



# NEWSLETTER

## Fall 2013



Web Site: [clevelandlawlibrary.org](http://clevelandlawlibrary.org) • Email: [lawlib@clelaw.lib.oh.us](mailto:lawlib@clelaw.lib.oh.us) • Phone: (216) 861-5070 • Fax: (216) 861-1606  
Facebook: [Cleveland-Cuyahoga County Law Library](https://www.facebook.com/Cleveland-Cuyahoga-County-Law-Library) • Skype: [clelawlib](https://www.skype.com/en/contacts/voice/clelawlib) • Twitter: [@clevelandlawlib](https://twitter.com/clevelandlawlib)

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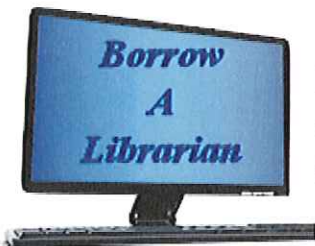
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# BORROW A LIBRARIAN FOR FREE

*(We will come to your office.)\**

Email: [lawlib@clelaw.lib.oh.us](mailto:lawlib@clelaw.lib.oh.us)  
Phone: (216) 861-5070 • Fax: (216) 861-1606

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Instead of borrowing a book, borrow a Librarian. We will come to your office.\* This service is included with Law Library membership (1/2 days are available now). Just email, call or fax us to set up an appointment.

### Receive help and assistance with:

#### Legal Research

- ✓ Search engines
- ✓ Database searching & strategies
- ✓ Finding Ohio cases for free
- ✓ What you can find at the Ohio Supreme Court Website
- ✓ Lexis
- ✓ Westlaw
- ✓ Shepardizing & KeyCiting
- ✓ Social media for lawyers
- ✓ iPad training
- ✓ iPad apps

#### Computers

- ✓ Computer basics & terminology
- ✓ Internet browsers
- ✓ Email basics & terminology
- ✓ Types of computer files; Creating & saving files
- ✓ Working with PDFs
- ✓ Word Processing (Word or WordPerfect)
- ✓ Keyboard shortcuts & functions
- ✓ Screen captures
- ✓ Downloading & printing
- ✓ Screen savers & wallpaper
- ✓ Cutting & pasting
- ✓ Screen options & sizing
- ✓ Skype
- ✓ Shrinking long URLs/Sending big files

\* Visits limited to Cuyahoga County and others on a case-by-case basis.

## OUR CURRENT SERVICES INCLUDE:

- Online catalog
- Borrowing books
- "Borrow a Librarian" program
- Reference services (see detailed list at right)
- Research services
- Lexis and/or Westlaw in-house
- In-house Wi-Fi
- Remote access through the Members Only page (e.g., OJur 3rd, Loislaw, LegalTrac)
- Document delivery via email
- Live Chat with our Librarians
- Skype with our Librarians
- CLE programs
- Law Library programs (e.g., iPad training, Lunch & Learns)
- One-on-one research training
- Remote training
- Printing
- Self-serve copies
- Staff copies
- InterLibrary Loans
- Current awareness (case syllabi notification)
- Newsletters and email notices
- FAQ's and Research Guides on our web site
- Subject Guides to Law Library Resources
- Borrowing a Law Library laptop with CCH databases (Labor & Employment; Tax)
- Online Library Card Services via CLEVNET (e.g., renewing online, placing holds for books, paying for services online)
- Law Library Blog
- Free use of conference room for meetings, depositions, etc.

## OUR "REFERENCE SERVICES" INCLUDE:

- Answering ready reference (quick) questions
- Selecting books or chapters in a book on a particular topic
- Locating forms
- Searching for a case when identifying information is known
- Retrieving a statute or ordinance
- Compiling legislative history materials
- Performing journal and law review searches
- Locating news articles
- Citation verification using *Shepard's* or *Keycite*
- Providing parallel citations
- Searching docket databases
- Searching public records databases
- Investigating information on people and companies
- Obtaining verdict and settlement information
- Gathering background data on experts
- Brief checking

### ***ETHICS, PROFESSIONALISM & SUBSTANCE ABUSE CLE***

***December 5, 2013, 12:30 - 3:45 pm  
(2.50 hours of CLE will be sought)***

***See insert for details***



***PROTECTING & PROBATING  
A DECEDENT'S ASSETS CLE***  
***November 15, 2013, 12:30 - 4:15 pm  
(3.0 hours of CLE will be sought)***  
***See insert for details***



***RESIDENTIAL & COMMERCIAL  
LANDLORD-TENANT DISPUTES CLE***  
***December 13, 2013, 1:30 - 4:00 pm  
(2.0 hours of CLE will be sought)***  
***See insert for details***





## SURVEY SAYS...



Thank you to everyone who participated in our recent Surveys. Steven G. won the \$25.00 *iTunes* gift card for participating. We received a lot of helpful information about the existing services you value and new services you would like us to provide. Our two (2) Boards are working on more long-term issues, but we wanted to give you a status update. Hopefully, the chart below will help you take advantage of everything the Law Library has to offer.

You Wanted...	Here is what we provide...
More information about our services	<p>Everything is outlined in this Newsletter.</p> <p>Everything is listed on our web site at:  <a href="http://clevelandlawlibrary.org">clevelandlawlibrary.org</a></p> <p>Read our monthly emails about particular services.</p> <p>Subscribe to our blog.</p> <p>Follow us on <i>Twitter</i>.</p> <p>Check out our <i>Facebook</i> page.</p>
Outreach for computer and research training	<p>Try our brand new “Borrow a Librarian” Program.</p> <p>We offer remote training via the Internet.</p> <p>Check out our <i>Lunch &amp; Learn</i> Programs.</p> <p>We also offer one-on-one in-house training.</p>
Streamlined Members Only Page	Our “New Version” lists the databases we buy for you and offer 24x7.
<i>iPad</i> Training	We conducted <i>iPad</i> training earlier this year. Our materials are on our web site, and you can borrow the DVDs we made of Lessons 1 and 2.
<i>PDF</i> Training	We have held 3 <i>CLE</i> ’s on this in the past 5 years and will consider additional programs.
Research services	Our research services are available for \$75.00/hr. (The 1st 15 mins. are free).
eBooks	We offer a large collection of electronic books on our Members Only page, and we hope to contract for the <i>Lexis Digital Library</i> soon.
Public records searching	Our staff can perform public records searches for you.
Legislative histories	Staff can compile these for you, or you can use our <i>Capital Connection</i> database and <i>Ohio Legislative Service Commission Analyses</i> .
<i>Verdicts &amp; Settlements</i>	Our <i>Westlaw</i> plan includes free access to Ohio and national jury verdict & settlements.

You Wanted...	Here is what we provide...
<i>Capital Connection</i> (for Ohio legislative history research)	Use <i>Capital Connection</i> in-house, or we can search it for you.
Online tax research materials	We offer free use of <i>CCH's Standard Federal Tax Reporter</i> and state <i>Reporters</i> on laptops that you can borrow.
<i>BNA Tax Portfolios</i>	You can borrow current <i>BNA</i> portfolios on <i>U.S. Income, Foreign Income, and Estates, Gifts &amp; Trusts</i> .
Notices regarding changes in legal topics and statutes	Check out our <i>Blog</i> and <i>FAQ's</i> on many legal topics (e.g., <i>Transfer on Death Affidavits</i> , Ohio's new <i>Uniform Power of Attorney Act</i> ).
New computers and monitors; additional <i>PDF</i> utilities	We purchased new <i>Windows 8</i> computers and wide screen/flat panel monitors in 12/12; we offer <i>Adobe</i> and are considering additional software.
Laptops with <i>CCH</i> databases	You can borrow our laptops with access to <i>CCH Tax</i> and <i>Labor &amp; Employment Law</i> databases.
<i>CLE</i> books	We buy all <i>OSBA CLE's</i> , as well as some <i>ABA &amp; PLI CLE's</i> .
Lists of practice area resources we offer	Check out our brand new <i>Subject Guides to Law Library Resources</i> .
Web-based <i>Reference Request Form</i>	Try out our brand new <i>Reference Request Form</i> .
<i>Gongwer News Service</i>	We offer free use of <i>Capital Connection</i> (including <i>Hannah News</i> articles) in-house.
Remote access to <i>Lexis</i> and <i>Westlaw</i>	If only all wishes came true... we can only provide in-house use of <i>Lexis</i> and <i>Westlaw</i> as permitted by the vendors.
Remote access to <i>HeinOnline</i>	We are still working on this with the vendor.  As an alternative, use <i>LegalTrac</i> on our <i>Members Only</i> page for full text access to many law reviews and journals.
Programs on social media and criminal law	We provide social media links on our web page, and we will consider these program ideas.
<i>RIA</i> and <i>WGL Tax Treatises</i>	We offer the alternatives listed on our new <i>Guide to Taxation Law Resources</i> at the Law Library.
<i>Specialized</i> databases	We are considering various new databases.
<i>English Reporters</i>	We offer free in-house access to <i>HeinOnline</i> for <i>English Reports, Statutes of the Realm (1235-1713)</i> and <i>Pre-1865 Law Reports</i> ; we also archive the <i>All England Law Reports</i> in print.
Use of conference room	Book our conference room and <i>Lawyers' Lounge</i> for free meetings, depositions, etc.



You Wanted...	Here is what we provide...
Advanced self-serve copying	Our self-serve copiers come with a lot of 'bells and whistles' (and we are adding <i>Hotspot</i> printing.).
Maps of our facility	Click here for a map of the Law Library; click here for a <i>Google</i> map to the Law Library.
Pick-up and delivery of books	You can authorize us to hire a delivery service and bill your account.
Online access to your bills and charge records	You can already view and pay your bills online through our online catalog; we are considering an extranet to provide you access to your charge records.
Parking passes to the garage	Sorry, but we are part of a County facility, and this is not possible.
Longer hours	Sorry, we are part of the County Courthouse, and this is not possible.  Our <i>Members Only</i> page provides 24x7 access to valuable databases.



Welcome

#### NEW MEMBERS

Erin Adams Armstrong	Paul M. Kelley
Carolyn J. Brown	Laurie A. Malone
David J. Copeland	Leslie Pina
Brooke Deines	Scott Schooler
William S. Derkin	Paula Gallito Shakelton
Dale C. Feneli	Paul R. Tomko
Darrell Fields	Edward S. Wade, Jr.
Helen Forbes Fields	Douglas P. Whipple
Kenneth W. Finley	Raymond C. Zanne

#### SELECTED NEW ACQUISITIONS



- *Android APPS In One Hour For Lawyers* (ABA, 2013)
- *Building Your Ladder: An Associate's Guide To Success Beyond Partnership* (ABA, 2013)
- *Consumer Law Revolution: The Lawyer's Guide To The Online Legal Marketplace* (ABA, 2013)
- *Discovery Problems And Their Solutions* (ABA, 2013)
- *How To Succeed As A Trial Lawyer* (ABA, 2013)
- *iPad In One Hour For Litigators* (ABA, 2013)
- *Mobile Lawyering: How To Work From Anywhere* (OSBA, 2013)
- *Passing The Torch Without Getting Burned* (ABA, 2013)
- *Practice Under Article 9 Of The UCC* (ABA, 2013)
- *Social Media As Evidence: Cases, Practice Pointers, And Techniques* (ABA, 2013)
- *Spy The Lie: Advanced Information Collection* (OSBA, 2012)
- *Time And Workplace Management For Lawyers* (ABA, 2013)

#### DAYS THE LIBRARY WILL BE CLOSED



The Law Library will be closed these days in 2013:

- Labor Day, Monday, September 2<sup>nd</sup>
- Columbus Day, Monday, October 14<sup>th</sup>
- Veterans Day, Monday, November 11<sup>th</sup>
- Thanksgiving, Thursday and Friday, November 28<sup>th</sup> and 29<sup>th</sup>
- Christmas, Wednesday, December 25<sup>th</sup>

**CLEVELAND LAW LIBRARY ASSOCIATION  
CUYAHOGA COUNTY LAW LIBRARY**

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

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Phone: (216) 861-5070  
Fax: (216) 861-1606  
Email: [lawlib@clelaw.lib.oh.us](mailto:lawlib@clelaw.lib.oh.us)  
Home Page: [clevelandlawlibrary.org](http://clevelandlawlibrary.org)

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Scott E. Stewart - Stewart & DeChant

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Hon. Charles L. Patton, Jr., Cleveland Municipal Court

**Law Library Staff:**

Kathleen M. Dugan, Librarian & Chief Administrator  
Sharla Johnston, Circulation Services Librarian  
Eric Hess, Network Services Librarian  
Terri Faulhaber, Technical Services Librarian  
Leslie Hall, Business Manager