



NEWSLETTER

March 2004

Web Site: clevelandlawlibrary.org • Email: lawlib@clelaw.lib.oh.us • Phone: (216) 861-5070 • Fax: (216) 861-1606

NOTICE OF THE 2004 ANNUAL MEMBERSHIP MEETING APRIL 26, 2004

The Annual Meeting of the members of the Cleveland Law Library Association will be held on Monday, April 26, 2004 at 12:00 p.m. in the Law Library, 404 Cuyahoga County Courthouse. Agenda items include the Librarian's Report and the election of three (3) trustees to serve three year terms from March 2004 - 2007. The Meeting will be followed by a light luncheon.

The Board recommends the following incumbents for reelection at the meeting: Irene Keyse-Walker of Tucker, Ellis & West, and Joseph N. Gross of Benesch, Friedlander, Coplan & Aronoff. The Board will consider nominations for the third vacancy.

WIRELESS INTERNET ENVIRONMENT

We are in the final stages of creating a wireless Internet environment (LAN) at the Library. Efforts are currently under way to install the necessary electrical connections and access points to make this dream a reality. We hope to initiate this new aspect of our services by the Annual Meeting in April. If you are interested in using your laptop here once we "go live," you will need to acquire and install a wireless network card. Please see our Network Services Librarian, Eric Hess, with any questions at 216-861-5070 or email him at ehess@clelaw.lib.oh.us.



NATIONAL LIBRARY WEEK

Our Library will be celebrating *National Library Week*, April 19 - 23, 2004. Please join us from 9:00 to 11:00 a.m. on Monday, April 19th for complementary juice and bagels. We will also be providing tours of our facility and web pages and sponsoring a library trivia contest.

FROM THE DIRECTOR'S DESK UPDATING OUR IMAGE

It is hard to believe that I have been the Director of the Cleveland Law Library for more than a year now. Over the past twelve months, I have been working very hard to update the Library's professional image and electronic presence and enhance our services to members. As part of those efforts, we:

- held our first annual Open House in September;
- created an electronic newsletter for distribution by email;
- conducted summer associate training;
- acquired a *Westlaw* subscription for staff use;
- provided in-house *Lexis* CLE;
- created a new logo, letterhead, and business cards;
- revamped our membership brochure and Library maps;
- updated many of our Internet pages;
- upgraded our patron and staff copiers;
- modernized our lobby area;
- expanded our Internet FAQs; and
- provided increased Internet legal chat reference.

As part of my latest initiatives, we are putting in a wireless Internet LAN and updating our emergency plan.

I am also looking for new ways in which to promote and market the Library's collection and services. If you have any suggestions, please give me a call at 216-861-5070, or send me an email at ksasala@clelaw.lib.oh.us.

NEW PATRON COPIERS

If you didn't already notice on your last visit to the Law Library, we replaced our patron copiers and added the features you asked for. Two of the major enhancements include the ability to feed multiple pages at one time and make double-sided copies. These new copiers can also reduce and enlarge text and put two pages onto one. Just purchase a copy card at the front desk, and you are 'good to go.'

PATRON CONFIDENTIALITY

Patron confidentiality is one of our primary administrative concerns here at the Law Library, and we are always looking for ways to further ensure your privacy. Our staff members have always protected patron contact information, circulation records, and reference and research requests from third party inquiries, and our external and internal electronic networks are also sufficiently protected from viruses and hackers. However, in an effort to enhance these safeguards, we purchased a shredder in the fall of 2004 to shred both request sheets and Interlibrary Loan sheets once the requests have been filled and necessary statistics have been collected. If you have any questions about the new shredding policy, please contact the Director, Kathleen M. Sasala, at 216-861-5070 or ksasala@clelaw.lib.oh.us.



DAYS THE LIBRARY WILL BE CLOSED

The Law Library will be closed the following days in 2004:



- Memorial Day, Monday, May 31st
- Independence Day, Monday, July 5th
- Labor Day, Monday, September 6th
- Columbus Day, Monday, October 11th
- Election Day, Tuesday, November 2nd - Library Closes at Noon
- Veteran's Day, Thursday, November 11th
- Thanksgiving Day, Thursday, November 25th
- Christmas, Friday, December 24th
- New Years Day, Friday, December 31st

TECHNOLOGY'S EDGE: SCANNING AND PDF FILES

In an effort to enhance the services we provide to you and your attorneys, we have upgraded our staff copier/printer to a machine that prints in color and can scan documents into PDF format for attaching to an email. This means that if you are used to ordering a case, a law review article, a *Shepard's* printout, or another document by snailmail or fax, you now have the option to receive your order by email. We do not charge any retrieval fees, and the cost of transmittal is only \$4.00 per document. This feature holds wonderful promise for lawyers on the cutting edge of technology, and we hope that you will take full advantage of this new service.

NEW SERVICE: LIBRARY STAFF CAN NOW PERFORM FREE WESTLAW SEARCHES

** Regular document delivery charges still apply.*

The library recently purchased an unlimited, fixed-rate subscription to *Westlaw's* "Gold Plan" for library staff use. This plan opens up many new avenues



of legal research for our members, the most important of which is the ability to search online in *West's* key number system. Our staff can now perform key number or digest searches for free. In addition, if you need to order a case by fax or email, you can now choose to have it sent from *Westlaw* so that it will contain *Westlaw* headnotes. If you desire, cases can alternatively be sent to you in "Reporter Image" format, which is an exact duplicate of the book version.

Our new plan provides access to all state and federal primary material (statutes, case law, codes, administrative decisions), as well as Ohio and federal analytical materials. The analytical materials include: *Ohio Jurisprudence with forms*, *Baldwin's Ohio Practice Library*, *American Jurisprudence 2d*, *Am.Jur. Proof of Facts*, *Am.Jur. Trials*, *Am.Jur. Pleading and Practice Forms*, *American Law Reports*, *West's Federal Procedure and Forms*, and *Wright and Miller Federal Practice and Procedure*. As a bonus, we also receive jury verdict and law review databases as part of our plan.

Additionally, the plan gives us access to materials that we did not have before in either print or electronic format. These include *Ohio Civil Rights Commission Decisions*, the *American Law Media Verdicts Database* and certain law review titles. We also acquired electronic searching capabilities for some items which we previously maintained only in print. Although the plan also includes *Keycite*, we have retained our free *Keycite* plan that members can use in the Library.

HOW 'BOUT A LAUGH?

'You seem to be in some distress,' said the kindly judge to the witness. 'Is anything the matter?'



'Well, your Honour,' said the witness, 'I swore to tell the truth, the whole truth and nothing but the truth, but every time I try, some lawyer objects.'



NEW MEMBERS

James B. Rosenthal
 Paul W. Shonk
 Jeffrey W. Gallup
 Charles M. Young
 Alan Joseph Samson
 Anjanette C. Arabian
 Kevin E. McDermott
 James D. Wilson
 Leslye M. Huff
 Jorge Luis Pla
 Krista K. Keim
 Jim Koutrodimos
 Nancy Valente
 Joseph Bancsi
 John Mays
 Fred Hopp
 Paul M. Friedman

James A. Levin
 Lauren E. Davidson
 Michael J. Hunter
 Erika B. Cunliffe
 Beth A. Judge
 Martin S. Stancik
 Lawrence G. Sheeher
 David Slezak
 Craig S. Vrabec
 Matthew B. Murphy
 Allison Lippman
 Kellee D. Schreiber
 Scott H. Ballou
 Mark Leskovec
 Monica E. Kramer
 Michael Motylinski
 Daniel Turner
 John L. Goodman

SUMMER ASSOCIATE TRAINING

For the second year in a row, we will again be offering research training for summer associates. This training includes both a physical tour of the Law Library and a virtual tour of both our electronic resources and many of the legal resources available for free on the Internet. For the intrepid, we have also designed some hands-on exercises in both the books and on the Web. If you are interested in signing up your summer associates, please contact the Director at 216-861-5070 or ksasala@clelaw.lib.oh.us.



NEW STAFF CATALOG – APRIL 6, 2004

You may not be aware that the Law Library is a member of the CLEVNET Consortium, a group of libraries that share technology and automation, cataloging, circulation capabilities, and other services. As part of our membership in this group, we will be migrating to a brand new, internal staff interface for all of our staff functions, effective April 6, 2004. Although we are training on the new system as this Newsletter goes to print: WE NEED YOUR HELP!!! Please be patient with us as we transition to this new system. *Thank you from the entire staff of the Law Library.*

Services Resources

SERVICES YOU'D LIKE

Circle the number of service(s) you are interested in receiving, and return the completed form to us via fax at (216) 861-1606 or regular mail.

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

I would like:

- Information on Desktop Resources
- Individual Research Training
- Lexis Training
- Opinion Syllabi by E-mail
- Law Journal Contents by E-mail
- Summer Associate Training
- Library Tour
- Continuing Education at the Library
- Future Newsletters sent via email
- Other _____

SELECTED NEW ACQUISITIONS

- Pennsylvania Suggested Standard Civil Jury Instructions (2003 - 2004)
- Rule 11 Sanctions: Case Law, Perspectives and Preventive Measures (2004)
- OSBA CLE Institute Publications (2003)
- Business Corporations with Forms (2003)
- Elder LawGuide to Medicaid Laws and Regulations (2003)
- California Civil Practice (2003)
- Fundamentals of Securities Regulation (2003)
- Collections Handbook (2004)
- Criminal Defense Motions (2003)
- Workers' Compensation Law and Practice (2003)
- Unfair Trade Practices (2003)
- Taking and Defending Depositions (2004)
- Baldwin's Ohio School Law (2003)
- Consumer Arbitration Agreements: Enforceability and Other Topics (2003)
- Eyewitness Testimony: Strategies and Tactics



CLEVELAND LAW LIBRARY ASSOCIATION

Cuyahoga County Courthouse
1 W. Lakeside Avenue - Floor 4
Cleveland, Ohio 44113-1078

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Organization
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Permit No. 3383

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