1991

Faculty & Student Newsletter

University of Michigan Law School

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With this issue, the Law Library Reference Department is resuming publication of the Faculty & Student Newsletter. The Newsletter will be issued twice per year, and will communicate information about the research resources of the Law Library.

LIBRARY AUTOMATION

Welcome back and Happy New Year! This year will be an exciting one as we begin implementing the Law Library’s automated system LEXCALIBUR (the Law Library’s name for the system purchased from Innovative Interfaces).

The initial stages of the implementation process began this fall with work on equipment selection, space planning, and decisions about record formats and indexing. During the first months of the winter term, wiring and equipment will be installed, and in March, the initial load of records into the computer will take place. We hope to provide public access to the new system in April or May, when the online public-access catalog element of LEXCALIBUR is installed.

Once the online catalog is activated, patrons will be able to access bibliographic records for all titles currently in the "new" or post-1980 card catalog. Access to other records, e.g., checklist records, which show periodical issues received, will follow later as Law Library staff in Technical Services and Circulation work behind the scenes entering acquisitions, serials check-in, and circulation information. This process includes affixing "barcodes" to every book in the collection and entering each barcode into the computer. Staff will also be working on plans to convert the "old" or pre-1981 card catalog to machine-readable form for entry into the system.

LEXCALIBUR will give Law Library patrons fast and flexible access to a wide range of library records from home and office computers, as well as from public terminals within the Law Library. This improved access will result in increased efficiency for researchers using our collection.

LEXIS/WESTLAW ACCESS

Westlaw and Lexis access for law students was improved in the Fall 1990 term. Lexis and Westlaw not only provided new equipment for the Computer-Assisted Legal Research Room (S-236), but they also increased access to their full-text retrieval systems by providing to all law students individual passwords which permit home access and downloading. In addition, S-236 was physically rearranged to make room for the new equipment and to improve the appearance and comfort of this heavily used research area.
**New CALR Equipment:** The old UBIQ and WALT II "dumb" terminals in S-236 were replaced by personal computers in September. There are now nine IBM PS/2s with Hewlett-Packard laser printers providing Lexis access in S-236. Westlaw access is now available via nine WALT Personal Computers (AT & T computers), also with Hewlett-Packard laser printers. Six of the nine new Westlaw computers are in S-236, with three terminals located on S-1 between the card catalog and the reference collection. Telephone lines for the S-1 Westlaw terminals have been installed, so these terminals will be available to U of M law students beginning in January.

**New CD Libraries, New Software:** The S-1 Walt PCs not only provide access to Westlaw; they also have compact disk (CD) drives to provide full-text access to two West CD libraries: taxation and civil practice. Instructions for accessing and using the CD libraries will be available at the Reference/Information Desk on S-1 during the first few weeks of the winter term.

Both Lexis and Westlaw have also provided access to their cite-checking software on the new PCs: Westlaw's WESTcheck and Lexis' Citecheck permit students to use the software to verify and update citations in legal briefs and memoranda.

**New Individual Passwords:** Provided by both companies, these new passwords permit law students to download or offline-print entire documents from each system to either disk or paper. One result: an increase in the amount of waste paper generated in the CALR Room. The Law Library will be installing recycling bins in S-236 sometime during the winter term to deal with the large number of abandoned research printouts being generated since downloading was made available. Students are encouraged to conserve resources by avoiding the printing of unwanted research results and documents already available in paper format in the Law Library.

**To Apply:** Individual passwords for both systems were handed out in Hutchins Hall during the first week of classes in the fall. U of M law students who did not receive passwords during that time may pick up password contracts from the Reference/Information Desk on S-1. The contracts must be signed and sent to Lexis and Westlaw by each student; students should be sure to provide their own local mailing addresses on the contracts to ensure that they receive their passwords and/or software directly from each company. First-year law students will receive their Lexis passwords during their case club Lexis training during the winter term and, therefore, need not pick up Lexis contracts at the Reference Desk.

**Home Access:** The new individual passwords enable law students to access Lexis and Westlaw from their home computers, if they have a modem. Communications software for home computers is provided in two ways. Upon receipt of the completed contract form, Westlaw will send the software compatible with the law student's computer directly to the student's local mailing address. Lexis software, on the other hand, is on reserve at the Main Desk on S-2; U of M law students may charge the software overnight to copy for their home computers. One word of caution: Because the Lexis software is being shared, students are advised to check the software for viruses before copying it and using it on their computers. For assistance, and the location of virus-detecting software on campus, call the University's computer help line: 764-HELP.

**Shared Passwords Phase-Out:** The individual law student passwords provided by Lexis and Westlaw will eventually make the Law Library's shared passwords for law students unnecessary. Lexis plans to phase out the shared passwords over the next few years, which means that students who have not yet received their passwords should apply during the winter term, and that students should be careful not to lose their individual passwords.

The Lexis and Westlaw passwords, provided to students under the Law Library's academic contracts with both companies, are for educational use only and should not be used to conduct research for law firms or other employers. Therefore, law student passwords will be deactivated during the summer months, so that students must rely on commercial Lexis and/or Westlaw passwords paid for by their law firms or
other employers during that time. The student passwords will be reactivated in the fall when classes begin. Individual law student passwords will also be cancelled as students graduate at the end of each semester.

If you need assistance using Lexis and Westlaw, please see a reference librarian at the Reference/Information Desk, or ask for help from the CALR consultant on duty in S-236, Sunday - Thursday, 6 p.m. - 9 p.m.

If you need assistance in setting up your home computer to access Lexis and Westlaw, please contact the customer service departments of each company for technical assistance:

Lexis: 1-800-543-6862
Westlaw: 1-800-WESTLAW

REFERENCE STAFF

Several changes occurred in the Reference Department during 1990.

Connie Lenz, who received both her J.D. and M.I.L.S. (Masters of Information and Library Studies) from the University of California, Berkeley, began work as a reference librarian in the Law Library on August 1, 1990. Previously, Connie worked in Boalt Hall's Law Library in the reference and technical services departments.

Connie replaces reference librarian Emelyn House who retired on July 31, 1990 after 26 years with the Law Library. During her tenure, Em made innumerable contributions to the Law Library, most notably in the U.S. and state government documents collections.

Beth McWilliams, who joined the staff as a reference librarian on August 27, 1990, received her J.D. from the University of Michigan and is presently completing her M.I.L.S. at U of M. Before deciding to become a law librarian, Beth practiced banking law in Chicago and Detroit. Beth replaces reference librarian Dave Gaarder, who left the Law Library in October 1989 to return to the west coast.

Beth and Connie join three other reference librarians in the Reference Department in providing reference and research services to the U of M Law School community. Mila Jiran, who received his law degree from Charles University in Prague, Czechoslovakia, has worked as the Law Library's foreign reference librarian for 21 years. Fran Wells, who received her J.D. from Southern Methodist University and her M.I.L.S. from the University of Wisconsin, Madison, began working as a reference librarian in the Law Library in February, 1989. Prior to joining our staff, Fran practiced in the field of Native American law for several years. Barbara Vaccaro, who received both her J.D. and M.I.L.S. from the University of Michigan, begins her third year as Chief Reference Librarian; prior to her position here, Barb was assistant director of the State Law Library in Lansing.

NEW IN THE LAW LIBRARY --
CD-ROM Access to European Community Documents

The Law Library recently acquired the Justis CD-ROM English version of CELEX, the official legal database of the European Communities (EC). Justis contains either the full text or summaries of many EC documents, including the treaties establishing the EC, agreements and other legal acts resulting from EC or member-state external relations, secondary legislation (e.g. regulations, directives, decisions, and rules of procedure), Commission decisions, and EC Court of Justice decisions. The Justis CD-ROM is available for use on one of the WALT PCs on S-1 between the card catalog and the reference collection. Instructions for using the
system are available at the Reference/Information Desk. Justis permits students to conduct keyword and boolean searches of EC documents, and to download research results to a 3.5 inch floppy disk or to the printer.

The CELEX database is now also available to law students on Lexis in several files in the INTLAW library: ECLAW for legislative materials; ECCASE for court decisions; and COMDEC for certain Commission decisions.

FEATURING: IFLP

Most law students are familiar with the Index to Legal Periodicals and Infotrac, the CD-ROM legal periodical index located behind the Reference/Information Desk. Both of these indexes provide access to American, British, Canadian, and international legal periodical articles in English. Most law students have also used the periodical files on Lexis (Lawrev library) and Westlaw (Texts and Periodicals database) to locate articles relevant to their research.

However, there is another index to periodical articles available to researchers which, though less heavily used than ILP or Infotrac, is of equal value for locating articles in foreign legal journals: The Index to Foreign Legal Periodicals: a Subject Index to Selected International and Comparative Law Periodicals and Collections of Essays (IFLP). IFLP is a quarterly publication of the American Association of Law Libraries, published by the University of California Press in Berkeley.

Development & Content: Introduced in 1960 when it indexed 250 foreign journals, IFLP’s coverage of foreign periodicals increased to over 400 journals by 1990. In addition to periodical publications, IFLP also indexes a number of festschriften, collections of essays, and material from various legal conferences and colloquia.

Criteria for Indexed Journals: Journals and other publications are selected for inclusion in IFLP based on a number of factors. Prestigious law periodicals from non-common-law countries are selected for inclusion in IFLP regardless of the subject matter they cover. American and other common-law journals are indexed only if they deal with problems of international, comparative, or foreign law. Other factors affecting the selection of a journal for inclusion in IFLP include the reliability of publication and distribution of the journal (a real problem in some countries) and on the qualifications of IFLP’s staff and collaborators abroad. The researcher will notice certain disproportions in geographic representation, e.g. there are only two Brazilian legal journals indexed, the same number as for Cyprus, and fewer than for Bulgaria or Singapore.

Helpful Lists & Information: Alphabetical lists of the journals, essay collections, and festschriften indexed in IFLP appear at the beginning of each annual cumulation and quarterly issue of this valuable research tool. The annual volumes of IFLP also include a list of the indexed journals arranged alphabetically by country of origin as an additional research aid.

The Law Library collects most, but not all, of the journals and other publications indexed in IFLP. To determine whether a title is owned, and to obtain its exact call number, check both the old and new Public Catalogs on S-1. For festschriften, look in the Public Catalog under "Festschriften," where each festschrift is entered alphabetically by name of the honored person.

IFLP provides subject, author, and geographical indexes, as well as a book review index.

Crucial Subject Headings List: IFLP’s subject headings are not necessarily the same as those used in Index to Legal Periodicals, Infotrac, or in our card catalog. There is, however, a list of the headings used in IFLP’s subject index at the beginning of each annual volume; this list should be consulted by the researcher before using the index to ensure accurate and thorough research results. Another list, the "Systematic Arrangement of Subject Headings," provides the researcher
with French, German, and Spanish equivalents of English terms. The annual volume also includes an aid which provides the English equivalent of French, German, and Spanish terms.

**Arrangement:** The subject index arranges main subject headings alphabetically. Following each main subject heading, articles are grouped as follows:

- articles not dealing with a specific country or area of the world appear first, arranged alphabetically by author;
- next appear articles dealing with a specific country (e.g. France, Germany), group of countries (e.g. Africa, Developing Countries, European Communities, Latin America), or special area of law (e.g. Roman Law, Ecclesiastical Law, Canon Law, History), all arranged alphabetically by subdivision, then alphabetically by author within each jurisdictional subdivision.

Researchers should keep the above arrangement in mind, especially when seeking a subject/country combination. For example, an article which deals with Denmark, as well as other countries, might be entered under "Nordic Countries" or "Europe, Western," not necessarily under "Denmark".

**Search by Author or Geography:** IFLP's author index first lists the authors alphabetically. Under each name, the researcher will find subject headings pertinent to that author's articles. Thus finding an article is a two-step process: the researcher must go from the author index to the subject index to find complete article citation information. The geographic index is arranged in the same way, first by country, then by subject.

**Book Review Index:** In the book review index, the authors of the reviewed works are listed alphabetically. The title of a reviewed work appears under the author's name, followed by an alphabetical list of reviewers, which includes citations to the journals where the book reviews appear.

**Location in U of M Law Library:** IFLP is located in Ref. Coll. Indexes on S-1 behind the Reference/Information Desk. If you need assistance using the index, or with your research, please ask for assistance at the Reference/Information Desk.

Looking for a Summer Job?

The Law Library has positions open for summer 1991 for Reference Desk Assistants, Research Assistants, and Phone Page. Position descriptions and applications are available in the Law Library Administration Office (S-180), which is open 8 a.m.-noon and 1 p.m. - 5 p.m. Monday through Friday. To be eligible, you must be either a University of Michigan law student or U of M library studies student who has completed a course in legal bibliography.
INTERLIBRARY LOAN SERVICE

The Interlibrary Loan Service can obtain material which is not in, or is missing from, our Library and which is unavailable elsewhere on campus. The process normally takes six to ten days, but sometimes less if special arrangements are made. The service is available only to U of M law students and faculty.

Before we can make an ILL request on your behalf, you must obtain complete bibliographic information and verify that the book is not in the Law Library or elsewhere on campus.

To obtain a book or article through Interlibrary Loan, please fill out an ILL Request Form at the Reference/Information Desk on S-1, and give it to one of the reference librarians or student desk assistants. You must fill out and sign one form for each request. Please be sure to provide your office or carrel number and your telephone number. When we receive the book, or learn that it is unavailable, we will notify you. Please bring this notification with you to the Main Desk Service Center on S-2 to get the book.

The book will be held at the Main Desk Service Center until the due date set on the notification form. The book will be due back at the time set by the lending library, and there may be restrictions on the use of the book set by the lending library. You are responsible for honoring the due date and any restrictions.

If you have any questions, or want to make an Interlibrary Loan request, go to the Reference/Information Desk on S-1. Guidelines for submitting an Interlibrary Loan Request are also available at the Reference Desk.

Legal Research Building Schedule

Winter Term 1991

January 1, 1991 ................. CLOSED

January 2 -- January 5 ........ 8:00 a.m. to 6:00 p.m.

January 6 ......................... 8:00 a.m. to midnight

January 7 -- May 9 .............. 8:00 a.m. to 2:00 a.m.
    (doors locked at midnight)
NEED HELP WITH YOUR RESEARCH?
Ask for help at the
Reference/Information Desk on S-1.

The Reference/Information Desk on S-1 is staffed from 9 a.m. to midnight each day by a combination of professional reference librarians and student reference desk assistants. When classes are in session, September through May, the professional reference librarians are available at the Desk:

- Mon. - Thurs., 10 a.m. - 9 p.m.
- Fri., 10 a.m. - 5 p.m.
- Sun., noon - 9 p.m.

During the summer and between semesters, reference librarians are available at the Desk, Monday - Friday, 10 a.m. - 5 p.m. Assistance is provided by student desk assistants during the remaining hours the Reference/Information Desk is open. If the student is unable to assist you, please ask to see a reference librarian.

The staff of the Reference/Information Desk can help you:
- locate books and articles on a topic
- formulate your research strategy
- effectively search Lexis and Westlaw
- locate cases, statutes, and other primary sources of American, foreign, comparative, and international law
- make effective use of the Law Library and other campus library resources
- obtain books and articles via Interlibrary Loan

The reference librarians also conduct searches of databases other than Lexis and Westlaw for U of M law students and faculty. After you have checked the indexes available to you in the Law Library and in other campus libraries, we can supplement your research by searching databases such as Dialog (abstracts of journal articles in a variety of subjects).

If you need assistance, please come to the Reference/Information Desk on S-1, or call 764-9324.

RECENT ACQUISITIONS:

The Law Library publishes "University of Michigan Law Library Recent Acquisitions" on a monthly basis. The list, which is distributed to faculty offices and is available at the Reference Desk, provides up-to-date information on newly acquired books and journals. The list's subject arrangement is useful for researchers looking for new sources on a specific area of law.

COMMANDO LEGAL RESEARCH:

Law students wishing to improve or refresh their legal research skills should consider watching Bob Berring's "Commando Legal Research" video tapes. The purpose of these tapes is to teach you efficient legal research techniques. Six tapes cover the basics of American legal research; three others cover securities regulation, international law, and income tax. The videotapes are on closed reserve at the Main Desk Service Center (S-2). See "Advanced Legal Research" in the course binder for reserve numbers. Videotapes can be viewed on the S-1 VCR.

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