

# *Annual Report*

Judge Kathryn J. DuFour Law Library

The Catholic University of America

*Academic Year*  
*1988 — 1989*



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## **I. INTRODUCTION**

Library Annual Reports are usually designed to serve several purposes. This report hopes to achieve three goals:

1. Briefly explain to the Dean and faculty what work has been accomplished by the library staff during the 1988/89 school term and in what professional activities the librarians have participated during the same period;
2. Offer encouragement to the library staff by highlighting important developments in the library during the past year;
3. Serve as a useful resource for the Alumni Relations Office and the Capital Campaign as they explain to the alumni how the law school is building, how the library is playing a role in these changes, and where the library and the law school are going.

### **Staffing in 1989**

The Catholic University Law Library has just completed a year of rebuilding its staff and reforming many library procedures. The library's management philosophy is to slowly and prudently build a strong, new staff as the basis for a better research facility. With this in mind, we have concentrated on hiring qualified employees at somewhat higher, although not necessarily competitive salaries. We still have a way to go in order to reach complete parity with other Washington, D.C. law school libraries. A segment of this report introduces the staff and indicates their professional activities for the year.

### **Public Services in 1989**

After qualified staff, services and procedures are most important. These ultimately translate into better, more reliable, library operations for students and faculty alike. A portion of this report elaborates on types of services being introduced.

### **Technical Services**

The Technical Services Department is the heart of the library's maintenance operation. This department buys, receives and routes materials. It also creates new software to manage these operations efficiently. It, too, is highlighted in the Annual Report.

Lastly, a variety of pleasant and not so pleasant activities are also discussed. On the pleasant side are gifts and new equipment, not to mention future plans. Unpleasant activities usually involve shifting books.

The annual report tries to capture the highlights of the year. The entire staff hopes it will prove worthwhile reading.

## **II. STATISTICS IN BRIEF**

Most Annual Reports concern themselves with statistics, perhaps overly so. Included here are only a few statistics to provide a point of reference.

In the School Term 1989/90 the Library Staff:

1. Cataloged 1312 books;
2. Received annually 448 Government Depository titles;
3. Subscribed to 457 current periodicals;
4. Borrowed 200 books and articles (November to August) for the faculty;
5. Lent 838 books and journals to other institutions;
6. Photocopied approximately 10,000 pages of articles for the faculty;
7. Operated a photocopy operation of more than 250,000 pages;
8. Purchased six more computers for students and library staff, bringing the number of personal computers used in the library to 15. This does not count 7 more which are dedicated to CD ROM, Interactive Video, Lexis and Westlaw;
9. Added four new positions on the staff;
10. Taught a total of 270 professional librarian hours of training on Lexis, Westlaw and Word Perfect;
11. Students, staff and faculty used 4035 Lexis hours this year - up 1200 hours over last year; used 2289 Westlaw hours - up 788 hours over last year;
12. Added 24 more seats during the year.

### **III. STAFF MEMBERS**

#### **A. Education**

	Degree
<u>Stephen G. Margeton - Director</u> The Catholic University of America Washington, D.C.	M.S.L.S.
National Law Center George Washington University Washington, D.C.	J.D.
Mount St. Mary's College Emmitsburg, MD	A.B.
<u>Bernice Olszowka - Secretary to Director</u> Erie Business College Erie, PA	Exec. Secretarial
<u>Patrick Petit - Associate Director</u> University of Maryland College Park, MD	M.L.S.
The Catholic University of America Washington, D.C.	J.D.
Illinois Benedictine College Lisle, Illinois	B.A.
<u>Nancy Sachitano - Head of Public Services</u> University of Maryland College Park, MD	M.L.S. (in progress)
The Catholic University of America Washington, D.C.	J.D.
Lamar University Beaumont, TX	B.S.
<u>Jean Berard - Head of Technical Services</u> The Catholic University of America Washington, D.C.	M.S.L.S.
University of Maryland College Park, MD	B.A.
<u>Eric Hass - Systems Development Assistant</u> The Catholic University of America Washington, D.C.	B.A.

	Degree
<u>Diana Botluk - Non-print Media Specialist</u> The Catholic University of America Washington, D.C.	J.D.
University of Delaware Newark, DE	B.A.
<u>Phil Buchan - Clerical (Part Time)</u> The Catholic University of America Washington, D.C.	M.S.L.S. (in progress)
University of Iowa Law School Iowa City, IA	J.D.
Grinnell College Grinnell, IA	A.B.
<u>Diane DeBoise - Serials Assistant</u> Jersey City State College Jersey City, N.J.	B.A.
<u>Mary Agnes Flynn - Circulation Manager</u> The Catholic University of America Washington, D.C.	B.A. (in progress)
Montgomery College Takoma Park, MD	Assoc. Degree
<u>James Josey - Evening Reference Librarian</u> Emory University Atlanta, GA	M.L.S.
Georgia State University Atlanta, GA	B.S.
<u>Lynn Monkres - Acquisitions Assistant</u> The Catholic University of America Washington, D.C.	D.M.A. (in progress)
Central State University Edmond, OK	Teacher Certification
University of Oklahoma Norman, OK	M. Mus.
Vanderbilt University Nashville, Tenn.	B.S.
<u>Rhea Wilson - Cataloger</u> University of Maryland College Park, MD	M.L.S. (in progress)

	Degree
University of Baltimore Baltimore, MD	B.A.
Catonsville Community College Baltimore, MD	A.A.

**B. Staff Changes During 1988/89**

Full Time

Director of the Law Library (November, 1988)  
Professor Stephen G. Margeton

Secretary to the Librarian\* (January, 1989)  
Bernice Olszowka

Serials Assistant (May, 1989)  
Diane DeBoise

Acquisitions Assistant (February, 1989)  
Lynn Monkres

Circulation Librarian\* (TBA)

Cataloging Technician\* (TBA)

Part Time

Acquisitions Clerk (May, 1989)  
Philip Buchan

Promotions

Systems Development Assistant\* (April, 1989)  
Eric Hass (from Cataloger)

Cataloger (August, 1989)  
Rhea Wilson (from Government Documents Assistant)

\*New position

### **C. Teaching by Librarians**

#### **Pat Petit**

Lectured on “American Legal Sources” at the Orientation to United States Law Program of the International Law Institute. Held at Georgetown University Law Center (8/89).

Presented three four-hour workshops to incoming Columbus Community Legal Clinic students on “Doing Legal Research in the District of Columbia” (9/88, 1/89, 6/89).

Taught 10 two-hour sessions of hands-on training of the Westlaw computer-assisted legal research system for first year students in the Leahy temporary learning center (9/88).

Taught ten two-hour sessions of hands-on training of the Lexis computer-assisted legal research system for first year students in the Leahy temporary learning center (1/89, 2/89).

Lectured on “Introduction to Legal Sources” and “Statutory Research and Legislative History” at the Legal Research Refresher for Paralegals. Program sponsored by the Legal Education Institute, Office of Legal Education, U.S. Department of Justice. Held at the Georgetown Omni Hotel (2/89).

Lectured before the first year Basic Legal Techniques Program on “Statutory Research and Legislative History” (3/89).

Lectured on “Legislative History and the Courts” at the Statutes and Legislative Histories: Research Refresher for Attorneys Program sponsored by the Legal Education Institute, Office of Legal Education, U.S. Department of Justice. Held at the Institute's Washington D.C. headquarters (12/88 and 6/89).

#### **Nancy Sachitano**

Taught 30 hours of Westlaw

Taught 38 hours of Lexis

Taught 20 hours of Word Perfect

#### **Diana Botluk**

Taught 75 hours of Lexis

Taught 75 hours of Westlaw

Taught 30 hours of Word Perfect

#### **James Josey**

Taught 20 hours of Lexis

Taught 20 hours of Westlaw

Taught 20 hours of Word Perfect

## **D. Professional Activity and Publications**

### Programs Attended

#### Steve Margeton

Association of American Law Schools Annual Meeting in New Orleans (1/89)  
ABA Conference on "Bricks and Books," Notre Dame Law School, Notre Dame, Indiana  
(3/89)  
American Association of Law Libraries Annual Meeting in Reno, Nevada (6/89)  
Capcon Recon Program (Evaluating and Comparing Retrospective Conversion Options  
on OCLC) (2/89)

#### Steve Margeton, Pat Petit, Nancy Sachitano and Jean Berard

"High Tea", Opening 1988-89 meeting of the Academic Special Interest Section of the  
Law Librarian's Society of Washington, D.C. Held at the Hay-Adams Hotel (10/88).

#### Bernice Olszowka

Introduction to MS-DOS, Introduction to Word Perfect, and  
Intermediate Word Perfect  
CUA Computer Center

#### Pat Petit and Nancy Sachitano

"Automation Update": program of the Academic SIS of the Law Librarian's Society of  
Washington, D.C. on the progress and problems encountered during implementation  
of integrated Library systems in member libraries. Held at the Government Contracts  
Library of George Washington University (2/89).

#### Pat Petit

Member of an ad hoc task force that reviewed and designed teaching materials for legal  
research and writing instructors to use when integrating the teaching of computer-  
assisted legal research into the first year curriculum. Held at Mead Data Central  
(Lexis) corporate headquarters in Dayton, Ohio (6/89)

#### Nancy Sachitano

Lexis training seminars - Code of Federal Regulations, advanced on-line training,  
statutory materials (88-89)

Westlaw training seminars - advanced on-line training, Federal Register, state materials  
(88-89)

Dialog Training - on-line training for non-legal databases (2/89)

American Association of Law Libraries Annual Meeting, Reno, Nevada - seminars on specific law library issues (6/89)

Jean Berard

Professional Development Program, The Catholic University of America, (Winter to Spring 1989) - 10 seminars on Communication

CAPCON RECON Seminar - overview of retrospective conversion options for law library catalogs (2/89)

Washington Research Library Consortium's Preservation Committee - member and participant in project to determine deterioration rate of material in member libraries.

Rhea Wilson

Attended meetings on preservation planning sponsored by the Washington Research Library Consortium (6/89)

Lynn Monkres

Wordperfect Training (Intermediate)  
CUA Computer Center

DOS Computer Training  
Frederick Computers

Publishing

Pat Petit

“Bibliography on Mergers, Acquisitions & Takeovers in the Communications Industry.”  
(With Imelda Lategola) 6 Communications Lawyer 18-23 (No. 3, Summer 1988).

“Current Bibliography.”: a bibliography of current books and articles in the field of communications law. 7 Communications Lawyer 21-25 (No. 1, Winter 1989).

Eric Hass

“Printing With Connections,” an article included in CAPCON M3X0/Microcomputer Memorandum No. 6 dated January 1989, under the heading of Microcomputer Hardware.

#### **IV. EXPANDED SERVICES OFFERED IN 1989**

During the preceding year the library expanded a number of its services to make the faculty fully aware of new materials.

##### **A. Faculty and Student Awareness**

1. “Legal Research Notes” - bibliographies of research material available in the library on a number of legal subjects. These bibliographies have been created by Professor Raymond Marcin and include:

Jury Instructions  
Lower Federal Court Materials  
Federal Administrative Documents  
U.S. Supreme Court Materials

2. Table of Contents Pages of Recent Law Reviews - a monthly compilation of Law Review table of contents pages received by the library. The package, which usually includes about 100 or more law reviews, is sent to all faculty, and they, in turn, are encouraged to request selected articles from the library.
3. New Book Acquisition List - a monthly list of all newly purchased or re-cataloged books. Books are arranged by the first subject heading under which they are cataloged for ease of reviewing the list for particular subject interest.
4. Library Bulletin Board - a Library Bulletin Board, installed in the faculty mailroom, featuring items of note.

##### **B. Computerized Research Enhancements**

1. Mullen Library Online - an electronic version of Mullen Library now accessible from computer terminals in the public service area. This new capability should facilitate identifying and borrowing research materials from Mullen.
2. Nexis - a close cousin of Lexis, Nexis has been made available to students and faculty since October, 1988. Nexis, generally considered to be a full text newspaper and business periodical database, is fully free text searchable in the same manner as Lexis. Although, not used as frequently as Lexis or Westlaw, Nexis provides general information, current awareness, and has been of assistance to the faculty, the Capital Campaign, the Alumni Relations Office and student researchers during the year.
3. Legal Resources Index - a major new addition to the Lexis and Westlaw database lineups, the online index provides full keyword searching and boolean logic

capability to the titles of legal periodical articles. The period covered extends from 1980 through the current month.

4. Dialog - Computerized Access to more than 300 non-legal data bases for special faculty research projects. These databases include Magazine Index, Business Periodical Indexes, Books in Print, Social Science Abstracts, Criminal Justice Reports, American History, philanthropic indexes - just to name a few.
5. Interactive Video - a unique teaching tool that permits simulated courtroom or negotiation training for students through video and computer simulation. By using computer commands while watching a TV monitor, the student actually directs the action of the trial or negotiation and learns by judicial rulings or other similar instructions.

### **C. Public Services Department Enhancements**

The library has recently devised a number of tools to help students and faculty locate materials.

1. Bi-Monthly Serials Holding List - is a complete printout of all law journals and other periodicals subscribed to by the library. It includes such information as beginning volumes, missing volumes, call numbers and last issue received. It is an interim paper product which will be replaced by the integrated library system.
2. Book Checkout List - is a complete listing of all books and journals checked out of the library. It, too, is temporary.
3. Microform Catalog - is a complete list of microform titles in the collection and can be found at the Reference Desk and in the Microform Reading Room.
4. Government Documents Check-in List - is a complete list of all government documents received through the Federal Government Depository Library Program.
5. Reserve Books List - is a list of all books on reserve at the Circulation Desk, in title and call number order.
6. Telefax Service for Faculty and Staff - provides interlibrary loan by Telefax machine. Faculty is also invited to use the machine to meet their communication requirements.
7. Photocopying for Faculty on Request - augments the current awareness service by providing photocopy service for faculty who occasionally wish to see articles of interest.

## **D. Technical Services Department Enhancements**

During the year the Technical Services Department has been diligently cleaning up cataloging problems and filing the looseleaf backlog. However, several new services were also initiated:

1. Serials Holding Check-in - a computer database which permits the check-in of all periodicals and provides accurate records of the law journal collection.
2. Government Documents Check-in List - a similar check-in database created to track all government documents which are received by the Library from the United States Government Printing Office.
3. Acquisition Ledger - with the hiring of a qualified Acquisition Assistant, the Technical Services staff was prepared to fully utilize its newly-designed automated acquisition ledger. This system carefully tracks all library book invoices from ordering to payment.
4. Microform Catalog - although there is no particular check-in system for non-government depository microforms, a computerized title listing has been prepared and it is located at the Reference Desk and in the microform reading area on the Library's lower level.
5. Offsite Storage Database - the summer of 1989 was devoted to cleaning, weeding and listing all the materials in the Youth Development Center and Keane Hall storage. Although exact numbers of boxes have not been monitored, it is estimated that more than 350 boxes of material were discarded and about 500 more have been numbered, and their contents entered into a special database designed to track materials stored offsite. This should make it easier to either integrate the offsite material into the new library, or possibly to sell or give it away. To date more than 8,000 volumes are retained in the database, and about 4,000 were removed.

## **V. COOPERATIVE LIBRARY PROJECTS**

### **A. Preservation**

One of the expectations shared by the library staff has been that as the library becomes better staffed, our librarians would be able to join with other law libraries around the city in a variety of cooperative projects. One such major project was undertaken this year in the area of book preservation. Catholic University Law Library joined Georgetown Law Center and nine other libraries (including Mullen) in the study.

The project sampled the deterioration characteristics of randomly selected legal and non-legal materials. The law library has actively participated since May and hopes to complete the work by November 1989.

### **B. Cooperative Affiliation**

Another cooperative project is participation in the Conference of Law Libraries of the Association of Jesuit Colleges and Universities. This association represents a number of law schools under the Jesuit aegis who have linked together to offer interlibrary loan, research and similar cooperative services. Other religious affiliated law school libraries have been invited to join.

The law library staff hopes that joining such cooperative endeavors will not only aid students and faculty, but will also bring CUA into the mainstream of the law library world.

## **VI. GIFTS AND ENDOWMENTS**

### **A. Gifts**

Arnold & Porter donated \$800.00 to the Law Library which was ear marked by the Director for the future Integrated Library Systems.

The family of deceased CUA student Francis LaVigne donated several hundred volumes of New York State reports.

Law Library benefactor Eli Spark donated books.

Former alumni, Craig Hall of the legal office of Amoco (Washington, D.C.) donated federal materials.

The law firm of Alvord and Alvord donated more than 400 volumes of numerous legislative histories covering major tax acts from 1916 through 1954. Other assorted major federal agency histories were also included.

The National Automobile Dealers Service Corporation made a contribution of assorted tax reports.

In addition, the Secretary to the Librarian has recently completed an historical list of all previous donors who have made contributions to the library.

## **B. Endowments**

The Librarian has identified the following endowed gifts which apparently total some 45,000 dollars in aggregate interest to be applied to special purchases:

1. Brendan F. Brown Endowment - General Jurisprudence
2. English Endowment - Labor Law Materials
3. General Restricted Fund - Supplement to the Library Budget
4. William J. Howder Memorial Endowment - General Law Books
5. Law and Religion Book Endowment
6. John M. Mitchell Endowment - Materials on International Law

In addition the Librarian has begun a special Restricted Fund to finance the Integrated Library System.

## **VII. EQUIPMENT ADDED**

The library added the following computer equipment during the preceding year:

### **New Computer Equipment for Students**

1. Four IBM PS/2 Model 30's.
2. Two Epson LQ/850 Letter Quality Printers

### **New Computer Equipment for Staff**

1. One Compaq 386 for Acquisitions.
2. One Compaq 286 for Reference & Circulation
3. Two HP LaserJet Series II Printers
4. One Tape Backup System

## **VIII. SPACE ADJUSTMENTS**

### **A. Librarian's Office**

In March, 300 square feet of office space was occupied by the new Director of the Law Library and his Secretary in what was formerly the Moot Court Office, Room 109 of Leahy Hall. The Moot Court office was relocated to Room 108.

## **B. Government Documents/Microform**

The Government Documents and Microform Reading Room was relocated to the lower reading room of Leahy Hall in April.

## **C. Youth Development Center**

The Youth Development Center weeding project was undertaken in July. As mentioned above, this project resulted in the discard or brief cataloging of most volumes which were randomly shelved (and in hundreds of boxes) in the basement of the center.

## **D. Keane Relocation**

The satellite library formerly located on the second floor of Keane has been relocated to the basement of Keane to make room for Dean Garvey and Assistant Dean Lord's new offices. The sub-basement storage area of Keane was also completely cleaned out of more than 300 boxes of donated books and a new library annex is planned for this space.

## **E. Gowan Books Returned**

The library was asked to evacuate its limited storage facilities in Gowan Hall, because of the recommendations of the Fire Marshall. About 50 - 75 boxes of books were transferred to the Youth Development Center in May.

## **IX. PLANS FOR 1990**

During the coming year the library staff hopes to undertake several ambitious projects. The first of which will be to begin the conversion for all the library card catalog records into electronic format in anticipation of the computerized integrated library system. This process will take about two years, and will be primarily supervised by Jean Berard and Eric Hass. Much of the work will probably be contracted out.

A second plan for 1990 is to clean up the classification of the American Law Collection (KF) and make significant book purchases in order to offset the years of poor library budgets. This will involve a complete shelfreading of the collection, weeding of out-of-date materials and buying replacements and new titles. It will commence with an infusion of about \$40,000 to \$50,000 in new titles. High on the list of purchases is procuring good reference materials.

A third project for 1990 is the rehabilitation of the main library reading area. This will involve a general area clean up, provisions for office space for the research staff, a more efficient and controlled reserve and circulation center, offices for the Computer Assistant and improved library ambiance.