

**ANNUAL REPORT  
CATHOLIC UNIVERSITY OF AMERICA  
LAW LIBRARY  
ACADEMIC YEAR 1989-1990**

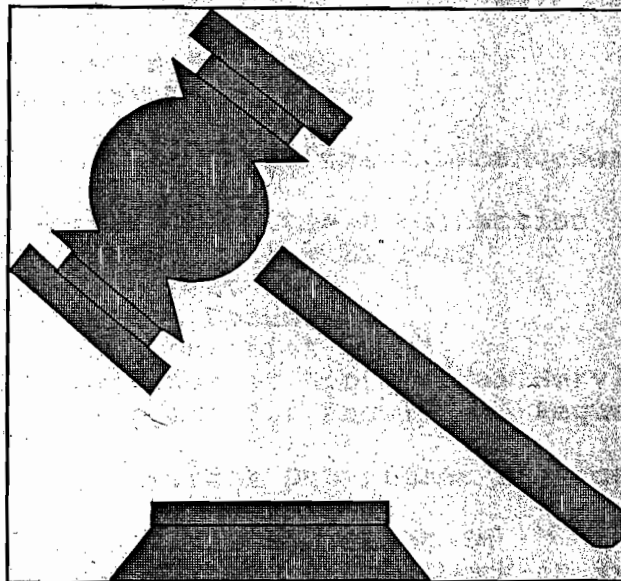


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## INTRODUCTION

One of the best ways to prepare an annual report of the library's accomplishments during the past year is to review the preceding year's report to determine how well the staff fulfilled its stated goals.

Goals for 1990 were threefold:

1. Complete renovating several areas of the Reading Room.
2. Begin upgrading the collection through an infusion of greater funds for books, particularly reference materials; and
3. Begin converting hard copy catalog records into an electronic format;

Of the three, the renovation project is most visibly on schedule with the construction of the Reference Department area (including office space) last winter and changes to the Circulation Department and Computer Lab during the summer, 1990.

Modest progress has been made on upgrading the collection. Emphasis this year has been placed on creating a strong reference collection for the librarians, faculty and students. About 1,000 volumes have been purchased for, or relocated in, the new Reference space.

Likewise, planning for the conversion of catalog records into electronic format proceeds on schedule. During the past year an active committee of librarians and computer services staff have met each Friday morning to learn more about integrated library systems. To insure that the library's shelflist is accurate before conversion to an on-line system, a contract to verify each treatise against the shelflist entry has been signed with SIMA, a library service bureau.

As discussed last year, an annual report can serve many purposes. It can provide a modest explanation to the Dean and faculty about library operations; a summary of professional staff activities; a conduit of encouragement for the library staff; and a useful resource for the Alumni Relations and Capital Campaign offices. This year another purpose can be included: it can serve to measure twelve months of staff accomplishments.

## II. STAFF HIGHLIGHTS - 1990

The library's management philosophy continues to be: "move slowly and prudently to build a strong, professional staff." With this in mind we have concentrated on upgrading qualifications for new staff positions and drafted strong job descriptions for each staff member. As employment opportunities become available, we have advertised in the most prominent newsletters and association organs, e.g., the AALL Newsletter, the D.C. Library Jobline, and the Law Librarians Society of the District of Columbia's computerized job listings.

Recently, we have begun mass mailings to more than fifty prominent Law Libraries across the country to indicate professional openings. Lastly, this year for the first time, the Director and Associate Director interviewed for professional positions at the annual meeting of the American Association of Law Libraries which was recently held in Minneapolis.

During the past year we were sorry to lose the fine talents of Nancy Sachitano, who left the Head of Public Services position to return to the practice of law. We were pleased, however, to have Brian Baker, Librarian of the Fairfax County Bar Library, join the staff as Circulation Librarian.

We have also added two very competent Technical Services staff members: Debbie Middleton has assumed the Serials Check-In position, while the new Processing Assistant is Victoria Milam. Although not a staff position in the true sense, we used TeleSec Temporary Library Services for much of the year as a substitute for an unfilled Circulation position. Employing TeleSec enabled us to have a professional librarian regularly available at the Circulation Desk, a highly visible area.

### III. STATISTICS IN BRIEF

In the School Term 1989/90 the Library Staff:

1. Cataloged approximately 1,200 new titles;
2. Received more than 1,000 Government Document Depository titles of which about 350 were sent on to Mullen;
3. Raised the library budget above one million dollars for the first time;
4. Borrowed approximately 250 books and articles for the faculty;
5. Added two new positions on the staff;
6. Logged a total of 194 hours of training on Lexis/Nexis and Westlaw;
7. Students, staff and faculty used 5362 Lexis hours this year - up 1327 hours over last year; they also used 2582 Westlaw hours - up 293 hours over last year;
8. Constructed a new Reference Department area with offices and significant shelving space;
9. Reconfigured the Circulation area;
10. Expanded wordprocessing capability in the Computer Lab from seven to ten stations.

### IV. LIBRARY SERVICES - 1990

During the preceding year the library offered faculty and students the following research and reference services.

#### 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 were prepared by the Reference staff and Professor Raymond Marcini:

Jury Instructions

Lower Federal Court Materials

Federal Administrative Documents

U.S. Supreme Court Materials

Working With Federal Legislative Histories

2. Table of Contents Pages of Recent Law Reviews - a monthly compilation of law review table of contents pages received by the library and circulated to full-time faculty.
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.
4. Index to Law School Exams arranged by professor, course name and semester for the period of the fall semester 1968 thru the Spring semester 1989.
5. Law Library Locator - a quick reference guide to the legal collection containing title, call number and location of more than 300 frequently requested items.

**B. Computerized Research Enhancements**

1. Both Lexis and Westlaw are now available to all faculty, staff and each student in the library or on a home or office computer, seven days per week. This new flexibility includes the Nexis service as well.
2. Faculty and staff now have in-house, high speed printing capability for large quantity printing on the Lexis/Nexis system.
3. Dialog - Computerized Access to more than 300 non-legal databases for special faculty research projects. These databases include business, social science, criminal, historical, and philanthropic indexes - just to name a few.
4. New Lexis state-of-the-art equipment has replaced aging terminals. Included are color monitors, 9600 baud modems and deskjet printers.

5. The Computer Lab is scheduled to be repainted, carpeted, rewired and have additional equipment installed.

#### C. Public Services Department Enhancements

The library staff has recently revised a number of reference tools and initiated services to help students and faculty locate materials.

1. New reference materials are being purchased to create the Reference/Research Area in the library. To date, about 1,000 volumes, representing more than 300 titles, have been shelved in this area which is adjacent to the Reference Offices.
2. New computer stations have been located in the Reference Office area and designated Lexis Express and Westlaw Express. No pre-sign up is necessary. If the terminals are free, quick searches may be undertaken.
3. Book Checkout List - a complete listing of all books and journals checked out of the library.
4. Government Documents Check-in List - a complete title list of all government documents received through the Federal Government Depository Library Program.
5. Reserve Books List - a list of all books on reserve at the Circulation Desk, in title and call number order.
6. Telefax Service for Faculty and Staff - Approximately 400 faxes have been sent during the first year of operation. About 200 more have been received. Faculty Interlibrary Loans are now beginning to be processed by fax also.
7. Photocopying for Faculty on Request - photocopy service for faculty who occasionally wish to obtain law journal articles of interest.

#### D. Technical Services Department Enhancements

During the year the Technical Services Department has continued to diligently clean up cataloging problems and re-catalog a significant portion of the collection. In addition, the following tools were created and activities undertaken.

1. Serials Holdings 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 - a newly-designed automated acquisition ledger which carefully tracks all library, departmental and faculty book invoices from ordering to payment.
4. Shelfreading KF - a shelfreading by a library contractor of the class KF collection (all treatises on American Law) numbering about 10,500 titles. The project is expected to be completed during the summer.
5. Staff Shelfreading - a check of each title on the shelf against the catalog for all other classes of the collection. These classes include all non-law, foreign law and state materials.

## V. COOPERATIVE LIBRARY PROJECTS

### A. Preservation

The Robert J. White Law Library joined Georgetown Law Center and nine other libraries (including Mullen) in a preservation study.

The project sampled the deterioration characteristics of randomly selected legal and non-legal materials. The project began in mid-1989 and continued through 1990. A final report was issued in April 1990. The results will be studied and an appropriate preservation plan prepared for our library.

### B. Cooperative Affiliation

The Robert J. White Law Library continues to participate with the Conference of Law Libraries of the Association of Jesuit Colleges and Universities. The Associate Director represented Catholic University at several functions sponsored by the Conference at the annual meeting of law librarians in Minneapolis in June. To date, the Conference has agreed to provide free photocopy service to member libraries and is investigating what assistance might be offered to visiting scholars.

## **VI. GIFTS AND ENDOWMENTS/RESTRICTED FUNDS**

### **A. Gifts**

In December 1989 Arnold & Porter donated \$800.00 to the Law Library which was earmarked for the Integrated Library System.

The law firm of Breed, Abbott & Morgan donated more than 300 volumes of law books to the library, many of which were placed in our Reference area.

A total of \$1,500.00 was donated to the library from various alumni and friends of the law school.

An appraisal of more than \$23,000.00 was placed on the Alvord and Alvord Legislative History Collection which was donated to the school the previous summer.

### **B. Endowments/Restricted Funds**

The following are endowed gifts and restricted funds which may be applied to specific areas of purchase. The total capital and interest is approximately \$65,000.00.

1. Brendan F. Brown Endowment - Jurisprudence
2. English Endowment - Labor Law Materials
3. General Restricted Fund - General Law Books
4. William J. Howder Memorial Endowment - General Law Books
5. Integrated Library System
6. Law and Religion Book Fund
7. John M. Mitchell Endowment - Materials on International Law
8. Restricted Gifts Student Association Book Fund - General Law Books

## **VII. EQUIPMENT ADDED**

The library added the following equipment during the preceding year:

1. Three state-of-the-art Lexis terminals and printers which replaced two older models;
2. Lexis Genicom high speed printer for large document or multi-document printing;
3. Versa Card Vending Machine for automatic dispensing of photocopy cards;
4. Minolta Microfiche Reader Printer;
5. Hewlett-Packard Laserjet IIP Printer for the Circulation area;
6. Sharp SF Copier and accessories;
7. Two classroom quality Califone Cassette Tape Recorders; and
8. Panasonic PV430 Camcorder and accessories.

Finally, an inventory list of approximately 115 pieces of equipment consisting of computers, computer accessories, reader printers, tape recorders, copier machines, audio-visual equipment, television sets, file cabinets, etc., was completed for insurance and inventory purposes.

## **VIII. SPACE ADJUSTMENTS**

### **A. Reference Department Office and Collection**

For a number of years the library has lacked a defined Reference Department, including adequate office space. This space can best be characterized as an enclosed area in which materials for ready reference and bibliography are shelved. During the 1989 Christmas break office space for the Head of Public Services and three Reference Librarians, as well as a special room for Lexis, Westlaw and Legal Trac was designed. Space for fifteen hundred reference volumes was also made available for student and faculty use in this location.

### **B. Circulation Department Renovation**

The Circulation Desk area has also been in need of upgrading. This project was undertaken during August, 1990. The finished space includes a new Circulation Desk and reserve area, shelf space for current law reviews (to be placed on reserve), a refurbished Computer Lab with 10 personal computers for student

use, a more comfortable VCR (and interactive video) Conference Room for students and faculty, and an Interlibrary Loan Office with space for media storage. One of the chief benefits of the changes are improved appearance of the library entrance and an attractive environment for staff and students.

**C. Keane Shelving**

With the complete renovation in the fall of 1989 of a library storage area in Keane subbasement, arrangements were made in December to buy used shelving from Georgetown Law Center. More than ninety units were finally installed in Keane and Leahy Halls.

**IX. STAFF MEMBERS**

**A. Education**

	<u>Degree</u>	
<u>Stephen G. Margeton - Director</u>		
The Catholic University of America, Washington, D.C.	M.S.L.S.	1973
National Law Center George Washington University Washington, D.C.	J.D.	1970
Mount St. Mary's College Emmitsburg, MD	A.B.	1967
<u>Bernice Olszowka - Secretary to Director</u>		
Erie Business College Erie, PA	Exec. Sec.	1955
<u>Patrick Petit - Associate Director</u>		
University of Maryland College Park, MD	M.L.S.	1973
The Catholic University of America Washington, D.C.	J.D.	1978
Illinois Benedictine College Lisle, Illinois	B.A.	1966
<u>Nancy Sachitano - Head of Public Services</u> (Resigned January, 1990)		
University of Maryland College Park, MD	M.L.S. (in progress)	

The Catholic University of America Washington, D.C.	J.D.	1987
Lamar University Beaumont, TX	B.S.	1984
<u>Jean Berard - Head of Technical Services</u>		
The Catholic University of America Washington, D.C.	M.S.L&S.	1984
University of Maryland College Park, MD	B.A.	1982
<u>Brian Baker - Circulation Librarian</u>		
University of Maryland College Park, MD	M.L.S.	1988
American University Washington, D.C.	B.A.	1987
<u>Eric Hass - Systems Development Assistant</u>		
The Catholic University of America Washington, D.C.	B.A.	1987
<u>Diana Botluk - Non-print Media Specialist</u>		
The Catholic University of America Washington, D.C.	J.D.	1984
University of Delaware Newark, DE	B.A.	1981
<u>James Josey - Evening Reference Librarian</u>		
Emory University Atlanta, GA	M.L.S.	1978
Georgia State University Atlanta, GA	B.S.	1970
<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 Certif. 1977/79	
University of Oklahoma Norman, OK	M. Mus.	1976
Vanderbilt University Nashville, Tenn.	B.S.	1973

Rhea Wilson - Cataloger

University of Maryland College Park, MD	M.L.S. (in progress)
University of Baltimore Baltimore, MD	B.A. 1986
Catonsville Community College Baltimore, MD	A.A. 1982

Debra Middleton - Serials Assistant

Bell Business (Word Processing Course) Washington, D.C.	Certif. 1986
Reference Collections Library of Congress	Certif. 1985
Howard University Washington, D.C.	Phys. 1976/78 Therapy

Victoria Milam - Processing Assistant

University of the District of Columbia Washington, D.C.	8/86-12/86
Armstrong Vocational Center Washington, D.C.	9/85-1/86
Washington Saturday College Washington, D.C.	1/85-5/85
University of the District of Columbia Washington, D.C.	9/82-5/83

**B. Staff Changes During 1989/90**

Additions

Circulation Librarian Brian Baker	February, 1990
Serials Assistant Debbie Middleton	January, 1990
Processing Assistant Victoria Milam	May, 1989
Reference Librarian*	TBA

Resignations

Mary Agnes Flynn	August, 1989
Nancy Sachitano	January, 1990
Diane DeBoise	December, 1989

Philip Buchan

July, 1990

Promotions

Pat Petit

January, 1990

From Associate Librarian to Associate Librarian and Head of Public Services

\*Reclassified position

**C. Teaching by Librarians**

Pat Petit

Taught 42 hours of Lexis  
Taught 20 hours of Westlaw

Lectured on "Statutory Research & Legislative History" to all sections of Basic Legal Techniques class, October 1989.

Lectured on "Statutory Research & Legislative History" as part of the program A Legal Research Refresher for Paralegals offered by the U.S. Department of Justice, Legal Education Institute, November 1989.

Lectured on "Computerized Legal Research" to various sections of Basic Legal Techniques class, January 1990.

Lectured on "Legislative History in the Courts" as part of the program Statutes & Legislative History: A Legal Research Refresher for Attorneys, offered by U.S. Department of Justice, Legal Education Institute, February and July, 1990.

Developed a course in Advanced Legal Research for the paralegal program, University College, University of Maryland, Spring 1990.

Nancy Sachitano

Taught 10 hours of Westlaw

Diana Botluk

Taught 36 hours of Lexis  
Taught 26 hours of Westlaw

James Josey

Taught 12 hours of Lexis  
Taught 10 hours of Westlaw

## D. Professional Activity and Publications

### 1. Programs Attended

#### Steve Margeton

Attended a meeting of the American Association of Law Libraries' Special Committee on Preservation, Minneapolis, September 1989.

Panelist: Mead Data Central's Third Annual Graylyn Conference on Teaching Legal Research, Winston Salem, North Carolina, November 1990.

Attended Joint Spring Workshop on Automation, Library of Congress, March 1990.

Panelist: Mead Data Central's First Annual Westfields Conference on Teaching Legal Research in the Private Law Firm, Westfields International Conference Center, Westfields, Virginia, April 1990.

Attended annual meeting of the American Association of Law Libraries, Minneapolis, June 1990.

#### Pat Petit

Attended a campus demonstration of EPIC, a new subject searching system unveiled by OCLC, CUA, February 1990.

Attended a Communications Law Seminar presented by Westlaw, Washington, D.C., June 1990.

Attended the annual meeting of the American Association of Law Libraries, Minneapolis, June 1990.

#### Nancy Sachitano

Attended a Westlaw Conference entitled "Inside Look", a promotion for their online system and an inside view of West Publishing, November 1989.

#### Jean Berard

Attended the following local meetings and programs:

CAPCON Fall User's Group Meeting, September 1989.

Innovative Interfaces Workshop held in conjunction with LLSDC's 50th Anniversary Conference, October 1989.

CUA Computer Center's MS-DOS Workshop, October 1989.

CAPCON Continuing Education Workshop - Library of Congress, Subject Headings, October 1989.

LLSDC New Members Luncheon, November 1989.

CUA Computer Center's Word Perfect Workshop, November 1989.

CAPCON Continuing Education Workshop - Disaster Preparedness Planning, December 1989.

LLSDC Brown Bag Luncheon - Pre-Automation Planning, December 1989.

CUA Computer Center's Intermediate WordPerfect Workshop, February 1990.

CAPCON Continuing Education Workshop - Tapes to Online Catalog, April 1990.

Attended the Conference of Newer Law Librarians Program which precedes the annual meeting of the American Association of Law Libraries, Minneapolis, June 1990.

Brian Baker

Panelist: annual meeting of the American Association of Law Libraries, Minneapolis, June 1990. Topic: "Unauthorized Practice of Law and the Pro Se Patron in a Public Law Library".

Rhea Wilson

Attended the following local meetings and programs:

CAPCON Fall User's Group Meeting, September 1989.

CUA Computer Center's MS-DOS Workshop, October, 1989.

CAPCON Continuing Education Workshop - Library of Congress Subject Headings, October, 1989.

CUA Computer Center's WordPerfect Workshop, November 1989.

CAPCON Continuing Education Workshop - Disaster Preparedness Planning, December 1989.

LLSDC Brown Bag Luncheon - Pre-Automation Planning, December 1989.

CUA Computer Center's Intermediate WordPerfect Workshop, February 1990.

CAPCON - EPIC Demonstration at CUA (February, 1990)

AJ Seminars - Introduction to Legal Research (March, 1990)

CAPCON Continuing Education Workshop - Tapes to Online Catalog (April 1990)

Lynn Monkres

Attended the following local programs:

CAPCON Seminar on Searching OCLC, October 1989.

AJ Seminars - Introduction to Legal Research, March 1990.

CUA Computer Center Courses:

Introduction to VAX/EDT, February 1990;  
Introduction to LOTUS 1-2-3, February 1990;  
Introduction to dBASE, March 1990;  
WP Merge/Sort/Select, March 1990.

2. Publishing

Steve Margeton

"How To Be A Better Teacher". Review of an AALL annual meeting program, in Law Library Lights, September/October, 1989.

"Alvord and Alvord Gives Tax Legislative History Collection To Library". Contact, Vol. 8, No. 1 Spring 1990, p.3.

"Welcome to the New Law Library". Contact, Vol. 8, No. 2 Summer 1990, p.4.

Pat Petit

"Current Bibliography." A selective bibliography of books and law journal articles in communication law (to be published in summer issue of Communications Lawyer).

Law Library Guide, 11th Edition, 1989-90. A basic guide to the law library collection and resources.

Legal Research Notes: "Working with Federal Legislative History" (with Raymond Marcin). A pathfinder on sources of legislative history research.

Law Library Reference Database. Created the basic format for an online reference database using IZE textbase retrieval software. New entries will be added to this database by the reference staff. It will allow a pooling of information and reference expertise.

## **X. GOALS FOR 1991**

### **A. Computer Training Facility**

In order to properly train each student in the use of Westlaw and Lexis, twice each year the library sets up a temporary learning center, utilizing five additional computers which are air expressed from other schools for this purpose. Both Lexis and Westlaw have indicated they would like to make permanent equipment available. The library staff is investigating what space might be made available to create a permanent learning center on campus near to the law school.

### **B. Emphasis on Collection Development**

1990 was generally a year of "catch-up" with existing collection problems. For example, in the fall it was necessary to replace the library's entire collection of Matthew Bender publications because most were out of date. In 1991, the major emphasis will be on developing individual areas of the collection. Many problems are the result of significant gaps in sets of materials. In other areas where there are shortcomings, the faculty have, or shortly will be, directly involved in assisting in the selection and recommendation process.

### **C. Retrospective Conversion**

With the anticipated completion this fall of our shelf-reading project, the library's shelflist (one catalog card for every title), will be sent to a vendor for conversion to electronic format. This is the second preparatory step necessary before introducing an integrated library system to the Robert J. White Law Library. Much of the project depends on funds becoming available. The likelihood of completion during 1991 looks very promising.