction in research areas at faculty request

Marianne Mason, Documents Librarian (5-9666)
-provides specialized reference for U.S. and state government documents

Will Sadler, Systems Coordinator (5-2870)
-maintains Law School and Law Library LANs
-maintains all Law School and Law Library computer hardware and software
-provides assistance to faculty on computer applications in research areas
-advises faculty and staff regarding personal hardware and software purchases
-supervises Student Computer Center operation

Dick Vaughan, Acquisitions and Serials Librarian (5-9666)
-supervises operation for book acquisition
-responds to inquiries regarding arrival of new books or on-going serials
-coordinates the faculty office copy accounts
-oversees looseleaf filing operation
-handles gift books

Steve Ingeman, Circulation Supervisor (5-1748)
-handles all class reserves
-orders material on interlibrary loan
-supervises student desk attendants and shelvers
-oversees library telefax operation

Linda Rich, Evening Circulation Supervisor 5-1748
-faculty courier
-responds to faculty requests from acquisitions lists, Washington List, etc.
-oversees faculty library circulation system

Linda Fariss, Associate Director (5-9666)
-oversees Public Services Operation, including Circulation, Reserve, etc.
-supervises Reference Office
-listens to all complaints

Colleen Pauwels, Director (5-9666)
-high-level negotiation regarding faculty office copies
-accepts all compliments about library

CLASS RESERVE MATERIALS

If you wish to have items placed on reserve for your classes this fall, please give your lists to Steve Ingeman or Linda Rich as soon as possible. The beginning of the semester is a busy time for reserves and it helps to have as much time as you can give us before the students are requesting the materials. Also, it speeds up the process of placing the material on reserve.
considerably if you could have your secretary photocopy any
multiple copies of materials you wish to have placed on reserve.

THANKS FOR YOUR COOPERATION

As most of you know, the circulation staff has spent the summer
converting our paper circulation files to the online circulation
system. Although the project is not yet finished, we have only a
few faculty offices left to complete. After that we will begin the
"clean up" of the remaining cards in the circulation file. This has
been a huge project and it has gone very smoothly, thanks in large
part to the cooperation we received from all of you. Thanks
again, we couldn't have done it without you!

FACULTY WRITINGS DISPLAY

The faculty writings display is scheduled to be put up in the lobby
display case in the next few weeks. The time period to be
covered this year is 1989-91. We have received articles from
some of you, but we will be contacting all of you in any case to
see if our records are complete. Remember that we will also be
including a list of "at press" and "in progress" items. One of the
Public Services Librarians will be contacting you soon about these
materials.

QUICK GUIDE TO THE LAW LIBRARY
REORGANIZATION

Since we substantially reorganized the Law Library collection this
summer, we thought you might appreciate a brief guide to where
the material is now located. The major change involved
integrating several discrete collections into the classified (call
number) collection. The following collections have been
integrated: British and Commonwealth (mostly call numbers KD
and KE); international law collection (mostly JX); the topical
reporters (scattered throughout the KF's); state documents (KFA
-KFW); and the Restatements (KF 395). Material that was
formerly in these collections can be found in IO with its
corresponding call number. Here is a brief guide to where
materials are currently located in the Library:

<table>
<thead>
<tr>
<th>Category</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Treatises</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>Indiana Collection</td>
<td>2nd Floor</td>
</tr>
<tr>
<td>Looseleaf Collection</td>
<td>4th Floor</td>
</tr>
<tr>
<td>Microform Collection</td>
<td>Reading Room</td>
</tr>
<tr>
<td>National Reporter System</td>
<td>Media Center</td>
</tr>
<tr>
<td>Periodical Indexes</td>
<td>(second floor)</td>
</tr>
<tr>
<td>Periodicals</td>
<td>1st &amp; 3rd Floors</td>
</tr>
<tr>
<td>Bound</td>
<td>Reserve</td>
</tr>
<tr>
<td>Unbound</td>
<td>Ground Floor</td>
</tr>
<tr>
<td>Session Laws &amp; Superseded Codes</td>
<td>Reserve</td>
</tr>
<tr>
<td>State Reports</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>U.S. Documents &amp; U.S. Briefs</td>
<td>3rd Floor</td>
</tr>
<tr>
<td>U.S. &amp; State Reference</td>
<td>4th Floor</td>
</tr>
<tr>
<td></td>
<td>1st Floor</td>
</tr>
</tbody>
</table>

LAN News

LAN UPGRADED TO NETWARE 3.11

The Law School LAN has been upgraded to the latest
version of Netware for 386 based file servers, version
3.11. This upgrade is significant in that we can now
support more simultaneous users than under the old
Netware 286 software. Netware 3.11 offers improved
network printing, support of larger volumes and multiple
partitions as single volumes, and many other new utilities
to help keep the server up and running so that you do not
have to worry about the system crashing.

STUDENTS NOW HAVE ACCESS TO CAMPUS NETWORK

Through negotiations with Mead Data Central the Law
Library has received equipment allowing the Law Library
Student Computer Center to be connected to the campus
VAXes. This connectivity allows students easy access to
the VAX mail system as well as to the electronic
classrooms running on the VAX. If you are interested
in setting up an electronic classroom or allowing your
students to send you mail electronically please contact
me.

Will Sadler
855-2870 or WILLSADLER via WPO mail