
THE CLEVELAND LAW LIBRARY ASSOCIATION

SUMMER 1989 NEWSLETTER

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Jan Ryan Novak, Librarian, Rand Diamond, Public Services
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PLEASE DON'T STEAL OUR BOOKS!

Thieves among lawyers? Impossible! One would assume that an essentially private law library, the constituents of which are bound by a stringent ethical code as well as finely schooled in the rules of law, would never suffer collection losses by reason of theft. Yet in one month's time, two volumes of the ORC, the third volume of the Merrick Rippner *Ohio Probate Law*, and an Ohio real property treatise were stolen from the Law Library. We've discovered cases scissored from reporters, an old law school habit that should certainly be put to rest.

Our circulation and photocopy policies are generous and reasonable, and certainly can't be used to justify theft or mutilation of library property. If you are one of our offenders, please give some serious thought to the consequences of your actions.

WORD PROCESSING SOFTWARE AVAILABLE

WORD PERFECT version 5.0 word processing software is now available for members to use on the IBM PCs in the A-V room. Please supply your own 3.5 inch disks, and please do not store any documents on the hard disk.

FAX US ANYTIME - 861-1606

Our new dedicated fax line allows you to fax us copy or book orders twenty-four hours a day. Send fax requests to 861-1606 anytime; staff will fill your order during regular business hours (8:30 - 5:00 p.m., Monday - Friday).

CD-ROM-MUCH MORE THAN ONLINE RESEARCH-AND IT'S FREE

CD-ROM. You've read the term in a dozen recent articles and you're starting to receive advertisements claiming that this new technology is the greatest thing since Shepard's. But you aren't quite sure what a CD-ROM is or how to use it or whether it can really make a difference in your own practice. Well now you can find out all of this and more because the Library has purchased West's CD-ROM Federal Tax Library. This service consists of compact discs containing all of the essential sources for performing sophisticated tax research. Sources include the IRS Code and Regulations, Tax Court decisions and federal court cases on tax, as well as administrative materials including revenue ruling, revenue procedures, private letter rulings and General Counsel Memoranda.

CD-ROM technology combines the benefits of editorially enhanced print products and online search capability in a single medium. The accompanying software allows the user to locate materials either by browsing through tables of contents and indexes in the same manner as using a book or by formulating Westlaw styled queries to search for specific terms or words in a document. A single function key enables the researcher to navigate from a contents page or index to the desired text. Materials cited in the text are similarly accessed. Pull-down menus appear on the top line of each screen to explain how to perform functions at any given point.

The service includes a free online connection to the CD-ROM Update Library that updates the information on the compact discs. A gateway to Westlaw through the online connection is available and normal Westlaw charges apply. Finally, CD-ROM taps the strengths of personal computers through an electronic notebook feature which enables the researcher to download information from the compact disc and edit that information with the word processor built into the notebook.

Another new CD-ROM product in the Library is the Congressional Information Service's CIS Masterfile, an index and abstract service to Congressional

Committee hearings and publications from 1970 to date.

LEGAL-TRAC, a CD-ROM index to over 800 legal periodicals, has been available in the Library for over a year. The user can simultaneously search the equivalent of over twelve volumes of citations in seconds.

Compact discs for the tax library and CIS are kept at the front desk and are checked out to members for use in the Library only. *LEGAL-TRAC* is located immediately inside the main reading room. Technical and reference staff will assist you in starting up the systems and answering your questions about their use.

AT LONG LAST - A LOUNGE

We've furnished a lounge area for members in the room formerly occupied by the Librarian on the west corridor. Our conference room, located next to the lounge, seats twelve and is equipped with a VCR and monitor. If you would like to reserve the lounge or conference room for interviews, depositions, or negotiation sessions, please contact Eric Hess at 861-5070.

APPROVED CLE CALENDAR

The Ohio Supreme Court's calendar of approved Continuing Legal Education Activities is now housed at our circulation desk. The Court issues an updated version each month; please call Jan Novak if you would like to receive a subscription.

Please detach and return this form (or a copy) to the Law Library for the services or information indicated:

Acquisitions Report: Please put me on your mailing list for the Library's acquisitions report.

Video Catalog: Please send me a copy of the Library's video catalog and any further updates.

Westlaw Group Membership: Please send me information regarding the Westlaw Group Membership.

NAME

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ADDRESS

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