COLUMBUS SCHOOL OF LAW FACULTY

GUIDE TO

THE JUDGE KATHRYN J. DUFOUR LAW LIBRARY

2009-2010
Judge Kathryn J. DuFour Law Library
3600 John McCormack Rd. N.E.
Washington, DC 20064

General Information: 202-319-5155
(Recorded Message)

Web Access
http://library.law.cua.edu/

Library Hours During the Fall & Spring Semesters

Monday – Friday  7:00am – 11:45pm
Saturday & Sunday  9:00am – 11:45pm

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The Judge Kathryn J. DuFour Law Library offers a variety of services to both the full-time and adjunct faculty. We are eager to assist you in any way we can in both your curricular and research efforts. Listed below are the departments, personnel, and services of the law library that are available to you.

I. Circulation Department Services:

Borrowing Books

While the library is primarily a reference collection, faculty (both full and part-time) may check out books, videotapes, and other materials for use outside of the library.

In addition to books, the library has a collection of DVDs, videos, audiotapes and interactive CD-Roms that may be useful in your classes. The interactive CD-Roms and many of the videotapes are simulations of legal situations and transactions. Some videotapes and DVDs are law-related feature films. Contact anyone in the circulation or reference departments for assistance in locating CD-Roms, DVDs, videos or audiotapes.

Reserve Materials

The staff of the circulation department will arrange for any books, articles, or photocopies you wish to be put on reserve for your students. Telephone or e-mail the circulation staff with your request (csllibrarycirculation@lists.cua.edu).

All duplicated materials put on reserve must comply with current copyright guidelines. The professor bears ultimate responsibility for copyright compliance. In addition, the library can scan reserve documents into electronic format and make them available through the library’s web page. In this way students can access them at home. With electronic reserves the same copyright restrictions apply.

Copyright Information

http://lib.law.cua.edu/home/facserv/copy.html

Exams

All exams submitted to the library for reserve are made available on the web. These exams are passworded: only CUA Law students can access them. Exams from 1970 - present are available on the web and new ones are added each
semester. Please contact Frances Brillantine (202-319-4331, brillantine@law.edu) for further information.

**Interlibrary Loan**

If you need book or articles for your research, the circulation staff will obtain them for you. If the materials are in the law library collection, the staff will check them out to you or photocopy them for you. Call **202-319-5156**, e-mail Dawn Sobol (Sobol@law.edu) or speak in person to a member of the circulation staff about the materials you need. Interlibrary loan requests can also be made online: [http://columbo.law.cua.edu/illb](http://columbo.law.cua.edu/illb).

If the books or articles are in the law library collection or available at Mullen Library on campus, we can get them to you very quickly. If we have to borrow them through interlibrary loan, we make every effort to expedite the process, but it can take 10 days to two weeks to obtain them.

**Circulation Department Personnel**

**Frances Brillantine**
Head of Access Services  
Phone: 202-319-4331  
Fax: 202-319-5581  
E-mail: brillantine@law.edu

**Dawn Sobol**
Interlibrary Loan Librarian  
Phone: 202-319-5156  
Fax: 202-319-5581  
E-mail: sobol@law.edu

**Glynnis La Garde**
Circulation Assistant  
Phone: 202-319-4458  
Fax: 202-319-5581  
E-mail: lagarde@law.edu
II. Reference Department

Reference Services

The law library provides a staff of professional librarians most hours the library is open:

- Monday – Friday 8:00 a.m. – 8:00 p.m.
- Saturday 9:00 a.m. – 5:00 p.m.
- Sunday Noon – 8:00 p.m.

During the evening and weekend hours, the reference librarian is the senior librarian on duty and will be happy to help you with your teaching or research needs. The reference librarians provide a variety of services. Some are routine, like printing, e-mailing, or faxing a copy of a case or law review article. Other services may be more complex, such as:

- individualized assistance with either book-based or computerized research;
- literature searches customized to the particular needs of your research efforts;
- assistance with setting up a course web page using TWEN (The West Education Network’s);
- classroom presentations on doing research in the subject matter of your course;
- preparation of course bibliographies or pathfinders;
- providing you with a weekly e-mail containing references to new law review articles in subject areas and in journals of interest to you. Contact Steve Young (202-319-6252 or youngs@law.edu) to setup an email notification service through SmartCILP (Current Index to Legal Periodicals), the Legal Scholarship Network of SSRN, and other relevant email notification systems. (Note: SmartCILP e-mails can only be sent to a CUA e-mail account).

Course Web Pages

If you would like to create a course web page for some or all of your classes, the primary option available to you is TWEN (The West Education Network).

One of the major advantages of using TWEN is that direct links can be established to the full text of cases, law review articles and other materials contained in Westlaw. Using materials through a link on TWEN does not require copyright clearance. TWEN is made available as part of the law school’s Westlaw
system. It has a proven track record and is the system currently used by a majority of CUA Law faculty. You will need a Westlaw password to access this system. For more information on TWEN or for assistance with creating a web page for your course, telephone Steve Young at (202) 319-6252 or e-mail him at youngs@law.edu. A Faculty guide to TWEN is available at http://west.thomson.com/documentation/westlaw/wlawdoc/lawstu/twgdpr06.pdf

How to Contact the Reference Staff

**Reference Phone: 202-319-6284**
This number is a general number that is answered by all reference librarians.

**Beth Edinger**, Head of Public Services
Phone: 202-319-5228
Fax: 202-319-5581
edinger@law.edu

**Emily Black**, Reference Librarian
Phone: 202-319-6253
Fax: 202-319-5581
blacke@law.edu

**Steve Young**, Reference Librarian
Phone: 202-319-6252
Fax: 202-319-5581
youngs@law.edu

The reference offices are located on the first floor of the library just to the right of the circulation desk. The reference librarians’ offices are rooms 235A-235C.

**Liaison Librarian**

In order to assist you better, each full time faculty member has been assigned to one of the three reference librarians. That librarian is your liaison, and is primarily responsible for expediting all the library services you need. Your liaison librarian will be contacting you early in the fall semester. Although the liaison librarian is your primary contact with the library, you may, of course, contact any of the reference librarians for assistance at any time.

Adjunct faculty members do not have a specific liaison librarian. Please contact any of the full-time reference librarians listed above for assistance during the normal workday or the reference librarian on duty during the week night or weekend hours when your classes are held. The direct phone number for the evening or weekend reference librarian is x6284.
III. DuFour Law Library Web Page

The law library maintains a web page that is designed to facilitate your teaching and research. We urge you to review it and, if you find it useful, bookmark it on your web browser. You can find it at the URL:

http://library.law.cua.edu/

Among the useful features of our web page are:

- Easy access to Columbo, the library online catalog
- Information about library services to faculty at the “Faculty Services” link (left sidebar)
- Access to the monthly list of new library acquisitions
- Access to class reserve listings and online exams
- Links to Lexis, Westlaw and other research databases
- Links to the law library’s subscription databases
- Links to CALI instructional lessons
- Links to other D.C. area libraries
- A monthly listing of new library book acquisitions
- Link to useful legal and non-legal sites on the World Wide Web
IV. CALI Lessons

The library is a member of CALI (Computer Assisted Legal Instruction) and offers access to its database of over 800 computer-based lessons on 32 legal topics. The lessons are designed to reinforce classroom instruction and can be assigned to students as an individualized study aid. CALI web exercises can be linked to professors’ web course pages on TWEN. There is a link on the law library web page to the CALI lessons or you can access them at: http://www.cali.org. The CALI web page provides a catalog describing all of the lessons and includes suggestions for using them effectively. You will need the faculty password to access the lessons. Please contact one of our reference librarians for the password.

Listed below are some of the subject areas covered by CALI lessons.

- Administrative Law
- Arbitration
- Business Associations
- Civil Procedure
- Civil Rights
- Commercial Transactions
- Constitutional Law
- Contracts
- Corporations
- Criminal Law
- Employment Discrimination
- Environmental Law
- Evidence
- Federal Courts
- Games
- Insurance Law
- Intellectual Property
- Labor Law
- Legal Concepts & Skills
- Legal Research & Writing
- Professional Responsibility
- Property Law
- Real Estate
- Remedies
- Sales
- Securities Regulation
- Taxation
- Torts
- Trademark
- Trial Advocacy
- Wills and Trusts

The link http://cali.org provides information on using CALI exercises in your courses. Contact any member of the reference staff for assistance using CALI lessons with your students.

VI. Media Services

The Media Services Department is located in room 235D of the Reference Room and in 224B (located in the circulation department). Reservations are required for equipment or services. Media Services may take requests via e-mail or telephone. It is required, however, that requests for recording classes be submitted by respective professors or the Office of Academic Affairs. Staff and faculty may place requests via e-mail.
Requests should be addressed to the “CSL Audio Visual Request List” which is listed in the law school Outlook e-mail system. The telephone number for the Media Services Department is (202) 319-6254 and/or (202) 319-6294. Time sensitive requests may also be submitted at the circulation desk and/or by calling (202) 319-6394. Regular hours of operation: Monday-Friday from 8:00 a.m. to 6:30 p.m.

• **Audio Recording**

  Digital voice recorders and cassette recorders may be checked out at the circulation desk. A transition to digital audio recording is now underway. If a faculty member chooses not to participate in this method of recording, please advise Media Services.

• **Video Recording**

  Camcorders or integrated room systems are used to video record lectures, review sessions, moot court arguments, etc. Most recordings are placed on reserve where they may be checked out for viewing in rooms on Floors 2 and 4.

• **Assistive Listening Devices**

  Assistive listening devices (ALD) may be used in the auditorium (rooms 204 and/or 205) in conjunction with the sound system. Headphones and teleloops are made available by contacting Media Services.

• **Columbus Community Television (CCTV)**

  Broadcast television, a variety of premium channels, and programming available via the law school satellite downlink are available on CCTV. This cable system distributes programming throughout the building. CCTV includes the Video Information System (VIS) which carries special notices, cancellations, and classroom change updates.

• **Interview and Simulation Rooms**

  There are several rooms available for video recording. Legal Career Services (LCS) controls rooms located within the Interview and Simulation Suite. LCS is located in room 163, telephone (202) 319-5132. Conference room video recording is supported in the Judge and Jury rooms. Please contact Student Life and Special Events at (202)319-6126 to schedule Judge and Jury rooms.

• **Courtroom Videotaping**

  The Slowinski and the Haislip & Yewell Courtrooms support automatic videotaping and video playback. A multi-camera, voice switched system will record participants
in trial practice exercises. The system includes a variety of features, which are made available through Media Services.

- **Videoconferencing**

  Media Services supports ISDN videoconferencing. Several rooms, which vary in size, can be used to facilitate a conference of this type.

- **Presentation Classrooms**

  Classrooms 204, 205, 208, 211, 213, 220, 303, 305, 307, 311, 312D, 313, and 318 have integrated presentation systems. LCD projectors and electric screens facilitate large screen projection of data and video. Computers, VHS/DVD players, document cameras, and other media support a variety of audiovisual requirements. Please refer to the table on the following page:
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### Other

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* Interview and simulation rooms (6) that support videotaping include: 157,158,159,160, 252, 253
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- DuFour Law Library Catalog .................................................. [http://columbo.law.cua.edu/](http://columbo.law.cua.edu/)
- CUA Main Library (ALADIN) .................................................. [http://www.aladin.wrlc.org/](http://www.aladin.wrlc.org/)
- Research databases on library web page .................................... [http://lib.law.cua.edu/home/pages/online.htm](http://lib.law.cua.edu/home/pages/online.htm)

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