

# *Annual Report*

Judge Kathryn J. DuFour Law Library

The Catholic University of America

*Academic Year*  
2004 — 2005



## In Memoriam

### Judge Kathryn J. DuFour 1910–2005



Although she lived somewhat far away, and we did not see her as often as we would have wished, Kathryn DuFour kept in contact with us, corresponding from time to time. We relished her annual Christmas card message, and enjoyed receiving the occasional package from Florida in which we would find some new memento about her career to add to the library display cases.

In those two display cases Kathryn's life is chronicled in words and pictures, from Hollywood starlet to Maryland Circuit Court Judge. Students look upon these mementos with great interest, especially the pictures of Kathryn in her judicial robes, and a special photo of her visiting with Mother Teresa. Many also are rightfully impressed by a simple letter written to Kathryn from Justice Sandra Day O'Connor, acknowledging that Kathryn "helped pave the way" for the first woman Justice on the United States Supreme Court.

My first encounter with Kathryn actually was not with her personally, but with her beautiful portrait. It arrived one day soon after it was announced that the library would be named in her honor. The portrait would eventually occupy the most prominent spot in the new library – the entry wall.

I must admit that waiting for the building to be completed was very tedious. I do not know how many times we all put on hardhats and carefully tiptoed around the newly poured cement and the iron framework to see how the project was coming along, encountering dust, dirt and debris along the way. Finally after 18 months, the new building was completed and we moved in. A short time later we had grand dedication. It was quite a celebration. Kathryn was very much at the center. After remarks by several librarian luminaries, she cut a bright yellow ribbon, officially opening the facility. Later that evening she was the guest of honor at the first and only formal dinner ever held in the library. It was a very special evening, and she seemed to thoroughly enjoy herself. None of us who took part in that special day will ever forget the event, or Kathryn's role in it.

Kathryn DuFour was a great friend of *The Catholic University of America* and the *Columbus School of Law*. All of us on the staff are very proud to work in a library that bears her name. We all miss the warmth of her friendship and her many kindnesses.

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## I. INTRODUCTORY SUMMARY

The **Reference Department** staff of Yvette Brown, Steve Young and Pat Petit enjoyed a very productive year, fielding 750 questions of a substantial nature from faculty and staff. “Patron walk-ins” also kept them busy. During summer and fall Pat Petit supervised the completion of the second edition of the *The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography*. Many staff members participated by contributing book annotations. In addition to legal research and bibliography responsibilities, the staff also worked on research guides and weeded the reference collection extensively.

The **Circulation Department** continued to eagerly respond to faculty and student requests, circulating 10,089 items, about the same number as last year. During summer 2004, the staff reshelved the law journal collection after a reclassification project undertaken by the Technical Services staff was completed. This project resulted in providing expansion space for the journals in addition to correcting early cataloging errors. Department Head, Frances Brillantine, also followed up on the 2004 *LibQual* survey with a detailed analysis and suggestions for improvements in the library.

During the 2005 academic year the **Technical Services Department** undertook many projects from reclassification and re-labeling of journals to redesign of the government document’s web page. The Serials unit introduced an Internet-based binding system and the Cataloging and Acquisitions units transitioned to new OCLC off-line editing software. In addition, during early fall the department purchased and installed a new *Innopac* server on which to run the upgraded *Millennium* software. The staff also updated the collection development manual.

Xin Wang, **Computer Services Librarian**, ensured that all library computers were operating at peak efficiency throughout the year. In early fall he moved back into a newly redecorated and enlarged office, which included additional space for a rack of file servers. He purchased 20 new computers for the computer labs and library staff. He added several new large capacity printers and took delivery on a multi-drive file server on which will run the library’s Internet web pages.

**Media Services Director**, Greg Stack and assistant, David Luce, oversaw an extremely busy year of fulfilling requests for help with media in the classroom and technology support during special events. Although these requests were his first priority, Stack also supervised the installation of new technology in four classrooms during both semesters.

## II. MILESTONES 2004 – 2005

- ∞ Added 3,535 new titles to the online catalog, which now includes some 124,500 unique items;
- ∞ Added 5,621 volumes; withdrew 3,650 resulting in hard copy count at 202,959 volumes;
- ∞ Added 2,851 microfiche volume equivalents to the collection, which now includes a total of 198,980 microfiche volume equivalents;
- ∞ Reported that combined hard copy and microfiche volume equivalent count in the law library is now 401,939 volumes;
- ∞ Maintained 5,370 active serial titles;
- ∞ Received approximately 15% of all materials published through the Federal Depository System;
- ∞ Logged in more than 750 faculty and student requests of a substantial nature for reference and research assistance;
- ∞ Circulated more 10,089 books and reserve items to students and faculty;
- ∞ Borrowed 694 volumes and copies of journal articles for faculty and students between May 1, 2004 and April 30, 2005;
- ∞ Lent 898 volumes and copies of articles to other institutions between May 1, 2004 and April 30, 2005;
- ∞ Serviced 1,150 requests for classroom media equipment;
- ∞ Provided Media Department support for 86 special events ranging from an afternoon lecture to a conference of several days;
- ∞ Upgraded the library's web page.

### III. SERVICES

#### A. Public Services

##### 1. *Reference Staffing*

All reference staff positions remained filled during academic year 2004-2005, with three full-time librarians and six part-time (evenings/weekends) librarians dividing the library's many hours of reference services among them. One part-time staff member reduced her hours during the winter, and new part-time librarian, Casandra Harper, joined the staff to cover the remaining reference hours.

##### 2. *Reference and Research*

The reference staff continues to provide research assistance to faculty through its *library liaison program*. During academic year 2004-2005 the pairing of faculty and staff seemed to work satisfactorily. Faculty members continue to appreciate the liaison arrangement and the librarians assigned to them. In addition to helping faculty, each reference librarian has been assigned to work with one or more foreign visitors this year. The visitors include Fulbright scholars, LLM candidates and foreign visitors performing comparative legal research in the library at the invitation of the law school.

The reference staff received approximately 750 faculty and student requests for reference assistance of a substantial nature. As in the past, some were quick projects; others more complicated and time consuming. Among the topics researched were the following:

- ∞ Use of Dandruff as Evidence
- ∞ Civil Commitment in Renaissance England
- ∞ UK Parliamentary Oversight of M15
- ∞ Military's Don't Ask Don't Tell Policy
- ∞ Location, Hierarchy and Demographics of Chaldean Catholic Church in the U.S.
- ∞ Sunset Provisions in Patriot Act
- ∞ Same-Sex Couples and Marriage
- ∞ Law Schools in Angola
- ∞ Star Trek Klingon Come-of-Age Ceremony
- ∞ Discrimination Based on Sexual Preference
- ∞ Literature Search on Enforcement of Foreign Judgments in the U.S.

##### 3. *Circulation Staffing*

During academic year 2004-2005 Library Student Felicia Maynard replaced recently graduated law student Richard Mazzio who had served as senior circulation counter attendant for four years. Ms. Maynard performed admirably well, but recently graduated for the School of Library and Information Science. Once again the staff will need to find a new senior student assistant.

#### 4. Circulation Activity

During academic year 2004-2005 the Circulation staff circulated some 10,089 items within the law school community. The interlibrary loan activity for the year included borrowing 694 items for faculty and students, and lending 898 items to other law schools and law firms in Washington, D.C. and across the United States.

#### ***Compact Shelving Project***

Two summers ago the Circulation Department oversaw the installation of compact shelving on the fourth floor of the library, which added growth space for 21,000 more volumes. The system, which incorporates numerous electronic sensor devices, is also connected to the law school's wireless network, which permits vendor (Spacesaver) technicians to monitor the system's operation over the Internet. The *PowerLink* connection permits Spacesaver engineers to check the system's operation, reset electronic controls and generally collect and view use statistics. During the year there have been several *PowerLink* alerts, resulting in a technician making a necessary fix remotely or on site. The monitoring system works very well, and alerts come immediately to the Circulation Librarian by e-mail as soon as the system detects a problem.

#### ***Responses to the 2004 LibQual Library Survey***

During March 2004 the library conducted a library service quality survey (*LibQual*). *LibQual* was part of an effort led by the *Association of Research Libraries* to help individual libraries measure the quality of library service and identify best library practices. In response to the results of the survey, the library made several upgrades to equipment, including all new copiers, automated thermostat control of heating and cooling in open areas, several new printers, and new lab computers.

#### ***Reclassifying and Reshelving of Law Journals***

During summer 2004 the Circulation staff and the Technical Services staff joined hands to make some long overdue changes to the call numbers on several hundred law periodicals. The resulting changes made a major re-shelving job necessary. The work was carried out swiftly and quietly with nary a patron complaint. An important result of the reclassification effort was the expansion of the shelving space made possible by reducing unneeded space between sets of legal materials shelved near the law journals. Now there is plenty of space for periodical expansion.

#### 5. Public Services Area Upgrades

During the preceding year Circulation staff computer stations were replaced with state-of-the-art equipment, including LCD monitors. LCD flat panel monitors were also installed at all computer stations in the main entry hall. An additional "student laptop" printer was added to the

main floor of the library, and two new student Westlaw printers were installed on the main floor as well.

#### 6. New Electronic Databases

Two new electronic databases have been added to the library's menu of online services. These included CIS's *Congressional Serial Set* and the *Index to Legal Periodicals 1918 to 1980*. Both sets permit extensive historical research online. The CIS service, when complete in December 2005, will permit key word searching through the thousands of congressional documents bound in the Serial Set (and heretofore not easily searchable). The inclusion of the missing period of 1918 to 1980 will make searching of the *Index to Legal Periodicals* much easier and more thorough.

#### 7. Publications

##### ***The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography***

Under the guiding hand of Pat Petit the library staff once again created a fine work product with the publication of the second edition of *The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography*. The bibliography was printed in fall 2004 at the law school. It is gratifying to note that many library staff participated in reviewing sources and preparing annotations for the items. The bibliography, now at 600 entries on 166 pages, was sent to all law school deans and library directors. The work product can also be found at the libraries web page at <http://lib.law.cua.edu/Home/libpubs/libpubs.htm#cathbib>.

The Public Services Department continues to prepare library guides for using online web services and for legal subject areas. The guides can be found in display units throughout the library, reproduced in library publications, and posted on the library's web page.

After developing a web page template for foreign country guides, Steve Young has developed several new country guides for the web page: Argentina, Brazil, Canada, Mexico, and the UK.

Librarians also prepare articles, bibliographies and book chapters for professional publications. These items are included near the end of the *Annual Report* under their individual librarian names.

#### 8. Teaching

Associate Director Pat Petit taught a section of *Advanced Legal Research and Writing* with Assistant Dean Georgia Niedzielko during the fall semester and *Advanced Legal Research* during the spring. He also taught *Hollywood Looks at the Law and Lawyers* with Professor Harvey Zuckman. Reference librarians Yvette Brown and Steve Young also taught special segments of the research classes and substantive law courses taught by a variety of faculty.

Director Steve Margeton taught Advanced Legal Research during fall 2004 and American Legal Research in the American Law Program at the Jagiellonian University in Cracow Poland in October 2004.

## **B. Technical Services**

### *1. Technical Services Staffing*

The major change in staffing in the Technical Services Department was the arrival of Xiuping Yang, Serials Assistant, and Shyamalika Ghoshal replacing GLP Erin Haggerty.

### *2. Technical Services Activity*

- Completed reclassification and relabeling of legal journals collection (K1-K30).
- Transitioned to new OCLC off-line editing software (*Connexion Client*).
- Introduced new Internet-based binding automation system (ABLEweb).
- Completed retrospective cataloging of 115 titles in the Corporate Counsel's Primer series (*Business Laws, Inc.*) and began work on retrospective analytical cataloging of the Corporate Practice Portfolios series (*BNA*).
- Redesigned the Library's Depository program webpage.
- Installed new Library Catalog system hardware and software.
- Upgraded of computer used with *Minolta* 6000 digital reader/scanner (for digital scanning of microform images).
- Added several new subscriptions of note: *Religion Case Reporter*, *Retrospective Index to Legal Periodicals (1918-1983)* and print subscription to *Communications Daily*.
- Conducted a comprehensive review of law review subscriptions in print, microform and electronic formats.
- Coordinated zero-based review of *Federal Depository Library Program* item selections with Mullen Library.

### *3. Serials*

The library receives some 5,370 serial subscriptions. Overall the library ranked 59<sup>th</sup> in number of serial subscriptions received in last falls ABA survey. Serials include journals, newsletters, yearbooks, court reports, loose-leaf services, newspapers and government serial titles received through the *Federal Depository Program*.

### *4. Title and Volume Count*

Currently the library's collection includes some 124,500 titles. The hardcopy title count is 47,355. The microfiche and microfilm title count is 75,574. CD ROM, audio and video titles now total 1,571 pieces. The total volume count stands at 401,939 items. During the past year the staff selectively weeded the collection of little used materials.

## 5. *Microforms*

Although the library has not purchased any major new sets of microfiche materials during the previous year, the staff continues to add cataloging records to improve access to existing microform collections. 1,773 microfiche records were added during the year with the majority of the cataloged titles coming from the Government Printing Office.

## 6. *Collection Development*

The Staff continues to faithfully review all of the slips from its four slip and approval plans: *Hein*, *Blackwell North America*, *Yankee Book Peddler* and *Harrassowitz*. New selection procedures appear to be working very efficiently. Under the new plan Steve Margeton sees the slips first and removes the foreign law material items before sending the remaining slips out to the librarians generally. The foreign law slips are reviewed separately by Steve Young and Steve Margeton.

In addition to revising how book slips are routed, the Department Heads and the Director also made additions and corrections to the *Collection Development Manual*. These changes generally involved procedures for adding “basic” hornbooks and similar titles purchased for the reserve shelf. Procedures for selecting foreign law materials were also finalized.

## **C. Special Collections Reading Room**

The library staff redesigned the web page for the Special Collections Reading Room, which lists the main collections and provides information when and where they can be viewed, <http://lib.law.cua.edu/home/libinfo/speccol.htm>.

## **D. Automation Services**

### 1. *Staffing*

Xin Wang, Computer Services Librarian, performed regular maintenance on more than 106 library computers and 15 printers throughout the year. He helped redesign the library web page, upgraded staff and student computer software, and performed a variety of other computer related tasks. After completing four and a half of services, Xin has left the law library to take a position in the federal government. The staff is truly sorry to see him leave, but has already made plans to advertise for his replacement. Interviewing will take place throughout summer 2005.

### 2. *Hardware and Software*

New equipment and software purchases include a second HP8000 series printer for the library's Computer Lab for students who use laptops and print over the network. A smaller laptop printer was introduced on the main floor as well. Individual PCs were replaced as the need became apparent. LCD monitors were installed in the circulation area and at patron stations in

the main corridor of the library. The library completed its second successful year of utilizing wireless network equipment on the 2<sup>nd</sup> and 4<sup>th</sup> floors. For the time being, the west side of the library's 3<sup>rd</sup> floor remains a laptop-free zone in order to accommodate students who really want a quiet space free of laptops. Again as in the past, individual student PCs were configured for wireless connection entirely through the efforts of the law school's Computer Services Department.

The library continues to operate two in-house file servers. One server is configured for staff use as a "within library" intranet server. A second server is used for library web page (and Internet) development. A larger server was purchased during the spring 2005 in order to migrate both intranet and web data to a higher grade machine with replaceable mirror image drives for both security and safety. The new server is in place and work on implementing the plan is anticipated to begin during the fall 2005.

### 3. *Computer Labs*

The three computer labs have had relatively few problems during the academic year. Seventeen computers were replaced in the large lab over the summer 2004 with new machines. In addition, seven computers in the small lab were replaced in June 2005.

### 4. *Web Access*

The library's web page was modestly redesigned in spring 2005. New content was added to several secondary pages and the home page was tweaked a bit. Its successful upgrade is due chiefly to the hard work of Mary Strouse, Frances Brillantine, Steve Young and Xin Wang. The homepage for the library is <http://lib.law.cua.edu/>.

## **E. Media Services**

### 1. *Staffing*

Greg Stack, Director of Media Services, and David Luce, audiovisual coordinator, continue as the only full time staff in Media Services. Even with limited staff the Department managed to service more than 1,150 requests for classroom media equipment, as well as 86 special events. Individual setup statistics for the Department can be found in the Appendix I.

### 2. *Major Equipment Installations*

During summer and fall 2004 Greg Stack worked with Hoppmann Audio Visual service to devise a plan to upgrade classrooms 204, 205, 208 and 303. These four classrooms presented challenges because 204 and 205 had two special requirements, i.e., a small podium footprint and the ability to combine both classrooms into an auditorium. A special feature of the new podiums is the introduction of new whiteboard technology called *Sympodium*.<sup>1</sup> The work in 204/205 also

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<sup>1</sup> The *Sympodium* permits the faculty to project class whiteboard work onto a screen using an LCD projection system. Additionally, the *Sympodium* software can be used to annotate PowerPoint Slides or other presentations, which can be saved for future use.

required the replacement of the projection screens and special positioning of the LCD projectors to ensure maximum visibility from back rows of the classroom. Classroom 208, which employed the same small footprint podium, is a much smaller classroom that required a different set of plans. Classroom 303, while the same size as room 208, employs no podium at all, but has the presentation equipment built into the wall. Thus, extensive planning and a lengthy installation schedule had to be endured for much of the year. After the completion of the work, Stack began a series of training sessions for faculty who are scheduled to teach in these “technology rich” class settings this fall.

#### **IV. GIFTS AND DONATIONS**

During the academic year 2004-2005 the library received a number of donations for the collection. Among gifts were several important additions to the law school archive.

<b>Donor</b>	<b>Gift (books)</b>
Murray L. Howder	Financial Gift to the William J. Howder Memorial Fund
Professor George P. Smith II	A selection of current treatises on bioethics and other health related topics
Dean William F. Fox, Jr.	A selection of U.S. Congressional hearings
Prof. Sandy Ogilvy	Several boxes of historical materials about the founding of the clinical legal education movement in the United States; additional videotapes by founders of the clinic movement.

## **V. EQUIPMENT ADDED and REPAIRED**

- ∞ 3 17" LCD monitors for Circulation Staff
- ∞ 1 HP 8000 for fourth floor laptop use
- ∞ 4 Pentium IV computers for staff Pat, Frances, Dawn, Christine
- ∞ Replacement computer for Microfiche Reader/Printer/Scanner (Permits downloading of microfiche information to CD ROM)
- ∞ Laptop computer for Media Services' classroom Use
- ∞ Three fully-equipped smart podiums for classrooms 204,205 and 208
- ∞ Built-in technology systems for classroom presentation in classroom 303
- ∞ Additional technology to operate presentation systems and sound systems in classrooms 204, 205, 208 and 303.
- ∞ Built-in LCD projectors for classrooms 204, 205, 208 and 303.
- ∞ Sent another 30 library chairs back to the factory for repair
- ∞ 25 Pentium IV computers for large and small lab

**VI. STAFF MEMBERS**

**A. Degrees**

<b>Name</b>	<b>Administration</b>	<b>Degree</b>	
<b>Stephen Margeton - Director</b>			
The Catholic University of America, Washington, DC		M.S.L.S.	1973
National Law Center George Washington University Washington, DC		J.D.	1970
Mount St. Mary's College Emmitsburg, MD		A.B.	1967
<b>Judy Ann Blower - Secretary to Director</b>			
The Catholic University Of America Washington, DC		B.A.	In progress
Notre Dame Secretarial School Montreal, QC		Exec. Sec.	1959

**Public Services**

**Patrick Petit - Associate Director & Head Of Public Services**

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

**Yvette Brown – Reference Librarian**

University of Maryland College Park, MD		M.L.S.	1991
University of Texas School of Law Austin, TX		J.D.	1988
University of Texas, Austin, TX		B.A.	1985

Name	Degree	
<b>Steve Young – Reference Librarian</b>		
Indiana University Bloomington, IN	M.L.S.	1986
University of Kent at Canterbury Canterbury, England	B.A.	1985
<b>Frances Brillantine – Head Access Services</b>		
The Catholic University of America Washington, DC	M.S.L.S.	1992
George Mason University Fairfax, VA	B.A.	1990
<b>Dawn Sobol – Interlibrary Loan/Circulation Librarian</b>		
The Catholic University of America Washington, DC	M.S.L.S.	2000
George Mason University Fairfax, VA	B.A.	1982
<b>Christine R. Stanley – Circulation Assistant (GLP)</b>		
The Catholic University of America Washington, DC	M.S.L.S.	In progress
University at Buffalo - State University of New York Buffalo, NY	B.A.	2004
<b>Media Services</b>		
<b>Greg Stack – Director Media Services</b>		
The Catholic University of America Washington, DC	M.S.L.S.	Course work completed 1995
New York University New York, NY	M.P.S.	1992
Syracuse University Syracuse, NY	B.S.	1983

<b>Name</b>	<b>Degree</b>
<b>David Luce – Audiovisual Coordinator</b> Defense Language Institute Monterey, CA	Basic Arabic 1980
Florida State University Tallahassee, FL	B.S. Course work 1978
Brevard Community College Cocoa, FL	A.A. 1977

### **Computer Services Librarian**

#### **Xin Wang – Computer Services Librarian**

Kent State University Kent, OH	M.S.L.S. 1992
Kent State University Kent, OH	M. Edu. 1991
Kent State University Kent, OH	M. Music 1989
Shenyang Conservatory of Music Shenyang, China	B.A. 1982

### **Technical Services**

#### **Mary Strouse – Associate Director & Head of Technical Services**

University of Illinois at Urbana-Champaign Urbana, IL	M.S.L.I.S. 1997
University of Washington Seattle, WA	B.A. 1993
J. Sargeant Reynolds Comm. Coll. Richmond, VA	A.S. 1980

#### **Rachel Hewett-Beah – Cataloging Librarian**

The Catholic University of America Washington, DC	M.S.L.S. 2001
The Catholic University of America Washington, DC	M.A. 2001
Huntington College Huntington, IN	B.A. 1989

<b>Name</b>	<b>Degree</b>	
<b>Monica Fulvio — Cataloging Assistant (GLP)</b>		
The Catholic University of America Washington, DC	M.S.L.S.	In progress
University of California Santa Cruz, CA	B.A.	2001
<b>Shyamalika Ghoshal</b>		
The Catholic University of America Washington, DC	M.S.L.S.	In progress
Calcutta University Calcutta, India	Bachelor of Library Information Science	1990
Calcutta University Calcutta, India	Bachelor of Law	1989
Calcutta University Calcutta, India	B.A.	1980
<b>Erin Haggerty – Serials Assistant (GLP)</b>		
The Catholic University of America Washington, DC	M.S.L.S.	2004
UCLA School of Law Los Angeles, CA	J.D.	2000
Ohio University Athens, OH	B.S.	1993
<b>Lynn Monkres – Government Documents/Acquisitions Librarian</b>		
The Catholic University of America Washington, DC	M.S.L.S.	1994
The Catholic University of America Washington, DC	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

Name	Degree	
<b>Benjamin Almoite – Acquisitions Assistant</b> University of California, San Diego La Jolla, CA	B.A.	1995
<b>Dominick Lombardo – Government Documents Assistant</b> The Catholic University of America Washington, DC	Ph.D. (Politics)	In progress
The Catholic University of America Washington, DC	M.A.	1999
Brooklyn College, City University of New York Brooklyn, NY	M.F.A.	1995
Brooklyn College, City University of New York Brooklyn, NY	B.A.	1992
<b>Part-Time Evening Reference Librarians</b>		
<b>William T. Amatruda – Part-Time Evening Reference Librarian</b>		
Georgetown University Law Center Washington, DC	Master of Laws in Taxation	1992
The Catholic University of America Washington, DC	M.S.L.S.	1986
The Catholic University of America Washington, DC	J.D.	1985
Yale University New Haven, CT	B.A. Sociology	1968
<b>Linda Baltrusch – Part-Time Evening Reference Librarian</b>		
The Catholic University of America Washington, DC	M.S.L.S.	1993
George Mason University Arlington, VA	B.S.	1986
<b>Sandy Brewer – Part-Time Evening Reference Librarian</b>		
The Catholic University of America Washington, DC	M.S.L.S.	1997
Georgia State University College of Law	J.D.	1991

<b>Name</b>	<b>Degree</b>	
Atlanta, GA		
The University of Virginia Charlottesville, VA	B.A.	1988
<b>Cassandra Harper</b>		
The Catholic University of America Washington, DC	M.S.L.S.	2002
University of Maryland College Park, MD	B.S.	1997
University of Maryland College Park, MD	B.A.	1995
<b>Susan Sallaway – Part-Time Evening Reference Librarian</b>		
The Catholic University of America Washington, DC	M.S.L.S.	1994
University of Albany Albany, NY	B.A.	1979
<b>Tanya Shelli Thomas – Part-Time Evening Reference Librarian</b>		
University of Maryland College Park, MD	M.L.S.	2001
Howard University School of Law Washington, DC	J.D.	1998
Pace University White Plains, NY	B.S.	1995
<b>Patricia A. Tobin - Part-Time Summer Reference Librarian</b>		
The Catholic University of America Washington, DC	M.S.L.S.	1983
The University of Maryland College Park, MD	B.S.	1981

**Part-Time Cataloger**

**Dorothy Taybron – Part-Time Cataloger**

The Catholic University of America Washington, DC	M.S.L.S.	Course work completed 1982
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Name	Degree	
University of the District of Columbia Washington, DC	B.A.	1976
U.S. Library of Congress Washington, DC	Certificate Intermediate Cataloging	1974

## B. Staff Changes During 2003-2004

### 1. Additions

Ghoshal, Shyamalika	Serials/Binding Assistant (GLP)	9/20/04
Harper, Cassandra	Part Time Evening Reference Librarian	10/19/04
Yang, XiuPing	Serials Assistant	9/1/04

### 2. Departures

Haggerty, Erin	Serials/Binding Assistant (GLP)	8/7/04
Wang, Xin	Computer Services Librarian	6/24/05
Yang, XiuPing	Serials Assistant	5/13/05

## C. Teaching and Presentations by Librarians

### Steve Margeton

Taught Advanced Legal Research (Fall 2004).

Taught American Legal Research in the *American Law Program* at the *Jagiellonian University* in Krakow, Poland (October 2004).

### Yvette Brown

Presentations on Resources for Selecting a Paper Topic, Research Review and Bluebooking Law Review Articles to Advanced Legal Writing & Research Class (summer 2004).

Presentation on Researching District of Columbia Law (summer 2004, fall 2004, and spring 2005) to Elder Law Clinic.

Presentation on Bluebooking Court Documents and Legal Memoranda to Three Sections of Lawyering Skills Classes (fall 2004).

Presentation on Researching District of Columbia Law and Resources on the Web to Advanced Legal Research (fall 2004).

## **Patrick Petit**

Co-taught two-credit course entitled Hollywood Looks at Law and Lawyering (spring 2005) (with Professor Harvey Zuckman).

Co-taught three-credit course entitled Advanced Legal Writing and Research (fall 2004) (with Assistant Dean Georgia Niedzielko).

Present *Keycite* and *Shepardizing* in Advanced Legal Research (fall 2004).

Lectured in eight classes of the Lawyering Skills program for Professors Woods, Lewis, Everhart and Jennison on the following subjects: 1) statutes, 2) legislative history, 3) administrative law research, and 4) Internet legal research (fall 2004 and spring 2005).

Lectured on researching conflict of laws issues in course entitled Conflicts of Laws (fall 2004).

Lectured on research decision making in course entitled Becoming a Lawyer (fall 2004).

Lectured on media law to students at *Columbia Union College* (spring 2005).

Lectured on finding the law to a *CUA* undergraduate class in politics (fall 2004).

Lectured at the *Law Librarian's Society of Washington, D.C.'s* Legal Research Institute held at Georgetown University Law Library (March 2005).

## **Mary Strouse**

Presented "Indexing the Deep Catalog: Integrating into Search Results" at the *Innovative* Users Group Meeting in San Francisco (May 4, 2005).

Presented "How Many PURLs would an URL Checker Check...*Millennium* URL Checker in the Real World" at the *Innovative* Law Users Group Meeting in Boston (July 2004).

## **Steve Young**

Presented Legal Literature: Internet Resources to Advanced Legal Research Class (fall 2004 & spring 2005).

Presented United Kingdom Legal Research to Advanced Legal Research Class (fall 2004).

Presented class on Researching Political Violence, Public Policy and the Law Sources to a Comparative Law Seminar (fall 2004).

Presented class on International Business Transactions Sources to a Comparative Law Seminar (fall 2004 & spring 2005).

Presented class on Maritime Legal research on the Internet to an upper class seminar (spring 2005).

### **Greg Stack**

Presented 10 instructional lectures to faculty on how to use new podium technology in classrooms 204, 205, 208 and 303, which included a tutorial on how to operate *Symposium* software and hardware.

Taught several sessions on how to use *PowerPoint* for classroom presentation.

## **D. Professional Activity and Publications**

### *1. Appointments*

#### **Steve Margeton**

Faculty Academic Policy Committee

Faculty Budget Committee

Ad Hoc Faculty Technology Committee – Subcommittee on Law School Web Page

West Academic Advisory Board (*Thomson International*)

#### **Patrick Petit**

Member, Advisory Board of *Pike & Fisher=s Communications Regulation*

#### **Mary Strouse**

Coordinator, CIS and Eastern European Law Interest Group, Foreign, Comparative and International Law Special Interest Section (FCIL-SIS) of the American Association of Law Libraries [AALL FCIL-SIS](2003-2005)

Member, Editorial Board of *Technical Services Law Librarian* (2004-2006)

Member, Ellen Schaffer Foreign Librarian's Grant Committee, AALL FCIL SIS (2005)

#### **Frances Brillantine**

Board Member, Law Librarian's Society of Washington, D.C., 2004-2006

Member, Elections Committee, Law Librarians Society of Washington, D.C., 2004-2005

**Yvette Brown**

Member, Elections Committee, Law Librarians Society of Washington, D.C., 2003-2004

**Dawn Sobol**

Chair, Elections Committee, Law Librarians Society of Washington, D.C., 2004-2005

**Greg Stack**

Ad Hoc Faculty Technology Committee

**Xin Wang**

Ad Hoc Faculty Technology Committee

**Steve Young**

Member of the LLSDC Elections Committee (2004-2005)

2. *Programs Attended*

**Steve Margeton**

Attended *West* Group Academic Advisory Board Meeting in Eagan, Minn. (May 2005).

**Mary Strouse**

Attended the *Innovative* Law Users Group Annual Workshop in Boston (July 2004).

Attended the *American Association of Law Libraries* Annual Meeting in Boston (July 2004).

Attended the *Innovative* Users Group Annual Conference in San Francisco (May 2005).

**Frances Brillantine**

Attended the *American Association of Law Libraries* Annual Conference in Boston (July 2004).

Attended the Mid-Atlantic *Innovative* Users Group Annual Conference in San Francisco (May 2005).

Attended *OCLC* Session entitled “Digital Project Infrastructure” in Washington, D.C., (April 2005).

**Yvette Brown**

Attended the *American Association of Law Libraries* Annual Meeting in Boston (July 2004).

Attended Teach Research in Academic Law Libraries Conference (*TRIAL*) in Boston (July 2004).

**Steve Young**

Attended the *American Association of Law Libraries* Annual Meeting in Seattle (July 2003).

**Dawn Sobol**

Attended the *American Association of Law Libraries* Annual Meeting in Boston (July 2004).

Attended *CAPCON* session on *Worldcat* Resource Sharing (April 2005).

Attended *CAPCON* program entitled “British Library Information for Law Librarians” (April 2005).

**Rachel Hewett-Beah**

Attended the *American Association of Law Libraries* Annual Meeting in Boston (July 2004).

Attended a *AALL* Pre-Conference Program entitled “Integrating Resources Cataloging Workshop” (July 2004).

**Lynn Monkres**

Attended the *American Association of Law Libraries* Annual Meeting in Boston (July 2004).

Attended the *Federal Depository Library* Conference fall Meeting in Washington, D.C. (October 2004).

Attended the Regional *Federal Depository* Meeting in College Park, Maryland (September 2004).

Attended *CAPCON* workshop on Finance for Non-Financial Managers in Washington, D.C. (March 2005).

**Xin Wang**

Attended Computers in Libraries 2005 in Washington, D.C. (March 2005).

**Greg Stack**

Attended “Smart Technology Master Class” in Arlington, VA. (July 2004).

3. *Research and Writing*

**Steve Margeton**

In *Galleys: An Introduction to Law and Other Academic Law Library Design: Reflections and Change*, Littleton, Colorado: Rothman, Pubs., 2006).

“Law Library Design Book Shelf – An Annotated Bibliography.” *Law Library Journal* 97 (winter 2005): 77.

**Patrick Petit**

*The Catholic Dimension of Legal Studies: The Catholic University Law School Bibliography*, 2<sup>nd</sup> edition. General Editor. Washington, D.C.: The Columbus School of Law, 2004.

“Bibliography of Recent Books in Communications Law.” *CommLaw Conspectus* 12 (2004): 281, (with Erin Haggerty).

**Yvette Brown**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Prepared Law Library Research Guide on District of Columbia Legal Research.

**Steve Young**

“CRS Reports – Update .” *LLRX.com*, July 26, 2004. At <http://www.llrx.com/features/crsreports.htm>.

“The Tenth Justice: A Research Guide to the Supreme Court’s Special Master.” *Law Library Lights* 47 (summer 2004): 12.

“Reporting for Duty: A Primer on Researching Military Justices.” *Law Library Lights* 48 (winter 2005): 1.

Foreign Country Web Pages (Resource Guides) for *Argentina, Brazil, Canada and Mexico*.

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

### **Christine Stanley**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

### **Frances Brillantine**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

Upgraded Library Web Homepage: <http://law.cua.edu/library/> (with Mary Strouse and Xin Wang).

### **Dawn Sobol**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

### **Lynn Monkres**

Assisted with the manuscript for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

### **Judy Ann Blower**

Assisted with the manuscript for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

### **Mary Strouse**

Upgraded Library Web Homepage: <http://law.cua.edu/library/> (with Frances Brillantine and Xin Wang).

**Rachel Hewett-Beah**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Xin Wang**

Upgraded Library Web Homepage: <http://law.cua.edu/library/> (with Frances Brillantine and Mary Strouse).

**Ben Almoite**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Monica Fulvio**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Linda Baltrusch**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Will Amatruda**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Patricia Tobin**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Felicia Maynard**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

**Jennifer Norman**

Abstracted books and articles for *The Catholic Dimensions of Legal Study: The Catholic University Annotated Bibliography*.

## *Goals for 2005 – 2006*

- ∞ Interview and hire new Systems Librarian
- ∞ Interview and hire new GLP Cataloging Assistant
- ∞ Interview and hire New Serials Assistant
- ∞ Continue to update *The Catholic Dimension of Legal Study* bibliography
- ∞ Continue focus on foreign jurisdiction collection development
- ∞ Replace 135 undershelf fluorescent lights in carrels
- ∞ Develop procedures for charging for lab printing
- ∞ Begin early preparations to upgrade the Slowinski Courtroom
- ∞ Train all faculty on new technology in classrooms 204, 205, 208 and 303
- ∞ Continue downloading catalog records of microform collections
- ∞ Prepare library guidelines for visiting LLMS, Fulbright scholars and other foreign visitors
- ∞ Continue to revise library web page as required
- ∞ Prepare more law library research guides on foreign law jurisdictions
- ∞ Complete cleanup of garage storage area. Box and label telecommunications materials

## Appendix — 2002-2005 Department of Media Services Statistics

