

# *Annual Report*

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

*Academic Year*  
*1993 – 1994*



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## I. INTRODUCTION

The chief objective for academic year 1994 was the transfer of law library books, microforms and equipment from various locations in Leahy Hall, The Life Cycle Institute storage area and Keane Hall to the new law building. Pat Petit, Associate Librarian, lead the team preparing for the move. The library team met weekly during the fall of 1993 for planning sessions. Barbara Rainwater, chief architect of Georgetown Law Library's move in 1989, was a featured guest speaker during one of these weekly meetings, recounting problems and providing very practical advice. The law school also decided to employ a moving consultant, Management Alternatives, to coordinate the move of all law school offices. Management Alternatives proved to be of great assistance throughout preparation and the actual moving of the library as well.

Moving a library is difficult and literally means planning the move of "each shelf" of books from the old library to the new location. The move was further complicated by the requirement to merge storage materials from two other sites into one complete collection.

Shelving blueprints were used to approximate each floor of the new building and a variety of possible shelving patterns were considered. These patterns were based on relationships of materials, patterns of use, faculty floor locations, interlibrary loan requirements, photocopy equipment locations, and the size of various components of the collection.

Once the shelving patterns were settled, it was necessary to barcode thousands of volumes in the storage areas which would eventually be intershelved with already barcoded volumes. Weeding extra copies of material not needed in the new building was another major activity undertaken by the staff during move preparations.

When the great moving day came, 17 professional movers and three large trucks were employed to transfer the library materials and equipment to their new home. Three weeks later, thanks to Pat's efforts and the hard work of all the library staff, the complete interfiled law collection sat on spanking new shelves in the new Judge Kathryn J. Dufour Law Library.

Getting ready for the ABA Accreditation Inspection also occupied library staff time during the year. Mark Hammond was assigned the task of preparing the first draft of the law library's self study. Mark worked diligently through late fall and early winter, briefing himself on ABA requirements, and consulting with staff about the library's accomplishments and current problems. Director, Steve Margeton, took over from Mark

in the spring and provided edited versions to the faculty self-study committee for review.

Introducing ALADIN, the Washington Research Library Consortium's database, was another objective for the year. ALADIN was initially tested on Reference Librarian computers, but later it will be released to students and faculty utilizing INTERNET as its connection.

A fourth goal for 1994, adding hundreds of computerized cataloging records to Columbo which reflect the purchase of several major microform packages, however, had to be delayed until next academic year. The chief reason was because the records have not yet been made available by the cataloging universities.

## II. STATISTICS IN BRIEF

- Hired four new technical services staff members (three with INNOPAC background) to replace departing employees. Included among the new employees are a new Associate Director and Head of Technical Services, a Cataloger, an Acquisition Assistant and a Processing Assistant.
- Cataloged 1,036 new monographs, serials, audio visuals, microforms and software titles.
- Received 33,814 pieces of microfiche, adding approximately 5,635 volume equivalents to the collection.
- Increased regular serials and book budget to \$590,000, up from \$514,000 the preceding year.
- Raised library operating budget to \$1,672,944.
- Borrowed some 446 books and journals during the year for the faculty and lent more than 1,200 items to firms and academic libraries.
- Filmed 163 practice trial arguments and other classroom sessions and arranged for 124 VCR presentations.
- Continued work on the new law library and the law school building. Contracted for shelving. Reviewed installation of shelving, lighting, millwork, furniture, books and computers.
- Received 468 gift volumes for the library collection.
- Bar coded some 11,000 volumes as the second step toward implementing the online Circulation system.
- Increased serials holdings to 4,572. This figure includes government document serials.

### III. COLLECTION

#### Books, Microfiche, Serials, and Videos

The major addition to the collection during the 1994 academic year was the purchase of the American Bar Association (actually the American Bar Foundation Library) collection on microfiche. This purchase adds some 3400 ABA titles to the collection and will soon include complete electronic cataloging. To date, the library has purchased six major microfiche collections, several of which will shortly have electronic cataloging available. Once the cataloging work is complete, our library can purchase and download the records into Columbo.

As the library continues to clean up serial records, serial numbers have increased significantly. INNOPAC indicates that the library receives more than 3,200 non-government depository serials. When government documents, which are primarily serials, are added, serial subscription titles total more than 4,300.

The library has also ordered a number of excellent videos for the collection, including the complete interactive video disk package produced by the CLE Group in California. Among the subjects covered by CLE videos are client interviewing, motion skills, trial evidence and direct examination, cross examination, opening statements and closing argument.

The chart below helps visualize purchases from year to year.

## 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**, 16th Edition, 1994-95.  
A complete guide to the library and its services.
2. **Quick Guide to Aladin.**  
A one page guide to using the Washington Research Library Consortium's online databases.
3. **Bible Online: Quick Reference.**  
A summary of commands for using the CD ROM.
4. **Index to Judicial Notice** (vol. 20).  
An index to the current year of the law school student newspaper.
5. **CUA Faculty Bibliography: 1990-1994.**  
An update of the bibliography of books, articles, book reviews and book chapters written by full-time faculty of the Columbus School of Law.
6. **Index to CUA Law Exams 1968 through Spring 1993 Listed by Professor.**
7. **Bibliography on Alternative Dispute Resolution.**
8. **Survey of Archival Memorabilia for Relocation to the New Law Building.**  
A classified list of bowls, certificates, cups, maps, photographs, plaques, portraits, posters, religious items, donor plaques, sculpture, signs, and statues located throughout the law library and law school for historical purposes and to serve as a relocation inventory.

9. Updates to Using Columbo, and Quick Guide to Columbo.
10. Judge Kathryn J. DuFour Law Library Information Guide, Summer 1994.

#### B. Public Services

1. Reference and Research. Interesting questions and projects continue to come into the Reference Department from the faculty. Among the topics researched in academic year 1994 were statistics on illiteracy in the United States, cases dealing with security interest in computer software, materials on the German legal system, information about the culture of disbelief, the Netherlands euthanasia law, fair use of copyrighted material, comparisons of the Bush, Reagan and Clinton administrations, studies on the Michigan assisted suicide, the economics of small firm practice, living wills and church state relations in Poland.
2. Public Services Automation. The Reference staff began experimenting with the introduction of Aladin, the online catalog of the Washington Research Library Consortium in preparation for its introduction to the law school community during the academic year 1995.
3. Computer Lab. The Computer Lab had several CD ROM and software additions. A CD version of CALI, computer assisted legal instructions, was introduced in the fall, as was software for completion of Federal Form SF-171. New lab equipment included a second laser printer.
4. Teaching. The Reference Librarians continue to teach in the Lawyering Skills Program. "Westlaw" consisted of one hour of classroom lecture by the Reference Librarians, with "hands on" instruction in the teaching center. This year, as an experiment, students desiring Lexis training were requested to go downtown to the large Lexis training center. At this location Lexis representatives trained up to 15 students in one class. An evaluation of the benefits of this method of training is underway.

#### C. Technical Services

1. Staffing. Technical Services underwent drastic restaffing in academic year 1994 because of several employee departures. The Library Director interviewed perspective candidates for the position of Head of Technical Services at the Boston AALL meeting in July, and was fortunate to attract Christine Dulaney, Acquisitions Librarian, at George

Washington University Law School Library to become the new Head of Tech Services. Christine, in turn, hired Justin Murray as the new Processing Assistant, Sima Mirkin as the new Acquisitions Assistant and Penny Zhao as the new Cataloger. Dulaney, Zhao and Mirkin all come to CUA with significant Innopac experience which has been extremely helpful in their transition period.

2. COLUMBO. COLUMBO rarely gave us difficulty during the year although it did hiccup a bit while we were installing new OCLC communications hardware to the system. The Acquisitions Department continued to master online payment procedures, and introduced a new online method of downloading vendor invoices. Christine Dulaney represented CUA at the annual INNOPAC users meeting in Ohio in May.
3. Serials. Cleaning up serial records continued throughout the year. By the end of the academic year there were approximately 3200 non government document serials in Innopac and 1100 government serials in our Paradox system. Plans are being laid for the migration of government serials from Paradox to INNOPAC.
4. Microforms. The library began to take delivery of 3400 titles of the American Bar Foundation Library during the fall of 1993 and plans to download the electronic cataloging for this collection as soon as practical. Also, during the course of the year the outstanding debt owed on CIS microfiche was paid off. The library continues to look at other major microform sets to add to the collection, particularly those which have accompanying cataloging, or which are available from the Law Library Microform Consortium.
5. Collection Development. Collection development during the year focused chiefly on regular purchases and bringing materials in off-sight storage into the collection in preparation for the move to the new building. The library continued its arrangement with the University of Washington Law Library of purchasing second copies of classic legal and library science materials to fill in gaps in our collection. The library also undertook a study of its state materials, concentrating on twenty-five major jurisdictions, to ascertain whether it would be practical to fill in missing volumes or migrate to microform. During this period the library also received numerous donations of material.

## V. AUTOMATION

No large automation project was undertaken during the academic year. Most efforts centered on organizing computer access in Technical Services in a more efficient manner. With the arrival of four new employees, additional, more modern equipment was needed. Two old IBM M310 OCLC terminals were phased out in place of new AST 486's and an OCLC communications controller capable of supporting up to four simultaneous OCLC connections. Likewise, some other equipment was traded around in order to bring Technical Services up to speed.

The Reference Department, together with the Director of Computer Services, and the Library Director sponsored a lunchtime lecture for faculty, complete with demos, on the history and uses of INTERNET.

The barcoding of library books continues. Fifty-three thousand volumes have been barcoded thus far for circulation purposes.

## VI. GIFTS AND DONATIONS

During the academic year 1993/94 the library received monetary gifts and book donations. These include:

A gift of \$500 from the Washington law firm of Arnold and Porter.

Other monetary gifts totaling \$500.

A gift of U.S. Congressional and Administration News, U.S. Reports, Federal Reporters, Maryland Reporters and D.C. Code Annotated, totaling 2,643 volumes from the law firm of Kelly and Nicolaides.

A donation of Lawyers Edition, U.S. Supreme Court Reports, Second Series, Federal Practice, Digest 2d, and Federal Practice, Digest 3rd, totaling 325 volumes.

A donation of American Jurisprudence Second.

The Contemporary Atlas of the United State, a gift from Delta Theta Phi.

## VII. EQUIPMENT ADDED

1. Three Sharp copiers, two for photocopy rooms and one for the circulation staff.
2. A Sharp FAX machine for the Circulation area.
3. One microform cabinet.
4. OCLC Communications Controller.
5. Two AST 486 pc's.
6. HP II laser printer.

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 &amp; Head of Public Services</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>Christine Korytnyk Dulaney - Associate Director &amp; Head of Technical Services</u>		
University of Virginia Charlottesville, VA	M.A. Eng.	1987
University of Chicago Chicago, IL	M.A. Lib.	1985
University of New York at Buffalo Buffalo, NY	B.A.	1983
<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

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

Lynn Monkres - Government Documents/Acquisitions Librarian

The Catholic University of America Washington, D.C.	M.S.L.S.	1994
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

Frances Brillantine - Circulation Librarian

The Catholic University of America Washington, D.C.	M.S.L.S.	1992
George Mason University Fairfax, VA	B.A.	1990

Penny Zhao - Cataloger

Kent State University Kent, Ohio	M.L.S.	1991
Kent State University Kent, Ohio	M.A.	1989
Institute of International Relations Beijing, China	B.A.	1987

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

Matthew Mahaffie - Circulation Manager

The Catholic University of American Washington, D.C.	M.S.L.S. (in progress)
The Catholic University of America Washington, D.C.	J.D. 1991
The Catholic University of America Washington, D.C.	B.A. 1986

Sima Mirkin - Acquisitions Assistant

The Catholic University of America Washington, D.C.	M.S.L.S. (in progress)
Minsk Polytechnic Institute Minsk, USSR	B.S. in 1974 Eng. Econ.

Justin Murray - Processing Assistant

The Catholic University of America Washington, D.C.	M.S.L.S. (in progress)
University of New Hampshire Durham, New Hampshire	B.A. 1988

Alan Fulton - Part-Time Evening Reference Librarian

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

Barbara Sullivan - Part-Time Evening Reference Librarian

Catholic University of America Washington, D.C.	M.S.L.S. 1993
Catholic University of America Washington, D.C.	J.D. 1992
University of California at Santa Barbara	B.A. 1985

Karen Hinson - Part-Time Evening Reference Librarian  
- Part-time Archivist/Exhibits Coordinator

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

Jim Roscher - Part-Time Evening Reference Librarian

The Catholic University of America Washington, D.C. 20064	J.D.	1993
Columbia University New York, NY	M.S.L.S.	1986
St. John's University New York, NY	B.A.	1982

Silke Sahl - Part-Time Evening Reference Librarian

The Catholic University of America Washington, D.C. 20064	M.S.L.S. (in progress)	
University of Texas Austin, Texas	J.D.	1992
Southwestern University Georgetown, Texas	B.A.	1988

B. Staff Changes During 1993/94

1. Additions

Christine Korytnyk Dulaney as Association Director and Head of Public Services (September 1993).

Matthew Mahaffie as Circulation Manager (November 1993).

James Roscher as Evening Reference Librarian (November 1993).

Sima Mirkin as Acquisitions Assistant (December 1993).

Justin Murray as Processing Assistant (December 1993).

Penny Zhao as Cataloger (January 1994).

Silke Sahl as Evening Reference Librarian (August 1994).

2. Departures

Mark Hammond, Reference Librarian (left July 1994).

3. Promotions

Frances Brillantine - from Circulation Manager to Circulation Librarian (September 1993)

## C. Teaching by Librarians

### Patrick Petit

Taught class on research in professional responsibility in Professor Destro's "Professional Responsibility" class (October 1993).

Presented (with Diana Botluk and Mark Hammond) five lectures to the Lawyering Skills class on Legislative History (September, October and November 1993).

Presented (with Diana Botluk and Mark Hammond) four lectures on Computer-Assisted Legal Research to the Lawyering Skills class (January 1994).

Presented three lectures to Columbus Community Legal Services students on "Doing Research in the District of Columbia" (September 1993, February and May 1994).

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 (December 1993 and June 1994).

Taught 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, Georgetown University (August 1994).

Presented lecture on legislative history to the Advanced Legal Research class at Howard University School of Law (October 1993).

Presented lecture on statutory and regulatory research for Prof. McDougall's Law and Public Policy class (January 1994).

Presented lecture at Prof. Silecchia's environmental research seminar (February 1994).

Presented lecture on American legal research to Prof. Gibelman's class in the social work school (February 1994).

Presented lecture on legal research to the Preface Program participants (July 1994).

### Mark Hammond

Taught sections of "Becoming a Lawyer" (Fall and Spring semesters).

Taught graduate course, "Organization of Information", at Catholic University of America, School of Library and Information

Science (Fall, Spring and Summer terms).

Presented a lecture on legislative history research techniques to Lawyering Skills Program classes (November 1993).

Presented a lecture on computer-assisted legal research techniques to Lawyering Skills Program classes (January 1994).

Diana Botluk

Presented lecture on legal citation to Lawyering Skills classes (Fall 1993).

Taught ten one hour sessions of introductory LEXIS and WESTLAW classroom instruction (Spring 1994).

Presented a lecture on legislative history to Lawyering Skills classes (Fall 1993).

Presented a lecture on computer-assisted legal research for Lawyering Skills classes (Spring 1994).

Instructor, "Techniques of Legal Research", University of Maryland (Fall 1993, Spring 1994 and Summer 1994).

Teaching Innovation

Grant recipient, Enhancing Use of Computers in the Classroom, University of Maryland (Fall 1993).

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.

2. Programs Attended

Steve Margeton

Attended National Computers in Libraries Conference held in Crystal City, VA (January 1994).

Attended the Special Interest Group on CD ROM and Technology Meeting at Tysons Corner, VA (April 1994).

Patrick Petit

Attended the Westlaw Advanced Law Librarian's Workshop (January 1994).

Attended Capcon workshop on "Library Publicity Materials" (Spring 1994).

Attended Capcon workshop on "Developing a Reference Policy" (Spring 1994).

Attended CALI/LEAP Conference for Law School Computing Professionals at Chicago-Kent School of Law in Chicago (June 1994).

Christine Korytnyk Dulaney

Attended Law Librarians' Society of Washington, D.C. tour of Law Library of Congress (April 1994).

Attended the Law Librarians' Society of Washington, D.C. workshop "Staff Development in Academic Libraries" in Washington, D.C. (April 1994).

Attended 2nd Annual Innovative Interfaces, Inc. User Group Meeting in Columbus, Ohio (April 1994).

Attended TeleSec workshop "Total Quality Management" in Silver Spring, MD (June 1994).

Attended CAPCON workshop "Using OCLC Software" in Washington, D.C. (August 1994).

Diana Botluk

Attended CALI/LEAP Conference for Law School Computing Professionals at Chicago-Kent School of Law, Chicago (June 1994).

Attended Capcon workshop on "Developing a Reference Policy" (Spring 1994).

Attended Capcon workshop "Designing Library Publicity Materials" (Spring 1994).

Attended workshop about Group Learning Activities at University of Maryland (Fall 1993).

Attended workshop about Diversity in the Classroom at University of Maryland (Fall 1993).

Frances Brillantine

Attended CAPCON workshop on "Student Employee Supervisors" (October 1993).

Lynn Monkres

Attended Government Printing Office Conference on Government Documents (April 1994).

Attended CAPCON workshop on "Subject Searching in PRISM" (Fall 1993).

Attended CUA Computer Center course on "Using the Internet" (Fall 1993).

Attended Law Library Society of D.C. workshop on "Law Library Uses of the Internet", George Mason University (Fall 1993).

Penny Zhao

Attended CAPCON workshop on "Library of Congress Classification: A Primer" (May 1994).

Attended Law Librarians' Society of Washington, D.C., tour of the Law Library of Congress (April 1994).

Attended CAPCON workshop on "PRISM Editing Techniques for Original Input" (March 1994).

Attended CAPCON workshop on "Cataloging on OCLC: Books Format" (February 1994).

Matthew Mahaffie

Attended CAPCON workshop on "Searching OCLC and Interpreting the MARC Record" (February 1994).

Debbie Middleton

Attended Lexis/Nexis training workshop in Washington, D.C. (March 1994).

Justin Murray

Attended CAPCON workshop on "Searching OCLC and Interpreting the MARC Record" (February 1994).

Attended Annual Government Printing Office Federal Depository Library Conference (April 1994).

Sima Mirkin

Attended CAPCON workshop on "EPIC (Introduction)" (Spring 1994).

Attended CUA computer class on "DOS" (Spring 1994).

Attended CUA computer class on "Windows" (Spring 1994).

### 3. Publishing

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" 11 Communications Lawyer, No.2 (Summer 1993): 19-22.
- b. "Current Bibliography" 11 Communications Lawyer, No. 3 (Fall 1993): 18-20.
- c. "Current Bibliography" 11 Communications Lawyer, No. 4 (Winter 1994): 24-26.

Compiled "Bibliography of Recent Books in Communications Law", 2 Comm/Law Conspectus (1994): 169-172.

Diana Botluk

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

"The Rescue Game," Faculty Focus (University of Maryland 1994).

### IX. GOALS FOR 1995

The goals for 1995 are quite mundane but necessary to settle into the new library space:

- Integrate the rest of the storage material into the main collection.
- Unload 400 cartons of storage material in the garage and redirect them into the collection.
- Trade unused periodicals and excess material with the Wm. Hein Company for credit.

- Fill in through hard copy or through microform state court reports for twenty-five selected states.
- Fill out the anticipated complement of student PC's in various locations throughout the library.
- Upgrade and increase the number of interactive video setups.
- Complete cataloging of retroactive treatises and gifts from firms and universities.
- Hire a Media Manager for the law school.

If we can accomplish all of these tasks during 1995, we will have completed a successful academic year.