

Annual Report

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

Academic Year
1991 – 1992



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I. INTRODUCTION

As in past years, before I draft the annual report I like to review the goals put forth in the preceding year's annual report to help me assess whether the library had a successful year. I can report that the library made good progress in the areas we chose to highlight in 1992. The two principal goals which were set out at the beginning of the year were the purchase and implementation of an integrated library system and a major increase in the volume and title count of the microform collection.

As many of you may know, the financial package to pay for the integrated library system had been in the works since 1989. It was finally pieced together in its entirety in the late fall of 1991. Likewise, during the fall, a long period of negotiation followed with the computer system vendor, Innovative Interfaces, Inc., to assure us that the library system would meet the requirements of the law school research community, be priced fairly and include the necessary warranties.

By January, 1992, the contract was finally signed, and in late March the system (hardware and software) was installed and basic training begun. The first users of the system, as expected, were the library staff. They tested the system for four months and few "glitches" were discovered in the first module of the system, the card catalog. Because of this excellent start, the second module, a serials check-in system, was quickly brought up in May. It, too, posed little difficulty. Both modules were introduced to the library patrons in early August.

The second goal for 1992 was a significant increase in the number of microform volumes and titles. This ongoing project was greatly enhanced by the availability of some unanticipated law school funds. The total volume count added by the 1992 microform purchase is estimated at 26,000 volumes, bringing the overall library volume count to slightly in excess of 200,000 volumes, an increase of 36,000 volumes over 1991 totals.

Among other projects undertaken during the academic year by the library staff was the introduction (with the Director of Computer Services) of the law school's new Local Area Network, the installation of a new bibliography software package called ProCite, the participation of staff members in a variety of training programs, and the completion of furniture and telecommunication details for the new law school library.

II. STATISTICS IN BRIEF

During the law school term 1991/92 the library staff:

- . Introduced "COLUMBO," the law library's new online card catalog, to faculty and students.
- . Cataloged approximately 1,200 new titles. This number does not include thousands of new microform titles added from a major purchase late in academic year.
- . Received some 23,280 pieces of government document microfiche adding approximately 3,880 volumes to documents collection.
- . Raised the library's operating budget to \$1,296,073; received an additional \$100,000 for new microfiche titles.
- . Increased the book and serials acquisition budget to \$544,000 (including the special microfiche purchase - see chart on p. 3).
- . Taught 207 Lexis and Westlaw training sessions to first year law students.
- . Logged 15,445 hours of student, staff and faculty Lexis and Westlaw research time; a 24% increase over 1990/91 research totals.
- . Borrowed some 721 books and journals during the year for the faculty and lent to or photocopied 1,466 items for local firms and other schools across the country.
- . Filmed more than 200 practice trial arguments and class review sessions, and presented an additional 90 VCR showings pursuant to faculty requests.
- . Increased the microfiche collection by more than 180,000 pieces (30,000 volume equivalents).
- . Completed modifications to the carrels, tables, etc., for the new library, and worked closely with the Capital Campaign staff on the artwork and text for new building brochure.

III. COLLECTION

Books, Microfiche, Serials and Videos

During academic year 1992/93, the library collection increased by more than 1,200 hard copy titles and the book, serial and microform budget (including a special microform purchase) increased to an all time high of \$545,000. An additional 200 new government document publication categories were also selected through the library's participation in the Federal Government Depository program. This raises the library's selection of materials to approximately 11% of all documents distributed through the government program.

Areas of collection enhancement included reference materials; Eastern Europe; copyright and trademark law; health law; civil rights; constitutional law; and general business and news literature. Several excellent video tapes on trial practice and four new interactive video series rounded out the library's acquisitions.

Certainly, the most proactive area of collection development occurred in microforms. Many excellent federal serial titles were included in the 26,000-plus volumes purchased during the summer months. Most significant was the addition of the complete government Serial Set, the Annals of Congress, the Congressional Globe, and other historic legislative and executive branch documents. Several thousand new titles were included in this purchase and all will be added to the online catalog as soon as possible. With the addition of these important microforms, the law library collection has also reached an important plateau of 200,000 volumes.

IV. SERVICES

A. Publications

The library staff has prepared the following publications for library patron use during the preceding year:

1. Instructional Materials*
 - a. Law Library Guide, 14th Edition, 1992-93
A complete guide to the library and services.
 - b. Using COLUMBO
A concise guide to the library's new online research catalog.
 - c. Quick Guide to COLUMBO
A one-page card which covers COLUMBO'S main commands.
 - d. Law Library Locator
A quick reference guide to the location of major legal research sets.
 - e. List of Titles Received from the Government Printing Office.

2. Classroom and Other Bibliographies
 - a. Criminal Entrapment.
 - b. Legal Interviewing, Counseling, Negotiation & Investigation.
 - c. Antitrust Law.
 - d. Legislative History Research.
 - e. Communications Law Sources.
 - f. Early Catholic Lawyers.

* The Robert J. White Law Library was included in *Libraries that Produce Research Guides*, Appendix II to an article by Crystal Anson and Mary Woodward entitled *A Survey of Legal Research Guides*, 84 Law Libr. J. 543, 554. (1992)

- g. Suggested Inscriptions for the New Building Facade.
- h. Library Preservation.

B. Public Services

1. Reference and Research. The Reference Department has had an interesting and challenging year of questions from the faculty. Among the diverse topics were requests for information on: wiretapping, the Chesapeake Bay Compact, the new Polish securities laws, teaching client interviewing, fetal endangerment, early Catholic lawyers, Lithuanian politics and history, military chaplains and patenting life-forms. The Department continues to invite the faculty to discuss their new writing and classroom projects with them before undertaking research. The reference librarians also continue to review and suggest new reference materials for the collection, including new computer databases.
2. Public Services Automation. The Reference and Circulation Departments have each installed state-of-the-art computer equipment in each librarian's office. Likewise, both units were first in Leahy Hall to test the new law school Local Area Network. The Reference Department, also, assisted in introducing the automated card catalog, "COLUMBO," to all law library patrons. Currently Public Service access to the automated card catalog is available in all Reference and Circulation offices, at the Circulation Desk, and on the main floor of the library. During the fall, the mezzanine, basement and computer lab will be added to the system. The Reference Staff also prepared quick reference guides and other materials necessary to introduce COLUMBO to the faculty, students and other patrons.
3. Computer Lab. The Computer Lab has been upgraded during the summer with the addition of six AST 386SX personal computers. Two more workstations were added to the laser printing queue which now permits up to eight stations to offer laser printing to students. Two other printers offer regular draft printing.
4. Teaching. The Reference staff redesigned the curriculum for teaching Lexis and Westlaw during the fall of 1991. While not entirely satisfactory, it divided the usual two hour course into two single hour sessions: beginner and advanced. The librarian staff (day, weekend and evening) taught some 207 hours of combined Lexis and Westlaw sessions during the year. The experience gained from the new teaching arrangement will be applied to the 1992/93 program. The Reference staff also offered a short end-of-year research program on communications law research pursuant to a request from Professor Harvey Zuckman.

C. Technical Services

1. Retrospective Conversion. A significant part of the work of Technical Services during the past year centered on completing the conversion of the last of the cataloging records for the online system. In March of 1992 a final "gap tape" of records was sent to the vendor for processing and indexing. By late July, the last tape was loaded into the computer and this essentially completed major tape loading of all library records.
2. COLUMBO's Arrival. During the early spring, Innovative Interfaces, Inc., developers of COLUMBO, delivered the software and hardware to the law school. Prior to its arrival, the Technical Services office had undergone a modest renovation in order to install the computer equipment and add one more librarian position to their staff. The arrival of COLUMBO in late March, required all staff to be immediately trained on the system, learning new automation routines which such an online system imposes. All activity proceeded smoothly.
3. Serials. In mid-May the second module of COLUMBO was installed. This module, the serials check-in system, records all newly received periodicals, looseleaf and pocket-parts, and indicates current holdings in the library computer system. In order to move the project ahead quickly, additional summer help was employed for data input. During a period of 10 weeks, more than 2,400 serial records were entered into COLUMBO.
4. Microforms. The Technical Services staff, in consultation with the Director, prepared a list of microforms for purchase with special funds of \$100,000 provided by the law school. The list contained many items not previously owned by the law school, but believed necessary for its continuing research mission.
5. Computer Equipment. Three additional computer terminals were installed in Technical Services to enable all staff members to connect to the law school's Local Area Network and COLUMBO.

V. AUTOMATION

- A. Although several minor automation applications were undertaken by the library during the year, there were actually two projects of particular note: participation in the installation of the law school's new Local Area Network and installing COLUMBO, the integrated library system.

Local Area Network

Most of the Local Area Network arrangements were undertaken at relatively little expense to the library by the Office of Computer Services. This included additional wiring for the library to carry the network, installing network cards in all computers, and purchasing additional computers as necessary. The library's chief contribution to the network was serving as a test site in Leahy Hall for the new system. The library's network requirements were actually somewhat more complicated than the faculty's requirements because of the necessity to coordinate the network with software programs which operate the integrated library system. Several months of testing were undertaken and most "glitches" were resolved by the Office of Computer Services.

COLUMBO

Installing COLUMBO, the online library system, went smoothly. The database was initially loaded and indexed on the hardware and then shipped to the law school in late March. Innovative Interfaces, Inc., the system's vendor, provided expert training and all library staff members jumped right into automation. The summer witnessed the addition of the serials check-in database. By the end of September, it was anticipated that COLUMBO would be operable in all faculty, staff and library offices, as well as, in the main library.

- B. In addition to the installations mentioned above, equipment was also added to many library offices and the Computer Lab. A total of 17 computers were replaced or added to the library's cadre of equipment during the year, bringing the total number of computers in the library to more than 45 stations.
- C. During 1992 the Reference Department also upgraded Lexis high speed printing capability by introducing an extremely fast Hewlett Packard laser jet printing system. Likewise, the Westlaw laser printing system was upgraded and now permits printing in two-column format, which appears to be near "published page quality" print. Both printers are tied to faculty, staff and law review ID's and should offer superior printing quality throughout the year.

VI. GIFTS AND ENDOWMENTS/RESTRICTED FUNDS

During the academic year 1991/92 the library received significant monetary gifts and several important book donations. Those include:

- . A gift of \$800 from the law firm of Arnold & Porter.
- . Donations totalling \$1,570 during the annual pledge year from alumni and friends.
- . A gift consisting of fifteen volumes of Hearings and Reports on Native Indian Rights held before the U.S. Commission on Civil Rights and valued at \$375 from Robert Heilferty of Falls Church, VA.
- . A gift of 105 titles on a wide variety of international legal topics including: A Digest of International Law by John Bassett Moore, Damages in International Law by Marjorie M. Whiteman, and The Constitution and World Organization by Edward S. Corwin, valued at between \$2,625 and \$3,675 from Edward G. Misesy of Bethesda, MD.
- . A gift of the APLA/AIPLA Quarterly Journals valued at \$700 from John O. Tresansky, Esq., of Kensington, MD.
- . A gift of more than 300 volumes of basic legal resource materials, including Corpus Juris Secundum and decennial digests, from the General Counsel's Office of GEICO valued at \$6,000.00.
- . Individual gifts of law firm histories from Hogan & Hartson, Baker & Botts, Covington & Burling and Baker & Hostetler.

VII. EQUIPMENT ADDED AND IMPROVEMENTS

During the preceding year the library was able to purchase or improve the following:

A. Purchases

1. Integrated Library System Software and Hardware developed by Innovative Interfaces, Inc.
2. Local Area Network Hardware and Cables.
3. Seven AST Personal Computers for Staff and Computer Lab use.

4. One Hewlett Packard Laser Jet III High Speed Printer.
5. Lexis/Nexis High Speed Laser Printer.
6. Five 9600 Baud Modems.
7. Two 26" Magnavox Televisions.
8. Three Magnavox Video Cassette Recorders.
9. Three File Cabinets.
10. One Video Cabinet.
11. One Vanda Card Photocopy Card Dispensing Machine.
12. Two Microfiche Cabinets.

B. Improvements

1. Reupholstered forty-five Library Chair Seats.
2. Repainted all Main Areas of Library.
3. Installed Additional Outside Building Lighting for Security in Parking Area.
4. Renovated Technical Services Area.

VIII. STAFF MEMBERS

A. Education

	<u>Degree</u>
<u>Stephen 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.

Patrick Petit - Associate Director

The Catholic University of America Washington, D.C.	J.D.	1978
University of Maryland College Park, MD	M.L.S.	1973
Illinois Benedictine College Lisle, Illinois	B.A.	1966

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

Marv Broadbent - Government Documents/
Acquisitions Librarian

Rosary College River Forest, IL	M.A.L.S.	1968
University of Nebraska Lincoln, NE	B.Sc.Ed.	1952

James Josey - Part-Time Evening Reference Librarian

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

Alan Fulton - Part-Time Evening Reference Librarian

University of Maryland College Park, MD	M.L.S.	1973
Lehigh University Bethlehem, PA	B.A.	1971

Karen Hinson - Part-Time Evening Reference Librarian

Rutgers-The State University New Brunswick, NJ	M.L.S.	1985
University of Delaware Newark, DE	B.A.	1981

Lynn Monkres - Acquisitions Assistant

The Catholic University of America Washington, D.C.	M.S.L.S. (in progress)	
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

Erin Oberdorfer - Cataloger

University of Maryland College Park, MD	M.L.S.	1992
Peabody Conservatory Baltimore, MD	M.M.	1988
Goucher College Baltimore, MD	B.A.	1985

Frances McKnew - Circulation Manager

The Catholic University of America Washington, D.C.	M.S.L.S.	1992
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. 1976/78 Therapy

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 1991/92

1. Additions

Government Documents/Acquisitions Librarian Marv Broadbent	November, 1991
Cataloger Erin Oberdorfer	June, 1992
Part-Time Evening Reference Librarian Karen Hinson	December, 1991

2. Departures

Cataloger Rhea Wilson	October, 1991
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C. Teaching by Librarians

Stephen Margeton

Spoke before the School of Library and Information Science, Legal Bibliography Class, held at the law offices of Covington and Burling, Washington, D.C. (December 1991).

Pat Petit

Taught seven classes of Introductory Lexis training; 4 classes of Intermediate Lexis training.

Taught fifteen classes of Introductory Westlaw training; 7 classes of Intermediate Westlaw training.

Conducted four two-hour seminars on doing legal research in the District of Columbia for the Columbus Community Legal Service program (September 1991 and February, March and June 1992).

Moderated a panel for a program of the Federal Communications Bar Association on "Research in Communications Law" (September 1991).

Lectured on the use of legislative history in the courts in the program "Statutes and Legislative Histories: Research Refresher for Attorneys" at the Legal Education Institute of the U.S. Department of Justice (November and December 1991 and February, March and May 1992) and at the Department of Commerce (September 1991).

Lectured on American Legal Research at the International Law Institute to Eastern European attorneys on an ABA sponsored exchange program (September and December 1991).

Coordinated and lectured on legislative history in a Communication Law Research Seminar presented by the law library's reference staff for students in the Communications Law Institute (May 1992).

Lectured at each section of the Lawyering Skills Program on statutory research and legislative history (September and October 1991).

Lectured on online public access catalogs and treatise research in the Advanced Legal Research course (June 1992).

Lectured on legal research strategies in the Becoming a Lawyer course (June 1992).

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 (January and May 1992).

Mark Hammond

Taught fifty hours of Basic Computer Research instruction.

Taught thirty hours of Advanced Computer Research instruction.

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, 1992).

Brian Baker

Taught twenty hours of Lexis classroom instruction.

Taught twenty hours of Westlaw classroom instruction.

Team taught with Diana Botluk and Mark Hammond a class on "The Use of Computer Research in the Field of Communications Law (May 1992).

Diana Botluk

Taught forty-five hours of beginning Lexis & Westlaw classroom instruction.

Taught twenty hours of intermediate Lexis & Westlaw classroom instruction.

Lectured on Computer-Assisted Legal Research in a Communications Law Seminar presented by the law library's Reference Department for students of the Communications Law Institute (May 1992).

"Introduction to Legal Research Techniques," University of Maryland, University College, Lecturer (Fall '91, Spring '92 and Summer '91 and '92).

D. Professional Activity and Publications

1. Appointments

Stephen Margeton

Elected a director of the Alumni Board, School of Library and Information Science, CUA (August 1991 thru July 1993).

Appointed representative to the United States Congress, Ad Hoc Committee on Depository Library Access to Federal Automated Databases. Continuing appointment by the American Association of Law Libraries.

Asked to serve on the Library of Congress, Cataloging Distribution Service, Local User Panel (November, 1991-).

Asked to serve on the Washington, D.C. Users Advisory Council Group of Lexis (Mead Data Central) (1992).

Asked to serve on the U.S. Congress Joint Committee on Printing/Government Printing Office Congressional Record Index CD ROM Advisory Group (1992-) .

2. Programs Attended

Stephen Margeton

Attended the annual meeting of the Association of American Law Schools, San Antonio, Texas (January 1992).

Attended the American Association of Law Libraries Annual Meeting in San Francisco, CA (July 1992).

Bernice Olszowka

Attended "How to Become a Powerful Problem Solver" (Dun & Bradstreet Seminar) at Marriott Hotel, Gaithersburg, MD (March 1992).

Patrick Petit

Attended Introductory Pro-Cite Training at the CAPCON Library Network, Washington, D.C. (December 1991).

Attended Advanced Pro-Cite Training at the CAPCON Library Network, Washington, D.C. (May 1991).

Attended the CALI/LEAP Conference for Computing Professionals in Legal Education at Chicago-Kent Law School in Chicago, Illinois (June 1992).

Attended workshop on electronic mail at CUA Computer Center (February 1992).

Jean Berard

Attended Computers in Libraries Conference in Washington, D.C. (March 1992).

Attended American Association of Law Libraries Annual Meeting in San Francisco, CA (July 1992).

Mark Hammond

Attended "Introduction to Pro-Cite," CAPCON, Washington, D.C. (Dec. 1991).

Attended "Advanced Pro-Cite," CAPCON, Washington, D.C. (May 1992).

Attended "Original Cataloging," CAPCON, Washington, D.C. (April 1992).

Brian Baker

Attended American Association of Law Libraries Annual Meeting in San Francisco, CA (July 1992).

Marv Broadbent

Attended Government Documents Seminar at the Government Printing Office, Washington, D.C. (April 1992).

Attended Interagency Depository Seminar at the Government Printing Office, Washington, D.C. (May 1992).

Debra Middleton

Attended meeting on "Preservation & Commercial Binding" sponsored by CAPCON, Washington, D.C. (Feb. 1992).

Attended a "Prism Workshop" sponsored by CAPCON, Washington, D.C. (Feb. 1992).

Lynn Monkres

Attended seminar on "Copy Cataloging" sponsored by CAPCON (Feb. 1992).

3. Publishing

Stephen Margeton

"Of Legislative Histories and Librarians," forthcoming 84 Law Library Journal __ (Fall 1992).

Patrick Petit

Co-Edited (with Brian Baker) the second edition of The Encyclopedia of Legal Information Sources to be published by Gale Research (August 1992).

Compiled "Current Bibliography," a bibliography of new books and articles in the field of communications law, and published as a regular feature in the ABA Forum on Communications Law quarterly, Communications Lawyer.

- i. "Current Bibliography" 9 Communications Lawyer (Summer 1991).
- ii. "Current Bibliography" 10 Communications Lawyer (Fall 1992).
- iii. "Current Bibliography" 10 Communications Lawyer (Winter 1992).
- iv. "Current Bibliography" 10 Communications Lawyer (Spring 1992).

Brian Baker

Co-Edited (with Pat Petit) the second edition of The Encyclopedia of Legal Information Sources to be published by Gale Research (August 1992).

Karen Hinson

Presented a paper on "Teaching Legal Research in Law Firms for the Law Library Society of Washington, D.C. (1992).

Lynn Monkres

Prepared The Saint Gregory Hymnal and Catholic Choir Book: Analysis and Hymnal Companion (D.M.A. dissertation, CUA, 1991).

IX. GOALS FOR 1993

For the coming year, I have set for the library an ambitious goal of intensified collection development. To accomplish this goal the staff plans to carefully survey the collection and the needs of the faculty. Microforms will again be targeted to complete sets and add titles which are no longer in print. Solicitations among colleagues wishing to weed collections of duplicates, law firms wishing to make donations, and selections from the Library of Congress' Gift and Exchange Division will all be actively pursued as the year progresses.

A second goal, which follows the installation of the online card catalog, will be bar coding thousands of books and other materials to implement the Circulation Control System in the fall of 1993.

Another goal will be the installation of the Acquisitions and Financial Record Keeping module in January. This will entail converting all current paper and database record systems to the new format of COLUMBO.

Lesser, but equally important objectives for the coming year, are encouraging the Reference staff to be more actively involved in teaching legal bibliography in the classroom, introducing several CD-ROM databases for reference purposes and exploring possible uses for INTERNET, the computer network used by more than 2,000 research institutions for passing news and research information among academic institutions.