Office Hours

As an online class office hours are a meaningless concept. In the world of law libraries you will be on call to attorneys, judges and other patrons via a variety of communication methods. This may be via phone, fax, e-mail, online chat, or live. As such those are all methods which I will employ to keep in contact with you. So I will try and be accessible to you in all of the above mentioned ways, whichever is most convenient to our mutual schedules.

IMPORTANT NOTE ABOUT RESOURCES:

In this class you will be required to use both print and online resources. As such you will need to have access to a computer with an Internet connection as well as access to a law library. In Kentucky there are major law libraries located in Louisville, Lexington, Highland Heights, Frankfort and Paducah.

Suggested Texts

There is no assigned text for this class. Listed below are a number of legal research texts that you can find at most law libraries. If you like you can read the chapters that coincide with your assignments out of any of the texts below, or you may simply follow the slides and CALI lessons associated with each assignment. I leave the choice up to you.

This class will not be using Blackboard, we will use TWEN instead. TWEN is an online course page created specifically for law schools. It is very similar to Blackboard but allows for easy access to online legal materials. You will need a user name and password to access the TWEN page. Once you have registered for the class I will be contacting you with this information.

Class Calendar

A course calendar will be created on the TWEN page. Be sure to keep watch of the course calendar. Late assignments will not be accepted. It is up to you to make sure that you follow all the deadlines. I recommend that you print out the calendar so that you can keep track of the timing for the class.

Course Grading

1. Research Exercises and
   Online Tutorials. 70%
2. Law Library Visit & Report. 30%

Course Objective

The purpose of this course is to introduce students to the field of law librarianship. Law librarians are trained to work with legal materials and conduct legal research for their clients, usually lawyers. Thus students will first examine what law students learn in their first year legal research class. You will visit a law library and write a paper describing what you learned during the visit (academic, firm and court libraries). Students will be given the opportunity to use print and online sources that are normally used exclusively in the legal world.

The American Association of Law Libraries (AALL) is the professional organization that is devoted to the advancement of the law library profession. AALL has created a core set of competencies for law librarians. These can be found at [http://www.aallnet.org/main-menu/Leadership-Governance/policies/PublicPolicies/competencies.html]. Please review these competencies so that you can gain a better understanding as to what it is that law librarians do. As you will see many law librarians serve as specialized Jack of All Trades. This class will give you a broad overview of the field. It is hoped that some of you will like what you learn and decide that this might very well be a career path that you would like to pursue.

Class Assignments

Section One: Research Modules

This section will introduce you to the basic tools of legal research. You will read about and use the sources that lawyers use every day in the practice of law. You will be assigned a reading, power point slides, and some online tutorials. You will then be expected to complete an
assignment based upon the material. In some cases the assignment will require you to use online resources and in other instances it will require you to use print resources that will be available to you at a local law library. Important: You should always feel free to send me drafts of your work prior to the due date, and/or ask questions of me or your classmates. Collaboration is not cheating. It is a smart way to develop professional relationships.

To access CALI lessons go to http://www.cali.org and log on using the password you created when registering for CALI access. A number of CALI Lessons are assigned, and there is one that you should do at the outset of the course: Kentucky Legal Research. It will be helpful throughout the course.

Lexis Tutorials:
Please make sure to e-mail me when you have completed each tutorial so I can record this in my grade book. There are additional “guided tours” offered on this same web site that you may wish to look at for your own benefit.

Westlaw Tutorials can be found at: http://lawschool.westlaw.com/
In order to access these you will need to choose “Westlaw Training.” Please make sure to e-mail me when you have completed each tutorial so I can record this in my grade book.

**MODULE A**
(This module is due on Monday June 20th at 6:00pm EST.)

1) **Readings:** (available under the “Readings” Tab of the TWEN page.) 1) Introduction to Legal Research; 2) Generating Search Terms; 3) Law Librarians: An Untapped Resource for BI

2) **Power Point Slides:** Introduction to Legal Research (available under the “Power Point Slides” Tab of the TWEN page.

3) **CALI Lesson:** “Where Does Law Come From?” by Diane Murley

4) **Lexis/Westlaw Tutorials:**

a) **LEXISNEXIS Tutorial**
1. Go to http://lawschool.lexis.com
2. Sign-in and choose the “Prepare for Class” tab (this should already be the default).
3. Under the heading “Teaching Tools” click on the link for “Interactive Tutorials”.
4. Select the tutorial titled: “Terms and Connectors Searching”, please e-mail and let me know when you have completed the tutorial.

b) **WESTLAWNEXT Tutorial**
1. Go to http://lawschool.westlaw.com
2. Sign-in and choose “training” under the “Home” tab
3. Click on the link for WestlawNext in the menu that appears
4. Click on the link for “Online Training”, and then select the WestlawNext:Search link.
5. Please complete the tutorial and e-mail and let me know when you have completed the
tutorial.

5) **Assignment:** Please complete the “Online Searching Assignment” (found under the Assignment Drop Box Tab. When you are done with the assignment, please submit it online via the TWEN page (again using the tool available under the Assignment Drop Box Tab.)

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**MODULE B**

*(This module is due on Monday June 27th at 6:00pm EST.)*

1) **Power Point Slides:** Secondary Sources

2) **CALI Lessons:** “Introduction to Secondary Resources” by Brian Huddleston; “American Law Reports” by Kimberli Morris; “Legal Encyclopedias” by Brian Huddleston; and “Using the Restatements of the Law” by Sara Kelley.

3) **Lexis/Westlaw Tutorials:**
   
a) LEXISNEXIS Tutorial
   1. Go to http://lawschool.lexis.com
   2. Sign-in and choose the “Prepare for Class” tab (this should already be the default).
   3. Under the heading “Teaching Tools” click on the link for “Interactive Tutorials”.
   4. Select the tutorial titled: “Starting With Secondary Sources”, please e-mail and let me know when you have completed the tutorial.

   b) WESTLAW Tutorial
   1. Go to http://lawschool.westlaw.com
   2. Sign-in and choose “training” under the “Home” tab
   3. Click on the link for “10-minute exercises” in the menu that appears
   4. Click on the link for “Secondary Law” and then the link for “Secondary Source Research.”
   5. Please complete the tutorial and e-mail and let me know when you have completed the tutorial.

4) **Assignment:** Please complete the “Secondary Source Assignments” (found under the Assignment Drop Box Tab. When you are done with the assignment, please submit it online via the TWEN page (again using the tool available under the Assignment Drop Box Tab.)

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**MODULE C**

*(This module is due on Monday July 11th at 6:00pm EST.)*

1) **Power Point Slides:** Case Law & Digests

2) **CALI Lesson:** “How to Find Case Law Using the Digests” by Brian Huddelston.

3) **Lexis/Westlaw Tutorials:**
   
a) LEXISNEXIS Tutorial
1. Go to http://lawschool.lexis.com
2. Sign-in and choose the “Prepare for Class” tab (this should already be the default).
3. Under the heading “Teaching Tools” click on the link for “Interactive Tutorials”.
4. Select the tutorials titled: “Shepard's® as a Research Tool” & “Shepardizing™ Your Research”, please e-mail and let me know when you have completed the tutorial.

b) WESTLAWNEXT Tutorial
1. Go to http://lawschool.westlaw.com
2. Sign-in and choose “training” under the “Home” tab
3. Click on the link for WestlawNext in the menu that appears
4. Click on the link for “Online Training”, and then select the WestlawNext: KeyCite link.
5. Please complete the tutorial and e-mail and let me know when you have completed the tutorial.

4) Assignment: Please complete the “Online Case Law,” “Digests” & “Verification,” Research Assignments (found under the Assignment Drop Box Tab. When you are done with the assignments please submit them online via the TWEN page (again using the tool available under the Assignment Drop Box Tab.)

MODULE D
(This module is due on Wednesday July 20th at 6:00pm EST.)

1) Power Point Slides: Federal Statutory Law; State Statutory Law

2) CALI Lessons: “Introduction to State and Federal Statutes” by Mary Rumsey & Suzanne Thorpe; “Finding Statutes” by Kristine Kreilick

3) LEXIS Tutorial (NO WESTLAWNEXT TUTORIAL FOR THIS MODULE)
   a) LEXISNEXIS Tutorial
1. Go to http://lawschool.lexis.com
2. Sign-in and choose the “Prepare for Class” tab (this should already be the default).
3. Under the heading “Teaching Tools” click on the link for “Interactive Tutorials”.
4. Select the tutorials titled: “Statutory Annotations” & “Statutory Research”, please e-mail and let me know when you have completed the tutorial.

4) Assignment: Please complete the “Statutory Sources Assignment” (found under the Assignment Drop Box Tab. When you are done with the assignment, please submit it online via the TWEN page (again using the tool available under the Assignment Drop Box Tab.)

MODULE E
(This module is due on Monday August 1st at 6:00pm EST.)

1) Power Point Slides: Administrative Law
2) **CALI Lessons:** “Researching Federal Administrative Regulations” by Sheri Lewis & Donald Arndt, Jr.; “Rulemaking: Federal Register and CFR” by Deborah Paulus.

3) **Assignment:** Please complete the “Administrative Law Assignment” (found under the Assignment Drop Box Tab. When you are done with the assignment, please submit it online via the TWEN page (again using the tool available under the Assignment Drop Box Tab.)

Section Two: Paths in Law Librarianship

Students will be assigned to visit a law library (academic, court, firm, or county). They will arrange a tour of the library and an interview. A report based on the interview will then be written up. A series of questions to consider will be circulated prior to the tour and interview is conducted.

**Assignment:** This assignment is available under the Assignment Drop Box Tab and must be submitted on the due date via this Tab. **The visit must occur by July 14th, 2011, and the report is due on August 3rd, at 6:00pm EST. [Failure to complete the visit by the 14th will result in a “0” for this assignment.]**

A discussion list will be associated with this assignment. I will ask each of you to share some of your experiences during your law library visit. This way we can contrast and compare what each of you learned at the different types of law libraries. You are encouraged to comment on how your experience was the same, different, etc. than your classmates.

Section Three: Special Topics in Law Librarianship

There are a lot of areas of law librarianship that we are not covering. The truth is I feel like I have already assigned you a lot of work and so I will not burden you with more. But for those of you who wish to learn more I am listing various readings on selected topics. If you wish you may read the material and e-mail me questions if you have any.

This section is entirely optional and is up to you whether you want to do extra reading. Whether you decide to read any of these or not will in no way affect your final grade for this class.

   Z 675 L2 S68 1991

   This is a collection of articles focusing on various issues in law librarianship. Using a topical organization, subjects covered include the profession, administration, reference, acquisition alternative media and library planning and design.

   Z 675 .L2 T697 1997

   This report, with recommendations, was prepared by the American Association of Law
Libraries Special Committee on the Renaissance of Law Librarianship in the Information Age. It includes statements about the future of the profession written by law librarians practicing in a variety of Law Libraries.

Z 682.4 A34 L43 2002

This title contains articles focusing on various leadership roles that law librarians, in any law library should or could adopt and maintain.

KF 240 M24 2006

While the first half of this publication provides an excellent overview of legal research. The second half is devoted to law library management. Updated as a looseleaf, this publication is the resource to provide both basic and innovative information.
