
THE CLEVELAND LAW LIBRARY ASSOCIATION

SPRING 1990 NEWSLETTER

TRUSTEES:

Thomas A. Quintrell, President; George Downing, Vice President;
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STAFF:

Jan Ryan Novak, Librarian; Rand J. Diamond, Public Services Librarian;
Eric J. Hess, Technical Services Librarian;
Joanne M. Hayes, Business Manager

WESTLAW TRAINING FOR CLE CREDIT

Our *Westlaw* representative conducts free training in the *Westlaw* system twice each month at the Library. Members receive CLE credit for each course taken as follows:

INITIAL : 1.5 hrs. CLE

INTERMEDIATE: 1.5 hrs. CLE

ADVANCED: 1 hr. CLE

TOPICAL SEMINARS: 1 hr. CLE

Topical seminars cover *Westlaw* applications to specific practice areas, such as litigation, taxation, and securities. We can schedule seminars on topics of concern to you at your request. Call Jan Novak at 861-5070 for a list of training dates and sign up for the courses of your choice.

BIBLIOPHILE ALERT

We are in the process of offering for sale much of the Library's rare trial and historical book collection. We've compiled a catalog of candidates for sale which will be sent to major rare book dealers for bids on individual titles. As the catalog runs almost one hundred pages, we cannot copy it and send it to you, but if you are interested in reviewing the list and bidding, please make arrangements with Jan Novak.

ETHICS RESEARCH GUIDE

"Legal Ethics and Professional Responsibility," our newest Research Guide, highlights sources and approaches to researching legal ethics issues. Call Randy Diamond for a copy.

The Research Guides are a series of one page reports outlining major publications, data-

bases, and strategies pertinent to researching specific topics or legal issues. Previous guides include "The Medical Connection," "Expert Witness Research," and "Case Evaluation, Verdicts and Settlements." Randy can supply you with copies of these as well, or fill out the form below to be put on our mailing list. If you have a topic to suggest for a future guide, please share it with us.

WESTLAW SPONSORSHIP PROGRAM

Members who use *Westlaw* in their own offices under the Library's sponsorship program pay only for actual use. No monthly minimum or subscription charges apply. The Board of Trustees decided at their April 4, 1990 meeting that the Library would no longer require *Westlaw* sponsorship program subscribers to deposit \$200.00 with the Library as security for unpaid invoices; accordingly, the deposits of our current subscribers have been returned.

The sponsorship program can be a very cost effective means to assure the availability of computer research in your own office. Call Randy Diamond for more information, or check and return the form below.

KEYWORD SEARCHING IN DIAL-UP CATALOG

The dial-up version of the Library's catalog now has a keyword/Boolean search component, which allows full text searching of the bibliographic record. Members who previously requested our dial-up instruction pamphlet will receive a new set of instructions. If you would like to access our catalog as well as that of the Cleveland Public Library and the Cleveland Newspaper index from your own office or home computer, request a copy of the dial-up instructions from Eric Hess or return the form below.

TAKE IT HOME BUT BRING IT BACK!

We are in the minority of law libraries that circulate books and other materials; our members borrow over 13,000 books, periodicals, and audio and video cassettes per year. A liberal circulation policy is an essential component of our strong service orientation, but it is not without pitfalls. Since we attempt to minimize duplication of titles, circulating makes certain titles temporarily unavailable to other users. We try to alleviate the inconvenience in a number of ways: by offering free online retrieval of specific cites, by providing alternative sources of information, and by restricting the length of the circulation period. In emergency situations, we will even contact the borrower who has the requested item, and ask for an early return. Please

do your part: if being able to borrow from our collection is important to you, return books promptly, on or before the due date. Call us if you need to renew.

CHARGE IT!

We encourage members current in their dues to charge service fees for copy cards, staff copies, fax transmissions and computer research to their membership accounts. We also encourage them to pay promptly when billed. Please review the bills immediately when received and put them in process for payment. If you question any of the items on your bill, please call our business manager, Joanne Hayes.

RETURN THIS FORM (OR A COPY) TO THE CLEVELAND LAW LIBRARY ASSOCIATION, 404 CUYAHOGA COUNTY COURTHOUSE, 1 LAKESIDE AVENUE, CLEVELAND, OHIO 44113.

PLEASE ADD MY NAME TO THE MAILING LIST FOR:

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| <input type="checkbox"/> Westlaw Sponsorship program information | <input type="checkbox"/> Video Catalog |
| <input type="checkbox"/> Acquisitions Report/Research Guide Series | <input type="checkbox"/> Audio Catalog |
| <input type="checkbox"/> Please prepare a research guide on the following topic: _____ | <input type="checkbox"/> Dial-up catalog instructions |

Name: _____

Address: _____

Telephone: _____

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