NOTICE OF THE 2004 ANNUAL MEMBERSHIP MEETING APRIL 26, 2004

The Annual Meeting of the members of the Cleveland Law Library Association will be held on Monday, April 26, 2004 at 12:00 p.m. in the Law Library, 404 Cuyahoga County Courthouse. Agenda items include the Librarian’s Report and the election of three (3) trustees to serve three year terms from March 2004 - 2007. The Meeting will be followed by a light luncheon.

The Board recommends the following incumbents for re-election at the meeting: Irene Keyse-Walker of Tucker, Ellis & West, and Joseph N. Gross of Benesch, Friedlander, Coplan & Aronoff. The Board will consider nominations for the third vacancy.

WIRELESS INTERNET ENVIRONMENT

We are in the final stages of creating a wireless Internet environment (LAN) at the Library. Efforts are currently under way to install the necessary electrical connections and access points to make this dream a reality. We hope to initiate this new aspect of our services by the Annual Meeting in April. If you are interested in using your laptop here once we “go live,” you will need to acquire and install a wireless network card. Please see our Network Services Librarian, Eric Hess, with any questions at 216-861-5070 or email him at ehess@clelaw.lib.oh.us.

FROM THE DIRECTOR’S DESK UPDATING OUR IMAGE

It is hard to believe that I have been the Director of the Cleveland Law Library for more than a year now. Over the past twelve months, I have been working very hard to update the Library’s professional image and electronic presence and enhance our services to members. As part of those efforts, we:

• held our first annual Open House in September;
• created an electronic newsletter for distribution by email;
• conducted summer associate training;
• acquired a Westlaw subscription for staff use;
• provided in-house Lexis CLE;
• created a new logo, letterhead, and business cards;
• revamped our membership brochure and Library maps;
• updated many of our Internet pages;
• upgraded our patron and staff copiers;
• modernized our lobby area;
• expanded our Internet FAQs; and
• provided increased Internet legal chat reference.

As part of my latest initiatives, we are putting in a wireless Internet LAN and updating our emergency plan.

I am also looking for new ways in which to promote and market the Library’s collection and services. If you have any suggestions, please give me a call at 216-861-5070, or send me an email at kcasala@clelaw.lib.oh.us.

NEW PATRON COPIERS

If you didn’t already notice on your last visit to the Law Library, we replaced our patron copiers and added the features you asked for. Two of the major enhancements include the ability to feed multiple pages at one time and make double-sided copies. These new copiers can also reduce and enlarge text and put two pages onto one. Just purchase a copy card at the front desk, and you are ‘good to go.’
PATRON CONFIDENTIALITY

Patron confidentiality is one of our primary administrative concerns here at the Law Library, and we are always looking for ways to further ensure your privacy. Our staff members have always protected patron contact information, circulation records, and reference and research requests from third party inquiries, and our external and internal electronic networks are also sufficiently protected from viruses and hackers. However, in an effort to enhance these safeguards, we purchased a shredder in the fall of 2004 to shred both request sheets and Interlibrary Loan sheets once the requests have been filled and necessary statistics have been collected. If you have any questions about the new shredding policy, please contact the Director, Kathleen M. Sasala, at 216-861-5070 or ksasala@clelaw.lib.oh.us.

DAYS THE LIBRARY WILL BE CLOSED

The Law Library will be closed the following days in 2004:

• Memorial Day, Monday, May 31st
• Independence Day, Monday, July 5th
• Labor Day, Monday, September 6th
• Columbus Day, Monday, October 11th
• Election Day, Tuesday, November 2nd - Library Closes at Noon
• Veteran’s Day, Thursday, November 11th
• Thanksgiving Day, Thursday, November 25th
• Christmas, Friday, December 24th
• New Years Day, Friday, December 31st

TECHNOLOGY’S EDGE: SCANING AND PDF FILES

In an effort to enhance the services we provide to you and your attorneys, we have upgraded our staff copier/printer to a machine that prints in color and can scan documents into PDF format for attaching to an email. This means that if you are used to ordering a case, a law review article, a Shepard’s printout, or another document by snailmail or fax, you now have the option to receive your order by email. We do not charge any retrieval fees, and the cost of transmittal is only $4.00 per document. This feature holds wonderful promise for lawyers on the cutting edge of technology, and we hope that you will take full advantage of this new service.

NEW SERVICE: LIBRARY STAFF CAN NOW PERFORM FREE WESTLAW SEARCHES

The library recently purchased an unlimited, fixed-rate subscription to Westlaw’s “Gold Plan” for library staff use. This plan opens up many new avenues of legal research for our members, the most important of which is the ability to search online in West’s key number system. Our staff can now perform key number or digest searches for free. In addition, if you need to order a case by fax or email, you can now choose to have it sent from Westlaw so that it will contain Westlaw headnotes. If you desire, cases can alternatively be sent to you in “Reporter Image” format, which is an exact duplicate of the book version.

Our new plan provides access to all state and federal primary material (statutes, case law, codes, administrative decisions), as well as Ohio and federal analytical materials. The analytical materials include: Ohio Jurisprudence with forms, Baldwin’s Ohio Practice Library, American Jurisprudence 2d, Am.Jur. Proof of Facts, Am.Jur. Trials, Am.Jur. Pleading and Practice Forms, American Law Reports, West’s Federal Procedure and Forms, and Wright and Miller Federal Practice and Procedure. As a bonus, we also receive jury verdict and law review databases as part of our plan.

Additionally, the plan gives us access to materials that we did not have before in either print or electronic format. These include Ohio Civil Rights Commission Decisions, the American Law Media Verdicts Database and certain law review titles. We also acquired electronic searching capabilities for some items which we previously maintained only in print. Although the plan also includes Keycite, we have retained our free Keycite plan that members can use in the Library.

HOW ‘BOUT A LAUGH?

‘You seem to be in some distress,’ said the kindly judge to the witness. ‘Is anything the matter?’

‘Well, your Honour,’ said the witness, ‘I swore to tell the truth, the whole truth and nothing but the truth, but every time I try, some lawyer objects.’
SERVICES YOU’D LIKE

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

Name:_________________________________________
Address:_______________________________________
________________________________________________________
Phone:__________________  Fax:__________________
E-mail:________________________________________

I would like:
• Information on Desktop Resources
• Individual Research Training
• Lexis Training
• Opinion Syllabi by E-mail
• Law Journal Contents by E-mail
• Summer Associate Training
• Library Tour
• Continuing Education at the Library
• Future Newsletters sent via email
• Other _____________________________________

Services

SUMMER ASSOCIATE TRAINING

For the second year in a row, we will again be offering research training for summer associates. This training includes both a physical tour of the Law Library and a virtual tour of both our electronic resources and many of the legal resources available for free on the Internet. For the intrepid, we have also designed some hands-on exercises in both the books and on the Web. If you are interested in signing up your summer associates, please contact the Director at 216-861-5070 or ksasala@clelaw.lib.oh.us.

NEW STAFF CATALOG –APRIL 6, 2004

You may not be aware that the Law Library is a member of the CLEVNET Consortium, a group of libraries that share technology and automation, cataloging, circulation capabilities, and other services. As part of our membership in this group, we will be migrating to a brand new, internal staff interface for all of our staff functions, effective April 6, 2004. Although we are training on the new system as this Newsletter goes to print: WE NEED YOUR HELP!!! Please be patient with us as we transition to this new system. Thank you from the entire staff of the Law Library.

SELECTED NEW ACQUISITIONS

• Rule 11 Sanctions: Case Law, Perspectives and Preventive Measures (2004)
• OSBA CLE Institute Publications (2003)
• Business Corporations with Forms (2003)
• California Civil Practice (2003)
• Collections Handbook (2004)
• Criminal Defense Motions (2003)
• Workers’ Compensation Law and Practice (2003)
• Taking and Defending Depositions (2004)
• Baldwin’s Ohio School Law (2003)
• Consumer Arbitration Agreements: Enforceability and Other Topics (2003)
• Eyewitness Testimony: Strategies and Tactics

NEW MEMBERS

James B. Rosenthal
Paul W. Shonk
Jeffrey W. Gallup
Charles M. Young
Alan Joseph Samson
Anjanette C. Arabian
Kevin E. McDermott
James D. Wilson
Leslye M. Huff
Jorge Luis Pla
Krista K. Keim
Jim Koutrodimos
Nancy Valente
Joseph Bancsi
John Mays
Fred Hopp
Paul M. Friedman

James A. Levin
Lauren E. Davidson
Michael J. Hunter
Erika B. Cunliffe
Beth A. Judge
Martin S. Stancik
Lawrence G. Sheehe
David Slezak
Craig S. Vrabec
Matthew B. Murphy
Allison Lippman
Kellee D. Schreiber
Scott H. Ballou
Mark Leskovec
Monica E. Kramer
Michael Motylinski
Daniel Turner
John L. Goodman

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