Implementing Learning Management Software: The First Steps

Alea Henle
Wilmer, Cutler & Pickering

Learning management software has many potential applications. It provides a means to measure, at least quantitatively, many aspects of training. From tracking the number of attorneys trained on a particular product to staff professional development activities, the uses are limited only by the time and energy put into the software’s implementation.

The learning management software Wilmer, Cutler & Pickering uses, RISC’s Virtual Training Assistant, was not designed with libraries in mind. Implementing it requires taking the time to adapt it to fit library needs, and sometimes adapting to it instead. Wilmer is still in the process of implementing the software, but the course structure is in place and we have already begun tracking library training. What follows are insights and comments from the trenches.

The Software
Partnering with Information Technology trainers makes a great deal of sense. First and foremost, it spreads the cost (or absorbs it entirely), and good learning management software is not cheap. IT involvement translates into a team of professionals prepared to address the technical issues of adapting the software and customizing the learner interface.

The IT department at Wilmer arranged for the internal employee database to be integrated into the learning management software, thus eliminating what would have been a boring “housekeeping” chore. The data is updated automatically: new arrivals added and departing ones removed. A second benefit of the partnership is that the IT trainers trained the firm on the “user end” applications of the software. Staff can register for classes, evaluate their knowledge, and more — and the library can “piggyback” on this training without expending extra effort.

Of course, there is a tradeoff. In Wilmer’s case, the IT department selected the software. A different learning management software might be better suited to library use. However, in Wilmer’s case, the benefits of partnership outweighed the costs.

Subject v. Course v. Session
The first great challenge for the library in implementing the software arose out of the structure and vocabulary RISC uses. The software’s overall architecture involves several levels. The top level is “area.” Since the IT department arranged for the software purchase, the choice of areas was not left to the library. The library was an area, end of line. Within the “Area: Library,” “courses” were grouped by “subject” and scheduled for one or more “sessions.” Each course could be listed only once, under only one subject, although it could include as many sessions as the library desired. The choice of subject structure required extensive discussion and examination of how the library planned to use the software.

On the IT side, the choices were much easier. Courses on using a particular software (e.g., Word, Outlook) were placed under the respective subjects (e.g., Word, Outlook). Staff can log onto the system, check for courses by subject/software/etc., register for individual sessions, and either attend them or cancel and reschedule. One of the side benefits is that registered attendees receive email reminders of their scheduled sessions. A majority of the courses offered by the library did not fit as...
A hint of sun is showing here in “Seattle East”... I mean Washington, D.C. Summer is almost here after a spring season filled with rain, and my tenure as editor of Lights is at an end. I extend my thanks and appreciation to all who supported Lights through 2002-2003 including:

- Tricia Peavler for her hard work as assistant editor and Monica Luciano who worked as my second pair of eyes throughout the year.
- All of our columnists and authors for their contributions toward another good year at Lights.
- Leslie Lee for her help in getting me started last summer and to the following people who pitched in with advice and assistance along the way: Lisa Harrington, Ann Green, Steve Mellen, Scott Larson, Jim Walther, and Millie Gallahan at the management office.

Tricia Peavler is already gearing up for Lights 2003-2004. Please consider contacting her to write for Lights. Share your knowledge and insight with your colleagues, and see your name in Lights!

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The library course catalog featured many drop-in classes, classes where the registration was handled by vendor’s (e.g., LexisNexis, Westlaw), and orientation sessions for new arrivals who would not learn about the learning management software until after attending the orientation. A nother consideration on the part of the library involved the end users most likely to utilize the “learner” side of the software (self-registration): secretaries and legal assistants. While they constituted the audience for some of the library courses, an equal or greater number of classes were directed towards attorneys or library staff.

In designing the subject and course layout, the library chose to go in two directions. Courses intended for secretaries were listed under the subject “general” and included in the publicly available portion of the software, so that secretaries could self-register for the sessions. The remainder of the classes were not listed publicly, and were grouped by function or sponsor.

**Subjects:**
- General – secretary-oriented sessions, available for self-registration
- LexisNexis – courses offered by LexisNexis representatives including drop-in sessions, updates, special sessions, and Certificate of Mastery classes
- Library – in house and external continuing education for library staff, new product demos and training sessions, special practice-group-oriented sessions, and other library-created sessions
- LivEdgar – courses offered by LivEdgar/GSI representatives including drop-in sessions and special sessions
- Orientation – all sessions relating to new-hires, from library tours for support staff to full-blown orientation sessions and research mentor meetings for attorneys to specialized training for new library staff members
- Westlaw – courses offered by Westlaw representatives including drop-in sessions, updates, special sessions, and Master classes

Due to the decision, the library took responsibility for additional data entry. However much of the data entry would have fallen to the library regardless, because of the nature of the classes, especially the new hire orientations and other attorney-related sessions. As a trade off, the library retained control over the classes and benefited from extended flexibility in their design and redesign.

**Reports**
The reports will provide the library with a clearer picture of how many people the library trains, and how much time is spent training. Course preparation time is not captured, but actual time in the classroom is, for each session has a start time and an end time. At a lower level, the reports will indicate individual staff participation in training. Ideally, each library staff member involved in training will receive an individualized report, prior to the evaluation process, detailing their efforts over the past months or year. While the reports will not be exhaustive – there are still some training opportunities that are not easily captured by the software – they will provide a basis to work from which to identify areas in which an individual excels or can improve.

Reports are also valuable to the overall management of the library and it's vendor contracts. Since vendor-sponsored training is included, the reports will contribute an added level of detail during contract negotiations. At the highest level, the reports offer numbers, which are often more easily understood by management. The figures will testify to the extent to which the library contributes to continuing education, not just in terms of attorneys and staff trained, but also overall hours spent enhancing research and related skills.

Exactly how the reports will contribute to the library is not yet clear. The reports themselves are still in the development process. This is the first year the library is tracking training efforts in such a manner. Past attempts at calculating numbers were limited. At a minimum, the reports will create a clearer picture of the library's training efforts, and set a benchmark against which to measure future efforts. Numbers do not tell the whole picture, and quantity is not the same as quality, but in a world governed by the billable hour numbers have their part to play.

This summer alone, Wilmer will host over 60 summer associates. At the end of the summer, the library will begin to calculate the extent to which staff members contributed to training the summer associates, the better to plan for the fall class and the following summer. How well will the software and reports fare? Look for an update sometime next year.
Blogs: Delivering the Promise of the Internet

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Blogs are delivering on a promise of the Internet. Back in the dark ages, the massive global computer network was hyped as a means for people of like dispositions to unite in cyberspace and discuss, opine, orate, argue, debate, rant and share ideas. The Internet was going to be everyone’s personal publishing outlet, allowing anyone with an idea, a keyboard and an Internet connection to get their point across, market their ideas and products, ascend the virtual soapbox and invite the world to “check out” their corner of cyberspace.

Personal homepages popped up like so many Orbitz ads, and had a presence that was undeniably individual. Services like GeoCities, myYahoo! and Tripod made server space free to anyone, but the results always seemed amateurish and were riddled with annoying blinking banner ads, pop-ups, outdated links and static, stale content, especially if the page owner didn’t grasp HTML or Java or the latest web design tricks. A la’s, the promise was unfulfilled.

Blogging emerges from the web
I am an Internet junkie. I surf the web like a couch potato channel surfs on a Sunday afternoon with a bag of chips on his lap, a can of soda in his left hand, remote control in the right, and his wife out at the mall. A bout a year ago, I started reading about weblogs. I had been reading weblogs (two words) for a while, like Librarian.net, LISNews and its ilk. They weren’t technically called blogs when I stumbled on them. They were online journals, "zines, and online diaries. They were chock full of links, however, and my "right-click-open-in-new-window" technique was perfected. Netscape had one of the earliest web logs with its "What’s New" pages, and I was an unabashed frequent visitor. Anything that makes my surfing faster, more efficient, more informative and entertaining, while at the same time eliminating much of the frustration of searching for and locating obscure but important sites, is a good thing. Blogging does this.

Weblogs, and the related technology that is quickly making them ubiquitous, deliver on an early Internet promise. They are free to establish and easy to update, requiring no specialized programming language skills. (See Blogger at http://www.blogger.com and the Weblogs Compendium, http://www.light.s.com/weblogs) The simplicity of which not only helps the nontechnie with something to say, but also leads to the inevitable proliferation of the inane and ridiculous, as you can judge for yourself at the Dullest Blog in the World (http://www.wibsite.com/wiblog/dull/). Wherever there is an idea or an interest or a concern, someone wants to tell you about it or give his opinion on it and is most likely writing a blog.

Blogs are information laden and can become a textual narcotic for info gluttons
I always feel a little bit smarter when I read a blog. I am a step ahead of everyone else (well, except the blogger), and if you secretly relish the “where do you find these things” or “how do you know that” comments from friends and colleagues - and you know you do - blogs are for you. Blogs are updated daily or more frequently. E-mail reminders tell you what you missed if you choose not to visit a blog for a while. Content might come from the back of an Abrams tank on route to Baghdad (see http://warblogs.cc), or from the musty basement of pasty skinned, acne prone teenager who spends an inordinate amount of time scouring Microsoft’s web sites looking for patches to the seventh iteration of an obscure .dll file for his X-Box. All bloggers are welcome, as long as they are truthful and righteous, in the world of blogs. People writing blogs are people we recognize from journal articles, trade shows, and respected web sites. They are our colleagues, our mentors, our friends. A sk around, chances are you know someone who either has a blog or is contributing to one.

Naturally, librarians and information professionals have once again jumped out front and taken to blog technology and formats with gusto. A quick search with your favorite search engine for the words “library” and “blogs” will bring up thousands of hits. Your only question will be “where to begin?”

Many blogs you’ll read are personal opinions on current events. They may have a link or two to news stories or articles being published. Some rant about their washing machines breaking down (see the April 24, 2003 posting at http://dave_blog.blogspot.com/), while some try to establish a dialogue with their constituents as they run for president (http://www.deancalltoaction.blogspot.com/). Others will be straight to the point, professional and take the role of informing very seriously. They have a stated mission and hold to that mission as they guide you to various sources so you can make up your own mind on an issue. Using our skills as information professionals and applying the classic criteria of source selection will help you identify the best blogs for your needs, as well as pointing patrons in the right direction.

"Using our skills as information professionals and applying the classic criteria of source selection will help you identify the best blogs for your needs..."
Personal knowledge management is another promise of the early Internet that blogs are fulfilling. Blogs function as an evolving, annotated list of bookmarks. Someone I trust has looked at, evaluated, annotated and summarized a few Web sites and news reports on a topic in which I am interested. Does this sound like the job description of anyone you know? Blogs provide me with information about sites I don’t check everyday, sites I have never seen, new search engine insights, software updates, news of industries and companies that I don’t follow but still have an interest in. They keep me in the info pro loop and keep a cool eye on the movers and shakers of our industry.

Some Excellent Library Blogs
Librarian.net – one of the earliest and best library blogs, written by Jessamyn West. She guides her visitors to many library related issues, provides a grassroots appeal to researchers and readers alike, and surfs a wide range of public and social library issues.
LISNews.com – Blake Carver’s blog about library and information science developments. He moderates posts from contributors, but keeps the focus on the library world and concerns of librarians - privacy, internet technology, public libraries, internet filtering etc. Don’t have time to keep up with all the news being blogged in the library universe? Mr. Carver and Steven Cohen maintain a blog of blogs (a metablog) as well, LIS Feeds. Visit LIS Feeds and get one stop shopping of some of the most popular lib-blogs. (http://www.librarystuff.net/rssfeeds/lisfeeds/).
Search Engine Watch – http://www.sewatch.com – an essential web searcher e-zine that went blog should be required reading for anyone who wants to stay aware of current search engine trends.

A Few Legal Research Blogs That Make Me Look Smarter
BeSpecific.com – Sabrina Pacifici’s web reincarnation after the end of the superb ezine, LLRX.com. She focuses her blog on technology, the law, and legal research tools. A very focused, informative, and easy to read example of a powerful guide. “Where does she find these things?”
The Resource Shelf.com – A mother gem from Gary Price. Geared more toward business research, still a valuable daily review of new and upgraded online tools from one of the leading lights in the library community. “How does he know that?”
TVC Alert – The Virtual Chase Web site (a service of Ballard Spahr Andrews & Ingersoll, LLP and managed by Genie Tyburski) is a great resource for legal research tips, training, and tutorials. Although technically an online newsletter, the TVC Alert functions as a blog and keeps you on your toes, with daily updates, tuning you into the latest and greatest tools, trades, and legal research talk.

So Many Blogs, So Little Time
The more blogs you read, the deeper you will be pulled into the giant abyss that is the Internet. The daily explosion and proliferation of blogs has created a niche for specialty blogs. Being a law librarian, I am particularly drawn to the world of legal blogs, or blawgs as they are referred to in the blogosphere. (I love the verbal adaptations new technology spawns!) These are generally run by law professors, lawyers, or law librarians. Some focus on one particular area of law, like employment or copyright. Others inform about the world of appellate law, the law profession in general or life at law school. As with other blogs, you’ll find some blawgs informative, others entertaining, and others not worth your time.

A selection of popular and informative blawgs:
Jurist’s Paper Chase – http://jurist.law.pitt.edu/paperchase/ The Paper Chase provides not only current legal news but also compiles the Blawgdex, a linked index of blawgs.
Bag & Baggage – http://bgbg.blogspot.com
Ernie the Attorney – http://radio.weblogs.com/0104634/
How Appealing – http://appellateblog.blogspot.com/
Inter-Alia.net – http://www.inter-alia.net
Lessig Blog – http://cyberlaw.stanford.edu/lessig/blog/ You may recognize Professor Lessig’s name from his recent U.S. Supreme Court argument about the Copyright Term Extension Act.
Pick a few that seem to mesh with your interests and business, then stick with them for a few weeks. If you read enough of them, you’ll notice that many link to the same stories, refer to each other, and even have lists of other blogs that they like, so you won’t need to visit all of them everyday. If you like the writer of the blog you are reading, chances are you’ll find something interesting about the other bloggers the writer likes and see what links are posted. Bag & Baggage is a good one to keep an eye on.

“All bloggers are welcome, as long as they are truthful and righteous in the world of blogs.”
Denise Howell, an appellate and IP attorney, creates it and regularly reports on new blawgs.

Just like the Internet at its creation, several meta sites are popping up and indices are being compiled to help bloggers and readers alike find their niche communities and blogging comrades. Jurist’s Paper Chase mentioned above compiles the “Blawgdex,” which is an index of legal related blogs. A Web site called Blawg.org is creating a Yahoo style directory of blawgs. Because there are too many blogs for a sane person to monitor, a specialty search engine has been developed to help you find that elusive posting on the one blawg you missed. Daypop, http://www.daypop.com, is a search engine that crawls news and blogs. One of the major blogging hosts, Blogger.com, was recently acquired by Google. Nothing significant has come of the merger yet, but you can be sure that when it does, you will read it on a blog before you read about it in a trade journal or a press release.

EVERYONE ON THE BUS

I sometimes like to think of bloggers as bus drivers on the information super highway. You hop on one for a while, maybe look out the window, see where you are and get a little information. You might arrive at a destination quickly or transfer to another bus and go in a different direction. Or you might stay a while and ride, (you might even get a little car sick after a while). You get off the bus at some point and walk around, then get back on somewhere completely different. You’ve been taken somewhere at the end of a blog bus ride, though, whether you knew where you were going or not. The next day, you can start all over and decide if you want to get back on that bus again or look for a different one. Good luck, and enjoy the ride.

LLSDC election results

The votes have been tallied and the following will be new officers and board members:

Steve Mellin, Vice President/President-Elect
David Mao, Assistant Treasurer/Treasurer-Elect
John Moore, Corresponding Secretary
Keith Gabel, Board Member at Large
Craig Lelansky, Board Member at Large
Whether one or one hundred electronic resources are part of a library collection, when something goes wrong it can eat up hours in a workday. Having the information that will solve problems readily available is the key to managing electronic resources. This article will focus on the things that will help make managing electronic resources less of a hassle. Electronic resources refer to Internet services, online subscriptions, compact discs, and diskettes. This article will discuss one way of managing electronic resources, and the reasoning behind it.

Creating an Emergency Room (E.R.) for Electronic Resources (E.R.’s)

Databases for the purpose of managing electronic resources could include the library’s catalog, vendor subscription tracking software or Microsoft Excel. Many libraries use one of these or a combination. This article suggests a spreadsheet to track subscriptions. Spreadsheets have the flexibility of design to accommodate the unique needs of an organization. Spreadsheets can be organized by vendor or product. A worksheet for each product is an option. Think of the spreadsheet as an emergency room – an emergency room for electronic resources. When access is denied or the subscription has expired, this is the place where the vendor representative’s telephone number acts as an I.V. and a password list becomes a heart monitor. Having all of this information in one place is extremely helpful when a crisis hits. Just as an emergency room is equipped to handle any crisis, so is the spreadsheet. A crisis could be the vendor’s server crashing, or a “subscription has expired” message popping up on the electronic resource’s login screen.

Depending on the organization, either one person or a team will handle electronic resources. The advantages to one person overseeing all electronic resources are consistency and accuracy. Information is funneled through one person, and that information less likely to be compromised. The drawback is that when this person is not available, nothing can be done. There is no access to the information needed if a problem arises with the electronic resource. A spreadsheet is an ideal way to deal with this dilemma. Giving read-only rights to other members of the library staff ensures that when that one person is out, the information is accessible. The spreadsheet should also be password protected – even for those who have read-only rights. It is an added level of protection.

The advantage of the team managing the electronic resources is that someone will always know the necessary information. Information is shared, so missing one team member will not cripple the rest. The major problem of the team is communication. Sharing information with all team members is vital. Everyone must be kept in the loop. Much like an E.R. staff, the team becomes an intricate web. In a large library, the library director typically negotiates the licensing agreement and contract for the electronic resource. The cataloger adds an entry to the library catalog with notes about logins and passwords when applicable. The technical services librarian tracks the upgrades, subscription periods, and receives new versions and notes when the new software was sent to the Information Technology (IT) department. The acquisitions librarian keeps the subscriptions current, and has a relationship with the accounting department for information including check numbers and the date that checks have cleared. This information is important when the vendor is denying access because of non-payment. The acquisitions librarian also has information about the vendor of the electronic resource like the account numbers and telephone numbers for the account representative and technical support. The electronic resources librarian will also have this kind of information and a good understanding of the resource. The electronic resources librarian is usually the liaison with the IT department. The IT department will understand any software issues. All of these people comprise the team, and they all have some information that will be added to the spreadsheet.

Crafting a Spreadsheet into the Emergency Room

So what needs to go into the spreadsheet? Like an E.R. supply room, the spreadsheet needs information that will be vital in a crisis. Let’s start with the basics: the title of the resource, a description of the resource, and the medium: Internet-online subscription, compact discs, or computer files. Variations on the title of the resource may also be included.

How is the electronic resource accessed? Is it networked, stand-alone computer, IP access, or username(s) and password(s)? Electronic resources give the options of IP addresses or individual passwords. A spreadsheet should contain the IP address of the organization’s web site. If the electronic resource is one that is shared by different libraries, the other libraries will have

“Think of the spreadsheet as an emergency room – an emergency room for electronic resources.”

Monica L. Luciano
Covington & Burling
their own IP addresses. Perhaps one location would need to know the IP addresses of the other locations. In any case, it is important information to have. The other alternative to an IP address is a group of individual passwords. Some vendors charge by the password rather than a lump sum of money for an IP address. Whatever the case is, this information is very valuable to have close at hand. Inevitably, a patron forgets the password, or there is a problem with the IP address, and it is necessary to come up with this information quickly.

Information about payment for the electronic resource is vital. No one wants to get a “subscription expired” error message when logging in. That’s why it is important to have the following information in the spreadsheet. Is it fee-based per search or an annual subscription? What is the expiration date? What is the cost – per search or for the year? When was the invoice sent to the accounting department? What was the amount paid? What was the invoice number, the check number, and when did the check clear? Does this seem like it may be too much? Not at all. These are the things that make the difference between spending a half-hour on a problem versus a half a day.

Every spreadsheet should have a place for notes. Notes can be very valuable. Here are some notes specific to electronic resources that may serve as examples. When was the subscription cancelled? Who approved the cancellation? Is it part of print subscription? Where is it housed? What is the call number? Finally, one last note is very useful – if the information is not in the spreadsheet, where can the information be found?

**Vertical File Role in the Emergency Room**

A vertical file can be very useful as a back-up to the spreadsheet. Include in the file with the licensing agreement any documentation about the electronic resource. Make copies of all documentation sent with CD-ROMs and diskettes to the IT department. Making a photocopy of the diskette or CD-ROM and date stamping the photocopy is also a good idea. Occasionally, the documentation, and yes, even the software is misplaced. Being able to provide a copy of the missing documentation and proof that the software does exist is preferable to a battle about who dropped the ball. The licensing agreement will spell out whether or not a copy of the soft-
ware is allowed to be made as a back up. In an ideal world, there would be time to make a back up copy once the software arrived. Building a good rapport with the IT department and hand walking the electronic resource to IT are the best ways to keep things running smoothly.

Since not all licensing agreements come in electronic form and cannot be added to the spreadsheet, a vertical file full of documentation, guidebooks, training materials, and the licensing agreement is often essential. Keep a file copy of a licensing agreement. Read the licensing agreement. Explain the limitations of the licensing agreement to those who will be using the resource. This is probably one of the most boring things conceivable to many people, but being sued by a vendor for breach of contract is not boring at all. It is best to avoid that possibility.

MANAGING WITH DIPLOMACY

Stress levels can easily spike when dealing with a vendor or publisher that is difficult. In order to deal with disaster, there is a definite need to have a good working relationship with the publisher. Include in the spreadsheet a list of publisher representative telephone numbers and technical support telephone numbers. Also include the account number. Publisher personnel always ask for the account number. Having this information before calling the publisher for help makes the encounter run more smoothly.

When something goes wrong, the IT Department contact is one of the first people to call. Having the following information available before making that call to IT may help: the latest version or upgrade of the electronic resource, date loaded onto network or workstation, copy of licensing agreement, and any documentation about the electronic resource.

WHAT NEEDS TO BE IN THE EMERGENCY ROOM FIRST-AID KIT

- Title of resource and variations
- Description of resource
- Medium: Internet-online subscription, compact discs, computer files
- Networked, stand-alone, IP access, username(s), password(s)
- Annual subscriptions, fee-based per search
- Expiration date
- Cost
- Amount Paid
- Check Number, date check cleared
- Publisher
- Publisher representative’s name and phone number
- Publisher’s technical support phone number
- IT Department contact
- Account number
- Version or upgrade
- Date loaded onto network or workstation
- Notes specific to resource, e.g., is it part of print subscription, call number, when was it cancelled, and if the information is not in the spreadsheet – where the information can be found.

CONCLUSION

As libraries take on more electronic resources, managing these resources will become more complicated and time consuming. Hopefully this article has helped to define a framework that can be adapted to suit the management needs of several different libraries. Tailor the spreadsheet to meet the needs of your organization, and when problems arise, the E.R. for the E.R.’s will be ready to save the day.

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Over the years that I have worked at various academic law libraries I have found there are few sources that are requested more often or with more urgency than briefs filed with the Supreme Court of the United States. These important documents serve two essential functions: they outline the reasons why the court should hear the case and then offer the arguments being presented by each party.

Although this is certainly not an unexplored area of legal research, the purpose of this article is to bring together some of the more recent resources with the more familiar traditional resources. The focus will be on finding those briefs filed in the current term; however there will also be some discussion of historical sources. At the outset I want to make it clear that there are few things in legal research I find more enjoyable than tracking down a brief that was filed in the past few hours. This race to find the goldmine of legal information contained in these documents has become appreciably easier over the years, and as this article will show, these documents has become appreciably easier to locate and as such are not necessarily covered by the resources outlined in this article.

A Supreme Court Primer
Cases may be heard by the Supreme Court under one of three jurisdictions. This is important to remember since the documents filed with each type of case differ. Many cases are heard under the Court's certiorari jurisdiction, a discretionary form of review traditionally initiated by the party that loses in the lower court. Cases may also be heard under the Court's little used original jurisdiction accorded by Article III, §2 of the Constitution. These have often included disputes between states. The third method by which a case may be appealed to the Supreme Court is a direct appeal from a decision of a U.S. district court. One final word on the appeals process: the vast majority of cases appealed to the Supreme Court comes under the category of In Forma Pauperis (IFP) Proceedings. Although the IFP cases constitute the bulk of the Court's docket the documents associated with them are subject to a slightly different process and are controlled by separate court rules. Briefs filed in IFP cases can be difficult to locate and as such are not necessarily covered by the resources outlined in this article.

The Types of Briefs
Within the Court's certiorari jurisdiction there are two categories of briefs, and within each category there are a number of different types of briefs. The first category is briefs filed in connection with the petition for certiorari (for the purposes of this article this includes the petition itself). If this is successful and the court agrees to hear the case, the second category of briefs - "briefs on the merits of the case" is filed.

Within the first category of briefs there are potentially five types of briefs: the petition for certiorari, the brief in opposition, the reply brief, the supplemental brief, and any amici brief. The only required document is the petition, except in capital cases when a brief in opposition is also required. The purpose of the reply brief and supplemental briefs is to provide an opportunity for the parties to address either new issues raised in the brief in opposition or new matter not available at the time of the parties' last filing. Supreme Court Rules 14 and 15 govern the content and filing guidelines for these briefs.

It should be noted that in original jurisdiction actions a petition for extraordinary writ is filed. This filing may be accompanied by a brief as outlined in Supreme Court Rule 17. A brief in opposition and a reply brief may also be filed.

The second category of briefs, briefs on the merits of the case, obviously applies only to those cases granted certiorari or probable jurisdiction by the Court. The types of brief within this category are the petitioner's brief, the respondent's brief, the petitioner's reply brief, supplemental briefs from either party, and any amici curiae briefs filed on behalf of either party. Two other documents should also be mentioned, which while not falling neatly within this category of briefs, more closely align themselves to this stage in the case than the petition for certiorari: the joint appendix and briefs filed after the argument "by leave of the Court."

In order to determine which documents have been filed in a case it is necessary to consult the Court's docket. While the docket is relatively up to date there is a short lag time between the time the brief is filed with the Clerk's Office and when it is recorded in the case docket. For the legal researcher the "meat" of the various records and briefs filed with a case is usually found in the petitioner's brief and the respondent's brief. These are the documents that outline the arguments and analysis of the law for each party.

Hardcopy Briefs
Locating hardcopy versions of briefs can be difficult for those living outside of the Washing...
ton, D.C. area. The Supreme Court lists only 11 depositories in the entire United States for printed briefs. These depositories are The Law Library of Congress, The Connecticut State Law Library, Yale Law School, Cornell Law Library, The Law Library at the University of Louisville, Indiana University Law Library at Bloomington, The University of Minnesota Law Library, The University of Chicago Law Library, The University of Texas Law Library, The University of Washington Law Library, and editorial counsel at West Group in Minnesota. It should be noted that in most instances these depository libraries do not receive a shipment of a term’s briefs until at least midway through the next term. It is then incumbent upon the library to arrange/bind these briefs as efficiently as possible, but it is quite possible that a brief may not become available at a depository library until at least 1-2 years after it was first filed with the Court.

If none of the above sources is suitable, the researcher is left with only two options: either a visit to the Supreme Court building where self-service copies of briefs can be made in either the Clerk’s Office or the Supreme Court Library, or contracting with a courier service to perform this task. The Clerk’s Office maintains the most complete set of records and briefs for the current term; however the Library maintains sets for former terms (back to 1832) as well as the current term. Needless to say, both options can result in considerable expense if several briefs have been filed with the case.

Three hardcopy sources for historical briefs are worth mentioning. The first is Landmark Briefs and Arguments of the Supreme Court of the United States. This highly selective set, published by University Publications of America, usually contains the petition for certiorari, the briefs on the merits for both parties, supplemental briefs and some amici briefs for each case selected. The complete set currently consists of over 300 volumes, each recent term being represented by 6-8 volumes. The second source that can be consulted is one of the many sets of historical documents compiled specifically for a case or topic. Examples of these sets include Roy Mersky and Jill Duffy’s A Documentary History of the Legal Aspects of Abortion In The United States: Griswold v. Connecticut (2001); Maria Protti’s Webster vs. Reproductive Health Services (1990), and William Manz’s Records and Briefs of Landmark Benjamin Cardozo Opinions (1999).
The third and final source is Records and Briefs in Cases Decided by the Supreme Court of the United States. This limited set only covers the years 1881-1977. Inevitably, none of these sources is useful if the case being researched is not covered by the set.

**Microform Briefs**

Most academic law libraries subscribe to Records and Briefs of the Supreme Court of the United States on microfiche (available from Congressional Information Service). Subscribers can choose to receive either the comprehensive collection, which includes briefs for cases where certiorari was denied, or the full opinions collection, which only contains briefs for all argued cases. The back file on microfiche is available to 1897 for full-opinion cases and 1975/76 for the comprehensive collection. Briefs prior to 1897 are available from Scholarly Resources Inc., on microfilm, dating back to the first briefs filed in 1832.

**Lexis & Westlaw**

The two behemoths of online legal research provide access to collections of briefs in their respective databases. Westlaw provides access to Supreme Court briefs for full opinion cases in its SCT-BRIEF database. Coverage for briefs on the merit begins with October Term 1990; however, coverage for amicus briefs begins with October Term 1995. In addition, Westlaw has recently introduced its new FAMOUS-BRIEF database, which contains select briefs on the merit for high profile cases. Coverage begins in 1870.

Lexis provides coverage for full opinion cases in its U.S. Supreme Court Briefs database beginning with October Term 1979. The lag time for both providers varies a little from case to case, document to document; however, it is not unheard of for briefs to appear on one or the other service as rapidly as 1-3 days after it was filed, or as slowly as 1-2 months after it was filed.

**The Internet**

As a source for briefs filed with the Supreme Court within the last couple of days or even couple of hours this is unequaled. Many of these Web sites are well known to researchers, however there are several less well-known sites worth discussing.

Of all the Web sites on the Internet the one that is perhaps turned to most often when needing a brief is Findlaw. This site provides
access to a variety of briefs (petition and merits) for most cases granted certiorari or probable jurisdiction, sometimes within hours of the brief’s being filed with the Clerk’s office. Retrospective collections are available back to the October 1999 term. One point of confusion with Findlaw is that cases for which briefs are available are not always listed on the “Briefs” page but can be found elsewhere on the Findlaw site. In particular, very recent, sought-after briefs are often located on the “Featured Documents” sidebar of the “Legal News” page before they are placed on the “Briefs” page.

Another commonly used Internet resource for locating briefs is the Solicitor General’s Government Briefs Web site. Coverage on this site includes all briefs filed by the S.G. on behalf of the U.S. since July 1, 1998. However, merit briefs are available from 1982 and responses are available from 1986. All of the briefs available on the Web site are searchable by keyword, and briefs filed since 1997 are also searchable by type of brief.

One of the largest collections of Supreme Court briefs on the Internet is available from Briefserve.com, a commercial pay-to-view service. Briefserve.com offers petition and merit briefs dating back to 1984 for $25 per document (minimum of 2 documents). Briefs are searchable by keyword, case name or docket number.

A relative newcomer to the list of resources supplying briefs is also one of my favorites, SCOTUSblog. This blog is maintained by the little law firm that could, D.C.’s own Goldstein & Howe. In addition to providing up-to-the-minute news on the activities of the Court the site is often the first place to post briefs (petition and merit) filed with the Clerk’s Office. In the recent mad dash to locate the respondent’s brief in the University of Michigan affirmative action cases it was SCOTUSblog who posted links to the briefs hours before Findlaw or any of the other resources mentioned in this article. The one major drawback to the service is that it can be difficult to find links to briefs filed sometime in the past. Although the site does maintain an archive back to its inception on October 1, 2002 it is only searchable one week at a time.

The folks at the Medill School of Journalism at Northwestern University have put together a very useful Web site of information on cases currently before the Supreme Court, On The Docket. Although the site does not always list briefs filed with each case it does provide links to various other sites that may have posted the briefs. Its value is therefore as a resource to help find resources associated with cases before the Court. Coverage extends back to the October Term 2000. This site highlights the other resource that should be considered when tracking down briefs: the many individual Web sites that spring up dedicated to a particular case or issue before the Court. This term we have seen a number of “blockbuster” cases heard or about to be heard by the Court including Eldred v. Ashcroft, Lawrence v. Texas, and the Grutter and Gratz affirmative action cases. In each of these cases Web sites were established to help track the case and locate documents associated with the case. Often these were the best sources for locating briefs filed with the respective cases.

CONCLUSION
Inevitably an article such as this can only cover a limited amount of resources. If the resources that I have listed do not succeed in locating a needed brief one can always turn to the librarian’s best friend, the telephone. On a couple of occasions I have had great success calling (or e-mailing) the counsel who prepared the brief to request a copy of the document. In addition “Googling” the case docket number and limiting file format to .PDF can be an amazingly successful shot in the dark.

ENDNOTES

2 Authority for the Court’s certiorari jurisdiction is found in 28 U.S.C. §1254(1) and 28 U.S.C. §1257(a) for federal and state courts respectively.
3 According to the Clerk’s Office, in the October Term 2000 only 9 of the almost 9,000 cases on the Court’s docket were original jurisdiction cases.
4 This is authorized by 28 U.S.C §2284(a).
5 Over the past decade IFP cases have composed almost all of the cases on the Court’s docket. See Robert L. Stern & Eugene Gressman, Supreme Court Practice 8th ed. (2002) at 57.
7 Rule 24 and 25 govern the content of these briefs, while rules 33 and 34 govern the preparation, production and style requirements of each document.
8 The Joint Appendix contains the “relevant” sections of
the record below. The petitioner usually prepares this document and it can either be filed with the opening brief or deferred until a later date. An excellent description of this process is contained in Robert L. Stern & Eugene Gressman, Supreme Court Practice 8th ed. (2002).

9 The docket is located at http://www.supremecourtus.gov/docket/docket.html
10 The Clerk's Automated Response System (CARS) also provides information on the status of a case. This is available by calling (202) 479-3034.

11 This list can also be located at http://www.supremecourtus.gov/oral_arguments/briefsource.pdf.
12 The Department of Justice Library collects all the briefs and records for cases in which the U.S. government was a party. This collection extends back to 1885.
13 Having spent a number of years assisting in the preparation of briefs at the University of Texas I can attest to the fact that the briefs inevitably arrive in no order, therefore much time is spent arranging the documents first by docket number order and then within each case by type of brief.
14 It is recommended that researchers call ahead of time to confirm availability and building hours. The Clerk's Office can be reached at (202) 479-3030. The Library can be reached at (202) 479-3186.
16 Self-service copies are currently 10¢ per page. Courier copies are substantially higher.
17 1832 is often cited as the first year briefs and records were required by the Court, however, beginning as early as 1821 the Court indicated its need for written statements from counsel. Rule XXX, 19 U.S. V (1821).
18 Westlaw provides some supplemental briefs and also the joint appendix for most cases granted certiorari or probable jurisdiction.
19 Lexis provides briefs on the merit for cases granted certiorari or probable jurisdiction plus selected petitions for certiorari. Joint appendices are only available for pre-October Term 1993.
21 This is located at http://www.usdoj.gov/osg/briefs/search.html
22 This does not include responses in IFP cases. More information on coverage can be located at http://www.usdoj.gov/osg/briefs/help.html#coverage
23 Available at http://www.briefserve.com/home.asp
24 Available from the law firm of Goldstein & Howe at http://www.goldsteinhowe.com/blog/.
25 An excellent article on this family-run firm appeared in the February 24th, 2003 issue of the Legal Times at p.28.
26 This site is located at http://journalism.medill.northwestern.edu/docket/
27 Docket number 01-618, decided 1/15/03 in favor of respondent. 537 U.S. _ (2003).
28 Docket number 02-102, oral argument scheduled for 3/26/03.
29 Grutter v. Bollinger (02-241) and Gratz v. Bollinger (02-516), oral argument scheduled for 4/1/03.
31 File format can be limited on Google either by using the “Advanced Search” page (http://www.google.com/advanced_search?hl=en) or by inserting “filetype:pdf” in the search query.
Perhaps you have heard of the One-in-Ten and the Reel Affirmations Film Festival in Washington, D.C. In addition to putting locals in front of movie screens, the events are also putting art books into the hands of children, which won’t save the world, but it could give meaning to young lives and, most certainly, it opens some minds. That’s the goal of One in Ten’s Children and the Arts Project.

“We wanted to make a difference in our community, and we’re willing to do it one book at a time,” says Christopher Suranna, the project’s co-chair. “As an organization that believes in the power of the arts, this was a natural fit.”

Thanks to the donations of the gay and lesbian community, One In Ten has been able to donate thousands of books to local schools, youth clubs, and public-private groups in Washington. “It was most important for us to try to find a way to give back to our community while opening doors to children who may not ever get a chance to read books about art, writing, dancing, or theater,” says Patrick Bruyere, who founded the project in 1999. “It’s a real joy to do this.”

One In Ten has relied on the members of the D.C. City Council to select recipient organizations from their individual wards. Those recipients range from the public charter schools to the children’s wards at local hospitals. All of these agencies provide invaluable services to children, yet they often lack the funding they need to provide children with books to expose them to the arts and fire their imaginations.

Now in its fifth year, the Children and the Arts Project expects to continue its efforts to serve the community through the donations of those attending the annual Reel Affirmations Film Festival and generous members of the community. Once again, W endy Rieger, co-anchor of the 5 P.M. newscast at NBC4, has agreed to serve as honorary chairwoman of the project.

“Putting a book in the hands of a child is the easiest way to help them escape from the hardships of the world around them,” Rieger says. “A book can ignite their imaginations and transport them to other places. My mother was a reading teacher and believed the ability to read was a basic right. It is one of the few things we can do that both excites and relaxes the mind, and we are obligated to see that our children become addicted to it.”

With Rieger’s support, the program has tripled in size in the last three years. One In Ten has also been able to seek government and foundation support for the program. “Each year, I am blown away by the spirit and generosity of this community,” Rieger added. “They have never, never let us down.”

As the books come in, and gone out just as quickly to nominated recipients, the project has won praise from Washington children’s groups that have come to rely on these donations to fill their shelves. “On behalf of the 700 children and families For Love of Children serves, we thank you for your generous donation and your commitment to support and encourage the efforts of

### 2002 Recipient Organizations

<table>
<thead>
<tr>
<th>Council Member</th>
<th>2002 Recipient Organization</th>
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<tr>
<td>Linda W. Cropp</td>
<td>Girl Scout Council of the Nation’s Capital</td>
</tr>
<tr>
<td>Harold Brazil, At Large</td>
<td>The Fishing School</td>
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<tr>
<td>David Catania, At Large</td>
<td>Meyer Elementary School</td>
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<td>Phil Mendelson, At Large</td>
<td>Lydia’s House</td>
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<td>Carol Schwartz, At Large</td>
<td>The Patricia M. Sitar Center for the Arts</td>
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<td>Jim Graham, Ward 1</td>
<td>Cardozo High School</td>
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<td>Jack Evans, Ward 2</td>
<td>Warda T. Daniels Library</td>
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<tr>
<td>Kathy Patterson, Ward 3</td>
<td>Tenley-Friendship Library</td>
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<tr>
<td>Adrian Fenty, Ward 4</td>
<td>YOUR Community Center</td>
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<tr>
<td>Vincent Orange, Ward 5</td>
<td>Carver Terrace Community Center</td>
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<tr>
<td>Sharon Ambrose, Ward 6</td>
<td>Ludlow-Taylor School</td>
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<tr>
<td>Kevin Chavous, Ward 7</td>
<td>East of the River Steel Band</td>
</tr>
<tr>
<td>Sandy Allen, Ward 8</td>
<td>Parklands Community Center</td>
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D.C.'s budding artists," said Fred Taylor, executive director of For Love of Children, which works to strengthen families and protect children.

The initiative has also wanted to get all the council member more involved or at least aware of the film festival. Therefore, we have the D.C. City Council members nominate recipient organizations that provide services to children for a total 13 recipient organizations each year. We have a wish list of over 250 book titles and what we do is create mini-art libraries in each of the facilities nominated. We are still finishing off the 2002 program, but for 2001 we raised $7000.00 dollars; with those funds and donated books we were able to donate over 600 books and $200 in cash for the organizations to buy their own wish list of books.

**So, how can law librarians get involved?**

You can buy the books through Politics & Prose or any other bookstore and bring in the book(s) during the film festival run at the Lincoln Theater on October 16-26, 2003. Also, check back through the summer to; click on film festival and then under community service program. Volunteers are always needed for projects! In addition to donating book(s) and volunteering, one can even help organize a book drive in your law firm to help this special project make a real difference in the lives of D.C. children. Any questions can be directed to Carlos Arias, Executive Director of the film festival at: P.O. Box 73587, Washington, D.C. 20056, 202/986.1119, E-mail: info@reaffirmations.org.

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**"farewell," but not "good Bye"**

This summer I will retire after thirty years service as director of the law library at American University. As I retire, my wife Carole and I will relocate away from this Washington to the other one. Specifically, in early June we will move to Olympia which is the capital of Washington State and situated about fifty miles south of Seattle. Seattle is where I grew up and have family. Before I leave for the Pacific Northwest, however, I very much wanted to take this opportunity to express my personal thanks to each and every one of you not only for being wonderful colleagues but also for the opportunities and honors you have accorded to me.

You let me edit “Law Library Lights” (1974-1976), be part of the planning for the DC Chapter’s fiftieth anniversary celebration (1988-1989) as well as serve on many committees and task forces. You provided me with a formal role the past three times our city hosted AALL’s Annual Meeting. You elected me as your chapter’s president (1979-1981) and later as President of AALL. You even let me memorialize, for the DC group, our era in the profession when AALL put together its time capsules at the turn of the millennium.

No one achieves honors of the type you have accorded me without lots of support from his or her colleagues. I want to thank all of you for this. You are a great group and it has been wonderful being part of our DC law librarian community.

Patrick Kehoe
If the tone of last year’s Joint Spring Workshop (JSW) was like “Washington Week in Review”, then that of JSW 2003, whose theme topic was Ownership of Media, could be described as resembling the “McLaughlin Group.”

Organized by DCLA, DC-SLA, FLICC and LLSDC, the event was held April 25, 2003 in the Mumford Room in the Madison building of the Library of Congress with about 80 librarians and other interested professionals attending.

The first speaker was Sivah Vaidhyanathan, cultural historian, media scholar and author of Copyrights and Copywrongs: The Rise of Intellectual Property and How it Threatens Creativity and Culture and Information. Throughout his speech, Vaidhyanathan touched on ethics – just because one can do something with technology, should one do it – and gave a thumbnail history of the pre-millennial copyright regulation system, which created “a few people who are rich and many exercise powers as creators and consumers,” and developed a dynamic media system during the 1990s with the demise of magnetic tape and the rise of optical media. The thrust of Vaidhyanathan’s argument was that a new era might have arrived in which copyright does not work or will not work the way it used to. He also talked about the “binary” model of controlling access to digital materials. “There is no middle to this system – it is either controlled or piped, regulated or free and anarchic. It is built on an off-on switch – not rich, smooth, playful. Culture is a process, not a product,” he concluded.

The second speaker, Jesse M. Feder, Special Legal Advisor to the Register of Copyrights of the Library of Congress, gave a briefing on pending copyright legislation. The two pieces of legislation that he described as “having legs” pertained to broadcast flags – an effort to control what can be done with content once received from a device and Copyright Arbitration Panel (CA RP) reforms.

The third speaker, Allan Robert Adler, Vice President for Legal and Governmental Affairs in the Washington, D.C. office of the Association of American Publishers, discussed how technology has created the necessity of legislation such as the Digital Millennium Copyright Act (DMCA). “Posting on a Website is very different from distributing photocopies,” he said. Adler also discussed the problem of finding balance between accommodating fair use and protecting intellectual property and the interests of the different groups touched by the publishing industry. “We’ve all been striving for balance but balance is in the eye of the beholder.” Publishers may not be needed if publications can be effectively distributed with the push of a button. Libraries may not be needed if publishers are so in tune with the market that they can pinpoint a consumer’s exact information need. He stressed that both publishers and libraries are looking for new business models that will assuage fears and take advantage of the markets.

During the panel discussion, all three speakers debated the issues with abandon, almost forgetting the presence of the audience. “We all care deeply about the principles of copyright. The concern is that although debate and compromise exist, but I am concerned that it matters less and less,” said Vaidhyanathan who began the discussion. He expressed a concern that influence would shift from Washington to Seattle and from content to technology. As an example, he described the Palika Bazaar in New Delhi India as the place to see pirated materials in India and the place to get material. “In India on a $100 a week salary, buyers don’t think about copyright. There is enough to eat but not enough to buy books,” he said explaining the appeal of this black market. Another operation he described was the Madipur Colony, an apartment complex where music and movies are digitally acquired. Vaidhyanathan concluded his argument by saying that DMCA was not stopping piracy and that the people DMCA was supposed to hurt are doing well, pointing out, “Gnutella & Napster are not stopped.”

Adler said in response, “I resent the ad hominem nature of the debate. It points to the lawlessness as a failure of DMCA…You have if anything an overreaching faith in governmental regulations. What the U.S. government has been trying to do is to get the Indian government to adopt DMCA-like policies.” Vaidhyanathan rejoined, “It is ridiculous to think that if India adopted DMCA, it would make a difference.” Feder promptly pointed out that copyright legislation has been very effective driving piracy underground in Hong Kong.

One question from the audience, which sparked discussion, was whether downloading songs from the Internet was really impacting the market and that maybe it served as a means of advertisement. Adler responded that children are capable of creating professional quality CDs that can impact the market. Vaid-
hyanathan said “We’ve all taped an album we’ve later bought. There are a variety of ways to use these systems - some more ethical than others - out of print, rat cult items, whether Eminum stuff is worth buying.”

Offering a historical perspective, Feder said that in developing countries, publishing industries must be protected in order for them to thrive. The U.S. was one of the most pirated countries until the 20th century when a string of copyright laws were adopted.

All three speakers agreed that the library was an appropriate place to teach about ethical use of content from the Internet and acknowledged the difficulty of this task. Feder affirmed that most people would agree that it is wrong to steal from a grocery store but there is something of an intangible aspect about intellectual property.

As to what will happen 15 years from now, the only one to hazard a guess was Feder, who predicted that one might be able to read newspapers from PDA by then.

Committee members who contributed to this year’s workshop were Patrick Oberholtzer (Chair, DCLA), Lee Marie Wisel (DCLA), Laura Hjerpe (DC-SLA), Dave Packard (FLICC), and Carla Evans (LLSDC).

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**GPO Announces New Federal Depository Library of the Year Award**

The Government Printing Office has created a new award to provide special recognition to libraries that further the goals of the Federal Depository Library Program. United States Public Printer Bruce R. James said, “The Federal Depository Library Program is a success only because of the effort made by individual depository libraries. The libraries bear the lion’s share of the burden of making the Federal documents collection accessible to the public, so it is only right that they are recognized as valued partners in the Government’s information dissemination system. This new award will simultaneously raise public awareness of the network of depository libraries and identify the best practices among those libraries by honoring each year a single institution that most completely embodies the ideal of public service inherent in the Federal Depository Library Program.”

The nomination deadline for this year is June 30. The selection committee will be the Superintendent of Documents, the Director of Library Programs Service, and the Chair of the Depository Library Council to the Public Printer. For additional information about nominations submissions go to http://www.access.gpo.gov/su_docs/fdlp/pr/lib-of-yr.html.

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**4th Annual AALL Advocacy Training Workshop**

The Government Relations Committee and Washington Affairs Office are cosponsoring the fourth AALL Advocacy Training Workshop in conjunction with our 2003 Annual Meeting in Seattle. The half-day workshop will be held on Saturday, July 12th, from 8:30 to noon, and there is no registration fee. The goals of the workshop are twofold: to introduce you to the most important current issues on AALL’s legislative agenda and to give you the skills you need to participate effectively in our advocacy program.

This year, the hottest issues on our agenda include:

- the Federal Depository Library Program in the 21st century;
- balance between public access to government information and national security concerns;
- fair use in the digital environment;
- database legislation; and,
- permanent public access (PPA) to federal and state electronic government information

Speakers for this session include the 2003-04 GRC chair, Elizabeth LeDoux; GRC members Richard Matthews, Judy Meadows and David MCFadden; and Mary Alice Baish, A associate Washington Affairs Representative. In addition, Carolina Rose, president of Legislative Research, Inc., will talk about her seven years as a staff member in the California state legislature and share practical tips about the do’s and don’ts of lobbying.

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**Lights Deadline**

If you would like to write for Lights, please contact Tricia Peavler at lights@llsdc.org. For the most up-to-date information regarding the 2003-2004 submission deadlines and issue themes, check the LLSDC Website at http://www.llsdc.org.
Lexis/Nexis ad
Rites of Spring

Spring is here, Washington is once again brimming with the vivid colors of the season, and LLSDC is undergoing its own annual seasonal changes as the chapter’s officers and committee chairs reach the end of their terms and their successors prepare for a new schedule of activities. Thanks to the efforts of many LLSDC members, it has been a busy and exciting year. Lisa Harrington, LLSDC’s President, did an admirable job at the start of her term by locating volunteers to serve as committee chairs for LLSDC’s many committees and setting up a detailed schedule of events for the chapter. She then added to those achievements by working steadily with LLSDC’s board members to insure that the needs of the chapter were addressed throughout the year. As I write this, Lisa is on maternity leave following the arrival of her son, Daniel Patrick. As Lisa’s successor, I appreciate her careful planning and will follow the example of leadership she and previous LLSDC Presidents have set. Being President of an organization such as LLSDC is an incredible learning process. Fortunately for all of us, advice and expertise from the society’s vast membership is just a telephone call or desperately typed e-mail message away when help is needed. So believe me - some of you will be hearing from me in the next few months!

Town Meeting

The LLSDC Town Meeting was held on March 19th at Wiley, Rein & Fielding. This year the Town Meeting featured two guest speakers: Anne Matthewman, Treasurer of the American Association of Law Libraries, and Susan Fox, AALL’s new Executive Director. Susan spoke about recent administrative developments in AALL’s main office and Ann discussed AALL’s finances and its fund-raising activities for the George A. Strait Minority Scholarship. Having received a $150,000 endowment for the scholarship from West Group, AALL is now seeking to raise an additional $100,000 from its chapters and individual members by 2005. Contributions have been received from several chapters, including LLSDC. It was great to see a cross-section of the society gathered in one place at the Town Meeting. I look forward to seeing many members and their guests at another society-wide event, the upcoming Closing Banquet. The Banquet will be held at the Fairmont Washington on May 19.

Mentoring

I have heard from a variety of LLSDC members recently who want to find out more about the mentoring opportunities that LLSDC can offer. New LLSDC members are looking for mentors and many members of the society whose careers have benefited from a mentor’s advice want to find ways to help library students and others who are new to law librarianship. A Mentoring Committee will be formed that will focus on these issues and news about the committee’s activities will be posted on the LLSDC listserv and the LLSDC web site.

Your Participation is Welcome

Your time is valuable - that is why we would like some of it. I encourage all members to contribute some of their free time to attending an LLSDC event, serving on a committee, or writing an article for Law Library Lights in the next year. The rewards from donating your time are significant for LLSDC and for you. If you are interested in volunteering or have questions about any aspects of the society, please contact me at (202) 789-6166 or slarson@bdlaw.com.
JANUARY

PRESENT: Lisa Harrington, Scott Larson, Susan Ryan, Stephen Mellin, Frances Brillantine, Ellen Feldman, Judith Leon, Ann Green, Debra Trocchi
ABSENT: Scott Pagel
CALL TO ORDER: President Lisa Harrington called the January 9, 2003 meeting to order at 9:07 A.M.
MINUTES: Minutes from Dec. 12 were reviewed and approved.

REPORTS
PRESIDENT: Hein Online e-mail was returned from chapter attorney with suggestions and changes on the contract. Changes were discussed as well as whether to keep advertisements in the online version of Lights. Changes were sent on to Hein.

TREASURER: Reviewed budget report. Lots of spending going on. The Master License form required by DC for the chapter has had the deadline moved to May 31 so chapter attorney is reviewing.

ASSISTANT TREASURER: Reported that deposits were down in December.

CORRESPONDING SECRETARY: No report

REPORT FROM COMMITTEE/GROUP LIASIONS: Liaison/PLL – Scrabble contest coming January 23 was mentioned; $100 from West to help with costs; Liaison/Legislative – organized Welcome Back to Congress; other programs in the works; Liaison/Education – program on technical services issues scheduled for Feb. 10; Liaison/Publications – Lights next deadline will be Feb. 7; Keith Gabel has reported that the Union List is at the printers and will mail in late Jan./early Feb. Brief discussion on doing survey to keep Counsel or move serial titles to the Union list. A proposal for the survey is being prepared. Liaison/Federal – good turnout at the SIS holiday party in December; Liaison/Scholarships – brief mention of efforts to try and make the scholarship application interactive on the LLSDC web page; Liaison/Elections – candidates have been proposed and efforts to begin to get biographies for inclusion in Lights and Dates to Remember; Liaison/Membership – planning one more event in spring at ESPN Zone; Liaison/Government Relations – interest in nominating the chapter for Public Access to Government Information Award. Application was due Feb. 1.

MANAGEMENT COMPANY REPORT
Review of current membership – 725 members. Recommendation for membership drive – numbers aren’t shrinking but they are also not increasing. 2 new members to vote on – motion to accept was made by Steve Mellin and seconded by Ellen Feldman. Approved by the board.

Membership directory still being printed but due out soon. Final proof was signed off on December 3. Legislative union list will contain a correction page on the front to include corrected address information.

NEW BUSINESS
Discussion of issues surrounding the update to the Legislative Histories Union List. Board members were all to be mailed a copy of the update so that they could review and make comments back to the Board. Also discussion on how to handle any publications put out by the chapter and ways to make sure materials get ample review before being distributed.


NEXT MEETING: The next meeting is planned for February 13, 2003.

FEBRUARY

PRESENT: Lisa Harrington, Scott Larson, Susan Ryan, Stephen Mellin, Frances Brillantine, Ellen Feldman, Judith Leon, Scott Pagel
ABSENT: Ann Green
CALL TO ORDER: President Lisa Harrington called the February 13, 2003 meeting to order at 9:10 am.

MINUTES: No changes to the minutes as submitted. Minutes were approved as submitted.

REPORTS
PRESIDENT: The Town Meeting has been scheduled for March 19, 2003 and will be held at Wiley Rein from 12 P.M. – 1 P.M. Two representatives from AALL will be attending and the general schedule is for an informal meeting with questions and answer session after the AALL representatives speak to the group.

TREASURER: General discussion of the Society’s finances. Some money is being moved
into operating accounts. Possible consolidation of accounts to eliminate the need for constant shifting of funds to cover check writing was also discussed.

**Assistant Treasurer:** No deposits have been made in January.

**Corresponding Secretary:** No report.

**Recording Secretary:** No report.

**Report from Committee/Group Liaisons: Liaison/PLL** - discussion of activities of the group; next event at Barnes & Noble; **Liaison/Legislative** - Welcome Back to Congress event mentioned; also a spring event is being planned; **Liaison/Publications** - discussion of union list (near to being finished - expected to printer by Feb. 14); some recommendations for changing the committee were discussed; committee continues to work on Counsel; **Liaison/Elections** - biographies of candidates received and sent to Lights editor by Feb. 7 deadline; **Liaison/New Members** - next new members event will be at ESPN Zone - date still to be determined; **Liaison/Federal SIS** - Joan Sherer now acting chair; planning is going on for annual agency day event; **Liaison/Academic SIS** - mention of change in chair of the SIS.

**Old Business**

Hein Online e-mail discussed - in response to changes to original contract in getting Lights online. Decision is made to agree to terms and have Lights published online.

Discussion of Legislative Union list continued from last Board meeting. All members had received samples of the update and agreement was reached to go ahead and send the updates out “as is”. Any changes or suggestions for re-formatting the updates will be discussed prior to the next update and in place for that printing. No timeframe was set for the next update to be done.

**New Business**

Discussion of some DC sales tax issues. Starting March, Scott Larson will be taking over the Board meetings and they will be held at Beveridge & Diamond.

**Management Company Report:** Current membership is 734. Six new members were presented and voted in. The next “Dates to Remember” is reviewed and some corrections made. A greement was passed on to go ahead and mail out the Legislative Updates as they stand with the cover sheet already in place correcting address information.

**Motion to Adjourn:** Adjourned at 9:45am

**March**

**Present:** Scott Larson, Stephen Mellin, Frances Brillantine, Judith Leon, Ann Green, Scott Pagel, Debbie Trocchi

**Absent:** Lisa Harrington (out on maternity leave), Ellen Feldman, Susan Ryan

**Call to Order:** Scott Larson called the meeting to order at 9am.

**Minutes:** Minutes approved as corrected earlier; motion by S. Mellin, seconded by S. Pagel

**Reports**

**President:** Scott Larson reported - filling in for Lisa Harrington - the Town Meeting was on track.

**Treasurer:** Steve Mellin reviewed the statement handed out covering February. Lots of expenses in the month. Mentioned that the money market account was closed out and rolled into other accounts. General discussion about concerns regarding low income for the month and the costs of various events which have been held. Discussion of ways to increase funds or attendance at meetings to cover costs. Steve is looking into using the Sandy Peterson fund money in 2004 to provide speaker for closing banquet.

**Assistant Treasurer:** Frances reviewed increase in deposits. Expected expenses mentioned for New Membership lunch. Also discussion of request by Iris Lee for assistance in attending a professional event.

**Corresponding Secretary:** Nothing to report.

**Recording Secretary:** Nothing to report.

**Report from Committee/Group Liaisons: Liaison/PLL** - discussion of activities of the group; **Liaison/Lights** - spring issue almost ready to go to printers. Candidate bios will be included. Looking at posting .pdf of the issue on the web site to get the bios out for folks to see; **Liaison/Public Relations** - reported on contact from Blackwell North Amer. regarding legislative documents and interest in putting them online; **Liaison/Placement** - problems with posting job listings discussed.

**Management Company Report:** New member count is 741. Discussion of publications in the works - orders coming in for union list; 20 calls from members not getting a copy of the membership directory. Ballots for the 2003 election have been mailed.

One new member considered - motion to
Request of Iris Lee for travel funds discussed. After discussion the Board made a decision not to act on the request.

Brief discussion on scholarship issue – tabled to be discussed again at the next board meeting after the Scholarship and Grants committee has been contacted.

Discussion of request from Rick McKinney to add CRS links to the LLSDC Source Book online. Motion made to add link to the web page by Ann Green, seconded by J. Leon.

Brief discussion of what LLSDC concerns would exist regarding records in an emergency. Tabled for next board meeting.

MOTION TO ADJOURN:
Meeting adjourned at 10:10am.

NEXT MEETING: The next meeting is scheduled to be at Williams & Connolly with Ellen Feldman hosting. Address is 725 12th Street, NW.
**Tempus fugit... Is this year really over?** Gee, it still feels like April to me. The old adage “time flies when you are having fun” can surely be applied to my time as leader of the Private Law Librarians’ (PLL) SIS this past year. With all of the different SIS educational and social events going on, I must have lost track of time. Many people have contributed their ideas, efforts and time over the last nine months for PLL events. The involvement of the membership is what makes the LLSDC and its SIS’s a strong organization. The consistent quality of the educational programs and creative social events bear witness to this dedication. The education and social committees should be commended for organizing such good programs. And all PLL and LLSDC members should give themselves a pat on the back for being involved.

As this is being written, the 2003 PLL Election votes are being tallied. Congratulations to the new officers. I am sure they will do a great job, and they will enjoy their new responsibilities. I would like to thank everyone who participated in the election. In addition to all the candidates, I would like to thank Elizabeth LeDoux and the nominating committee for their efficiency in running the election.

This year’s PLL Board, Vice-President/President Elect Jim Walther, Secretary Lisa Benjamin, and Treasurer Tracy Fritz, has been a great help in leading the PLL this year. (Who am I kidding, they did all of the work.) I am lucky for having worked with them and thus having the opportunity to get to know them better. Thank you Lisa, Tracy, and Jim for all of your hard work.

By the time you read this, a new PLL Board will be gearing up for their upcoming year. It is likely that they will be looking for volunteers for the Section’s social and education committees, as well as ideas for programs for next year. If you would like to volunteer or suggest a program, contact Jim Walther, next year’s PLL President. New volunteers are always welcome. (Hmmm... seems like only yesterday that I wrote the same thing in my first column.)

Good luck to Jim and next year’s Board. I hope you have as much fun next year as I had this year.

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**The Foreign and International Law Special Interest Section** culminated a busy year of activities by co-sponsoring a well-attended program on April 2, 2003, at the Law Library of Congress entitled Free Trade and Economic Integration in Asia: The Changing Legal Landscape.

In the opening session, participants were welcomed to the program by Law Librarian of Congress Dr. Rubens Medina. Dr. Medina was followed by Professor James Feinerman of the George Washington University Law School, who spoke on the issues surrounding China’s accession into the World Trade Organization. Next, Dr. Tao-tai Hsia, Chief of the Eastern Law Division at the Library of Congress and his colleague, Constance A. Johnson, Senior Legal Research Analyst, provided an excellent overview of the legal systems of China and Taiwan and also introduced participants to the key English-language sources for these jurisdictions. Closing the morning session, Library of Congress Legal Specialist Sayuri Umeda lectured on the basics of Japanese trade law and outlined the primary legal materials available to researchers.

The afternoon session began with a lecture by Professor Raj Bhala of the George Washington University Law School, who spoke on trade integration trends in Asia and the subcontinent. Professor Bhala was followed by Krishan Nehra, Senior Legal Specialist at the Law Library of Congress, who discussed the World Trade Organization’s TRIPS agreement (Trade Related Aspects of Intellectual Property Rights) as it related to India. He closed his presentation with an introduction to the judicial administration of India and outlined key English-language sources available for that jurisdiction. Finally, Marci Hoffman, of the Georgetown University Law Center closed the program with an excellent overview of international trade research which focused primarily on electronic resources. The program was moderated by Herb Somers of the George Washington University Law School.

The Foreign and International SIS would like to thank all of the program’s participants for their excellent and informative contributions. In addition, this program would never have happened without the behind the scenes efforts of Law Library of Congress administrators Kersee Schroff, Chief of the Western Law Division, Malo Bernal, Special Assistant to the Law Librarian, and Anne Mercer, Executive Director of the Friends of the Law Library of Congress. Finally, we would also like to acknowledge Marci Hoffman of the George Washington University Law Center for her help in organizing the program, and also for stepping in as a presenter after a last-minute cancellation.
ESPN Zone was the setting for the Spring New Members Luncheon on April 8. About 15 new members and board members enjoyed a delicious buffet and got to know each other. As with the Fall Breakfast Event, the new members represent a wide variety of information-related entities, federal, corporate, and law firm libraries. Welcome to you all.

Some of our members have had a busy winter and are now in new places or have new titles. John Harbison has left Collier Shannon and is now Manager of Knowledge Services at Howrey Simon. Ellen Sweet is now a librarian at the National Library of Medicine, Collection Access Section. The Southeastern Chapter of the American Association of Law Libraries (SEAALL) has elected Mike Petit of the American University Law Library to the office of Vice-President/President-Elect. Lauren Gluckman writes that she is now Reference Librarian at Sutherland Asbill & Brennan. "I left the US Senate Library in October after 7 years to pursue a part time schedule which allows me more time with my boys!" Lorelle Anderson, Legislative Librarian at Crowell and Moring, LLP, will be married on May 25, 2003. Mindy Klasky is now the Library Director at Collier Shannon Scott. Joan Marshman has had a title change. She is now Head of Reference Services in the Knowledge Services Department of Howrey Simon Arnold & White, LLP. Charlotte Osborn-Bensaada, formerly at Williams & Jensen, is now Library Manager in the DC office of Thompson Coburn, LLP. Debra Atkins has left Arent Fox and is now Legislative Librarian at Sonnenchein Nath & Rosenthal.

The LLSDC-sponsored Stevens Elementary School Book Drive for National Library Week netted over 280 books and $310 for our neighborhood school. SES Librarian A my Dinan and Principal Polly Brown were very pleased with the results. Kate Martin would like all of us to save any pre-K to fifth grade books you might have for next year's book drive. She thanks not only all the contributors, but also LexisNexis' Chris Kohler and Jim Dodd at Borders Books for their support!

Welcome To
Craig Levin - library assistant at Clifford Chance US LLP
Lola McComb - manager at WorldCom
D. Hamilton Peterson - assistant law librarian at the NRPC OIG in Bethesda
Rebecca Roth - information center manager at American Council of Life Insurers
Laura Burns - law librarian at U.S. Department of Labor
Robert Cagna - senior research information specialist at AARP
Jody T. Coyle - account manager at Dialog
Becky Fillinger - marketing manager for the federal government for West Group
Stephen LaFalce - librarian at Clifford Chance US LLP
Keith Seals - law librarian with the Social Security Administration
Julie Silverman - AV cataloger at the University of Maryland
Kimberly Williams - library assistant at Sullivan & Cromwell LLP

WASHINGTON EXPRESS AD

DATES TO REMEMBER

Dates to Remember (DTR) is a monthly (September – May) newsletter designed to keep the membership informed of current Society events. DTR and the Society's Master Calendars are now being handled by the Society's management office. To clear your date and publicize the event, please contact Millie Gallahan at 703/619-5033 or management@llsdc.org.
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Legal Research Training Focus Group
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