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. If you are unsure of where the closest law library is to you please let me know and I will let you know.

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.


Online Course Page

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 which I will be providing to you.
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 you 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 you 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. You 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 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: Paths in Law Librarianship

Part I: As you think about law librarianship we will begin the class with some readings to spark your interest, coupled with an online discussion forum. (This will be an asynchronous discussion so you do not have to arrange your schedule to be at your computer at the same time as everyone else). The readings can be found on the TWEN site under the Readings tab. The Discussion will occur in the Forum titled “Paths in Law Librarianship”

Assignment: Please look over the readings for this section by June 9th and we will discuss a few issues on June 10th and 11th. Items to consider include: The different areas of law librarianship and the role of the law librarian in the information age.

Part II: This will then be followed up with a visit to a law library. I will assign you to a particular law library and librarian, you will arrange for 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 are conducted. We will have a discussion forum open to discuss the visits beginning the week of July 22nd.

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 17th, 2012, and the report
Section Two: 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 mix of readings, 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.

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 they will be helpful throughout the course. I will provide you with the password needed to access CALI.

If you have questions as you complete the assignments please post them to the Forum titled “Course Questions” this will enable your classmates to see your questions (which may be the same ones they would have) and you may be surprised that your classmates may actually answer the questions faster than I do. I will however monitor these forums so that if someone is replying with incorrect information I can correct it.

MODULE A
(This module is due on June 14th 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: Introductory Class (available under the “Power Point Slides” Tab of the TWEN page.

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

4) Online Tutorial:

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 Research Basics” and then select the WestlawNext:Search link.
4. Please complete the tutorial and e-mail and let me know when you have completed the tutorial.

LEXIS ADVANCE Tutorial
1. Go to http://www.lexisnexis.com/lawschool
2. Sign on to Lexis Advance
3. Click on the box for “Support”
4. Under “View a Tutorial” click on “Searching”
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.)

MODULE B
(This module is due on June 26th 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) Online Tutorials: Please complete the “Secondary Sources Online Tutorial” (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.)

4) Assignment: Please complete the “Secondary 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 C
(This module is due on July 8th at 6:00pm EST.)

1) Power Point Slides: Case Law & Digests


3) Online Tutorials:

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 Research Basics” and then select the WestlawNext: KeyCite link.
4. Please complete the tutorial and e-mail and let me know when you have completed the tutorial.

LEXIS ADVANCE Tutorial
1. Go to http://www.lexisnexis.com/lawschool
2. Sign on to Lexis Advance
3. Click on the box for “Support”
4. Under “View a Tutorial” click on “Searching”
5. On the right hand side of the screen click on the link for “Tutorial: Overview of the Shepard's® Citations Service”
6. 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 July 18th 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) 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.)

3) Online Tutorials:

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 Research Basics” and then select the WestlawNext: Locating Statutes & WestlawNext: Understanding Statutes
4. Please complete the tutorials and e-mail and let me know when you have completed the tutorial.

---

**MODULE E**

(This module is due on July 29th 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.)

4) **Online Tutorials**:

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 Research Basics” and then select the WestlawNext: Locating Regulations & WestlawNext: Understanding Regulations
4. Please complete the tutorials and e-mail and let me know when you have completed the tutorial.

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 if you 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.


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.


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.

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.


Additional Information

UK's Information Technology Customer Service Center
◦http://www.uky.edu/UKIT
◦859-218-HELP

Procedure for resolving technical complaints – contact me by phone or e-mail and we will work it out.

Maximum timeframe for responding to student communications – I will usually reply within 24 hours.

Academic accommodations:
If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or karnes@email.uky.edu.

Information on Distance Learning Library Services (http://libraries.uky.edu/dlls).
Carla Cantagallo, DL Librarian
(859) 257-0500, ext. 2171
Email: dllservice@email.uky.edu
DL Interlibrary Loan Service: http://libraries.uky.edu/page.php?lweb_id=253