


**ROBERT H. MCKINNEY  
SCHOOL OF LAW**

 INDIANA UNIVERSITY  
Indianapolis

## NEWS and VIEWS

Indiana University School of Law - Indianapolis

 Ruth Lilly Law Library  
Lawrence W. Inlow Hall  
530 West New York Street  
Indianapolis, Indiana 46202-3325

 Library website: <http://www.iulaw.indy.indiana.edu/library>

Library message line: (317)274-4027 (hours)

Reference Desk - (317) 274-4026

Circulation Desk - (317) 274-4028

Library Fax - (317) 274-8825

Hours are posted on the website and in the library.

 Library hours - <http://www.indylaw.indiana.edu/library/Spring2005.htm>

 Reference service hours <http://www.indylaw.indiana.edu/library/libservices.htm#RefHours>

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### Library Hours – Spring 2005

**Regular Schedule**

Monday-Friday	8:00 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - 9:00 p.m.
Sunday	11:00 a.m. - 11:00 p.m.

**Spring Break (March 11 – 20)**

Friday, March 11	8:00 a.m. - 8:00 p.m.
Saturday, March 12	9:00 a.m. - 5:00 p.m.
Sunday, March 13	11:00 a.m. - 7:00 p.m.
Monday, March 14 - Friday, March 18	8:00 a.m. - 8:00 p.m.
Saturday, March 19	9:00 a.m. - 5:00 p.m.
Sunday, March 20	RESUME REGULAR HOURS

**Exam Period (April 14 – May 10)**

Monday – Friday	7:00 am - Midnight
Saturday	8:00 am - 11:00 pm
Sunday	10:00 am - Midnight
<b>Exception:</b> Saturday, May 7	1:00 p.m. - 11:00 p.m.

**Semester Break (May 11 - 15)**

Wednesday, May 11	7:00 a.m. - 9:00 p.m.
Thursday, May 12	8:00 a.m. - 6:00 p.m.
Friday, May 13	8:00 a.m. - 5:00 p.m.
Saturday, May 14	1:00 p.m. - 6:00 p.m.
Sunday, May 15	1:00 p.m. - 5:00 p.m.
Monday, May 16	BEGIN SUMMER HOURS

## Library Notices

**Reading Room Ceiling Tiles** – The Facilities Staff is working to resolve the problem with the laminate on some of the ceiling tiles. Thank you for your patience.

**Computer-Assisted Legal Research** – Lexis and Westlaw training sessions for 1Ls begins in late February-early March.

**New Acquisitions/Library Displays** – The Library continues to build its collection of books on important legal issues. Please note the Library displays and the New Acquisitions List:

<http://149.166.220.15/library/acquisition.html>

**United Nations Official Document System** – The free Official Document System (ODS) of the United Nations is now available online. No password is required and anyone may access it via the Internet at <http://documents.un.org>. If you are not familiar with the ODS, a PowerPoint presentation, is available at <http://www.un.org/Depts/dhl/resguide/train.htm>



### **Library Staff Member Beverly Bryant Reaches 20-Year Milestone**

**Beverly Bryant**, Senior Acquisitions Assistant, reached her 20 years of service milestone in 2004. Beverly began working in the law library as a student assistant in May 1983. In December 1984 she became a full-time Senior Serials Assistant. In 1989 she was promoted to Circulation Day Supervisor/ Interlibrary Loan Assistant and in 2000 she was promoted to Senior Acquisitions Assistant.

*Beverly is a true asset to the law library and the law school and we are fortunate to work with her!*



### **NOW...AT YOUR LAW LIBRARY! DART Vendacard Machine**

Have you noticed a new small vending machine close to the Circulation Desk (in the Reserve Area)? It's a DART Vendacard, or cash-to-card, machine that will allow you to add monetary value to your Jag Tag in any amount above one dollar. You can also purchase a copy card.

Once activated, your Jag Tag acts like a debit card,

### **REMINDER!**

**You can access the Law Library's databases from outside the Law School...**

When you select a database from the Library's Electronic Research page, the Central Authentication Service (CAS) page (below) pops up. Insert your ADS Domain User ID and password here and click login for access to the database.



allowing you to spend only up to the balance of your card. You can check your balance and add value at any time.

Use your Jag Tag to make photocopies at any IUPUI library, or to purchase items from the IUPUI bookstores, vending machines, and the most popular food outlets on campus. Purchases are deducted at the point of sale.

Need more information about this service? Go to [www.onecard.iupui.edu](http://www.onecard.iupui.edu)

#### Contributors to News and Views

Dragomir Cosanici  
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Marilyn Wright



#### NEW LAW LIBRARY STAFF MEMBER

We welcome Wanda Lipscomb-Vasquez as Senior Serial Assistant. In this capacity, she will be responsible for receiving and completing online records to maintain accurate control of the currently received serials collection.

Wanda was previously employed at the Health Sciences Library at West Virginia University for 2-1/2 years where she worked processing interlibrary loan requests and with serials control and circulation. She was also a student at WVU and will complete a BA with an emphasis in linguistics in May 2005.

She enjoys international travel, especially Central and Latin America, and working with software graphics and web design. She also participates in ministry work and service to the Indianapolis Hispanic community. Her future goal is to acquire a master's certification in Teaching English as a Second Language.

## UNITED STATES GOVERNMENT PUBLICATIONS

The United States Government Printing Office (USGPO) publishes a plethora of information valuable to legal teaching and research, as well as informative for personal interests. In addition to well-known titles such as *Congressional Record*, *Federal Register*, *United States Code*, and *Code of Federal Regulations*, other sources include statistical sources, geographical information, and House and Senate hearings.

The USGPO is aggressively transforming to an electronic, web-based format. Currently 60% of government publications are published digitally. In approximately five years, 95% of publications will be in electronic format only, eliminating the 19<sup>th</sup> century model of ink-on-paper.

You can access USGPO publications through the GPO web-site: [www.access.gpo.gov](http://www.access.gpo.gov). In addition to increasing the number of born digital publications, the USGPO is improving search engines to get to this enormous database. The homepage is easy to read and directs the user to the appropriate branch of government and the various subdivisions. A variety of usable search strategies, for example, topical, agency, and resource lists, is available. There are brief heading notes to explain the agency history, responsibility, products and services.

The Library will continue to maintain some of the well-used titles in print format as long as they are available; other titles will eventually be available only electronically. The Reference Librarians are available to assist you as you begin to incorporate this powerful resource into your teaching and research. Stop by the Library for a demo!

Wanda, best wishes from the entire Library staff!

## Law Faculty Liaison and Research Support

**Reference librarians at Indiana University School of Law support the law school's research and teaching mission by working with law faculty members and law students both in and outside the classroom. The services liaisons can provide are described below.**

### Reference Services

Faculty members receive the highest priority by the reference staff. We strive to respond to faculty requests immediately. If lengthy research is required, faculty will be contacted promptly with an estimate on the amount of time this research will take. Results will be delivered directly to your office either electronically or in hard copy, as you prefer.

### Document Delivery Services

Law faculty members can request copies of cases, journal articles, or monographs from the law library; requested items will be delivered to the faculty member's office. Faculty using LEXIS or WESTLAW for legal research also may send a print job to the printer(s) in the law library. All document delivery requests are same-day service.

### Research Guides/Web Pages

The Law Library's reference librarians have developed numerous research guides that provide helpful tips for finding and using resources in campus libraries, in online databases, and on the web. They are available on the library web page. We can customize any research guides, bibliographies or create web pages on topics of interest to faculty and their students.

### RA Assistance and Training

The reference librarians are available to offer custom database training and research advice to any and all faculty research assistants. Consulting with a reference librarian usually saves the RAs time and ensures that faculty members receive quality research results. To utilize this service, please refer RA(s) to your library faculty liaison or any other member of the reference staff to arrange a consultation. We can provide customized programs for faculty RA(s) in any specific area of the law during which we introduce library services and important research tools.

### Tutorials on Resources

The reference librarians are available to provide personalized instruction on the use of databases and other resources to faculty members. We can also arrange for a trainer from LexisNexis or Westlaw to meet with you. Feel free to request introductory overviews, refresher training, or more specialized training tailored to your immediate needs. This instruction can be arranged in your office at your convenience.

### Presentations/Tours/Guides

At your request, reference librarians can provide classroom presentations or research techniques, tours of the library, or customized guides for your students.

### Current Awareness Services

The Law Library can arrange for current awareness services tailored to your interests.

***To request these services, or to discuss ideas for enhancing your students' research skills, please contact your library liaison.***

## ACQUIRING LIBRARY MATERIALS

The Acquisitions Department is a unit in the Library's Technical Services Department. It has primary

responsibility for acquiring materials in any format from a variety of vendors worldwide. There are several steps in the process of acquiring the proper requested material to ensure its receipt and delivery in a timely manner. This is accomplished by following established library policies and procedures and relying on experienced, knowledgeable library staff. The process involves the following actions:

**Selection:** Requests for new or replacement titles are sent to the Library from a variety of sources such as faculty, students and librarians. Requests are reviewed by the Law Library Selection Committee and approved by the library administration.

**Approval Plan:** As part of its ongoing collection development plan, the law library utilizes the Yankee Book Peddler approval plan to acquire most of its monograph items. A detailed profile has been prepared indicating the types of books appropriate to the library's collection policies, and books tailored to our needs are then sent directly by the vendor. The public services librarians and director peruse these incoming books as a final stage of approval before they are added to the monographs collection.

**Verification:** This step involves looking in the IU online-catalog to find out if the title is already in the collection (duplicate) or one replacing a missing volume. Then the request is checked in a variety of online databases (vendor and library catalogs) to verify its existence and obtain all necessary ordering information.

**Ordering:** The request is then sent to a reliable publisher or vendor determined by certain factors such as price, discounts, service charges, turn-around time. RUSH orders are given high priority and usually placed by phone; almost all other orders are sent online to businesses like Amazon.com or specialty book firms.

**Receipt:** Unless the order is for an electronic format, this step involves verifying that the material received fulfills the original order request. Order records are then cleared and accounting information is forwarded to the appropriate financial office for payment.