Faculty & Student Newsletter

University of Michigan Law School

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Citation
LIBRARY AUTOMATION

LEXCALIBUR, the Law Library's online catalog, is ready for use from the terminal in your home or office and from terminals in the Law Library. The Appendix to this issue of the Newsletter, pages A1 to A3, provides simple instructions for home or office access to LEXCALIBUR.

We are "opening up" LEXCALIBUR only to the Law School now to ensure that we meet Law School needs before we publicize the system more widely.

There are four public LEXCALIBUR terminals in the Law Library: two are located on S-1, adjacent to the Public Catalog; and two are located on S-2--one in front of the Main Desk Service Center and one in the Main Desk Reserves area.

You may search LEXCALIBUR by author, title, subject, keyword, call number, government document number, LC classification number, and Standard Number (e.g., ISBN). Searches may be further refined by using the Limit command, which permits you to limit your search by language, date of publication, words in the title, author, or subject, etc. Search results may be printed using the printers attached to the Public Terminals in the Law Library.

LEXCALIBUR is wonderful, but not yet complete or perfect. We are working very hard to make it both. Here are some of the limitations:

--Only 80,000 of our 250,000 titles are in LEXCALIBUR. Everything cataloged since 1978 is in LEXCALIBUR, but holdings for continuations and multivolume sets are not complete or current. (Records for items cataloged before 1978 are being added gradually and eventually will be completely online.)

--The Circulation and Reserve components of LEXCALIBUR will be implemented in Spring/Summer 1992.

If you do not find what you need in LEXCALIBUR, check the Public (Card) Catalog, and/or ask for assistance at the Reference Desk.

NEED A BOOK THAT'S "IN PROCESS"?

LEXCALIBUR records for books newly received but not yet processed or cataloged will be listed with a notation "1 copy is in process for the Law library." If you wish to see "in process" material, please submit an "IN PROCESS PULL" form at the Main Desk Service Center on S-2; please provide a printout of the LEXCALIBUR screen for the in process title to attach to the form.

Service Center staff will locate the item in the Law Library and place it on "Green Slip Hold" (temporary reserve) in the Main Desk Service Center. You may use the item in the Addition as if it were a reserve book.

In Process Pull requests submitted by 10:30 a.m. will be available for your use by 4:00 p.m.
REFERENCE STAFF NEWS

The Reference Department has experienced staff changes in the last few months.

Fran Wells, who began working as the Anglo-American reference librarian in the Law Library in February 1989, resigned to take the position of computer services librarian in the University of Montana Law Library in Missoula, Montana. Besides her skills with computers, which were a great asset, Fran, having practiced in the field of Native American law prior to joining our staff, also brought us expertise in this area.

Miloslav Jiran, Foreign Reference Librarian, retired this summer. His language skills helped answer many foreign reference questions during the 22 years he worked here. Mila also handled collection development for civil law countries. Mila plans an "active" start to his retirement. He intends to travel about the USA this fall, and to winter in Argentina and South America. Afterwards, he plans to return to his native Czechoslovakia.

Reference is also temporarily without Connie Lenz, who is on maternity leave. During her absence and while Fran and Mila's positions are unfilled, remaining Reference staff are shifting responsibilities and work hours. Though busier without them, we extend best wishes to Fran and Mila and glad congratulations to Connie.

COMPUTER ASSISTED LEGAL RESEARCH
(LEXIS AND WESTLAW)

Dedicated Lexis and Westlaw terminals are located in the CALR Room, S-236. Under the terms of our contracts with these database vendors, use of the services is limited to University of Michigan law students and law faculty. Authorized users may access the databases for academic purposes only.

Passwords

Both Lexis and Westlaw provide personal passwords for use by University of Michigan law students.

Lexis: Passwords for second and third-year students were reactivated as of August 30, 1991. For those returning students who never had a Lexis password or did not remember their passwords, the Lexis representative distributed passwords in Hutchins Hall in September.

Those second and third-year students who did not get a password during that distribution, can contact the Lexis representative, Amy Uhl, at 1-800-826-6617, or pick up a mail-in form at the Reference Desk.

First-year students will receive their passwords at their training session (see below).

Westlaw: All students need to obtain new Westlaw passwords. Students may obtain Westlaw passwords at the Reference Desk, S-1. Students must complete the Westlaw form and mail it to Westlaw in order to register the password.

Software for Home Access

Both Lexis and Westlaw provide software to University of Michigan law students for educational use of the databases from their home computers.

Lexis: This year Lexis is providing copies of Lexis software to each student. Second and third-year students had the opportunity to obtain Lexis home software from the Lexis representative when she distributed passwords in Hutchins Hall in September. Students who did not obtain Lexis software at that time have several alternatives:

(1) Contact the Lexis representative Amy Uhl, at 1-800-826-6617.

(2) Stop by the Reference Desk and pick up a mail-in form. [Students choosing this option are responsible for mailing the form to Lexis. Lexis will send software directly to a student's home address.]
(3) Download copies of the software from the Lexis terminals in the CALR Room, S-236.

**Westlaw:** Each student receives his or her own copy of Westlaw software. Each Westlaw password received has a form attached to it which includes a section for requesting Westlaw software. This form is available at the Reference Desk, S-1. Students are responsible for mailing the form to Westlaw; Westlaw will send the requested software directly to the student's home address.

**Lexis and Westlaw Training**

**First-year Training:** First-year law students will receive training in Lexis searching during the Fall semester and training in Westlaw searching during the Winter semester. These training sessions will be coordinated through your Case Club.

**Fall Training for Continuing Students:** Both Lexis and Westlaw held job search strategy sessions in September, which focused on searching Martindale-Hubbell on Lexis and the Westlaw NALP database. Westlaw also held refresher sessions in September for second and third-year students.

Second and third-year students who missed these training sessions, may contact the Lexis or Westlaw student representatives (see below) to set up individual training.

**Student Consultants and Student Representatives**

Student CALR consultants, hired by the Law Library, are on duty Sunday through Thursday, 6 p.m. - 9 p.m.

In addition, both Lexis and Westlaw employ student representatives, who will be available for one-on-one training sessions throughout the academic year. Look for postings in the CALR Room for details about contacting the representatives.

A variety of reference materials are available in the CALR Room to assist you in using Lexis and Westlaw. If you need further assistance, ask at the Reference Desk, S-1.

**IMPROVED COURSE RESERVES AREA AND EUROPEAN COMMUNITIES DOCUMENTS CENTER**

The course reserves area has been expanded and a new European Community Documents Center added to it. The entire area has been enclosed. Entry and exit from the area are only possible by going past the Main Desk Service Center and through the new security gates.

The reason for closing off the reserves area and the European Community Documents Center is to maintain tighter control over and better shelving of these heavily-used materials. In addition, we hope to provide more staff help whenever the Library is open. Reserves will now be available all hours the Library is open, rather than closing at midnight as in the past.

The newly enclosed area has full amenities: large study tables, two photocopiers, a LEXCALIBUR terminal and easy access to the restrooms.

For a map of the new EC Document Center, see the next page. Call numbers for the ECDC are shown in enlargement.
EC Document Center

Arrangement & Location

Map of EC Document Center

Sub-2

F Drinking Fountain

4 Drinking Fountain

E Elevator

F Fire Escape

Room to Distribution

Map of EC Document Center

Arrangement & Location
The Law Library has a complete set of United Nations documents on microfiche covering the years 1946 to present. The set is called the Readex Microfiche Collection [MICRO-10 UN]; it is available at the Main Desk Service Center.

The Readex Collection contains the documents of:

-the 6 principal organs of the UN:
  - General Assembly
  - Security Council
  - Economic and Social Council
  - Trusteeship Council
  - International Court of Justice
  - Secretariat

- UN Development Programme (UNDP)
- UN Environment Programme (UNEP)
- UN Industrial Development Organization (UNIDO)
- World Food Council

The Readex Collection also includes, in addition to other documents, the official records of the proceedings of the General Assembly, the Economic and Social Council, the Trusteeship Council and the Security Council. The Official Records include minutes of meetings (either summary or verbatim), various reports of Committees and Commissions in the form of supplements and annexes, and a separate pamphlet of resolutions and decisions from each year or session of the organ. Many documents are republished in the appropriate Official Record after their initial publication as separate documents. Thus, these documents may appear in the Readex Collection in two forms under two different document numbers: first under the number assigned when they were first published, and then under the number assigned in the Official Records.

The Readex collection does not include the documents of the UN's specialized agencies and autonomous organizations, such as the Food and Agriculture Organization (FAO), the International Labour Organization (ILO), the UN Educational, Scientific and Cultural Organization (UNESCO), the General Agreement on Tariffs and Trade (GATT), and the World Health Organization (WHO). However, many of these documents are separately available at the Law or Graduate Libraries; check LEXCALIBUR, the Public Catalog, MIRLYN, and the Graduate Library Documents Center (320 Hatcher North) and/or ask at the Reference Desk for assistance in locating these documents on campus.

UN Document Symbols

UN documents are identified by document symbols made up of abbreviations and numbers. Examples are A/C.2/31/SR.70 and E/Conf.70/CBP/1. The book, United Nations Document Series Symbols [Ref Coll/JX9/UN/L69ud3], can help you translate these document symbols, i.e. to determine the issuing body and type of document, but it is not necessary to translate the symbol to find the document.

Retrieving UN Documents from the Readex Collection

You must have three pieces of information to retrieve a particular document from the Readex Collection:

1. The Readex Collection call number [Micro-10 UN]
2. The UN document symbol and
3. The year the document was published in the Readex Collection. (The year the document was published in the Readex Collection may be different from the year the document was published by the UN.)

Once you have all of the necessary information, fill out a Microfiche Request Form at the Main Desk Service Center (S-2); Service Center staff will make a fiche copy of the document you need. You may read and/or copy the document using the microfiche reader/printers in the Main Desk Reserve area on S-2.

1 The UN publishes both documents and other publications. Documents are issued in connection with the UN's official functions. Examples are minutes of meetings, working papers of committees or commissions, and official records of the General Assembly, The Economic and Social Council, the Trusteeship Council, and the Security Council. Most, but not all, UN documents are made publicly available. [note continued, p. 6.]
Finding the Document Number & Year of Readex Publication

There are two indexes available to help you locate document numbers and years of publication.

The first index, UNDOC: Current Index [Ref Coll/JX9/UN/U563], and the earlier titles of this index, UNDI and UNDEX, which are next to UNDOC on the shelf, are published by the UN. These UN indexes help locate the document symbol you need by providing subject indexing.

Each volume of UNDOC also contains an alpha/numeric listing of the documents issued for the period covered by the volume, which can help you to determine the year the UN published your document.

The second index, the United Nations Readex Microfiche Edition Checklist [Ref Coll/JX9/UN/U583], is the Readex list of the documents it has issued on fiche; there are separate volumes of the Checklist for each year back to 1946, with quarterly lists for current years. Documents are arranged in alpha/numeric order in each annual volume and quarterly issue. Documents are included in the annual Checklist based on the year they were published in microfiche by Readex, rather than by the year of publication by the UN (these will be the same in many cases).

Using the UN Indexes and Readex Checklist

1. IF YOU ALREADY HAVE A UN DOCUMENT SYMBOL:

a. and you know either from the document symbol (e.g., E/1985/18) or from a cite you are working with, the year the UN issued the document you can go directly to the Readex Checklist to determine the year Readex issued the document in fiche. Look for your document number in the alpha/numeric list beginning with the year of UN publication; if it is not included in the Readex Checklist for the year of its publication by the UN, check the following years.

b. and you do not know the year issued by the UN, you need to find the year by using UNDOC. UNDOC is now issued quarterly (it used to be monthly) and it has not been cumulated recently. But it is easy to check for the year of UN publication of a document using the list of documents issued at the beginning of each issue. Since documents are issued sequentially within any series (A/CN.4/386 will be issued before A/CN.4/394), it is easy to get a feel for where your document should be. Once you locate the year of publication by the UN, check the Readex Checklist for the year of publication in microfiche.

2. IF YOU DO NOT HAVE A UN DOCUMENT SYMBOL:

If you have a title and it looks like it might be a document rather than a book, e.g., "Report of the Working Group on the Draft Convention on the Rights of the Child," use the UNDOC title index to look up the document by the title.

Or, if you have no information other than the subject, use the UNDOC subject index to identify documents that might be relevant. Write down the document symbols for relevant documents and the years of UN publication. Use the Readex Checklist to find the year Readex published the documents in microfiche and then check the fiche for your particular document.

REMEMBER THAT YOUR CITE MIGHT BE TO A BOOK RATHER THAN A DOCUMENT. IF YOU DO NOT FIND YOUR TITLE AS A DOCUMENT, CHECK LEXCALIBUR, THE PUBLIC CATALOG, MIRLYN, THE GRADUATE LIBRARY DOCUMENTS CENTER AND/OR ASK FOR ASSISTANCE AT THE REFERENCE/INFORMATION DESK.

Other UN publications, such as books and journals, are meant to inform the public about the organization and its work. These are typically not part of the UN document scheme and its document symbol system. Many of these other UN publications are available at the Law Library or other libraries on campus. Check the Law Library's online catalog, Lexcalibur, its Public Catalog, and the University's online catalog, Mirlyn, the Graduate Library Documents Center, or ask at the Reference Desk for assistance.
Availability of UN Documents in Other Formats

The Law Library also owns some UN documents in paper, e.g., the Official Records of the Security Council, General Assembly, etc., and the opinions of the International Court of Justice. Check LEX-CALIBUR and the Public Catalog for call numbers. Also, the Graduate Library is a United Nations depository library, so you will find many UN documents in paper format in the Graduate Library Documents Center, as well as in their Readex Microfiche collection.

NEED SOMETHING ON MICROFICHE?

To request microfiche, please fill out a MICROFICHE REQUEST FORM at the Main Desk Service Center on S-2.

Requests submitted by
11:30 a.m. will be ready by noon
4:30 p.m. will be ready by 5 p.m.
8:30 p.m. will be ready by 9 p.m.

Before you leave your request form, have the Service Unit Desk Assistant check it to be sure you are providing sufficient information to locate the fiche you need.

If you need help identifying a call number or fiche number ask for assistance at the Reference/Information Desk on S-1.

NEED HELP WITH YOUR RESEARCH?

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. For Fall term 1991, reference librarians are available at the Desk:

Mon. - Fri., 10 a.m. - 5 p.m.

Normal evening and weekend coverage by librarians will resume during the Winter 1992 term. 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 leave your question for a reference librarian.

The staff of the Reference/Information Desk can help you:

• 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.

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LEXCALIBUR ACCESS FOR THE UNIVERSITY OF MICHIGAN
LAW SCHOOL COMMUNITY

Lexcalibur is the University of Michigan Law Library's online system. You may search Lexcalibur from your home or office computer 24 hours a day, seven days a week. Public access terminals are also available in the Law Library.

ACCESS OVERVIEW

Lexcalibur is a host on the Merit system, so you may sign on from your home or office computer at the Merit "Which host?" prompt. The host name is "um-lex". The public login is "um-lex".

The parameters for Lexcalibur are:
- Emulation: vt100 or vt102
- Full duplex (FDX)
- 8 data bits, no parity, 1 stop bit (or 7 data bits, even parity, 1 stop bit)
- Baud rate: 300, 1200, 2400 or 9600
- Autolinefeed: off
- Flow control: XON

Signing on:
- At the "which host?" prompt, type <um-lex> <press return>
- At the prompt "login:" type <um-lex> <press return>
- (No password is needed; if the system requests one, press return and type the login again.)
- You should now be at the Lexcalibur main menu and may begin searching.

Signing off
- Press <ESC> to return to the main menu, type <D> to disconnect.

Further information:
- Detailed access instructions: see Section A
- Printing and downloading: see Section B
- Help information: see Section C
A. Detailed Access Instructions

1. Equipment

You must have a computer, monitor, and a modem or SCP connection.

A 100% Hayes compatible modem is strongly recommended.

If you are using a computer in a university office or dormitory, a connection may be possible through an SCP line, which substitutes for the modem. Contact Ted Graham or John Loyd at 763-0493 if you're not sure whether your law school office computer is connected through an SCP line. Contact UMTel at 763-4200 for information about the cost and availability of an SCP connection and line driver for your dormitory room. (An SCP line driver will not work from your home; do not buy a line driver for home use.)

2. Communications software

You must have communications software.

Procomm (or Procomm Plus) is strongly recommended. Although other communications software such as PCTie or Smartcom will permit access to Lexcalibur, you may find that some of the menu commands (e.g. Print) may not work properly when using other software.

A script can be written for some software to assist you in signing on each time; contact Ted Graham or John Loyd at 763-0493 for assistance.

3. Setting System Parameters

You must set up your communications software with the correct settings for Lexcalibur:

- Emulation: vt100 or vt102
- Full duplex (FDX)
- 8 data bits, no parity, 1 stop bit (or 7 data bits, even parity, 1 stop bit)
- Baud rate: 300, 1200, 2400 or 9600
- Autolinefeed: off
- Flow control: XON

4. Phone Numbers for Merit access:

When using a modem you must enter the Merit telephone number corresponding to the speed of your modem in order to access the Merit "Which host?" prompt:

- 300 baud: 763-4800
- 1200 baud Vadic: 763-6521
- 1200 baud Bell 212A: 763-6520
- 2400 baud: 764-4800
- 9600 baud: 747-3400

The last 5 digits of the phone number may be used when dialing in from your university office or dormitory room.

If you are dialing in from outside the Ann Arbor area, a local access number is available for most Michigan cities, as well as for other cities in the U.S.; access is also possible from many foreign countries. Telephone numbers are available from U of M MichNet consultants at 764-9430.

If you are using an SCP line instead of a modem in your law school office or dormitory room, you need not enter the telephone number to access the "Which host?" prompt, as the SCP line provides direct access to the Merit system.
5. Signing On to Lexcalibur

After connecting to the Merit system (either by dialing in when using a modem, or through a direct connection via an SCP line):

a. At the prompt "ss" <press RETURN>

b. At the prompt "%Terminal =" type <VT100> <press RETURN>

c. At the prompt "Which host?" type <UM-Lex> <press RETURN>

d. At the prompt "login:" type <um-lex> <press RETURN>

e. You should now see the Lexcalibur menu, and you may begin your search. See section A.6 below for signoff instructions.

6. Signing off Lexcalibur:

a. Press <ESC> to get to the main menu.

b. Then press <D> to disconnect.

c. Exit the communications software as directed in your communications software manual. (For Procomm press Alt X, then type Y to exit to DOS; for Procomm Plus, press Alt X, then type Y, then type Y again to exit to DOS; for PCTie, type %EXIT.)

B. Printing and Downloading

You may print your search results screen by screen by using your keyboard "print" command. The print command may vary depending on the type of computer and communications software you are using; consult your manual for details on printing.

If you are using Procomm or Procomm Plus communications software, you may also print your search results by using the Print option ("P") which is listed at the bottom of the Lexcalibur screen after you conduct a search. If you are using other software the "P" menu command may not work, so you will have to print by using the keyboard "print screen" key or command.

You may also download your search results to disk; consult the manual for your communications software for instructions, or call Ted Graham or John Loyd at 763-0493 for assistance.

C. Need help?

If you need assistance obtaining equipment or communications software, or in setting up Lexcalibur access on your home or office computer, or with printing or downloading your search results, call:

Ted Graham or John Loyd: 763-0493

If you need assistance learning how to search Lexcalibur, contact one of the Reference Librarians, or the Law Library Reference Desk:

Barb Vaccaro 764-9338
Connie Lenz 764-6151
Beth McWilliams 747-1529

Reference Desk 764-9324