

THE CLEVELAND LAW LIBRARY ASSOCIATION

Trustees:

Daniel W. Hammer, President
Thomas A. Quintrell, Vice President
Albert T. Adams, Thomas S. Kilbane,
Robert H. Rawson, Jr., George Rooney, Jr.,
Scott E. Stewart,, Carla M. Tricarichi,
John D. Wheeler, Hon. Richard J.
McMonagle

**1 W LAKESIDE AVENUE FL 4
CLEVELAND, OHIO 44113-1078**

Jan Ryan Novak, Director
E-Mail: jnovak@clelaw.lib.oh.us
Home Page: clelaw.lib.oh.us
Telephone: (216)861-5070
Telefax: (216)861-1606

ANNUAL MEETING

The Annual Meeting of the members of the Cleveland Law Library Association will be held on Monday, April 22, 2002 at 11:30 a.m. in the Law Library, 404 Cuyahoga County Courthouse. Agenda items include election of three trustees to serve three year terms from March 2002 - 2005, and the Librarian's report.

The Board recommends the following candidates for election at the meeting: Scott Stewart, Kathy Burke, and David Naftzinger. Mr. Stewart, of Stewart & DeChant, was first elected to the Board in 1999 and graciously agreed accepted a nomination for a second term. Ms. Burke is a partner at Jones Day, and past president of the Ohio State Bar Association, and Mr. Naftzinger is partner at Thompson Hine.

Board President Dan Hammer of Thompson Hine, a Trustee since 1991, and Bob Rawson of Jones Day, a Trustee since 1989, both announced their retirement from the Board at the expiration of their terms this year. Please join us in expressing our gratitude for their years of exceptional stewardship.

RESEARCH ASSISTANCE SERVICE

When you need to research an issue and are short on time, uncertain about the best resources to use, or simply facing a block, give the Law Library a call, and let our research specialists jump start your project. Often we can easily pinpoint good authority to get you started on a solution, whether you need cases, statutory or regulatory materials, or treatise discussion. We can verify citations, track down secondary sources and mine the depths of the Internet as well as our own collection and electronic subscriptions. In most instances, we are able to provide this level of service in a relatively short amount of time at no charge. Occasionally you may have more in-depth research projects you would like us to help you with, and we can provide this additional service to members at fifty dollars an hour. Our Reference and Research Services Librarians will work within

the parameters you specify: give Sue Altmeyer or Anne McFarland a call for a consult.

HELP FOR YOUR OFFICE LIBRARY

You may have eliminated many of your office subscriptions in favor of the Law Library's services and your own licenses for electronic products, but what about what remains? Are you housing materials you no longer need, or failing to properly maintain the books and services you want to keep? Maybe we can help. The Law Library can provide a staff member to do occasional filing or shelving on an as needed or regular basis, or we can help you reorganize and reshape your downsized collection. To discuss your project needs and our rates, please email jnovak@clelaw.lib.oh.us or call us at 861-5070.

CLELAW.LIB.OH.US & KNOWITNOW24x7

Take a few moments to get reacquainted with the many levels of our web page, then bookmark, favorite place or commit our URL to memory: On the "front" page, we highlight and link to significant new documents or cases, often with a local angle. On the left frame, you'll find a tab for recent court decisions. Check that daily: we create summaries of the U.S., Sixth Circuit, Ohio and Eighth District decisions of the day with links to the full text. (And, if you'd like to receive these automatically by email, please check the form below). Other tabs on the frame take you to the Cuyahoga County web page, our catalog, local municipal courts sites and codes, and our favorite Internet sites. The top tab opens a page of Frequently Asked Questions which we prepare as a public service: while many of these are geared to address questions posed by lay persons, you may find the hypertext links handy for your own reference queries. We welcome suggestions for topics to add to this page.

Select the Reference Questions tab to access either our live interactive web reference service, KnowItNow24x7, or to leave us an email question. Once logged on to KnowItNow, you and a Librarian engage in a live "chat" session that

features co-browsing capabilities. You can ask a reference question or solicit research advice, view results and refine search strategy with the assistance of the Librarian, all in real time. At the conclusion of each KnowItNow24x7 session, you will receive a complete transcript, via email, of the session that includes links to all Internet resources shared during that session. The Law Library staff is online during regular Library hours: Mon. - Fri. 8:30 a.m. to 5:00 p.m. All other times are staffed by members of CLEVNET Libraries. For after hours general reference service, try the CLEVNET Libraries KnowItNow24x7 service.

Your may also at any time leave an email reference question with us at Reference@clelaw.lib.oh.us.

The most important tab is labeled "members only". Select it to access a number of our electronic resources, including several web based as well as CD-ROM subscriptions. Here you'll also find a daily list of the table of contents of law reviews and periodicals received in the library: a quick way for you to scan the new literature, and a searchable and linkable index to our electronic collection. Members only services are password protected: to have your user name and password registered, contact Eric Hess at ehess@clelaw.lib.oh.us or give him a call at 861-5070.

DOCUMENT DELIVERY OPTIONS

The Library offers several different delivery options available to our members. They are:

- Same Day \$4.75 - Downtown.
- Courier: \$10.00 - Greater Cleveland.
- Overnight: *FedEx* charges apply.
- U.S. Mail: Postage charges added to your account.
- Fax: \$3.00 / document, plus \$.50 / page for documents over three pages, or \$3.00 / document if source material is in electronic format.
- E-Mail: \$3.00 / document.

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

Name: _____

Phone: _____ Fax: _____

Address: _____
E-mail Address: _____

1. **Opinion syllabi:** Please email me the daily syllabi of *Ohio, Eighth District, Sixth Circuit* and *U.S. Supreme Court* decisions.
2. I want to use selected **subscription data bases** from the Library's web page. Please send me information.
4. Please schedule an hour or so to **train me or my summer clerks** on using the Library and/or CD-ROM or other electronic resources.
5. Please contact me about your **firm subscription** plan so I can give greater access to the Library's services to all the employees of my firm.

