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Library Profile: Technical Services Department

Susan Hamilton

University of Notre Dame, Kresge Law Library

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Law Library News

VOLUME 2, ISSUE 1

MAY/JUNE 2010

SPECIAL POINTS OF INTEREST:

- This issue marks our first year of publication!
- See photos from stage one of the library's move back into Biolchini Hall
- The "library profile" is not about just one person this time, it's an entire department: Technical Services!
- Some good news for C-SPAN aficionados

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Letter from Ed Edmonds

This issue of the *Law Library News* marks the first anniversary of the newsletter and the beginning of the final transition back into the renovated Biolchini Hall. You will see a number of photographs in this issue highlighting the move of the Access Services and Technical Services departments into Biolchini Hall during the spring semester. The next issue will highlight another round of moves as we prepare to welcome our returning students in the fall to the entire Law School in the finished Eck and Biolchini Halls. Beginning on June 1st, Hallett Movers will begin the process of bringing into Biolchini Hall all of our print collection. This will be the first time in many years that we will have all of our print materials together in one building. We will have some spectacular study space, particularly in the two reading rooms, the main one with three replica chandeliers that match the ones from the original building and the new East Reading Room on the third floor. We will also have over twenty group study rooms and an instructional lab and computer work areas on the third floor. I know that most of you have seen the great new entrance area, and we will have a tour of



ABOVE: Moving into new Technical Services office space on April 1, 2010

the new library space for our graduating students on Friday, May 14th.

We will have a grand new space open soon, but one thing will remain the same - the great commitment to service that is a hallmark of the Kresge Law Library faculty and staff.

-Ed Edmonds

Happy 1st birthday to us!

With this issue we celebrate one year of publication of the *Law Library News*. We'd like to thank each and every one of you for reading, and hope it has been an informative and fun publication. We have two main goals for the upcoming year:

Goal #1: Find ways to improve the newsletter!

We need your input telling us what you like, would like to see, or would like to see more of, and plan to roll out a quick survey this fall—look out for that! In the meantime, if you

have any suggestions please pass them to [Beth Given](#) or any of the other members of the Newsletter Committee: [Anita Lutz](#), [Chris O'Byrne](#), [Susan Good](#), and [Susan Hamilton](#).

Goal #2: Increase unsolicited submissions rate!

During this past year the majority of the newsletter content has been produced by the five members of the newsletter committee. While **Continued on page 3 ...**





And that's the way it is . . .

NEWS AND KUDOS FROM THE LIBRARY DEPARTMENTS...

You may have noticed: **WE MOVED!**

The librarians and staff members who work in the Access and Technical Services departments of the law library moved into their newly renovated office spaces in Biolchini Hall during the last week of March. Stop by the new circulation desk (just a few paces behind where the temporary one had been located, through double doors from the Eck Commons) to say hello!

The Reference, Technology, and Administrative departments of the law library will be moving into their new offices sometime after commencement. Beginning in June, the library collection will return from off-site storage to brand new shelving in Biolchini Hall. Thank you for your patience as the law library moves and adjusts this summer.

Access Services

Mary's husband, Chuck Cowser, recently retired from the Hesburgh Library after ten years of service.

Research Services

As a member of the Hesburgh Library Diversity Committee, Dwight conducted phone interviews with several Librarian-in-Residence candidates,

which were followed by in-person interviews with all of the law library faculty. The successful applicant, who will complete a two year internship divided between the law library and Hesburgh, is expected to be announced in June and will begin work on August 1st.

Patti Ogden organized a group from the law library to cultivate a garden plot on campus through Notre Dame's new community garden project. Planting is set to begin in late May.

Technical Services

In late April, Joe Thomas, Sandra Klein, Laurel Cochrane, Joe Reimers, Barb Ritty, Deb Fox, Amy Shirk and Lori Dutka attended the [Innovative Users Group 2010 Conference](#) in Chicago, Illinois. Innovative Interfaces, Inc. is the company which produces Millennium, the integrated library software used by the law library for all of its circulation, acquisitions, cataloging, and other processes.

Beth Given was awarded a travel grant from the [Research, Instruction, & Patron Services Special Interest Section](#) of the American Association of Law Libraries (AALL) to attend the AALL's Annual Meeting this July in Denver.



ABOVE: On moving day, a view from the temporary circulation desk down the hall to the new one.

Where did the librarians go...?

The Access Services and Technical Services departments moved the week of April 1st—No fooling! Visit the following librarians and library staff in their new office spaces in Biolchini Hall!

- Carmela - 2313
- Mary - 2320A
- Anita and Janet - 2321
- Barb and Dave - 2347
- Amy, Deb, and Lori - 2351
- Sandra - 2353
- Joe T. - 2355
- Laurel - 2357
- Joe R., Beth G., and Susan H. - 2361

Missed Research Redux?

... Don't Worry; Download, Drop By, or Drop Us a Line!

Thanks to all those who attended the [Research Redux](#) training sessions. We hope you will find the information useful this summer. If you were unable to attend the classes, but you would like copies of the handouts, click on the topics below to view handouts. (**NDLS Only; NetID required**)

And if you really need to brush up on a particular area of legal research, but you just couldn't make it to Research Redux, see one of the [research librarians](#) (or email askus@nd.edu) for a little one-on-one instruction before you leave for the summer.

<p>Administrative Law Where do I find that EPA regulation?</p> <p>Advanced Google How do I limit my Google search to government sites?</p> <p>Citators: Shepard's and KeyCite Is my case still good?</p> <p>Free Legal Internet Sites My firm restricts our Lexis/Westlaw usage. How can I still find that case online?</p> <p>International Law Where can I find the text of a treaty?</p>	<p>State and Federal Court Dockets How do I get a copy of a complaint, motion, or order?</p> <p>Statutes What is a session law and how can I find one online?</p> <p>West's Key Number System I've got a good case from Ohio; how do I find one from New York?</p> <p>Legislative History What can I expect to find in a committee report and are they available online?</p>
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Last but not least, please remember that we are eager to assist you with your research this summer. So, whether you're in town or out of town, volunteering or in a paid position, still a student or a newly minted J.D., be sure to contact your friendly research librarians with your information needs!

- Dwight King

Birthday, continued from page 1...

we hope that you have enjoyed our writing styles, photography, and recipe picks, we'd like to add additional voices to our publication—that means *you!* If you have any articles, news, photographs, recipes, or other items to share, please send them to Beth Given for inclusion in a future issue. Likewise, if you have an idea you'd like to run by any of the members of the newsletter committee, don't be shy! Our e-mail addresses are all listed on page one, or stop by our offices in Eck and/or Biolchini Hall!



Thanks for all your kind words and comments this past year and we hope you continue to enjoy the newsletter in the future. We truly enjoy creating it.

-Beth, Anita, Chris, Sue, and Susan

We have a library too!

Don't forget, the **Career Services office** has their own library in addition to the resources available to you at the Kresge Law Library. Check out their resources in person or the [selected resources available online](#) today to help you with your job search, career planning, and more. In future issues of the newsletter we will be highlighting specific resources available to you from the Career Services library. Next issue, look forward to an article about resources for researching judges for clerkships. In the meantime, if you are looking for information on application deadlines and other information about clerkships, be sure to check out this page: <http://law.nd.edu/careers/judicial-clerkships/>

Introducing HeinOnline's New Beta Journals Collection Home Page

Law Journal Library

Find an Article

Text Search

Field Search | Advanced Search | Help

Find a Citation

Get Citation

open in new tab/window

Find Blue Book Citation

Title Lookup

Find Publication Title

[Tell us what you think of this page](#)

Featuring:

Quick search option where you can quickly search for an article

Simple **citation box** in which you type the bluebook citation

The **title lookup** tool to quickly search for a publication title

For more information about the [Beta Journals Collection Home Page](#), and other new HeinOnline features and content, see Marcie Baranich's [article](#) on the [HeinOnline Blog](#).

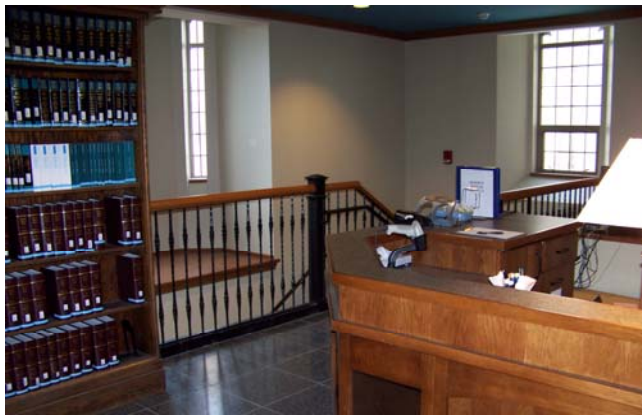
Student Appreciation Breakfast

Kresge Law Library faculty and staff members gathered with the student workers from every library department for a breakfast at the Morris Inn on April 16th. The Student Worker Appreciation Breakfast, an annual event since former law library director Roger Jacobs instated it in 1987, is a chance for all the faculty, staff, and students who work different hours in the library to meet and enjoy breakfast together. It also provides the chance for an awards ceremony to recognize the recipient of the annual Kresge Library Student Service Award winner, given each year to a graduating senior (undergraduate or graduate) who has provided exemplary service to the law library. This year's winner was Nora Sakal, a undergraduate Design major from Chicago, Illinois, who has worked in the Technical Services department since August 2006. Read more about Nora in the profile on [page 10](#).



Moving week photos

Below: The doors from the Chapel alcove leading into Biolchini hall, and what was temporary staff space for the Technical Services department until the April move. (2)



Above: The temporary circulation desk, which has now been removed. On moving day, the wall behind the temporary desk was opened to allow passage through to the permanent desk. (1)



At right: This room, used temporarily for interlibrary loan, copy machines, and as the library break room, was emptied in April and is now being prepared as a student study space. (3)



Above: Mary Cowsert getting the books in the new Reserve room in order after the move. (4)



At left: Sue Hamilton arranging the new shelving in the Tech Services department for government documents. (5)

Photos courtesy of Anita Lutz (1-3) and Susan Good (4-5).

Want to see more? Check out the photo album: "[Moving into Biolchini Hall.](#)"

Off the Shelf ... *A review of selected legal resources*

C-SPAN Video Library

Great news for C-SPAN junkies (yes, they do exist... not everyone procrastinates with Facebook or YouTube)! As of March 17, 2010, all programming that has aired on C-SPAN since 1987 (over 160,000 hours) is available online via the [C-SPAN Video Library](#).



Whether you prefer the populist orientation of the original channel (i.e., gavel-to-gavel floor proceedings of the U.S. House of Representatives), the rarefied air of the Senate chambers (i.e., C-SPAN2), or the eclectic mix provided by C-SPAN3 (i.e., public affairs events, congressional hearings, and history programming), now you can turn to one convenient source for all your C-SPAN needs.

Even if you're not already a C-SPAN fanboy/girl, the C-SPAN Video Library has a lot to offer. Just take it from C-SPAN co-president Susie Swain, that "[this resource] will be helpful to anyone seeking a view of the political and policy process whether they wish to research people or events from past decades or from earlier in the day [T]he public [will be able] to see how elected officials, politicians, journalists, experts, authors, and other opinion leaders present themselves on the issues of the day and over time."¹

Programs are indexed by subject, speaker names, titles, affiliations, sponsors, committees, categories, formats, policy groups, keywords, and location. The congressional sessions and committee hearings are indexed by person with full-text search capabilities (giving you another source for [federal legislative history research](#)).

In addition to the [advanced search](#) capabilities which this high level of indexing provides, there are also user-friendly options for browsing by [Most Recent](#), [Most Watched](#), and [Most Shared](#) videos. You can even check out the [C-Span Blog](#) to find out about new developments and read articles like [Memorable Moments from the Video Library](#) which highlights events such as then Senator Obama's 2004 [keynote speech](#) at the Democratic National Convention, President Reagan's [farewell address](#) to the nation during his last broadcast from the Oval Office, Nancy Pelosi's [acceptance](#) of election as Speaker of the House, and even Chris Farley's [impeachment of Newt Gingrich](#) at the House Republican Conference.

For those of you interested in incorporating relevant video into a class presentation (or making a mashup clip for next year's Father Mike Show... why should *The Daily Show* have all the fun?), you'll be happy to learn (unless you have an iPad) that C-SPAN Video Library is Flash-based and has clipping and sharing features. Moreover, C-SPAN is well known for its "liberalized copyright policy for current, future, and past coverage of any official events sponsored by Congress and any federal agency."² However, that's only about half of their programming, so be sure to check out the [C-SPAN Copyright Policy](#) and [Licensing and Permissions](#) pages before using C-SPAN's video content for your own purposes.

-Chris O'Byrne

Search for online videos

By Keyword: e.g., the name of an individual, organization, or topic.

By Date: select a date and scroll through that day's program line-up.

By Program Type, Series, or Topic: browse and search different categories of programs.

Via the Congressional Chronicle: an index to House and Senate floor proceedings matched to the text of the Congressional Record.

Advanced Search: for the greatest amount of control over your query.

1. Press Release, C-SPAN, [C-SPAN's Online Video Library Now Open to the Public](#) (Mar. 17, 2010).
2. Press Release, C-SPAN, [C-SPAN Takes Lead in Making Video of Congressional Hearings, White House and Other Federal Events More Widely Available to the Online Community](#) (Mar. 7, 2007).

Library Profile: Technical Services Department



Pictured above (L to R): Joe Reimers, Beth Given, Lori Dutka, Laurel Cochrane, Joe Thomas, Barb Ritty, Dave Thornton, Sue Hamilton. **Not pictured:** Sandra Klein, Deb Fox, Amy Shirk

People often assume that a Library consists of only one department referred to as Public Service, but professionally known as “Circulation,” and that books magically appear on the shelves. However, Circulation is only one of four interdependent departments within the Kresge Law Library which also includes the Research, Technical, and Technology Services departments. Technical Services (or “Tech Services”) is the largest and least known among these to the patron. The primary and ultimate purpose of all departments in the law library is service, and together they serve the Notre Dame Law School community of faculty, students, and researchers, as well as the local legal community and ordinary citizens. At a fundamental level, the Circulation and Research departments facilitate the delivery of materials to the faculty and patrons, whereas Tech Services facilitates getting the materials for the collection and preparing them for delivery, in whatever format that may be. However, whenever a patron searches for a title in the catalog, they are also tapping into the world of Tech Services.

Within our Technical Services department, there are eleven faculty and staff members whose responsibilities fall under three major functions: Acquisitions, Cataloging and Database Maintenance, and Collection Maintenance. This infrastructure is hidden behind the scenes where the library’s resources, information, and materials are selected, acquired, purchased, organized, and made available on the shelves or online. Providing access to the library’s information is the primary purpose behind cataloging a book, getting electronic resources into our catalog and making them available on a website, as well as procuring appropriate government documents. All of this work flow is behind the scenes, but is directed toward assisting faculty and students in their work. “If we are doing our jobs well,” Sandra Klein says, “everything we do should be invisible to the patrons.”

“[Tech Services is like] a car: you might not be interested in what’s under the hood, as long as it runs.”

Metaphorically speaking, Tech Services has been described by those within the department as: a car (“you might not be interested in what’s under the hood, as long as it runs”); as football linemen (“who are not the stars of the play, but set it up for success”); as a back bone (“giving structure to the organization of materials”); as a baseball grounds crew (“getting everything ready for the game to begin”); and as yeast (“without it nothing is going to happen”). Amy Shirk describes the department as “a wheel, where everyone is a spoke. We are all connected within the department. We make everything roll. Materials would not exist in the library without us and consequently people would not have access to the information they need.”

Dedication to service and a passion for detail are the common characteristics possessed by everyone who works in the department even though their personalities are as varied as their former work experiences and backgrounds. Five of the eleven have Master’s Degrees in Library Science; the three professional librarians: Joe Thomas, Laurel Cochrane, and Sandra Klein, and two support staff: Amy Shirk and Beth Given. There are three licensed teachers: Lori Dutka, Sue Hamilton, and Barb Ritty. Deb Fox and Dave Thornton both came from the business sector; from banking and real estate respectively, and Joe Reimers came to the library from an information technology background. Only two people focused solely on a career in library science from the beginning. This diversity in experience and academic backgrounds within the department brings a multitude of talents, creativity, and passion to the complexities of the work involved.

Joe Thomas is the Head of Technical Services; he oversees the department, its staff and functions. He describes the ultimate goal

Continued on the next page...

Profile, continued from previous page...

of the department and the library as a whole, as providing support for the law school in its scholarship and curriculum, thus encouraging full engagement in the research mission of the University. Tech Services is completely interdependent with the other library departments, “[I]f we don’t do our work properly, then the people who are doing Reference will have a much harder time doing their work, and the people in Access Services would have a hard time getting the materials physically to the people who need them. We are also very dependent on Dan Manier’s IT group because all of our work is completely technology based. We provide the information infrastructure to the library and they provide the electronic infrastructure for our needs. We can’t get along without them and I hope they can’t get along without us.” Joe further describes Tech Services as “function and availability: that is what our job is. We buy it, we get it here, we organize it, and we make it available.” He explains, “[I]n many ways, Tech Services is responsible for deciding what is appropriate for our patrons and what legal resources in particular are needed and then going through the proper channels ... so that people can have access to it.” Describing his role as Department Head, Joe states, “it is really a nice position for me to be in because I get to look at more of the big picture and rely on other people to do the details which I think is really the hard work.” Tech Services has a “long established staff and great institutional memory about how things work best,” which Joe credits with creating a “pretty well oiled machine. ... Like other departments in the library it is largely the people who make the difference.” Joe considers himself “lucky to have colleagues both here and at other universities who are very great to work with, very knowledgeable, and provide a lot of support directly or indirectly. [We also] have colleagues in the Hesburgh library who have been very cooperative and are a great support!”

The Acquisitions Unit

Sandra Klein, the Acquisitions and Collection Development Librarian, is responsible for selecting, acquiring and processing all the publications and information received in either paper or electronic format to be included in the library collection. Sandra, along

with the Research Librarians, makes the majority of decisions regarding what will or will not be purchased. The faculty also makes requests through a Research Librarian liaison or directly to Sandra and the Acquisitions staff when they want a particular title for their subject area or want to put something on reserve. For the past 4 or 5 years, decisions regarding the acquisition of information in electronic or paper format have been based on budgetary considerations, as well as the publishers’ decisions to make information available solely in electronic format when it was previously available in hard copy. For example, the library used to get journals in print that are now only electronically available through HeinOnline.

Deb Fox, the Acquisitions Assistant, places orders for items requested by the faculty and approved by Sandra, who identifies a fund to be applied to a given purchase. Versatility and a sense of ownership come with this responsibility. Deb acquires books directly from publishers or vendors, as well as from other sources such as amazon.com and Better World Books. She states, “It’s pretty much up to me how I get them or from where. I need to make sure that whatever the faculty and Acquisitions Librarian want gets ordered and arrives here for the collection.” In this procurement phase, cost effective procedures and the use of discounts are looked at with interest, tapping into Deb’s former life in the banking industry.

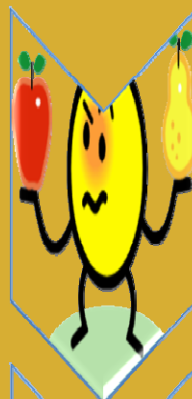
Lori Dutka, the Accounting Assistant, is responsible for accounts payable, organizing and processing the invoices and sending payment for subscriptions. Lori notes that the number of titles ordered in print decreased in recent years but the number of electronic titles has increased considerably. However, this switch from paper to electronic access did not have a negative impact on the library as expenditures were kept within budget.

The Cataloging & Database Maintenance, Special Projects, and Collection Maintenance Units

Laurel Cochrane, the Cataloging and Database Maintenance Librarian, oversees the creation and maintenance of the library’s

Continued on the next page...

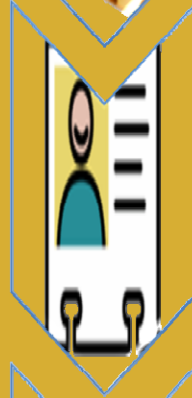
THE ADVENTURES OF A LAW LIBRARY BOOK



- First, a decision is made to choose me, of all the books in the world, for the Kresge Law Library collection...



- I am packaged and quickly shipped to Notre Dame, Indiana, where campus delivery brings me right to the door of the library.



- Many people notice my arrival! One records the date I arrive, another pays my invoice, and someone also makes a record that tells library patrons all about me, where I can be found and what I’m about.



- After I’m labeled, I’m either routed directly if a patron asked for me by name, or I’m shelved and waiting for you to come find and read me!

Profile, continued from previous page...

database, a catalog of bibliographic, order, and check-in records. It is her responsibility to run all the information entered into the system to capture errors and then correct them in order to maintain accurate and accessible data. Laurel oversees the cataloging support staff as well as the cataloging process which involves describing the materials received into a controlled format (MARC) and inputting that information into our database in accord with cataloging standards. Most of the primary cataloging activity is provided by an outside vendor and records are downloaded into our database. However, individual records are also created in-house, including archival records, records for theses, and more. The patron, however, never sees the complex records with which the cataloguer or copy cataloguer works, providing numerous ways in which a record may be indexed and thus searchable for the patron. In the online catalog, patrons only see a simplified, public view of these records.

One major project Laurel is currently involved with is planning the move of books back into the renovated library. "Now that we are back into Biolchini Hall, [we are] bringing items out of storage and putting them in the stacks. A major issue is that we have large sets of materials that are currently housed in two to six different locations. It is going to be a challenge to get those all back."

Barb Ritty, Cataloging Coordinator and Unit Supervisor, is responsible for making sure that the material received by the library is catalogued accurately and made available to the public in a timely manner. An eye for detail is paramount here, for if parts of a call number are in error or missing, even a period or decimal in the wrong place within a call number or record means the patron may never be able to find the book.

Amy Shirk, the Electronics Resource Assistant, is responsible for having the law reviews and journals bound in addition to adding and maintaining electronic resource titles in the library's catalog and making sure that the links are live and functioning.

Dave Thornton, the Copy Cataloguing Assistant, works with rush orders from faculty and students but his primary responsibility is searching OCLC (the Online Computer Library Center) for bibliographic records and selecting those which most accurately describe books received. Specific information from the book in-hand has to be input into the record updating it with exact information regarding the title, publisher, imprint date, pagination, etc. Location designations for call numbers and other pertinent information are also added as needed.

Two views of the catalog: Above, a screen shot of the public view in Link, the library's online catalog. At right, some of the MARC coding for the same record, as it is viewed by Technical Services catalogers.

Beth Given, the Collection Maintenance Assistant, assists in database maintenance, making sure that the information found in the check-in records are correct, and that location codes and other information is complete. She is responsible for loose-leafing, shelving, and serials check-in as well as supervising the majority of student workers in the department who assist her in these tasks.

Susan Hamilton, the Government Documents and Special Projects Assistant, processes government documents and carries out special projects. One such project involves translating from Spanish to English ninety-four DVD's of victims' testimonies from the Dirty Wars in Peru given at the Truth and Reconciliation Commission's Public Hearings. Other projects have included database maintenance, shifting collections, and processing human rights materials.

Joe Reimers, the Information Technology Specialist, provides and supports all the electronic needs in the department and in other areas as well, such as setting up new computers. He says, "I am more or less the gatekeeper to our electronic resources. When Acquisitions acquires an electronic resource and it is put into the catalog, it is my job to make sure that it gets through to the proxy servers so that the patron can have access to it." Joe notes that electronic resource maintenance is oftentimes very problematic because the updates for what is available are constantly changing.

An Aristotle quote reads, "Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit." It is not by magic that a book or information is available and accessible to the patron, but rather through the consistently applied excellence in expertise, dedication to detail, and a desire to serve as exhibited by all who work in the Technical Services department here at the Kresge Law Library.

-Susan Hamilton

The image shows two views of a library catalog record for the same book. On the left is the public view, and on the right is the MARC coding view.

Public View (Left):

- Author:** United States.
- Title:** United States code annotated.
- Imprint:** St. Paul, West Pub. Co., 1927.
- Identity:** Latest Received:
- LOCATION:** Off-site storage (repeated 10 times)
- Description:** v. in 25 cm.
- Note:** Comprises all laws of a... with annotations from P... "Prepared by the editor... Vols. published 1927-... Includes unnumbered in... Kept up to date by pock... vols.
- Subject:** Law—United States.

MARC Coding (Right):

Field	Value
b10472794	Last Updated: 03-29-2010 Created: 02-15-1996 Revisions: 283
LANGUAGE	eng English
CAT DATE	02-09-1996
SKIP	0
BCODE1	m MONOGRAPHBOOK
LOCATION	multi
FORMAT	a PRINT
MARC Leader	#####cam 22##### 4500
LOCATIONS	xostg,score,slibu
o 001	8878489
y 008	850117m19279999mmu 000 0 eng
l 010	41005629 /r897
y 040	DLC;cDLC;itm;c;idOCL;dXND
y 043	n-us---
y 049 1	XNDA
c 090	KF62 1927/b.W45
a 110 1	United States.
u 240 1 0	Laws, etc. (U.S. code annotated) : 1927)
t 245 1 0	United States code annotated.
u 246 3 0	U. S. code annotated
u 246 3 0	U. S. code annotated
u 246 2 4	USCA
u 246 3	Constitution of the United States annotated
p 260	St. Paul, West Pub. Co., c1927.
r 300	v. in(c)25 cm.
n 500	Comprises all laws of a general and permanent nature under arrangement of the office from Federal and State courts.
n 500	"Prepared by the editorial staffs of Edward Thompson Company and West Publishing Vols. published 1927- have also imprint: Northport, Long Island, N.Y. (later Brooklyn, N
n 500	Includes unnumbered index and tables vols. and vols. entitled: Constitution of the Unite
n 500	Kept up to date by pocket parts, special and supplementary pamphlets, bound cumula
d 650 0	Law;United States.
b 710 2	West Publishing Company.
b 710 2	Edward Thompson Company.
b 710 1	United States. Constitution.
y 907	.b10472794

Student profile: Nora Sakal

Nora Sakal is a Design major in the College of Arts and Letters at Notre Dame and this year's recipient of the Kresge Library Student Service award given to a graduating senior who has shown substantial and exemplary service to the library.

I first met Nora shortly after I began working at Notre Dame, in August 2006. She began working at the law library that fall semester of her first year, and she has worked every semester plus one summer since then, learning the ins and outs of the Technical Services department. When she first began, Nora primarily helped with the library's ongoing inventory project, but since then she has expanded her reach to many aspects of our departmental work, from database maintenance to serials check-in, labeling, processing, and more. In performing her various job duties, Nora learned a lot about the way the library works, noting that "when I worked in libraries before I only shelved books; one doesn't know how that book gets there to be shelved. Here, books get shelved, too, but how they get to that point is what you discover in Tech Services." The department is a great place to work, Nora said, "because everyone here is friendly and it taps into my strengths. I am very organized and I have a great attention to details." Nora's attention to detail, her



ABOVE: Nora Sakal at the Kresge Law Library Student Appreciation Breakfast with her parents and library supervisors

(L to R: Beth Given, Sallie Hood, Nora Sakal, Ron Sakal, Barb Ritty)

experience and her skills in the Technical Service processes will certainly be missed as she graduates and leaves Notre Dame this May.

Nora hails from Chicago, Illinois, where her parents (both professors at Notre Dame in the School of Architecture) live most of the time. Upon graduation, Nora will be returning to Chicago for a few months to intern at the Victory Gardens theatre doing set design for their summer shows. In August, Nora is head-

ing to El Paso, Texas, where she plans to continue working in the theatre design business for a year before heading to graduate school. She is looking forward to returning to the southwest, where she lived when she was younger and where some of her extended family still resides.

We at the Kresge Law Library wish Nora all the best and thank her for her four years of service to the library!

-Beth Given

Looking for part-time work this summer?

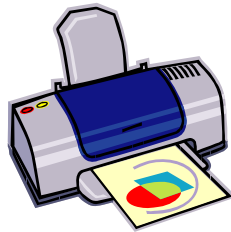
[Hallett Movers](#), the company hired to help move the law library collection into shelves in the newly renovated building, will be hiring on campus for help with this move. The book move is expected to take place in early June, so look out for announcements around the law school about the hiring in May!



Tech Tips

Looking to save on ink cartridges?

Try changing your font, says Dutch company Printer.com, which evaluates printers. Diane Blohowiak, coordinator of information-technology user support at the University of Wisconsin-Green Bay, asked faculty and staff to use [Century Gothic](http://CenturyGothic.com) for all printed documents and expects to save \$5,000 to \$10,000 per year with the font switch.¹ In a study done by Printer.com, different fonts printed at comparable sizes were evaluated using some of the most common printers on the market. **Arial**, size 11, was used as a standard against which to compare other fonts, and Century Gothic (the font used in this paragraph) came out a clear winner for saving ink, ahead of other common fonts such as **Times New Roman**, **Verdana**, and even the specifically designed to be more economical "Ecofont." According to their results, for an average private user, simply changing the font you use to Century Gothic would generate a net reduction of about \$20 in a year if you print about 25 pages per week.² Imagine this scaled up in size to the printing output of most businesses, or, say, law schools... To read more about this study, about printers, or to use their handy tool to find the best printer for your own printing needs, visit Printer.com!



1. "Changing fonts could help schools save money." 9th April 2010. [Link to article.](#)

2. "Printing Costs: Does font choice make a difference?" 13th April 2009. [Link to article.](#)

Two ways to work faster in MS Word

Tip # 1. Use keyboard short-cuts.

You may already be familiar with using Ctrl+X to "cut," Ctrl+C to "copy," and Ctrl+V to "paste." But what about Ctrl+Z to undo your last action, or Ctrl+Y to redo it? And did you know, if you accidentally start typing in ALL CAPS AND DO NOT NOTICE UNTIL YOU HAVE TYPED A WHOLE SENTENCE that instead of hitting your backspace key, you can simply highlight the offending CAPS, click Shift+F3 and voilá! The capitals are lowercase! Change your mind? Click Shift+F3 and it will capitalize again. Decide you want SMALL CAPS? Highlight text and click Ctrl+Shift+K. Looking for some more short-cuts? Try Googling "Microsoft keyboard shortcuts" or something similar to find a whole host of them. For example, here's [one page](#) with a list.



Tip #2. Change your settings.

Do you find yourself wasting time looking for icons on the busy MS Word tabs? You can customize the Quick Access Toolbar to add icons you frequently use or delete ones you don't. To customize: Click the Microsoft Office Button → Word Options → Customize. In the list under Choose commands from, click All Commands to see your options. The default setting for this toolbar include "save," "undo," and "redo."

-Beth Given



Have any favorite applications for your iPhone, iPod Touch, or iPad?

Next issue, "Tech Tips" will highlight a few fun, useful, and interesting downloadable apps. Share your favorites with [Beth Given](#) for possible inclusion in next issue's list.



Photo from Flickr ([Credit](#))

Recipe Box

This recipe is modified from one found on Epicurious.com. It is quick and easy and I highly recommend pairing it with [Mexican Meatball Soup](#) for a delicious and filling meal. For fewer people, it is easy to cut the taco recipe in half, but consider making the whole soup recipe (~ 8 servings) because it tastes even better on the second day when the flavors set! - Beth Given

Crispy Black Bean Tacos with Feta

Ingredients:

- 2 15-ounce cans black beans, drained
- 1 tsp. ground cumin
- Olive oil
- 2 Tbs. fresh lime juice
- 4 cups coleslaw mix
- 2/3 cup chopped fresh cilantro
- 8-10 corn tortillas
- 1 cup crumbled feta cheese
- chipotle hot sauce or other favorite hot sauce

Directions: Place beans and cumin in a bowl; partially mash the beans. Mix 4 teaspoons of olive oil and the lime juice in another bowl; add coleslaw and cilantro and toss to coat. Season slaw to taste with salt and pepper. Heat 3 teaspoons olive oil in skillet over medium-high heat. Lay tortillas out on a counter or preparation area and spoon about 1/4 cup of the bean mixture onto one half of each tortilla. When the oil is hot, add tortillas in a single layer (depending upon the size of your skillet, you may only be able to do one taco at once). Cook about 30 seconds to soften the tortilla in the oil enough so you can gently fold it over without breaking it. Cook 30 seconds longer than flip to the other side and cook for another minute or so, until golden brown on each side. Remove taco from oil and fill with feta and slaw. Serve with hot sauce for anyone who wants it! Serves 3-5.



MAY 2010

Sun	Mo	Tue	We	Thu	Fri	Sat
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2	3	4	5	6		8
9	10	11	12		14	15
	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Library Birthdays

- Dwight King May 7
- Eric McCartney May 13
- Beth Given June 16

Events

- Final exams April 30-May 11
- Biolchini Hall tour for 3Ls May 14
- Commencement May 16
- Memorial Day May 31

JUNE 2010

Sun	Mo	Tue	We	Thu	Fri	Sat
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13	14	15		17	18	19
20	21	22	23	24	25	26
27	28	29	30			



P.O. Box 535
Notre Dame, IN 46556
Phone: 574-631-7024
Fax: 574-631-6371
E-mail: lawlib@nd.edu

The primary mission of the law library is to provide services and to acquire and organize legal information in support of the research and curricular goals of the Law School. It also supports the legal research requirements of the University community and provides legal information to appropriate members of the local community.

Library Hours

Spring semester hours:

Monday – Friday	8:00a.m. – 10:00p.m.
Saturdays	9:00a.m. – 10:00p.m.
Sundays	10:00a.m. – 10:00p.m.

Commencement week hours:

Sun, May 9	10:00a.m.-10:00p.m.
Mon– Fri, May 10 – 14	8:00a.m. – 10:00p.m.
Sat, May 15	9:00a.m. – 6:00p.m.
Sun, May 16	10:00a.m. – 2:00p.m.



Law Library News

Editor: Beth Given

Managing Editors: Susan Good, Susan Hamilton, Chris O’Byrne, Anita Lutz

Law Library News is published 6 times annually (January, March, May, July, September, and November). The newsletter is distributed free of charge to the law school community. For past issues, please see the online archives: <http://law.nd.edu/library-and-technology/library-information/law-library-news>.

Unsolicited contributions are encouraged! All contributions are subject to editorial review. The deadlines for submissions are Feb 15, April 15, June 15, Aug 15, Oct 15, and Dec 15. Please note that most articles should be fewer than 800 words.

Send contributions, questions, or comments to Beth Given (given.1@nd.edu).



CALLING ALL NDLS STUDENTS, FACULTY, AND STAFF!

Enjoy writing? Love taking pictures?

Share your talents! We are always looking for outside contributions for the *Law Library Newsletter*. Don’t hesitate to contact [Beth](#), [Susan](#), [Sue](#), [Chris](#) or [Anita](#) if you have any questions about contributing articles, news, recipes, photographs, or more for inclusion in the newsletter.