

The Cleveland Law Library Association

Notice of Annual Meeting & Newsletter

MARCH, 1992

PHONE NO. 861-5070 FAX NO. 861-1606

VOL. 4, NO.

ANNUAL MEETING MARCH 23, 1992

The annual meeting of the members of the *Cleveland Law Library Association* will be held on Monday, March 23, 1992 at 11:00 a.m. in the *Arthur W. Fiske Reading Room* of the *Law Library*, 404 Cuyahoga County Courthouse. Among agenda items are the election of a Board of Trustees to serve in 1992 and the Librarian's annual report to the membership.

The following Trustees have agreed to allow their names to be placed in nomination at the annual meeting: President Thomas A. Quintrell, *Arter & Hadden*, Vice-President George Downing, *Baker & Hostetler*, Daniel W. Hammer, *Thompson Hine & Flory*, Thomas S. Kilbane, *Squire, Sanders & Dempsey*, Albert Morhard, *Rhoa, Fallon and Rawlin*, Robert H. Rawson, Jr., *Jones, Day, Reavis & Pogue*, Lawrence E. Stewart, *Stewart & DeChant*, Fred Weisman, *Weisman, Goldberg & Weisman*, and John D. Wheeler, *Calfee, Halter & Griswold*.

PHONE ORDERS — KEEP THAT LIBRARY CARD HANDY!

We welcome your telephone orders for copy, fax, circulation and reference services, so please don't think we are trying to discourage you when we ask for a library card number. Odd as it may seem, our staff just can't manage to recognize the telephone voices of our 3600 members! Far too often for our own comfort, a caller will identify him or herself as one of our members or calling on behalf of a member, and ask us to charge certain services to his or her account. Once we issue a bill for the service, the member cannot recall giving authorization for it.

We deal with this situation in two ways. First, before we process any request for circulation, copy, fax or computer research services, we verify that the requestor is a member. Your *Law Library* card is identification that extends you credit for our services. When we ask you to present it at the front desk, or read us the card number over the phone, we follow a policy that protects you from unauthorized charges. Second, when you request that copy, fax or computer research services be billed to your account, we give you a yellow Charge Record, detailing the date and nature of the transaction, your account number, and the amount charged. This Charge Record is not an invoice: please use it to reconcile your monthly bill for services.

Remember, the Library card is a credit card. If you lose it, notify us so we can deactivate the lost card and issue you a replacement.

WESTLAW TRAINING DATES

Our *Westlaw* Trainer will again present free monthly training classes for CLE credit at the *Library*. For a list of dates and programs, please return the form below or call Jan Novak at 861-5070.

EXTENDED SERVICES THROUGH CWRU

The Board of Trustees has reached an agreement with *Case Western Reserve University Law Library* that allows *Cleveland Law Library* members greater access to the *Law School* collections. The service policy between the two institutions extends both the reach of our collection and the hours of service to our membership.

Under streamlined interlibrary loan procedures, *CWRU* will provide copies or loan books to us for the use of our members at the following rates: Copies - \$5.00 per order, plus \$.45/page; Loans - \$10.00 per item; Fax - \$2.00/page. Items will be delivered to the *Cleveland Law Library*, or if you prefer, we can arrange for you or your messenger to pick them up at *CWRU*. All requests for *CWRU* materials must be placed by our staff on your behalf.

After regular *Cleveland Law Library* business hours and on weekends and holidays when we are closed, you may use your *Cleveland Law Library* membership card at the *CWRU Law School Library* to charge *CWRU* photocopy cards to your *Cleveland Law Library* account. You must present your card and one other form of identification to *CWRU* staff to take advantage of this service.

THE ONLINE LIBRARY: NEWS AND REQUESTS

An enhanced version of our online catalog made its debut a couple of weeks ago, and some of you dial-up users noticed minor changes. The *Cleveland Newspaper Index* has been temporarily removed from the dial-up service, although our reference staff can still do the searches for you. Look for the *Newspaper Index* to be integrated into the catalog in the near future. We've added a News Board to keep you informed of major acquisitions, training dates, new *Library* publications and other developments: just type "News" at the first screen. Make it a habit to check this News Board regularly. And most significant of all - you will soon be able to request books, copies or faxes online: while at a record in the catalog, type "Lib" for a request form, follow instructions to place your request, and we will fill it first thing on the next business day.

OHIO UNREPORTED APPELLATE DECISIONS ON CD-ROM

Unreported Ohio Courts of Appeals decisions are now available at the *Law Library* in CD-ROM format. The *Ohio CD-ROM Law Library*, produced by Anderson Publishing Company and Lawriter Systems, is stored on a new computer in the A/V room. Coverage includes unreported opinions since 1981 and selected opinions from prior years. Members may search the new system themselves or ask for help from a librarian.

The CD-ROM format gives you the flexibility to search the entire database at once, or to search for all cases within a particular district without having to research multiple

index volumes. Printing an entire case requires only a few keystrokes and is quicker than printing the case from microfiche. Coverage on the CD-ROM is also more current than the microfiche, although not as current as *Westlaw* or *Lexis*.

Similar to *Westlaw* and *Lexis*, the format allows you to retrieve the full text of opinions using key words or phrases, statute cites, parties' names, docket numbers, etc. *Westlaw* and *Lexis* perform searches more quickly than the CD-ROM, but CD-ROM is less expensive: members are charged only usual copy charges. There is no clock running on CD-ROM searches. As a rule of thumb, short searches, e.g. "2305.09," "wrongful death," 53905 (docket number) can be performed as quickly on the CD-ROM as on *Westlaw* or *Lexis*, but when your search incorporates proximity connectors and truncated terms, e.g. "wrongful death"/p negligence! & damage, an online database search will be much more efficient.

Regardless of whether you are an experienced online database user or a computer neophyte, the CD-ROM learning curve is short. The *Ohio CD-ROM Law Library* uses software from the Folio Corporation, which prides itself on designing systems that make sense, even to first-time users. Since many regional and national law publishers are now introducing products using Folio software, you

have a unique opportunity to influence how these tools develop. Your comments and suggestions can help shape these electronic products to meet your needs. Our librarians can help you get started.

SUMMER ASSOCIATE TRAINING

We have scheduled two hour training sessions for summer associates in June at the *Law Library*. The sessions will focus on research basics in Ohio law, federal statutes, regulations and legislative histories, and practitioner's materials. If you are interested in registering your summer clerks for any or all of the sessions, please call Jan Novak at 861-5070 or return the form below.

1992 MEMBERSHIP ASSESSMENT

We mailed invoices for 1992 use of the *Law Library* early in January. Dues are payable before March 1. After March 1, a five percent billing charge applies. If you have not yet remitted your 1992 dues, please do so today.

Please return this form (or a copy) to:

The Cleveland Law Library Association
404 Cuyahoga County Courthouse
Cleveland, OH 44113-1023

- Put me on the mailing list for your monthly acquisitions list.
- Send me information on the dial-up catalog.
- Send me information on the *Westlaw* Sponsorship program.
- Send me a list of *Westlaw* training dates for CLE credit.
- Send me the latest *Research Guides* on treaty research.
- Call me about the summer associate training programs.

NAME

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ADDRESS

PHONE

THE CLEVELAND LAW LIBRARY ASSOCIATION
404 Cuyahoga County Courthouse
1 Lakeside Avenue
Cleveland, OH 44113-1023

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