

Annual Report

Judge Kathryn J. DuFour Law Library
The Catholic University of America

Academic Year
1990 – 1991



TABLE OF CONTENTS

| | | |
|-------|--|---|
| I. | Introduction. | 1 |
| II. | Statistics in Brief | 3 |
| III. | Collection. | 4 |
| | A. Books, Software and CD-ROM Purchases | 4 |
| | B. Acquisition Budget Chart, 1986 thru 1991. | 4 |
| IV. | Services. | 5 |
| | A. Publications. | 5 |
| | 1. Class Bibliographies | |
| | 2. Bibliography of Faculty Publications | |
| | 3. Index to Law School Examinations | |
| | 4. Patron Research Resource Guides | |
| | B. Public Services Department. | 6 |
| | 1. Reference Collection | |
| | 2. Reserve Files | |
| | 3. Faculty Request Tracking System | |
| | 4. Interlibrary Loan Tracking System | |
| | 5. Media Equipment Scheduling | |
| | 6. Microform Reading Area | |
| | C. Technical Services Department | 7 |
| | 1. Retrospective Conversion Project | |
| | 2. Purchase of Integrated Library System | |
| | 3. New Equipment and Software | |
| V. | Automation. | 8 |
| | 1. Lexis and Westlaw Personal Passwords | |
| | 2. Permanent Computer Training Center | |
| | 3. Westlaw Highspeed Printer | |
| | 4. Student Computer Lab | |
| VI. | Gifts, Endowments and Restricted Funds | 9 |
| VII. | New Equipment | 9 |
| VIII. | Special Projects, 1990/91 | 9 |
| | A. Federal Grant Proposal. | 9 |
| | B. National Equal Justice Library. | 9 |

| | | |
|-----|---|----|
| C. | Law School Building Design. | 10 |
| IX. | Staff Members | 10 |
| A. | Education | 10 |
| B. | Staff Changes During 1990/91. | 12 |
| 1. | Additions | |
| 2. | Promotions | |
| C. | Teaching by Librarians. | 13 |
| D. | Professional Activity and Publications. | 14 |
| 1. | Programs Attended | |
| 2. | Publishing | |
| X. | Goals for 1992. | 18 |

I. INTRODUCTION

Reflecting upon the three main goals set for the library staff at the beginning of the academic year, I am pleased to report that two, i.e., developing a computer training center and converting the card catalog from paper to electronic format, have been fully achieved. The library staff has also made strides toward the third goal, collection development, but there is still much work to be done in this area.

In January, after many years of setting up temporary training facilities to teach students the Westlaw and Lexis legal research systems, the library staff eagerly inaugurated a permanent computer training center. Through the generosity of Mead Data Central and West Publishing, both of whom aided by furnishing new equipment, the former library conference/government documents room was rewired, painted and redesignated a training center. The chief benefits of creating a permanent training center, as opposed to a temporary site, are the opportunities to relax student training schedules (no longer crammed into five weeks), and to offer customized training on the many databases offered by both vendors.

Converting the library's card catalog into electronic format offered another satisfying accomplishment during the year. To expedite the conversion process, the library staff engaged a local service bureau, CAPCON, to convert the major portion of the library's titles, although the Technical Services staff continued to convert hundreds of the more difficult catalog entries. CAPCON completed its portion of the work in approximately four months, considerably ahead of schedule and significantly below budget.

Although not quite as impressive, collection development did progress during the year, but the needs are great, and accomplishments seem small by comparison. In 1990/91 the library received some \$45,000 in additional book dollars. This permitted the purchase of some 700 new titles. Another 140 document serial titles were selected from the list of materials available through the Federal Depository Library program.

It is also equally important to mention that during the past academic year, while automation and collection development progressed, so too, did the employment of new, highly qualified library staff. In November an additional lawyer librarian was added to the Reference Department and in December, a new Circulation Manager joined the team.

Lastly, during the winter and spring, the library staff undertook two special projects. In January, an application was made to the U.S. Department of Education for a federal grant in the amount of \$50,000 to help defray the cost of the library

automation. In the spring, the library staff assisted by various law school deans, actively sought the designation of the Robert J. White Library as the first National Equal Justice Library in the United States. This project included the drafting of an elaborate proposal and hosting of site visits by a team of outside inspectors which included representatives from the American Bar Association, the American Association of Law Libraries, the Association of American Law Schools and the National Legal Aid and Defender Association.

In the following pages, I am pleased to share this year's highlights with you.

Stephen G. Margeton
Law Library Director

II. STATISTICS IN BRIEF

During the law school term 1990/91 the Library Staff:

1. Cataloged approximately 1425 titles, up from 1200 the preceding year.
2. Received some 1100 government document titles comprising more than 14,000 pieces of microfiche.
3. Raised the library operating budget in excess of \$1,200,000.
4. Increased the book and serial acquisition budget to \$400,000 (see chart following on p. 4).
5. Taught students at 116 Lexis and Westlaw training sessions.
6. Reported 12,466 hours of student, staff and faculty Lexis and Westlaw combined research time; this is a 57% increase over 1989/90 and represents only a portion of year with increased equipment.
7. Opened a permanent LEXIS/WESTLAW Training Center on the basement level of the library.
8. Borrowed some 40 books and journals each month for faculty and lent 150 items each month to firms and other law schools.
9. Added the new position of Government Documents/ Acquisitions Librarian.
10. Filmed more than 100 practice trial arguments, class review sessions, etc.
11. Completed the retrospective conversion of the library card catalog into electronic format.
12. Increased the microfiche collection by some 22,000 pieces (3,666 volume equivalents), up from 17,426 (2,904 volume equivalents) the year before.
13. Completed the final designs for the new library and selected all the furniture.

III. COLLECTION

A. Books, Software and CD-ROM Purchases

This year a concerted effort was made to fill in many incomplete sets or series. Years of missing law reviews were purchased (\$12,000), as well as, Halsbury's Statutes, fourth edition, a long run of the New York State Legislative Annual, and Clark Boardman's corporate/security series. Other major purchases included the International Encyclopedia of Comparative Law and the Department of Justice Manual, and several new videotape programs on trial practice, evidence and professional responsibility, as well as 700 other individual titles.

The library staff also introduced new computer software, i.e., Constitutional Papers - a database consisting of full text documents used by the founding fathers during the drafting of the constitution, and a new CD-ROM product, Hein's U.S. Treaty Index on CD-ROM - fully searchable subject, title and country index to all United States treaties.

IV. SERVICES

A. Publications

A major responsibility of the Reference Department is to prepare publications for classroom and patron use. The following publications were introduced this year:

1. Class Bibliographies. Class bibliographies are exhaustive surveys of legal and related materials published in substantive and clinical areas of the law which are requested for class use. To date, the Reference Librarians have prepared bibliographies on the following topics:
 - a. Antitrust
 - b. Evidence
 - c. Family Practice
 - d. Professional Responsibility
 - e. Property
 - f. Trial Practice
2. Bibliography of Faculty Publications. At the request of the dean, the library staff prepared a bibliography of all faculty books and articles which were published since 1980. The sources referred to for a majority of the citations included the Legal Resources Index (online) and OCLC, a national online book catalog. The library staff has programmed their computers to permit continuous updating of the master bibliography with new journal articles as new citations come online.
3. Index to Law School Exams. The Index to Law School Exams was updated and now spans the period of 1968 thru the Fall of 1990. It provides access to all previous law school exams by course title, semester and professor.
4. Patron Research Resource Guides. Several distinct resource guides were also developed during the year. Each lists all library resources on a given topic:
 - a. Administrative Law
 - b. Codes
 - c. Encyclopedias
 - d. Formbooks & Practice Sets
 - e. Law Digests
 - f. Looseleaf
 - g. Major Treatises
 - h. Shepards
 - i. State Materials

B. Public Services

1. Reference Collection. In addition to preparing several publications, the Reference Department has undertaken many interesting research projects during the year. Among the more unusual were requests for information on: Bulgaria, changes to the Soviet Constitution, the history of the Court of Claims, the Third Republic of France, the Warsaw Convention, the Hickenlooper Amendment and Eastern Europe files on Lexis. The library reference book collection also continues to grow. This year the emphasis was placed on directories, quotation source books, foreign language dictionaries and countries of the world fact books. The collection now numbers over 1600 volumes.
2. Revised Reserve Files. Many faculty members noticed the change in the reserve files during the past year. In place of the rather nonsecure hanging folders, two large lateral file cabinets (with locks) have been installed and individual file folders labelled for each course reserve. A typed list of reserve material arranged by faculty name completes the fresh new look.
3. Faculty Request Tracking System. In order to insure that each faculty request is followed until completion, a new automated tickler system was installed on Reference Department computers. Faculty projects are entered into the system and automatically come up on the "To Do" list until they are completed. Each month a printout of all such projects is reviewed at a Reference Department meeting. These procedures insure that requests are not lost and that librarians can discuss successful and unsuccessful approaches to performing research.
4. Interlibrary Loan Tracking System. An automated tracking system is now used by the Circulation Department to log in faculty book and article requests. Monthly statistics are also generated through this system.
5. Media Center Scheduling. The Circulation Department has also installed a computerized calendaring system to arrange dates for video recording and playback sessions.
6. Microform Reading Area. The Microfiche/film reading area has received a new look this year with a reorganization of the cabinets and reading space, a new directory of material, signs and a new Minolta microfilm reader printer.

C. Technical Services

1. Completion of the Retrospective Conversion. The retrospective conversion project was begun in earnest in October 1990 with the signing of a contract to convert some approximately 18,000 titles into electronic format. By March 1991, the work was completed. The second phase of the project involved extracting the records and cumulating them on one magnetic tape which could be processed for errors and duplicates. By May this tape was received at the library and a copy forwarded to a California vendor for further electronic manipulation called "authority control work". By July, the major work of creating the electronic file had been completed. The Technical Services staff continues to work at clearing up older material, cataloging all the microforms and processing material in storage.
2. Purchase of an Integrated Library System. The next step after converting the file from paper to electronic format is to purchase the hardware and software that make up the integrated library system. The system of choice for the legal profession is INNOVACQ/INNNOPAC. During the spring the library staff hired Maryanne Denham, automation librarian at Georgetown Law Center, to act as consultant during the startup process. It is anticipated that the system will be purchased in the fall and installed during the winter of 1992.
3. New Computer for the Serials Check-In Technician. A new computer at the serials check-in desk now permits faster input of pertinent serial information.

V. Automation

During the academic year significant steps were taken to increase computer services offered to the faculty and students. These include:

1. The distribution of personal Lexis and Westlaw passwords to all faculty, staff and law students. Each password was issued for the academic year and may be utilized from any terminal location, 24 hours per day, seven days per week.
2. The development of a permanent computer training center in the basement of the law library. This center includes four Lexis and four Westlaw state-of-the-art personal computers. Each is also furnished with desk-jet printers and 9600 baud modems. The center is used regularly to train students on basic (and some ad-

vanced) computerized legal research. The center is available to students for regular Lexis/Westlaw use when no training is in progress.

3. The installation of a Westlaw highspeed printer for large faculty and staff printing requirements. This equipment complements the Lexis highspeed printer installed in 1989.
4. The installation of a laser printer for the Student Computer Lab to permit quality printing, e.g., resumes, business letters, etc.
5. Six computer carrels.

VI. GIFTS AND ENDOWMENTS/RESTRICTED FUNDS

During academic year 1990/91 the library received significant monetary gifts and several important book donations.

1. The law firm of Arnold & Porter presented the library with a check for \$800 in January.
2. Other alumni and friends presented checks totalling \$1,175 during the annual pledge period.
3. A gift consisting of 172 volumes of U.S. Lawyers Ed. 1st and 2nd valued at \$4300 from Francis X. Quinn, Esq., Anderson & Quinn, 25 Wood Lane, Rockville, MD.
4. A gift consisting of 500 volumes of Congressional Record, House journals and superseded edition of U.S. Code valued at \$12,500 from Dean Costen, Committee on House Administration, U.S. House of Representatives, Washington, D.C.
5. A gift consisting of 157 volumes of the NLRB reports and annual Board reports valued at \$3925 from the John Fanning Estate.
6. A gift consisting of volumes of Board of Contract Appeals Decisions, Federal Comptroller General Decisions and Government Contractor valued at \$5215 from Wilkinson, Barker, Knauer & Quinn, 1735 New York Avenue, N.W., Suite 600, Washington, D.C.
7. A gift consisting of approximately 90 legislative histories on a variety of federal laws in the areas of labor, environmental affairs and finance from the Bureau of National Affairs, 1231 - 25th Street, N.W., Washington, D.C.

VII. EQUIPMENT ADDED

1. Two Panasonic PV610 Camcorders and accessories.
2. Two Sharp SF Copiers and accessories.
3. Three AST Personal Computers for the Reference Department and one AST Personal Computer for the Technical Services Department.
4. One Hewlett Packard Laser Printer for the Reference Department.
5. One Minolta Microfilm Reader Printer (Model 605Z).
6. New, full glass panel front doors for the law library.
7. Two-place prototype carrel designed for new building by Thos. Moser Cabinetmakers.
8. Twelve new library chairs for labs.
9. Re-upholstered thirty library chair seats.

VIII. SPECIAL PROJECTS, 1990/91

A. Federal Grant Proposal

In order to finance the purchase of an integrated library system, the library staff applied for its first federal grant under Title IID of the Higher Education Act. Entitled the College Library Technology and Cooperation Grants Program and administered by the U.S. Department of Education, the federal program makes funds available to many libraries in need of automation in order to effectively network with students and faculty on campus and with sister institutions across the country. Libraries will be notified in September 1991 if they have been selected to receive federal money. Making application for the grant presented an excellent opportunity to work with the CUA Sponsored Programs & Research Office and to learn how the process of grant application is approached.

B. National Equal Justice Library

In September of 1990 the Robert J. White Law Library was notified it was being considered as one of six possible sites for the location of the new National Equal Justice Library. This facility, if created, would serve as a historical archive, a research center, and a training lab-

oratory for lawyers in all facets of legal representation of poor people, in both criminal and civil cases. By January 1991, after three candidates dropped out, we were advised by the reviewing NEJL Committee to draft a detailed plan on how we would operate the center. Two site visits followed on May 3rd and May 18th, each of which involved a number of our faculty, library staff and inspectors. Early summer has been set for the final selection of the designated law school library.

C. Law School Building Design

The law school building committee continued to work regularly with the architects during 1990/91. This year the focus has been on millwork and other interior details and systems, such as floor coverings, furnishings, electronic media, wiring, and security. During the spring semester library carrel manufacturers supplied sample carrels to test in Leahy Hall. The Thomas Moser Company was selected to actually construct a prototype according to library specifications.

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. 1955 Sec. |
| <u>Patrick Petit - Associate Director</u> | |
| The Catholic University of America Washington, D.C. | J.D. 1978 |
| University of Maryland College Park, MD | M.L.S. 1973 |
| Illinois Benedictine College | B.A. 1966 |

Lisle, Illinois

Jean Berard - Head of Technical Services

| | | |
|--|----------|------|
| The Catholic University of America Washington, D.C. | M.S.L.S. | 1984 |
| University of Maryland College Park, MD | B.A. | 1982 |

Brian Baker - Circulation Librarian

| | | |
|--|--------|---------------|
| The Catholic University of America Washington, D.C. | J.D. | (in progress) |
| University of Maryland College Park, MD | M.L.S. | 1988 |
| American University Washington, D.C. | B.A. | 1987 |

Diana Botluk - Reference Librarian

| | | |
|--|------|------|
| The Catholic University of America Washington, D.C. | J.D. | 1984 |
| University of Delaware Newark, DE | B.A. | 1981 |

Mark Hammond - Reference Librarian

| | | |
|---|----------|------|
| The Catholic University of America Washington, D.C. | M.S.L.S. | 1991 |
| University of Virginia School of Law Charlottesville, VA | J.D. | 1982 |
| University of Central Florida Orlando, FL | B.A. | 1976 |

James Josey - Evening Reference Librarian

| | | |
|---|--------|------|
| Emory University Atlanta, GA | M.L.S. | 1978 |
| Georgia State University Atlanta, GA | B.S. | 1970 |

Lynn Monkres - Acquisitions Assistant

| | | |
|--|-----------------|---------|
| The Catholic University of America Washington, D.C. | D.M.A. | 1991 |
| Central State University Edmond, OK | Teacher Certif. | 1977/79 |
| University of Oklahoma Norman, OK | M. Mus. | 1976 |
| Vanderbilt University Nashville, TN | B.S. | 1973 |

Rhea Wilson - Cataloger

| | | |
|--|--------|------|
| University of Maryland College Park, MD | M.L.S. | 1990 |
| University of Baltimore Baltimore, MD | B.A. | 1986 |
| Catonsville Community College Baltimore, MD | A.A. | 1982 |

Frances McKnew - Circulation Manager

| | | |
|--|---------------------------|------|
| The Catholic University of America Washington, D.C. | M.S.L.S. (in progress) | |
| George Mason University Fairfax, VA | B.A. | 1990 |

Debra Middleton - Serials Assistant

| | | |
|--|-----------------------|---------|
| University of the District of Columbia Washington, D.C. | B.S. (in progress) | |
| Bell Business (Word Processing Course) Washington, D.C. | Certif. | 1986 |
| Reference Collections Library of Congress | Certif. | 1985 |
| Howard University Washington, D.C. | Phys. Therapy | 1976/78 |

Victoria Milam - Processing Assistant

| | | |
|--|-----------------------|------------|
| University of the District of Columbia Washington, D.C. | B.A. (in progress) | |
| University of the District of Columbia Washington, D.C. | | 8/26-12/86 |
| 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 1990/91

Additions

| | | |
|---------------------------------------|--|----------------|
| Reference Librarian Mark Hammond | | November, 1990 |
| Circulation Manager Frances McKnew | | December, 1990 |

Promotions

Rhea Wilson

January, 1991

From non-exempt to exempt status

C. Teaching by Librarians

Pat Petit

22 hours of Lexis classroom training.

15 hours of Westlaw classroom training.

Conducted three one-hour seminars on doing legal research in the District of Columbia for the Columbus Community Legal Services students (September, 1990, February and June, 1991).

Lectured at each section of the Lawyering Skills Program on statutory research and legislative history (September and October, 1990).

Lectured on statutory research and legislative history in the program "Legal Refresher for Paralegals" conducted by the Legal Education Institute of the U.S. Department of Justice (February, May and July, 1991).

Lectured on the use of legislative history in the courts in the program "Statutes and Legislative Histories: Research Refresher for Attorneys" conducted by the Legal Education Institute of the U.S. Department of Justice (January, February, April and July, 1991).

Lectured on American legal research at the International Law Institute to Soviet, Czech and Slovak attorneys on an ABA-sponsored exchange program (May, 1991).

Lectured on legislative history in a Communications Law Seminar presented by the law library's Reference Department for students of the Communications Law Institute (May, 1991).

Lectured on American legal research to foreign attorneys in the program "Orientation to the U.S. Legal System" conducted by the International Law Institute (August, 1991).

Mark Hammond

Conducted a Workshop on Online Communication Law Research in a Communications Law Seminar presented by the law library's

Reference Department for students of the Communications Law Institute (May, 1991).

24 hours of Lexis classroom training.

Brian Baker

15 hours of Lexis classroom training.

15 hours of Westlaw classroom training.

Lectured on Use of Regulatory Materials in a Communications Law Seminar presented by the law library's Reference Department for students of the Communications Law Institute (May, 1991).

Diana Botluk

33 hours of Lexis classroom training.

24 hours of Westlaw classroom training.

Lectured on Statutory Research in a Communications Law Seminar presented by the law library's Reference Department for students of the Communications Law Institute (May, 1991).

"Introduction to Legal Research Techniques," University of Maryland, University College, Lecturer (Fall '90, Spring '91).

James Josey

11 hours of Lexis classroom training.

10 hours of Westlaw classroom training.

D. Professional Activity and Publications

1. Programs Attended

Steve Margeton

Attended annual meeting of the Association of American Law Schools, Washington, D.C. (January, 1991).

Attended the American Association of Law Libraries annual convention in New Orleans, LA (July, 1991).

Attended Workshop on "Training the Future Generation of International and Foreign Law Librarians: Planning Session" in New Orleans, LA (July, 1991).

Bernice Olszowka

Attended "Managing Multiple Priorities" (Dun & Bradstreet Seminar) at Holiday Inn, Capitol Hill (November, 1990).

Pat Petit

Attended "Compiling Legislative Histories on Lexis" at Mead Data Central D.C. Training Center (September, 1990).

Attended "Managing Multiple Priorities" (Dun & Bradstreet Seminar) at Holiday Inn, Capitol Hill (November, 1990).

Attended Washington Alert Intermediate Online Training at Congressional Quarterly D.C. headquarters (November, 1990).

Attended "Seminar on European Community and International Law" presented by Mead Data Central at the Grand Hyatt (December, 1990).

Attended "Searching OCLC on PRISM Software" at CAPCON Library Network's D.C. Headquarters (March, 1991).

Attended the American Association of Law Libraries' annual convention in New Orleans, LA (July, 1991).

Jean Berard

Attended CAPCON Workshop - "Cataloging Video Recordings" (October, 1990).

Attended CAPCON Workshop - "Management Communications in Special Libraries and Information Centers" (November, 1990).

Attended CAPCON Workshop - "Basic Serials Cataloging" (March, 1991).

Attended OCLC PRISM Training (March, 1991).

Attended the American Association of Law Libraries' annual convention in New Orleans, LA (July, 1991).

Mark Hammond

Attended "Seminar on European Community and International Law" presented by Mead Data Central at the Grand Hyatt (December, 1990).

Brian Baker

Attended "Managing Multiple Priorities" (Dun & Bradstreet Seminar) at Holiday Inn, Capitol Hill (November, 1990).

Panelist at a luncheon meeting sponsored by the Law Librarians Society of Washington, D.C. The topic: "Difficulty in Attending School Part Time While Working Full Time" (April, 1991).

Attended CAPCON Seminar on Interlibrary Loan Use (February, 1991).

Attended CAPCON Seminar on the new PRISM software (April, 1991).

Rhea Wilson

Attended CAPCON Workshop - "Cataloging Video Recordings" (October, 1990).

Attended CAPCON Workshop - "Management Communications in Special Libraries and Information Centers" (November, 1990)

Attended Dialog Training (January, 1991).

Attended CAPCON Workshop - "Basic Serials Cataloging" (March, 1991).

Attended American Association of Law Libraries' annual convention in New Orleans, LA (July, 1991).

Debra Middleton

Attended CAPCON Seminar on the new PRISM software (June, 1991).

Lynn Monkres

Attended CAPCON Seminar on the new PRISM software (April, 1991).

Frances McKnew

Attended CAPCON Seminar on Interlibrary Loan Use
(February, 1991).

Attended CAPCON Seminar on the new PRISM software
(April, 1991).

Victoria Milam

Attended CUA computer courses: "Introduction/MS-DOS,
WordPerfect I, WordPerfect II, WordPerfect/Merge."

Attended CAPCON Seminar on the new PRISM software
(April, 1991).

2. Publishing

Steve Margeton

"Application for a Networking Grant Under the College
Library Technology and Cooperation Grants Program."
Submitted to the United States Department of Education
on January 11, 1991.

"Application for the Establishment of the National
Equal Justice Library at the Robert J. White Law
Library, the Columbus School of Law, The Catholic
University of America" with the assistance of Diana J.
Botluk. Submitted February 28, 1991.

"Efficient Law Students Make Efficient Attorneys,"
Contact, Vol. 9, No. 1, Spring 1991, p. 3.

Pat Petit

"Current Bibliography" 8 Communications Lawyer (Fall
1990): 22-24.

"Current Bibliography" 9 Communications Lawyer (Winter
1991): 18-20.

"Current Bibliography" 9 Communications Lawyer (Spring
1991): 33-35.

Jean Berard

"Conell '90: How I Learned to Stop Worrying and Love
the Convention." Vol. 34 No. 1 Law Library Lights
(Sept./Oct. 1990) p. 4.

"Academic/SIS News." Vol. 34, No. 3 of Law Library Lights (Jan./Feb. 1991) p. 25.

Brian Baker

"Pro Se Patrons: A Dilemma for Law Librarians," Law Library Lights (Jan./Feb. 1991).

Also reprinted in Vol. 13, No. 3 of Reader Services Law Librarian (March, 1991) p. 4.

Co-authored the revised CUA Law Library Desk Attendants' Handbook (September, 1990)

Diana Botluk

Co-authored the revised CUA Law Library Desk Attendants' Handbook (September, 1990)

Assisted the library director with the preparation of the "Application for the Establishment of the National Equal Justice Library at the Robert J. White Law Library, the Columbus School of Law, The Catholic University of America," which was submitted on February 28, 1991.

X. Goals for 1992

Each year the library staff works on special areas of the collection, services and professional development. In 1992 it appears that our course is already chartered in the direction of the integrated library system. This will be a considerable undertaking and involve all departments of the library. The immediate plan is to introduce the online card catalog to patrons in the Reading Room. The second subsystem to be implemented during the year will be serials control in order that we can efficiently check in periodicals. The library staff plans to wait until the summer of 1992 to introduce the circulation and acquisitions subsystems because of the need to place bar codes on all volumes for circulation, and because it would be impractical to switch acquisitions software in the middle of the year.

A second goal for 1992 will be to devise and carry out a plan to significantly increase our microfiche and microfilm collection. The staff will survey all available titles and decide which fiche and film materials are most sensible to purchase in this format, and which items will complement our collection.