

Annual Report

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

Academic Year
1992 – 1993



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I. INTRODUCTION

The goals for 1993 included collection development, further automation, the introduction of CD-ROM's and experiments with INTERNET. By most measurements, these goals were largely realized.

Collection development received a big boost in 1993 from an effort to catalog many items which had slipped through the cataloging process in the past. These included significant gifts from alumni and friends. In addition, through a special arrangement with the Gallagher Law Library at the University of Washington, the library was able to purchase copies of needed legal treatises at a reduced cost. The library also acquired a major microform collection of ABA materials which will be delivered in 1994.

The automation goals set forth in 1992's Annual Report were to implement the Acquisition and Financial accounting module of INNOPAC and to begin bar coding the entire hard copy collection. In January the Technical Services staff was trained on the Acquisition's module and they have made good progress in converting from the library's old system to INNOPAC. In June of this year the bar coding process was begun. By mid August more than 42,000 volumes had been bar coded.

CD ROM applications were also introduced during 1993. The first such disc was one for Computer Assisted Legal Instruction (CALI), a menu driven, student instructional program. A second disc, the Scholar's Work Station, was also introduced to the faculty. It includes forty legal documents which influenced the drafting of the United States Constitution, such as the Magna Carta, Mayflower Compact, and Federalist Papers, etc. Other databases on the Scholar's Workstation include selected works of American Literature and the complete plays of Shakespeare.

Lastly, experimentation has begun with INTERNET, a national and international communication vehicle for the library staff and the law faculty. INTERNET is also the "connection of choice" to many other law and non-law library systems, including CUA's own ALADIN. It has proven to be simple, quick, and foolproof. Speaking for the law library staff, and the law school in general, "We are all sold on INTERNET!"

II. STATISTICS IN BRIEF

- Implemented the Acquisitions and Financial Accounting Module of the Integrated Library System.
- Cataloged 2,172 new monographs, serials, audio visuals, microforms and software products, a five year record.
- Received 19,071 pieces of government documents microfiche adding approximately 3,178 volume equivalents to the collection.
- Raised library operating budget to \$1,500,303.
- Increased regular serials and book budget to \$514,000, up from \$445,000 the preceding year.
- Borrowed some 567 books and journals during the year for the faculty and lent more than 1,289 items to firms and academic law libraries.
- Filmed 160 practice trial arguments and other classroom sessions and arranged for 120 VCR presentations.
- Continued work on the new law library and the law school building. Reviewed furniture, millwork, lighting, shelving and made numerous site visits.
- Received 3,000 gift volumes for library collection.
- Bar coded some 42,000 volumes as the first step toward implementing the online Circulation system.
- Increased serials holdings dramatically, up from a reported 2,500 last year to 2,890 this year. This figure does not include government document serials, which, when added, will bring the total number up to 4,500 serial titles.

III. COLLECTION

Books, Microfiche, Serials, and Videos

During academic year 1992/93 the library collection increased by more than 1,484 hard copy titles. This was chiefly the result of an increased book budget, the cataloging of previously uncataloged material and generous donations to the library.

Among the more unusual gifts were materials presented by Frances Lamb, secretary to the late Associate Justice Hugo Black. The collection includes more than 50 titles which were in the Justice's chambers at the United State Supreme Court. The library was also privileged to receive personal volumes and mementos of former law school Dean, Vernon X. Miller.

To enhance our complete American Law Institute Collection and the materials from the Commissioners on Uniform State Laws, the library purchased the American Bar Association historical research collection. This 25,000 piece microfiche collection will be shipped in segments to the library during the next several years.

Cataloging state and federal court materials on microfiche was also undertaken by the Technical Services staff during the year. More than 430 titles on all aspects of court management were identified in the collection. Cataloging and switching to automated check-in of journals, looseleaf and pocket parts on INNOPAC resulted in adding 300 new serial holding records to the collection during the past year.

The chart below helps visualize purchases from year to year. This decrease from last year's budget is actually the result of an unusual \$100,000 special microfiche purchase in 1992.

IV. SERVICES

A. Library Publications

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

1. Law Library Guide, 15th Edition, 1993-94.
A complete guide to the library and its services.
2. Using ALADIN.
A concise guide to using the Washington Research Library Consortium's online databases.
3. Using the Constitutional/Literary Search Database.
A summary of commands for using the new CD ROM.
4. Index to Judicial Notice (vols. 1-6, 11-19).
An index to the law school student newspaper.
5. CUA Faculty Bibliography: 1990-1993.
A bibliography of books, articles, book reviews and book chapters written by full-time faculty of the Columbus School of Law.
6. Law Examinations in the Collection of the Robert J. White Law Library.
A list of course examinations from 1968 through 1992, indexed by professor, course and semester.
7. List of titles Received from the Government Printing Office 1993.
8. Research Resources in Professional Responsibility.
A pathfinder bibliography to assist the researcher.
9. Bibliography of Legal Sources on the Co-Conspirator's Exception to the Hearsay Rule Under FRE 801(d)(2)(E).
10. Bibliography of Articles on the First Year Law School Curriculum: 1980-1992.

11. Robert J. White Collection Development Manual.

Library staff guidelines for decisions concerning the purchase of materials to support teaching and research at the law school.

B. Public Services

1. Reference and Research. Interesting questions and projects continue to pour into the Reference Department from the faculty. Among the topics researched were cases citing to the Papal Encyclical "Dignitatis Humanae", British, Irish and European Community cases concerning terrorism, all symposia on the First Amendment during the past five years, Reagan-Bush influence on the regulatory process, fetal tissue transplants, developments in personal jurisdiction, surveys on lawyer satisfaction/dissatisfaction, non-profit corporation laws of Eastern Europe and, of course, material for the faculty bibliography.
2. Public Services Automation. After last year's upgrade of computer equipment for the Public Services staff, new software was the issue this year. "Windows", a popular desktop management package, was introduced in the Reference Department in the fall. Together with the ever present "mouse", it became an immediate hit, permitting many different programs to run simultaneously. One of the most useful software packages introduced this year was E-Mail. E-Mail connection with the rest of the law school permits the Reference staff to easily converse with faculty and other staff on library requests and issues. INTERNET, a national electronic network, was also added to the Reference Department computers during the year. It permits the librarians to interact with colleagues throughout the nation on matters of interest to law librarians. 1993 also saw the introduction of ALADIN on reference terminals. Through the magic of INTERNET, all faculty and staff (and soon students) can access the Washington Research Library Consortium at all terminals located in the library and throughout the building.
3. Computer Lab. The Computer Lab underwent a modest upgrade in 1993 with the addition of two Macintosh computers and three IBM type 386's. This brings the full complement of word processing PC's in the Lab to 15, and raises the number of library machines to 50.
4. Teaching. The Reference Librarians continue to teach in the Lawyering Skills Program. This year, the Lexis/ Westlaw course offered one hour of classroom lecture with follow up, "hands on" instruction in the teaching center. Likewise,

the librarians offered a one-hour lecture on legislative history research to each first-year class.

C. Technical Services

1. Staffing. It has been a very difficult year for the Technical Services staff. While gearing up for a busy year of implementing the integrated library system, the staff was saddened by the death of Marvin Broadbent, Government Documents/Acquisitions Librarian, in December. In March, Head of Technical Services Librarian, Jean Berard, decided to join Innovative Interfaces, Inc. as a D.C. training representative and during July, Cataloger, Erin Oberdorfer, and Processing Assistant, Victoria Milam, also departed. During the regrouping and recruiting process, staff members who were left took on additional duties to keep the office running smoothly.
2. COLUMBO. COLUMBO continues to amaze all of us with its uninterrupted service and its sophisticated software. Modest problems that did arise during the year (primarily a balky tape backup system) were quickly serviced by Innovative's staff via remote telephone instructions. The Technical Services staff took delivery of the Acquisitions Module in January and transported all invoice payments over to COLUMBO at that time. The Circulation staff was trained on its own module in July, but they decided that not enough materials would be bar coded in time to introduce the automated circulation system in the fall.
3. Serials. Cleaning up serial records continued throughout the year. By early August some 2,900 serial records and holdings (journals, pocket parts, looseleaf, etc.) were in the system. Along with government document serials, the count should approach 4,500 serial titles in all.
4. Microforms. A second year of planning major microform purchases was undertaken by the Director with the help of consultant Clare Bailey (formerly of the United States Supreme Court Library). Most of these selections will have to wait until special funds become available. However, a collection of ABA materials was ordered in June under a special pricing arrangement for later delivery.
5. Collection Development. The staff, working with consultant Clare Bailey, developed a collection development policy manual modeled on the manual used by the Georgetown Law Library.

6. Computer Equipment. The Technical Services staff has replaced all old computers during the year, including two terminals used to create and add cataloging records to COLUMBO. Likewise, a number of bar code reading wands were purchased to perform all the bar coding requirements.

V. AUTOMATION

There are also general automation projects from which the entire library benefits. One such project is networking. Through the courtesy of the law school's Computer Services Department, the library has been operating on the law school network successfully for about 15 months. Each month during this period new software and new operations have been added, many at the behest of the librarians. During the past year CD ROM databases, INTERNET access and other such tools have created lots of excitement on the network, and provided excellent research opportunities.

The latest development, networking the Computer Lab, offers students access to the law school network, a logical progression with many future interactive possibilities. Fifteen PC's can now access many of the featured software packages on the law school LAN, as well as, the Campus Vax.

Another area of innovation is the addition of high speed laser printers for student printing of cases from Westlaw and Lexis databases. Each vendor has provided necessary equipment and will support telephone line connections to permit students to utilize this convenient printing option.

Lastly, the law library's summer project has focused on bar coding the thousands of code volumes, reporters and treatises in the collection. This is a necessary first step before the implementation of the automated Circulation module. The chart which follows illustrates graphically what percentage of the collection has been bar coded during the year and what work has yet to be done.

VI. GIFTS AND DONATIONS

During the academic year 1992/93 the library received generous monetary gifts and several important book donations. These include:

A gift of \$1,000 from the Washington law firm of Arnold and Porter.

Other monetary gifts totaling \$1,075.

A gift of law journals from the Washington, D.C. law firm of Hogan and Hartson.

A donation of some 57 legal and nonlegal titles once part of the chamber collection of Associate Justice Hugo Black.

A donation of complete sets of Federal Court Reporters, digests, and associated materials from the Lincoln Square Corporation.

A gift of Congressional Information Service Indexes to Congressional Hearings since 1970 and Indexes to the United States Government Serial Set dating to 1789, from J. William Doolittle, Esq. of Washington, D.C.

A gift of a complete set of the Daily Washington Law Reporter through 1980 from Mr. Michael Schuchat.

VII. EQUIPMENT ADDED

1. Lexis and Westlaw high speed printers for student use.
2. Four microfiche cabinets.
3. Eight new computers, two of which are Macintosh.
4. A Sharp camcorder.
5. Sharp Copier SF-8570 for the Photocopy Room and Sharp Copier SF-7320 for the Administrative office.
6. Two CD-ROM towers (multiple CD ROM turntables) for law library research databases.
7. Five bar coding wand readers for use with INNOPAC.

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. Sec.	1955
<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 Lisle, Illinois	B.A.	1966
<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>		
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
<u>Diana Botluk - Reference Librarian</u>		
The Catholic University of America Washington, D.C.	J.D.	1984

University of Delaware Newark, DE	B.A.	1981
<u>Mark Hammond - Reference Librarian</u>		
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
<u>Marv Broadbent - Government Documents/ Acquisitions Librarian</u>		
Rosary College River Forest, IL	M.A.L.S.	1968
University of Nebraska Lincoln, NE	B.Sc.Ed.	1952
<u>James Josey - Part-Time Evening Reference Librarian</u>		
Emory University Atlanta, GA	M.L.S.	1978
Georgia State University Atlanta, GA	B.S.	1970
<u>Alan Fulton - Part-Time Evening Reference Librarian</u>		
University of Maryland College Park, MD	M.L.S.	1973
Lehigh University Bethlehem, PA	B.A.	1971
<u>Barbara Gill - Part-Time Evening Reference Librarian</u>		
Catholic University of America Washington, D.C.	M.S.L.S. (in progress)	
Catholic University of America Washington, D.C.	J.D.	1992
University of California at Santa Barbara	B.A.	1985
<u>Karen Hinson - Part-Time Evening Reference Librarian</u>		
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 Brillantine - 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 1992/93

1. Additions

Evening Reference Librarian Barbara Gill	June 1993
Consultants Michael Petit (Innopac)	September 1992
Clare Bailey (Collection Development)	February 1993

2. Departures

Head of Technical Services Jean Berard	March 1993
Government Documents/Acquisitions Librarian Marv Broadbent (Deceased)	December 1992
Processing Assistant Victoria Milam	July 1993
Cataloger Erin Oberdorfer	June 1993
Evening Reference Librarian James Josey	April 1993

3. Promotions

From Acquisitions Assistant to Government Documents/Acquisitions Librarian Lynn Monkres	August 1993
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C. Teaching by Librarians

Patrick Petit

Taught eight one-hour sessions of LEXIS training and nine one-hour sessions of WESTLAW training.

Taught class on research in professional responsibility in Professor Destro's "Professional Responsibility" class (October 1992).

Taught class on legal research techniques in Professor Ogilvy's "Becoming a Lawyer" class (October 1992).

Presented (with Diana Botluk, Mark Hammond and Karen Hinson) four lectures to the Lawyering Skills class on Legislative History. (November 1992)

Presented a lecture on Practical Legal Research Skills to Delta Theta Phi Law Fraternity (February 1993).

Presented (with Diana Botluk and Mark Hammond) four lectures on Computer-Assisted Legal Research to the Lawyering Skills class (January 1993).

Presented three lectures to Columbus Community Legal Services students on "Doing Research in the District of Columbia" (September 1992 with Karen Hinson, February and May 1993).

Presented lecture entitled "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 1992 and January, February and May 1993).

Presented a lecture entitled "Legal Research in Perspective" as part of a "Legal Research Refresher for Paralegals" Program for the Legal Education Institute of the U.S. Department of Justice (December 1992).

Presented a lecture entitled "Statutory Research and Legislative History" as part of a "Legal Research Refresher for Paralegals" Program for the Legal Education Institute of the U.S. Department of Justice (December 1992).

Presented lectures entitled "Overview of Computer Assisted Legal Research" and "Ways of Efficiently Doing Searches" at the "Computer-Assisted Legal Research" Program for government attorneys at the Legal Education Institute of the U.S. Department of Justice (January 1993).

Taught (with Mark Hammond) an overview of United States legal research sources to foreign lawyers in the "Orientation to the United States Legal System" Program at the International Law Institute (February 1993).

Mark Hammond

Taught twelve one hour sessions of introductory WESTLAW and LEXIS classes.

Taught section of "Becoming a Lawyer" (spring semester).

Taught graduate course, "Organization of Information", at School of Library and Information Science (Fall, Spring and Summer terms).

Presented a lecture on American legal research to foreign lawyers attending "Orientation to the United States Legal System", hosted by the International Law Institute.

Presented a lecture on legislative history research techniques to Lawyering Skills Program classes (November 1992).

Presented a lecture on computer-assisted legal research techniques to Lawyering Skills Program classes (January 1993).

Presented a lecture on legal research in the practice environment to legal externship participants (February 1993).

Diana Botluk

Taught ten one hour sessions of introductory LEXIS and WESTLAW classroom instruction (Spring 1993).

Presented a lecture on legislative history to Lawyering Skills classes (Fall 1992).

Presented a lecture on computer-assisted legal research for Lawyering Skills classes (Spring 1993).

Instructor, "Techniques of Legal Research", University of Maryland (Fall 1992, Spring 1993 and Summer 1993).

Alan Fulton

Taught ten one hour sessions of introductory LEXIS training.

Karen Hinson

Taught five one hour sessions of WESTLAW training for first-year students (February 1993).

Taught (with Pat Petit) a class on "Doing Research in the District of Columbia" for evening students in the Columbus Community Legal Services Program (September 1992).

Taught (with Pat Petit) a class on "Statutes and Legislative History" to the evening section of the first-year Lawyering Skills Program (November 1992).

D. Professional Activity and Publications

1. Appointments

Stephen Margeton

Reappointed as American Association of Law Libraries representative to the United States Congress, Ad Hoc Committee on Depository Library Access to Federal Automated Databases.

Served on the U.S. Congress Joint Committee on Printing/G.P.O. Congressional Record Index Office, CD ROM Advisory Group.

Appointed representative to the CUA Library and Information Science School from the Law Library Society of Washington, D.C.

Patrick Petit

Appointed to the Editorial Advisory Board of Pike & Fisher's Radio Regulation.

2. Programs Attended

Stephen Margeton

Attended the American Bar Association Conference entitled "Components of the 21st Century Legal Learning Environment" at Ohio State University in Columbus, Ohio (March 1993).

Attended American Association of Law Libraries Annual Meeting in Boston, MA (July 1993).

Attended Workshop entitled "Responsible Custody and Conservation: A Day at the Northeast Document Conservation Center" in Andover, MA (July 1993).

Bernice Olszowka

Attended "The Indispensable Assistant" Workshop sponsored by Skillpath, Inc. (August 1993).

Patrick Petit

Attended program entitled "The Internet: Spice Islands of the Information Age" at CAPCON Library Network (October 1992).

Attended CALI/LEAP Conference for Law School Computing

Professionals at Chicago-Kent School of Law in Chicago (June 1993).

Attended CAPCON continuing education program entitled, "Government Documents Reference" (May 1993).

Mark Hammond

Attended program entitled, "The Internet: Spice Islands of the Information Age" at CAPCON Library Network (October 1992).

Attended Library of Congress Subject Headings Workshop, CAPCON Library Network, Washington, D.C. (November 1992).

Attended Business Research Workshop, CAPCON Library Network, Washington, D.C. (December 1992).

Attended Government Documents Reference Workshop, CAPCON Library Network, Washington, D.C. (May 1993).

Attended American Association of Law Libraries Annual Meeting in Boston, MA (July 1993).

Brian Baker

Attended CALI/LEAP Conference for Law School Computing Professionals at Chicago-Kent School of Law in Chicago (June 1993).

Diana Botluk

Attended program entitled, "The Internet: Spice Islands of the Information Age" at CAPCON Library Network (October 1992).

Attended American Association of Law Libraries Winter Institute, "Foreign Legal Systems", Library of Congress, Washington, D.C. (February 1993).

Attended workshop entitled, "Surfing the Information Wave: A Hands-On Workshop on the Internet", University of Maryland (May 1993).

Attended workshop entitled, "Government Documents Reference: An Introduction", at CAPCON (May 1993).

Attended American Association of Law Libraries Annual Meeting in Boston, MA (July 1993).

Lynn Monkres

Attended "Computers in Libraries" Conference (March 1993).

Attended FOSE Computer and Information Conference (April 1993).

Attended CAPCON Seminar on Government Documents (May 1993).

Attended American Association of Law Libraries Annual Meeting in Boston, MA (July 1993).

Frances Brillantine

Attended "Computers in Libraries" Conference (March 1993).

3. Publishing

Stephen Margeton

Law Library Preservation Issues: Books, Microforms and Electronic Media, Vol. __, Law Library Information Reports, Glanville Publishers, Inc., forthcoming (Fall 1993) (with Willis C. Meredith).

Patrick Petit

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

a. "Current Bibliography" 10 Communications Lawyer, No. 3, Fall 1992.

b. "Current Bibliography" 10 Communications Lawyer, No. 4, Winter 1993.

c. "Current Bibliography" 11 Communications Lawyer, No. 1, Spring 1993.

"A Bibliography of Recent Books in Communications Law", Comm/Law Conspectus (1993).

"Communications Law: A Selective Bibliography on United States Sources" (to be published in the new Pike & Fisher's Communications Law Deskbook).

Mark Hammond

"Scientific and Legal Aspects of DNA Typing" in Disputed Paternity Proceedings, by Sidney B. Schatkin, New York: Matthew Bender and Company, (1993) (with Virginia A. Hammond and Daniel D. Garner).

Diana Botluk

Techniques of Legal Research: Course Guide, 2d edition, University of Maryland (August 1993).

Karen Hinson

Main research assistant for the third edition of Litigation with the Federal Government by Professors Michael Noone and Urban Lester (forthcoming).

IX. GOALS FOR 1994

With a new building on the horizon, goals for 1994 naturally focus on moving and establishing the library in the new facility. The move provides an opportunity for the librarians to transfer the collection and reorganize it on the three floors in the most advantageous arrangement for legal research. For example, where will the federal materials be shelved; what about legal treatises; state materials; our own D.C. collection; not to mention, international and foreign law? Planning new shelving patterns will demand much of our attention in 1994.

Although there will be much excitement and lots of work involved in moving to the new building, the library staff also has other projects planned for the coming year. Cataloging the major microform sets to make them more user friendly is high on the priority list. Likewise, the staff will introduce ALADIN to the student body this year and develop policies to provide access and daily book delivery to and from institutions which are part of the Washington Research Library Consortium.

We also plan to continue our various hard copy purchasing policies, concentrating on purchasing surplus duplicates from the University of Washington Law Library, and also working to develop stronger state collections by focusing on major jurisdictions. Likewise, with many new staff members joining us in the fall, significant time must be spent on training and familiarizing each with library operations. In all, it is shaping up to be a busy year.