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Law Library Newsletter

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Kresge Law Library

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SPECIAL POINTS OF INTEREST:

Off the Shelf offers a recap of past columns with all the previously recommended legal resources in one easy place

- Learn more about what goes on behind the Circulation desk in this issue's Library Profile
- Beth Klein digs up some treasures in a history column which debuts this issue

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Law Library News

VOLUME 3, ISSUE I

MAY/JUNE 2011

Letter from Ed Edmonds

During the past six weeks the staff of the Kresge Law Library has been fortunate to be honored three times by the American Association of Law Libraries (AALL). The Law Library News was awarded an "Excellence in Marketing Award" by the AALL Public Relations Committee. In their e-mail notifying us of the award, the committee stated that "the newsletter achieves the goal of providing high quality communication between the law library and the law school." The award will be presented at the Opening Reception of the Annual Meeting in Philadelphia, Pennsylvania, on Saturday, July 23, 2011.

The Library also won two awards in the 2011 "AALL Day in the Life Photo Contest." As shown on page 4 of



ABOVE: The crucifix from the old law school's chapel has now found a home in the library's Main Reading Room.

this issue, Beth Klein's photograph "Chews Wisely" won in the "Most Humorous" category and Susan Good's photograph "Through the Window" was the Runner-Up in the "Artistry in Law Librarianship" category.

The awards underscore the creativity and resourcefulness of the Kresge Law Library staff. I also encourage you to read the article on page 13 honoring Starr Rayford, the winner of this year's 2011 Kresge Library Student Service Award. On behalf of the library staff, I want to congratulate Starr and thank all of our student workers for their assistance during the past academic year.

-Ed Edmonds

A farewell to Anita

Anita Lutz, our Evening and Weekend Library Specialist, will be resigning her position in the Access Services Department on May 24th.

Anita rejoined the law library staff in her current position in 2003. Anita had previously worked in the Technical Services department from 1993 to 1998, originally as a Cataloging Assistant and later as the Acquisitions and Serials Unit Supervisor. She resigned that position to complete her studies towards her Master of Library Science degree at Indiana University in Bloomington. Anita was awarded that degree in May 1998. While at

Bloomington, Anita took an additional thirty-six credit hours in the Information Science graduate program and was awarded a Certificate in Information Science. With both the degree and certificate in hand, Anita then joined the Mishawaka Public Library and served as Head of Reference from 2000 to 2001. In addition to her work in both an academic and public library, Anita taught Research Strategy classes at Ivy Tech.

Future plans for Anita include enjoying the summer with her family and taking some time to think about

Continued on page 3 . . .

NEWS AND KUDOS FROM THE LIBRARY DEPARTMENTS



In addition to celebrating the milestone of two years of publication (with this issue we begin our third year!), we are thrilled to announce that the Law Library News will be recognized this year at the American Association of Law Libraries Annual Meeting as the 2011 recipient of AALL's Excellence in Marketing Award (Newsletter division). You can read more about this award, or view past recipients, on the AALL website here.



And that's the way it is . . .

Research Services

Noticed someone missing in the Research department lately? Beth Klein is out for several weeks following back surgery. Please join us in wishing her a speedy recovery!

The Research Librarians offered several "Research Redux" sessions through March and April to students wishing to brush up on or learn new legal research skills. Attendance was up 47% from last year with a total of 85 attendees!

Technical Services

Laurel, Sandra, Joe Reimers, and Barb attended the annual Innovative Users Group (IUG) conference in San Francisco, California in mid-April. (See photos at right, below, and on page 16).

Technology Services

Four of the photos Susan Good and Beth Klein submitted for the American Association of Law Libraries' (AALL) 2011 "Day in the Life" photo contest were selected as finalists! The AALL membership voted on their top choices in April and just as we were about to go to press with this issue, we received word that two of these photos were winners! Susan Good's photo "Through the Window" was named runner-up in the "Artistry of Librarianship" category and Beth Klein's photo "Chews Wisely" won the "Most Humorous" category. Congratulations to both! (You can check out the photos for yourself on page 4 or on AALL's website.) Winners will be recognized at the AALL Annual Meeting in Philadelphia this July.





ABOVE: The annual Innovative Users Group conference was held in San Francisco this year. In attendance from the Kresge Law Library were Sandra Klein, Laurel Cochrane, and Barb Ritty (pictured above in front of Alcatraz) as well as Joe Reimers.



During the IUG conference week there was some time for sight-seeing. Among other photos from the trip, Sandra captured a snowy egret resting in a tree on Alcatraz Island (above), and some art in downtown San Francisco (left).

CONSTRUCTION NOTES!

 Brass kick plates will soon be installed at the bottom of each restroom door to protect doors from damage. Also, handicap access mechanisms have now been installed on all Biolchini restroom doors.



• Carrel repairs will begin after exams are over.

Study Rooms During Reading Days and Exam Week

Due to anticipated high demand, you may not reserve a study room from Wednesday, April 27th through Friday, May 13th more than one day in advance.

On any day during this period, you may reserve a room for that day or for the following day, but not beyond that. You can make same-day or next-day reservations online or at the Circulation desk.

Study rooms will be left unlocked from 10 p.m. until 8:00 a.m. the next day. If you are in an unlocked room for which you have an 8:00 a.m. reservation, you must go to the Circulation desk at 8:00 a.m. to retrieve the key.

Thank you for your cooperation on these matters and we look forward to helping you with your research and service needs.

Additional Exam Week Help!

Need to review past exams?

Past exams are available online or on reserve (ask at the Circ desk). Read more...

Need brain food?

Don't forget that free food is available in the Commons after 3:30 p.m. during many of the reading and exam days courtesy of a variety of NDLS faculty, staff, and students. Thanks to the SBA, Student Services office and NDLS student organizations for coordinating this every semester.

Need a study break?

For a different type of study break, keep in mind that the library has a variety of board games available in the South end of the Main Reading Room (near the magazines and newspapers) for your enjoyment and distraction.

The Law Clerk's Guide to Success

Whether you're a student clerking for the summer or a recent graduate about to enter a yearlong clerkship, be sure to check out Westlaw's free publication: The Law Clerk's Guide to Success. This 126-page e-book is specifically designed for law students who are about to start working for judges as law clerks. It reviews basic court structures, function, and procedures; sets forth the fundamental elements of legal research and writing; and reviews how civil and criminal proceedings progress from filing the action through appeal. It also discusses chambers administration, case management, and the role of law clerks in the judicial system.

If you have any questions about this resource, or other ways that Westlaw can assist you during your clerkship, contact your Westlaw Academic Account Manager Tara Topputo (tara.topputo@thomsonreuters.com) or call Westlaw for Research and Technical Support 24/7 (I-800-850-9378).



Anita Lutz, continued from page

1..

what her next work challenge will be in a library, teaching or consulting work.

Please join us in thanking Anita for her services with the Kresge Law Library and wishing her the best. Anita's smile and public service expertise will be missed by all.

-Carmela Kinslow

Editor's Note: Aside from her many job duties in the Access Services department, Anita has also been a member of the Law Library Newsletter Committee since its inception two years ago. Not only has she contributed articles of her own, she has been instrumental in helping us to achieve our goal of finding outside contributors, convincing others to submit news and articles. Anita's perspective will be missed as her experience on the "front lines" of the library at the Circulation desk helped us to decide what articles were important and when to get information out to our community.

On behalf of the whole committee, I'd like to say thank you very much, Anita, for all your hard work on behalf of this newsletter. We will miss you!

-Beth Given

Congrats to AALL's 2011 photo contest winners!



Winner in the **Most Humor- ous** category was Beth Klein's
photo "Chews Wisely" (at left).
During the construction and
renovation period in the Kresge
Law Library, we provided ear
plugs. After students erroneously popped 'em open to eat,
we put out candy, too!

Runner-up in the **Artistry of Librarianship** category was
Susan Good's photograph,
"Through the Window," (at
right) which was taken looking
into the Kresge Law Library's
Main Reading Room at dusk.



Coming Soon: Research Redux PowerPoints

Thanks to all those who attended the Research Redux training sessions. If you were unable to attend the classes, but you would like copies of the handouts, or want to schedule a makeup session, contact the librarian who taught the class(es) in which you are interested.

Also, this May we will post the handouts from the Research Redux sessions on the law library website. So, keep your eye out for the Research Redux Database announcement in a future issue of the library's new biweekly E-News bulletin!

Summer Research Assistance! Hello students! Need research assistance or one-on-one resource

Hello students! Need research assistance or one-on-one resource training this summer? If so, be sure to visit your friendly research librarians. Classes may not be in session, but we're still here (Mon-Fri 9:00 a.m. to 5:00 p.m.) and eager to assist you.

If you're off-campus, please remember that you can always email or call us for assistance with your information needs. Not sure how we can "assist you with your information needs" (or even what "information needs" itself means)? Then visit the Law Library Services for Research Assistants page to learn about all the ways that we can help you find answers to your questions and identify relevant resources for your topic(s).

Not an RA? That's ok, we're enthusiastic about assisting NDLS graduates and students working at summer jobs and internships, too!

Finally, don't just read this issue of the Law Library Newsletter, check out the archive as well. You'll find lots of helpful articles that will introduce you to plenty of new (and old) services and resources which you may never have used before!

-Chris O'Byrne

Off the Shelves ... A review of past columns!



Exams are almost here! Papers are nearly due! And summer jobs, internships, and bar review courses will soon begin! Whether you find yourself needing more sources for your paper, want to move beyond Lexis or Westlaw for your research this summer, or simply want to avoid studying by catching up on current legal news, this review of former "Off the Shelf" columns is for you!

The summaries below, arranged by general classifications, provide an overview of some of our librarians' favorite databases and other legal resources. Click the link in any of the following blurbs to skip to the original newsletter article!

-Chris O'Byrne

Current Awareness & Legal News

JURIST is a web-based news and real-time legal research service provided by the University of Pittsburgh School of Law. Impartial reporting combined with expert analysis and explanations makes JURIST a great starting point for researching current legal issues and events. Moreover, since JURIST news articles often link directly to the underlying primary source materials, it is especially useful for locating foreign and international authorities.

Although JURIST is a great "breaking news" resource, sometimes you need more depth. Happily, BNA's <u>United States Law Week</u> provides that depth via all-inclusive summaries of the past week's most significant state and federal cases. Additionally, United States Law Week includes overviews and analysis of key legislative, regulatory, and pre-decisional developments, making it a useful resource for tracking legal issues across all three branches of the government.

General Resources for Everyone

Wikipedia makes a great starting point for research (especially for obscure subjects or issues related to pop-culture). However, if you want to cite a credible source, you'll have to go elsewhere. Ency-



clopedic Alternatives to Wikipedia explores the many authoritative encyclopedic sources available to you at Notre Dame. In addition to general encyclopedias like the Encyclopedia Britannica, there are a lot of specialized encyclopedias out there, too. These can help you with topical research in areas like religion, engineering, sociology, environmental science, and more!

Have you ever wondered how senators and representatives stay informed about domestic and international issues? In part, they rely upon their personal staff, but they also have access to an elite group of lawyers, economists, reference librarians, social, natural, and physical scientists, and other members of the Congressional Research Service (CRS). CRS Reports provide accurate, objective (i.e., non-partisan), and dependable reports on a wide variety of

domestic and international issues, events, laws, and government programs. Not a member of congress? That's ok, you can read CRS Reports, too!

Online Historical and Legislative History Materials

Are you interested in researching federal legislative history, public policy information, or the jurisdictional interests (e.g., Energy and Commerce, Indian Affairs, etc.) of congressional committees? Or maybe just "cite-checking" congressional documents? Now you can do all these things (and more) with a single electronic resource: LexisNexis Congressional!

Did you know that all programming that has aired on C-SPAN since 1987 (over 160,000 hours) is available online via the C-SPAN Video Library? Transcripts of the congressional sessions and committee hearings are indexed by person with full-text search capabili-



ties (giving you another source for federal legislative history research)! Additional search options include subject, speaker names, titles, affiliations, sponsors, committees, categories, formats, policy groups, and location. These features makes the C-SPAN Video Library a great tool "...to see how elected officials, politicians, journalists, experts, authors, and other opinion leaders present themselves on the issues of the day and over time." 1

The <u>LLMC Digital</u> database is not as well known as HeinOnline, LexisNexis and Westlaw. However, it is an important component of the law library's ability to provide online access to authentic images of old federal and state print reporters and other primary resources (codes, treaties, attorney generals' opinions, etc.). Before you check to see if something is available in microfiche, or place an ILL request, check to see if it is available via LLMC Digital.

Biographical Information

Learn more about current and historical Supreme Court nominations with <u>SCOTUS Nomination and Confirmation Resources</u>. This article focuses on resources that provide a detailed overview of the nomination and confirmation process (including unconfirmed or withdrawn nominations) and in-depth profiles of judicial nominees.

If you're more interested in presidents than Supreme Court justices, <u>Presidential Libraries</u> investigates how documents within presidential libraries, museums, and archives reveal not only stories of the past, but also share the rich history of American president's personal, political, and public lives. Got a favorite president? See if he has a library and learn how you can visit it (and possibly gain access to the archives).

Continued on next page ...

Off the Shelves, cont. from page 5...

Practice Specific Resources

Whether you have been in law school for one week or are one week from graduation, friends and family sometimes cannot help but ask for your legal advice. Luckily for law students everywhere, the editors of Nolo have a series of publications to help with this problem.

Nolo Press is a publishing company specializing in legal self-help literature. They publish over 300 do-it-yourself legal resources aimed at explaining everyday legal issues in plain English — in a way that non-lawyers can understand. Directing friends and family to Nolo publications is an easy way to offer help to those who may ask for your legal advice. They are also a good resource for acquainting yourself with a new area of law or legal procedure.

If you've ever had to conduct tax related research, you know that it can be challenging. The "dive into cases" approach, so popular in other areas of law, just won't work here (what do you mean that Tax Court decisions aren't binding on the IRS?!). Wouldn't it be nice to have an online resource that was specifically designed for code based tax research? Of course it would! It's called LexisNexis Tax Center and you should check it out today!

Thinking about applying for a clerkship next year (or want to learn more about the judge for whom you are about to start clerking)? Top Clerkship Research Resources includes a list of resources available in print through the Career Services Office, Notre Dame Law Library, and online.

1. Press Release, C-SPAN, C-SPAN'S Online Video Library Now Open to the Public (Mar. 17, 2010).

The View from Hesburgh

A Review of Hesburgh Library Resources for Law Students



This month there has been a lot of news circulating about e-books and libraries. According to one recent article, the American Library Association reports that "e-books account for only a small percentage of borrowed items from most libraries, but they are the fastest-growing segment: the Chicago Public Library, it said, doubled its circulation of e-books from 17,000 in 2009 to more than 36.000 in 2010"1 With e-books' increasing popularity, academic libraries are beginning to incorporate e-books into their collections. Did you know that Hesburgh library has numerous e-book collections available online? A few collections that may be of interest to law students and faculty (accessible with your Net ID and password) include:

WorldBank E-Library

The World Bank e-library provides access to a collection of e-books, journal articles, and working papers on international social and economic development. The collection consists of 1,800 World Bank e-book publications and over 2,700 Policy Research working papers.

NetLibrary collection

The NetLibrary collections of electronic books

are available for reading and searching via the Internet. Book titles include both those academic titles specifically acquired by Notre Dame and a public domain collection of thousands of works including Project Gutenberg titles.

In addition to these resources at Notre Dame, this summer, the St. Joseph County Library will offer e-books through <u>OverDrive</u>. The Mishawaka Penn-Harris Public Library currently offers downloads through <u>Net Library</u>. You can read more about e-books and libraries from the citations below and check out the e-book collections from Hesburgh anytime through the Hesburgh Libraries' e-Books Collections website.

-Naomi Bishop

Works Cited:

- 1. Alison Flood. <u>Kindle readers can now borrow</u> <u>eBooks from libraries.</u> The Guardian, April 21, 2011.
- 2. Margaret Fosmoe, "County Library to Offer E-books." South Bend Tribune B1, March 1, 2011.

Additional resources:

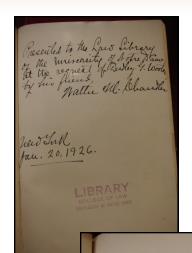
Eugene Volokh, Note, <u>The Future of Books Related to the Law</u>, 108 Mich. L. Rev. 823 (2010).

From Time to Time

In the books that I read treasures are found at the spot marked X or in a trunk in the attic. But here in the law library there are treasures within reach. And, you don't have to climb a set of rickety stairs and enter a musty attic to find them. Downstairs, on a well lit and not yet dusty shelf, I found a two-volume title, The Trial of Jesus from a Lawyer's Standpoint, by Walter M. Chandler (2d ed. 1925). It is signed by the author. In 1926, Notre Dame Professor of Law Dudley G. Wooten asked his friend, the author, to give a copy to the law school library.

Their friendship began in Dallas, Texas, in 1897 when the younger Mr. Chandler joined the law office where Professor Wooten had been for seventeen years. Three years later Chandler moved to New York City to practice law, write, and lecture. From 1901 to 1903, Wooten filled a U.S. Congressional vacancy and then moved to Seattle, Washington, to continue the practice of law. Dur-

ABOVE: The signed front page and, at right, a close-up of the inscription in the Kresge Law library's copy of *The Trial of Jesus from a Lawyer's Standpoint*.



ing this time Chandler completed the first edition of his book *The Trial of Jesus* (1908). Then Chandler served several terms in Congress before returning to practice law in New York City. By the time Chandler's second edition was published (1925), Wooten had moved to South Bend and had been a law professor for a year.

Because the book is signed, both volumes have been removed from the shelf and now sit in the special collections area. But, if you want to read it (Chandler gives us the history and a discussion of the Jewish and Roman laws relating to the manner in which Jesus was tried and executed),

Presented to the Law Library
of the university of Notre Dans
at the regret of Dudley G. Worter
by his friend,
Matter Ml. Chauter

Happy birthday to us!

With this issue we are celebrating the beginning of our third year of publication—can you believe it? (How time flies!) This past year we had two major goals, to find new ways to improve the newsletter and to increase the number of "unsolicited submissions." Although we did not have a dramatic increase, we did average about three pieces per issue that were written by or contributed by individuals outside the newsletter committee! One way in which we sought to improve the newsletter was with the addition of a more frequent publication, the *Law Library E-News*, to fill in the time gap between the bi-monthly newsletter publication and thus provide for more frequent and timely updates and announcements about the library. We hope you have received and enjoyed the *E-News*, which started in Spring 2011, and would love to hear your feedback on this or our regular newsletter, as always!

For the 2011-2012 year, our main goal is to maintain a schedule of 2-3 publications per month (including the *E-News* and *Law Library News*) as well as to continue to

encourage outside writers to contribute their voices to these publications. As you can see above, with this issue we are debuting a new feature column —Beth Klein will be writing a regular history piece to share interesting finds from our archives and collection.

Thanks for reading, and here's to another year!
- Law Library Newsletter Committee

the title is available in the <u>HeinOnline Legal</u> <u>Classics</u> library.

Read more... about Professor Wooten in this memorial: <u>4 Notre Dame L. 346 (1928-1929)</u>.

Read more about Congressmen Wooten and Chandler in the Biographical Directory of the United States Congress.

-Beth Klein



Serving Hands: A Profile of the Access Services Department

AT RIGHT: Head of Access Services Carmela Kinslow (second from left) with full time staff members (L to R) Anita Lutz, Mary Cowsert, and Janet Rose.



ACCESS SERVICES: THE CIRCULATION DESK AND SO MUCH MORE

Located within the Access Services Department is the Circulation desk, an impressive focal point of the department and the first thing a patron sees upon entering Notre Dame's Kresge Law Library. As the welcome and information center where all patron services are coordinated, the primary goal is to create an atmosphere that is warm and welcoming while providing the best possible public service to faculty, students and other patrons. The professional care with which the Circulation desk staff serves the patrons is largely due to the policies established by Associate Librarian Carmela Kinslow. As Head of Access Services, she oversees all of the department's operations, and the full-time staff composed of Mary Cowsert, Anita Lutz, and Janet Rose, along with numerous part-time student assistants. Carmela encourages her staff with an Italian adage, "one hand washes the other and together they wash the face," meaning, the work cannot be done alone. It takes the whole department working in tandem, jumping in wherever needed with a spirit of serving hands and professional dedication, to meet the needs of the law school community and carry out Notre Dame's mission to create "a sense of human solidarity and concern for the common good that will bear fruit as learning becomes service to justice." The department strives to work as a unit with many shared responsibilities. Each staff member is trained in all areas of public service and the numerous electronic programs, from specific software to online databases, that support it. The Notre Dame Law School faculty, students, and special borrowers, (i.e., local attorneys, the non-law Notre Dame community, and general public) comprise the many patrons that are served by Access Services.

Although the official department title is Access Services, it is oftentimes known as "Circulation," referring to the main desk where items are checked in and out, directional information is given, referrals to other departments are made, and queries answered; but Access Services entails much more than that. As its name implies, there are many public services available at the Circulation desk. Not only does this department handle checking out books and re-shelving them, they also request and receive materials through Interlibrary Loan (ILL) that are not available in the library or elsewhere on campus. They give directions, know what is in the collection and where the holdings are located, provide maps of the building to direct people through the library, inform patrons about the borrowing policies governing circulating and non-circulating materials, supply document delivery and practice exams, loan DVD's, computer laptops, and video-cameras, manage study room access, and more. Access Services also determines the rules governing those activities and items, sets library hours, and regulates and keeps statistics on collection and library space usage.

Mary Cowsert, in direct support of Carmela Kinslow, is the Daytime Supervisor and manages all the activity conducted at the Circulation desk. She is also responsible for special projects and hiring and training the student staff. Working closely with Mary are Access Services Specialist Janet Rose and Evening and Weekend Supervisor Anita Lutz, who together provide service at the Circulation desk 96 hours per week, including weekends and many holidays. The faculty can submit requests 24/7 through the "Law Circ" email or in paper form. Fulfilling photo copy requests, assisting students looking for materials to support their theses or research papers, and document delivery are all normal daily and weekend services.

"We greet everybody who comes by and over time we get to know people by name. We wear name tags so that they are able to know us, too, which is beneficial. A patron can say, I spoke to Mary, Janet, or Anita. Knowing the staff by name makes our service more personable."

- Mary Cowsert

The student workers are trained in document delivery, shelf reading and shelving according to the Library of Congress call number system. Some of these are law students who cover the desk two nights a week from 5:00-10:00 p.m. (providing coverage for Anita's days off) as well as on the weekends. There are always two people assigned to the Circulation desk, whether full-time staff members or students, so that when document deliveries or retrievals need to be made outside the law building; one person will always be available to provide service at the desk.

PROVIDING SERVICE THROUGH THE RENOVATION YEARS

Prior to the Biolchini Hall renovation completed in 2010, the collection was primarily housed on "makeshift flooring" constructed of metal struts and frames between floors. Some areas were very dark and one could hardly see at all. Mary reminisced that "[S]ometimes people went downstairs [to find something] and you never saw them again. So, we gave the patrons twenty minutes ... if they didn't come back, we went looking for them!" In time, the collection filled the entire space and much of it was stored off-campus in warehouses. A sizable portion was also housed in the basement of the Hesburgh Library, and "student workers got quite a work-out retrieving materials from these locations."

The Circulation desk in the old law school building was very small, cramped, and difficult to find, as patrons had to go up stairs and through several doors. There were three communally shared and tightly spaced desks tucked in front of the Reserve bookshelves, and squeezed between a photocopier, fax machine, laminator, and file cabinets. Although congested, this configuration functioned well for many years.

Prior to renovation, space availability throughout the library was a continual concern. As the computer lab expanded and the number of books increased, the collection had to be moved multiple times to accommodate. There was not adequate seating for the students, fewer carrels and desks, and only four study rooms. As a whole, the library was cramped, difficult to navigate, and not amenable to patrons with disabilities. Happily for all, the law school expansion resulted in a new law school building full of new classrooms and the old building was renovated to house a greatly expanded Kresge Law Library.



During the renovation period library staff were divided between the new Eck Hall of Law and a small part of the old building. The Access Services and Technical Services departments occupied three floors of the old building's southern wing with the Administration, Research and Technology departments housed in the newly constructed Eck Hall. In anticipation of the renovation, the librarians had determined which holdings found the greatest demand and those were least by for each

ings faced the greatest demand and these were kept close by for easy retrieval throughout the renovation. With most of the library's holdings offsite, this period was difficult for everyone, especially the faculty and students accustomed to immediate access to collection holdings. Service was maintained via many retrievals and an increase in interlibrary loans.

The Access Services staff, during this interim period, was located in what is now the open landing between the student commons and the library entrance on the second floor. Because windows were there, Mary noted, "[We] didn't feel closed in, and we had a lot of contact with students; much more so than we had before. ... Not only those coming to the library but everyone who came up the stairs to go on to the law school or on their way to the commons area to have a bite to eat, study, or meet their friends. We were closer to the faculty in delivering materials to them. We saw people non-stop, and for the outgoing Circulation staff that was a real plus. During this transitional period I think the administration did a wonderful job providing for all of us as best they could. We in Circulation were blessed." However, not all remembrances of this period were positive. As Anita said, "There was a lot of noise during the construction. Behind my desk in the ante room to the current library is where they mixed the paint. Sometimes the vapors came through the wall." Janet noted further that "[W]e missed a sense of personal space, located on the landing between the Commons area and the old building under construction. However, we can't complain because we really had a lot of space compared to some people. We each had our own desk but those desks were side-by-side



ABOVE: Anita at one of the desks in

the old law library (top photo) and the temporary Circ desk set up at the top of the stairs during renovation, in front of what are now the main doors to enter the library (middle and below photos).



with a walk way between them just about the size of a person. We look back in amazement and realize that three of us worked there plus our student workers. It was just a really small space!"

With the Biolchini Hall renovation there have been many welcome changes, from technology upgrades and increased work and study space to improved lighting. Anita said, "[I]t was a shock going from tiny little spaces to this big building. The new building is a real blessing.... In our new space we feel that planes could land on the runway approaching the Circulation desk. People not only see us as they come through the doors to the library they see the reference area immediately to their right. The layout is very good." There are two independent offices now, one for the Daytime Supervisor, the other for the Head of Access Services, and two private work stations behind the Circulation area for the support staff with several additional spaces to accommodate student workers. It provides ample room for student training, interlibrary loan support activities, course reserve processing, and faculty special projects.

When the print collection was moved back into the renovated Kresge Law Library in the summer of 2010, it was the first time in decades that the entire library collection was housed under one roof. Titles that had been in storage at Hesburgh or in boxes off-site (in some cases, for decades) finally returned to the shelves! Mary coordinated the massive effort to shift and shelf-read some 300,000 volumes throughout the four floors to get everything back into order and ranges labeled with call numbers so patrons can locate materials in the stacks, a project that consumed many staff and student hours for more than eleven months. With all this new space there is also more access to the books since people can travel more easily between shelves, and there is sufficient width for wheelchair access at every level.

THE MANY HATS WORN BY ACCESS SERVICES STAFF

Interlibrary Loan (ILL) is a major service offered solely to the Notre Dame Law School community by Access Services (other members of the ND community have access to ILL services via Hesburgh Li brary). The process consists of a two-fold function: borrowing and lending. Carmela Kinslow oversees the entire service but she is the primary person involved with the borrowing aspect, assisted by Anita Lutz and a student worker. ILL borrowing is very active, providing the faculty with materials and information for their research, teaching needs, class resources, faculty publications, and journal notes. The bulk of ILL borrowing is devoted to the law school journals. In order for journal articles to be published they must meet the Harvard Blue Book standard for citation format and accuracy, which involves citation verification from books or other media submitted in PDF format or photocopied. Students are responsible for the editorial process, but ILL services support them in this endeavor by acquiring the sources that are not available in the law library, at the Hesburgh Library or in PDF format online.

During the 2009-2010 academic year, the monthly borrowing average was 125 titles borrowed from and 104 items loaned out to other libraries. According to Carmela Kinslow, the demand for interlibrary loan has greatly increased over the years. It is cyclical in nature, with the greatest number of requests during the academic year,

INTERLIBRARY LOAN

"Items come in from all over the world and are inspected to assure that what was received is what was requested. That often involves looking at the date of the book, verifying the edition, finding the desired citation, and then notifying the patron upon receipt. When the patron is done with the material we ship it back. It is a complex procedure because we have so many of them."

-Anita Lutz

dropping about 50% in the summer. Request for materials not available at Notre Dame can be <u>submitted electronically</u> or in person at the Circulation desk. Before engaging ILL services, Access Services staff search the law library catalog and other campus libraries for the desired material. Anita notes that "when these fail, the search usually begins with WorldCat [a large database containing the majority of books published in the United States that exist in circulating libraries today] because it generally identifies the different versions or editions and provides a descriptive publication profile, which is important to a student trying to cite a source but especially so when there are multiple prints from two different publishers in the same year." If a title is not found locally, ILL staff look for another institution with the title in their collection. When an institution agrees to lend the material, confirmation of the agreement is electronically noted by the lender in OCLC, the Library of Congress (LOC) online catalog database, which includes LOC holdings as well as those of all the worldwide libraries that subscribe to it.

Janet Rose is primarily responsible for lending our library holdings to soliciting libraries. She is also responsible for the fees and photocopy expenses. Lending materials to other universities in Indiana is facilitated by the INFO Express Delivery Service for Indiana Libraries; a free delivery system to libraries throughout the state. Janet says, "[W]e are constantly working with our sister universities, the Valparaiso Law Library, IUSB, etc. As with other lending universities, the Kresge Law Library has restrictions on materials that govern what can be loaned, for how long, and under what conditions. Restrictions may state: 'can only lend if it is for library use only,' or in the case of a rare book they may say, 'use only in-house'."

Every aspect of ILL, an ongoing process with a very quick turnover, is a joint departmental activity with Janet, Anita, Mary, and Carmela filling in when needed in each other's absence. "We make sure that when the materials arrive we process them, get them to the pa-

tron as fast as possible, and when they are done with them we see to it that they are returned to the lender. Most other universities do the same for us," Janet says. With the upcoming installment of ILLIAD 8, Access Services staff is excited that the ILL service will be even more streamlined and greatly enhanced.

"We used to limit the use of a room to 2 hours, but now as a result of student requests the time was extended to 4 hours."

-Mary Cowsert

STUDY ROOM RESERVATIONS

Since the renovation study rooms have expanded from 4 to 27 with occupancy capacities ranging from 2 to 6 people. These rooms, available for four hour loan periods, are also excellent spaces for practicing oral deliberations and mock interviews. Reservations can be made in person or online via the Study Room Reservations page. Mary says that "the study room schedule is always up on our terminal [behind the Circ desk] and we look at it non-stop the whole time the library is open." When there are no conflicts, reservations are confirmed. Due to the high

demand, students must make reservations within a 7 day period, giving enough lead time to ensure room availability when needed. Approval for room reservations placed twice in one day or in advance of a 7 day period, such as Career Services, which can reserve study rooms a year in advance for interviews, comes under the discretion of the Department Head Carmela Kinslow.

DOCUMENT DELIVERY

Document Delivery is provided up to 10:00 p.m. to faculty, staff, and visiting scholars. It includes photocopying desired materials in addition to delivering and retrieving requested materials within the law school and elsewhere. Document Delivery requests for

law school materials are received via email from professors in the Business School, the Kroc Institute, and the English Department, but most deliveries and retrievals are conducted with the Hesburgh library, and on occasion the Architecture library, with courier service to the Legal Aid Clinic located on Howard Street. Access Services is very conscientious about document delivery here on campus with a stated goal of a 24-hour turnover, but usually turn around time is far less than that.

Did you know...?

journal students.

Proxy cards you can use at the Hesburgh library are available at the Circulation desk for use by



Hesburgh library proxy cards are available at the Circulation desk to journal students, librarians, and student workers conducting Document Delivery service. Formerly, the journal students had to check books out from the Hesburgh library using their personal ID cards. Now with the proxy card they can check out books and not be personally responsible for any fines, late fees, or recalls. By using a proxy card the journals are responsible for the materials checked out and the Access Services department is the contact for the Hesburgh Library rather than the individual students.

The law library receives numerous books as gifts at the Circulation desk from several sources. Not only do the professors donate books from their personal libraries but so do individual

GIFT PROCESSING

patrons, as well as publishers who constantly send books that students can use in their classes. All the incoming materials not retained in our collection become part of the Kresge Law Library Gift Program with <u>Better World Books</u>. Anita Lutz maintains the "gift list" and gives it to Sandra Klein (the Collection Development Librarian) for retention or discard decisions before shipping them out.

STATISTICS

Every question, request, and service provided by Access Services is noted as a statistic and

compiled into an annual report. Books are charged

out through the Millennium system which automatically tabulates that data, but statistics are also gathered separately for ILL borrowing and lending, shelving, document delivery, the number of journals requested, materials checked in, and all directional queries including the location of books, the computer lab, restrooms, and the water fountain. Even head counts are gathered by student workers while making "walk-arounds" throughout the building three times a day to record usage of the library spaces. Carrel checks are also a regular procedure for the Access Services staff, to look for books that are not checked out and reported as missing from the shelves. When students cannot find a book and they notify Circulation staff, searches will be done for them throughout the library, including carrel checks. Missing books are tracked and attempts are made to locate them for a year before being considered for replacement, unless they are copies belonging to the Reference, Reserve, or "Core" collection in the Main or East reading rooms. Anita Lutz compiles all statistical data on a spreadsheet that goes to the Library Director Ed Edmonds after Carmela Kinslow evaluates the content.



LOST AND FOUND

There are two locations for Lost and Found items. One is held behind the Circulation desk in Access Services and the other is at the Office of Student Services in the Law School. Hats, key chains, umbrellas, etc., dropped off at the Office of Student Services eventually come to the Circulation desk if they are not picked up by their owner. However, items of greater value (e.g., laptops and cell phones) stay in the Office of Student Services for retrieval. During the evenings and weekends the Circulation desk is the only Lost and Found location open.

COURSE RESERVES

Faculty place textbooks and course materials on Course Reserve for student use.

The normal loan period for such materials is two

hours. However, the length of time can be extended to 24 hours or even 7 days depending on the number of copies available and the number of students needing the material. The length of time faculty chooses to place items on Reserve varies; sometimes the placement is permanent or just for a semester. Items are usually placed on Reserve in lieu of the students having to buy the materials.

Mary Cowsert is responsible for all the materials on Course Reserve. Many items aside from those that faculty members have asked to be placed on Reserve are also available in the Reserve Room, which is located behind the Circulation desk. For example, hard copies of practice exams and more than one hundred–forty popular movies are available. The movies, on VHS, DVD or Blu-Ray, are loaned for three days and include titles such as Bee Movie, The Chase, To Kill A Mockingbird, My Cousin Vinny, Citizen Kane, and many more, as well as the most popular title of all: How to Take a Law Exam. Also available on DVD are faculty members' taped classes and the National Institute of Trial Advocacy (NITA) video collection. Trial Advocacy exhibit posters produced by the NITA are also held in the Reserve Room for moot court and trial competitions. Exhibit posters can be checked out for a semester on a first come, first serve basis. There are several copies since multiple students work on the same case, and in all there are about 125 different posters.

As you can see, those in the Access Services department wear many hats, and perform a veritable juggling act while striving to keep all their patrons happy and informed about library resources and policies. Mary Cowsert acknowledged that, "You have to be a special kind of person to be able to work in public services; one who is patient, friendly, outgoing, understanding, and compassionate." Janet, in turn, asserted that "[O]verall I think we have a good group here. We seem to work well together in terms of teamwork with Mary and Carm overlooking everything." Anita admitted, "[G]enerally, we hear nothing but good things about us; that we are pleasant and easy to deal with and that we try to help everyone in any way that we can."

-Susan Hamiltor

Library updates directly to your inbox!



Have you noticed something new in your inbox from the Kresge Law Library? In April, we began publication of the Law Library E-News, delivered straight to your inbox. Every other week (content permitting) we will be sending out announcements and other information from the law library via this e-newsletter format. We know you all lead busy lives, so each issue will simply be a summary of a few important points, with links to more information if you need it. Be sure to check the e-news out for important information like study room

reservation policies (<u>April 19th issue</u>), past exams available for review (<u>April 19th issue</u>), and announcements of new library materials (<u>April 5th issue</u>). In addition to receiving these messages in your inbox, all issues will be <u>archived online</u>.

Haven't received an e-newsletter yet from the library?

Please e-mail us and we'll make sure we have your e-mail address on our list!

10 Things You Can Find Behind the Circ Desk

... that you may not have even known about

1. Books on "Course Reserve"

...Handpicked by your professors and available for short loans or copying only.

2. Loaner laptops

... Available for check-out year-round and especially popular during exam times for Bluebook exams.

3. Practice exams

... Ask to see a list of past exams from various faculty members you can use to help prepare for your finals.

4. Popular movies on DVD

... looking for a study break? "The Mighty Ducks" and so much more are available for 3-day loans! See a list of DVDs available here.

5. Video cameras

... want to film something of your own? Digital camcorders are available for check-out as well.

6. Trial Advocacy exhibit posters

... for your next moot court competition, these might come in handy.

7. Scanner

... capable of converting a print article into PDF format in a matter of seconds. Need I say more?

8. Father Mike Talent Shows

... looking for inspiration or just a good laugh? Check out past performances from the Father Mike Show on video!

9. Lost and found

... Missing something and think you may have left it in the library? Just ask!

10. Fax machine

...Thought you had to walk over to LaFortune to send a Fax? Think again!

Student Profile: Starr Rayford

AT RIGHT: Kresge Library Director and Associate Dean Ed Edmonds and Dean Nell Newton present the 2011 Kresge Library Student Service Award to 3L Starr Rayford at this year's Student Worker Appreciation Breakfast in the Morris Inn.



Starr Rayford is the 2011 recipient of the Kresge Library Student Service Award. This award, which was presented to Starr at the Annual Student Worker Appreciation Breakfast on May 4th, honors a graduating student who has provided exemplary service to the library. Starr, a 3L at the Notre Dame Law School, joined the Access Service department in August 2009. Her nomination letter for this award pointed out that Starr takes the old adage of "service with a smile," and enhances it with qualities that make her a good customer service person. Starr is a "natural" people person; she is patient, and also a good listener. She not only wants to meet the need of the person she is assisting but also make the exchange a pleasant one. Starr is a prime example of the more knowledge and understanding you have of the procedures and policies of the library, the better the service you can provide to our students and faculty. Although Starr has only been working behind the Circulation desk since fall 2009, she was a frequent face in the library during her 1L year (2008-2009) and kept up with everything that was going on as the Main Reading Room and other construction projects were just beginning and books were starting to be removed or shifted to accommodate the renovation. Starr notes that she always "knew how to find books" so it was natural for her to take on the job at the Circulation desk during her 2L year. It was not, in fact, Starr's first job at a Circulation desk; her "first job ever" was at her local public library at the age of twelve. Starr notes that this was the result of an arrangement made for Starr between her parents and a willing librarian at the Redan-Trotti Public Library as a lesson to teach her to take responsibility for all of her overdue library fines! Starr remembers being responsible for shadowing the librarian throughout all her duties, something she did reluctantly at first and without pay, but she eventually loved working in the library as a result of this initial experience. It's no surprise that at age sixteen Starr obtained her first paid library position with her favorite local library.

At Notre Dame, Starr is an active member of the university and local communities in many ways. This semester, in addition to her law classes, Starr teaches "Street Law" at John Adams High School in South Bend. She is also working at the St. Joseph County Public Defender's Office and is devoted to helping indigent clients in the community. Starr has often expressed her gratefulness for the many blessings and opportunities she has received in her life. Her extra-curricular activities in the university, law school, local community and her work in the department affirm that she is mindful of the quote found in the Bible "For unto whomever much is given of him, shall be much required" (Luke 12:48). Starr has embraced this verse and will continue to carry out the responsibility of giving back into the next chapter in her life.

After the Bar exam, Starr will be working with a law firm in Chicago, Hinshaw & Culbertson, LLP in the Business Litigation practice area. She is quick to remind us ("in case anyone would like to help with home cooked meals!") that she will still be around all summer to study for the Bar.

Not afraid to take on new challenges, Starr is becoming quite the culinary expert. Hailing from Stone Mountain, Georgia, Starr's culinary preferences naturally lean toward traditional Southern food. She has already adopted the recipes of Patti LaBelle, Pat and Gina Neely, and Paula Deen. It would not be too much of a surprise to those of us who have witnessed the beginnings of this new interest if someday she were to become the next Food Network Star(r). And it all began at Notre Dame! We wish Starr the very best in all of her future endeavors and thank her for her service to the library.



Photo credit: Picasa

Have recommendations to share? Please submit reviews or recommendations (at least 1 sentence and no longer than 200 words) by June 15th for the July/August issue. We are seeking:

- •Campus events or activities
- •Local events or activities
- •Book reviews
- •Movie reviews
- •Restaurant reviews

... and more!

Around the Bend

As the weather is getting nice, are you looking for some opportunities to get away from your computer, your studies, or your research, and get some fun, fresh air, and exercise? Read on for some outdoor activities to check out in the South Bend area!

Cycling

In last issue's inaugural "Around the Bend" column we mentioned the annual Bike the Bend event, which happens this year on May 15th. Whether you are an avid cyclist or a beginner, there are many great cycling opportunities in the South Bend area. Consider some of these:

Organized group rides:

<u>Spin Zone</u> in Granger, IN hosts weekly Thursday rides beginning at 6:00 p.m. and also maintains a list of other rides in the area. <u>Read more</u>.

Outpost Sports in Mishawaka hosts weekly Tuesday rides usually beginning at 6:30 p.m. Read more.

Annual bike races and ride events:

May 15th —<u>Bike the Bend</u>
May 16-20th —<u>Michiana Bike to Work Week</u>*
*Consider joining the ND Law School team for the "Bike to Work Challenge!"
July 16th —<u>RAIN (Ride Across Indiana)</u>

September 11th—<u>Bike Michiana for Hospice</u>



Sand Volleyball

You don't need a beach for sand volleyball! There are sand courts set up all over ND's campus ready for players, and ND also holds sand volleyball leagues in the <u>spring</u>, <u>summer</u> and <u>fall</u> semesters. If you're looking for additional competition check out the leagues offered at <u>Outpost Sports</u> that run from late April through September. These include a kid friendly night on Tuesday, and co-ed competition nights for teams of 4 on Mondays or teams of 6 on Wednesdays and Thursdays. Not able to join a team but interested in playing occasionally? Just show up on game night (games are scheduled on the hour between 6-9 p.m. Mon-Thurs, beginning the week of April 25th) and inquire about being an alternate!

Another option if you do prefer an actual beach for your sand volleyball is to go to one of the many beautiful parks a short distance away along Lake Michigan. Warren Dunes State Park near Sawyer, Michigan, and Silver Beach in St. Joseph, Michigan both have volleyball courts set up during the summer months, for example.

Running

A great local resource for anyone interested in running in this area is the Michiana Runners Association. They sponsor regular group runs and circuit races in the area as well as offer great resources on running, discounts on race registrations and at gear stores for members, and a great community of beginning to advanced running enthusiasts. Another resource is the Two Rivers Running Club, which has a long list of upcoming local race events on their website.

A few upcoming races:

May 7th— PHMEF Silver Mile Run for Education
May 22nd—Granger Paths 5K
May 28th—Two Rivers Meet 5, 10 or 15K
June 4th—Sunburst 5K, 10K, Half-marathon & Marathon

Activities at ND

Don't forget as faculty, staff, or student here at ND that you have access to numerous fitness facilities as well as yearround intramural sports leagues, fitness classes, (check out the schedule here for free fitness classes during finals week!) sports instruction, and



more. For further information on all of these and more, check out the RecSports website.

Additional resources

Consider subscribing to Notre Dame's RecSports e-mail updates to keep on top of activities happening on campus.

Race Play Michiana! is a new online magazine aimed at keeping residents in the area updated with news about many different types of sports and activities. Read their inaugural issue here or their most recent issue here.

Calendar

Recipe Box

This recipe was shared by Sue Hamilton. She notes that is was a combined "US (cake) and Latin (flan)" dessert for her son Tomas Saavedra's birthday this year which "satisfied both sides of the family!"

Chocoflan

Ingredients:

12-cup capacity Bundt pan, softened butter to coat pan and 1/4 cup cajeta or caramel sauce

For cake:

10 Tb. butter, room temperature

I cup sugar

I egg, room temperature

I 3/4 cups all-purpose flour

3/4 tsp. baking powder

3/4 tsp. baking soda

1/3 cup cocoa powder

I I/4 cups buttermilk

I (12-ounce) can evaporated milk

I (14-ounce) can sweetened condensed milk

4 oz. cream cheese, room temperature

3 eggs

I Tb. vanilla extract

For garnish:

1/4 cup cajeta or caramel sauce

1/4 cup chopped pecans

Directions:

Put an oven rack in the middle of the oven and preheat to 350°F. Coat Bundt pan with a little butter, then coat the bottom with 1/4 cup cajeta or caramel sauce and put it in a large roasting pan (the roasting pan will serve as a water bath during baking). To make the cake, add the butter and sugar to a bowl and beat with an electric mixer until light and fluffy, then beat in the egg. Sift together flour, baking powder, baking soda and cocoa in another bowl. Beat 1/3 of the flour mixture, and 1/2 of the buttermilk into the egg mixture. Repeat, ending with the flour mixture. Blend until well incorporated. To make the flan, combine the evaporated milk, condensed milk, cream cheese, eggs and vanilla in a blender and blend on high for 30 seconds. Scoop the cake batter into the prepared Bundt pan and spread evenly. Slowly pour the flan mixture over the cake batter. Cover with foil and add about 1-inch of hot water to the roasting pan. Carefully slide the pan into the oven, and bake I hour, until the surface of the cake is firm to the touch, or an inserted toothpick comes out clean. When cake is done, remove from the water bath and cool completely to room temperature, about I hour. To serve, invert a large, rimmed serving platter over the Bundt pan, grasp tightly together, jiggle a little and flip over. Remove the pan, scrape any remaining cajeta or caramel from the pan onto the cake and garnish with chopped pecans.

Note: The batters may appear to mix when you pour them into the pan, but they will separate while baking, with the flan ending up on the bottom when it is inverted. Traditionally, it is chilled 24 hours before serving, but it is ready to be served as soon as it comes out of the oven.

Library Birthdays

Dwight King May 7 Eric McCartney May 13

Beth Given June 16

JUNE 2011

Su	Мо	Tu	We 1	Th 2	Fri 3	Sat 4
	6				10	
					17	
					24	25
26	27	28	29	30		

MAY 2011

Su 1	Mo 2	Tu 3	We 4	Th 5	Fri 6	Sat 7
8	9	10	11	12	13	14
15	16	17	18	19	20	
	23	24	25	26	27	28
29	30	31				

Events

Last class day May 3

Final exams May 6-17

Commencement May 21-22

Reunion weekend June 2-5



P.O. Box 535 Notre Dame, IN 46556 Phone: 574-631-7024 Fax: 574-631-6371

E-mail: lawlib@nd.edu

The primary mission of the law library is to provide services and to acquire and organize legal information in support of the research and curricular goals of the Law School. It also supports the legal research requirements of the University community and provides legal information to appropriate members of the local community.

Library Hours

Spring semester hours:

Monday - Friday 8:00 a.m. - 10:00 p.m. Saturdays 9:00 a.m. - 10:00 p.m. Sundays 10:00 a.m. - 10:00 p.m.

Law Library News

Editor: Beth Given

Managing Editors: Susan Good, Susan Hamilton, Chris O'Byrne, Anita Lutz

Law Library News is published 6 times annually (January, March, May, July, September, and November). The newsletter is distributed free of charge to the law school community. For past issues, please see the online archives: http:// law.nd.edu/library-and-technology/libraryinformation/law-library-news.

Unsolicited contributions are encouraged! All contributions are subject to editorial review. The deadlines for submissions are Feb 15, April 15, June 15, Aug 15, Oct 15, and Dec 15.

Send contributions, questions, or comments to Beth Given (given.1@nd.edu).



AT LEFT: It may be hard to believe that the room pictured at left is a former library space. (Aren't you glad that the NDLS's Kresge Library doesn't look like this?) This photo was taken by Sandra Klein during her recent tour of Alcatraz island while in San Francisco for a conference.