Some Helpful Hints in Using the Law Library

By Ed Craig,
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Depending upon your study habits, the Law Library may be seen as that quiet oasis for getting productive law school work completed, or as academic castor oil that must be swallowed on occasion, but otherwise avoided whenever possible. In any event, the Law Library will play a role in your law school career. Here are some tips on making your life easier when visiting the Law Library:

1. Your Samford I.D. card is your key to services in the Law Library. Additionally, when entering the Law Library, the card must be shown upon request to desk attendants who do not recognize you as a Cumberland student. Translation: at the beginning of your freshman year, you will likely need to show your I.D. card on a regular basis until you are recognized as a Cumberland law student by all the desk attendants. You may also present it to check out books or folders placed on Reserve by your professors. You will need your Samford I.D. Card (with money programmed on it) in order to use the Law Library’s photocopiers.

2. The bookstore sells numerous study aids that vary in usefulness, and are also quite expensive. Before deciding to buy, you may want to check out the study aids available on Reserve at the Circulation Desk. The Guide to Study Aids which has been distributed to all first year law students and is available on the web, is an excellent resource for determining what student aids are available for check out from the Reserve section. These items on Reserve are almost always the latest edition and are available for use in the library for three hours at a time (and also can be checked out overnight three hours before the library’s closing). Many of these student aids produced by West Academic are also available by clicking on “West Study Aids” on the database list of Beeson Law Library’s web page.

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5. Conference room keys are available for three hour checkout at the Circulation Desk by student study groups. We urge students carrying on discussions within the library to use conference rooms in order to avoid disturbing other patrons. Even in the conference rooms, groups holding conversations should keep their voices down to avoid disturbing patrons in nearby study areas.

6. Librarians are currently available during regular office hours, M-F. Do not feel embarrassed to ask a librarian for help finding materials. Often, freshmen law students believe that they are the “only student” who cannot find needed materials; in most cases, many students cannot locate them, but do not want to admit it to their classmates. At the same time, do not hesitate to let your Caruthers Fellow from LLR know when you do not understand an assignment.

7. Ignoring Law Library book due dates can do more than empty your pocket of change. Fines at the Law Library are as follows: $1.00 per day per book for non-reserve items; $3.00 per HOUR for Reserve items (including conference room keys).

8. Some food and drink is permitted within the Law Library. Drinks with secure lids are permitted, as well as, “non-messy” food items (no fried chicken, pizza, gyros, etc.) Food and drink are NOT allowed in the computer labs, nor at or near other computers, microform readers or other similar equipment in the Law Library.

9. The Law Library reading rooms should be used for research and study purposes; they should not become a meeting point for law student social groups. The noise problem is one which is being constantly brought to our attention by law students. Please consider classmates who, for various reasons, cannot study at home. This library is their only refuge for quiet study. If you wish to socialize, there are numerous places in the Law School, including the Great Room of the Law School, where ample space is available. Please reserve the library facilities for your research and study needs only.

10. While there is a photocopier (charging $.10 per copy) in the Law Library’s First Floor photocopy room, there is also equipment called Scannx in this same room as well as two other locations in the building (Second Floor east end, between the Lexis and Westlaw computer labs and the
Lower Level west wall). This equipment allows patrons to scan documents and save them to a USB drive or email them at no charge.

Librarians Meet in Chicago

By Cherie Feenker
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The American Association of Law Libraries (AALL) held its 110th Annual Meeting and Conference in Chicago during July. Attendees were able to see newly developed/evolving products, to talk with vendors, to test-drive new software, to learn from experts in an assortment of fields, and to meet and network with colleagues. Topical program tracks ranged widely and included the business of law, legal research, law library management, data and content management, teaching and training, and professional development. Awards were presented for scholarly work, and association leaders were celebrated.

The keynote speaker was Will Evans, chief design officer at PraxisFlow. His excellent presentation was entitled “New Models of Purpose-Driven Exploration in Knowledge Work.” He also led a fast paced workshop (one of the conference’s Innovation Labs) giving participants hands-on experience with problem identification, and the application of some of the Lean Startup and LeanUX principles, with the goal of gaining a validated understanding of our stakeholders and their needs through low-risk, manageable (small) scale testing.

Old and new favorites include: Judge Richard Posner (on relevant scholarship); Exhibitors Showcase Theater (scheduled informational demonstrations); ROSS the AI/legal robot; copyright issues; poster sessions; annual book drive for local children; Innovation Labs and Deep Dives; competitive intelligence; new looks at budget challenges and increased student needs; and, therapy dogs visiting conference attendees at the AALL booth. There was something for everyone and way too much for any one person to experience.

Law Librarians attending the meeting and representing Beeson Law Library were Greg Laughlin, Ed Craig and Cherie Feenker.

Need study material? Don’t forget to check the Guide to Study Aids for the latest material on Reserve!

Does your professor have material on Reserve for this semester? Click here for complete information.

The Law Library will be closed on Labor Day. Check the Law Library web site for up-to-date library hours.

Special welcome to all first year law students and welcome back to all 2nd and 3rd year law students!!
Winmail.dat

by Grace Simms,
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Many of you have experienced the dreaded winmail.dat attachment. There are a number of ways to view these attachments.

Students receive this type of attachment (rather than .wpd, etc.) from Samford employees as we use Outlook/Exchange for our email. Usually – there is an actual attachment, but on occasion there is nothing there to see.

First – try to view the attachment from a browser – viewing your email via the Portal or Bulldogmail.samford.edu.

There are also numerous apps in the iTunes store for winmail.dat and iPhones/iPads. That said - most cost a few dollars. The free ones often have a cap on the number of conversions or they’ll only let you view the converted doc - not download it.

If you prefer to not use a browser and have a Mac computer – try the TNEF Enough – available in the App Store for free.
Just drag and drop the attachment to convert it. This app is available here: https://itunes.apple.com/us/app/tnefs-enough/id986621173?ls=1&mt=12.

Another option is this website: http://www.winmaildat.com.

First – download the winmail.dat attachment. You can upload the winmail.dat there and then download the converted attachments.

And for more information about this problem: http://osxdaily.com/2016/04/19/open-winmail-dat-file-mac-os-x.

If you need help – please contact Grace L. Simms, Information Technology Librarian, at glsimms@samford.edu or 205-726-2687.

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**Law Library Card Value Center Station Information**

By Ed Craig, Reference Librarian elcraig@samford.edu

One of the advantages of your Samford I.D. card is the ability to program it with cash that can be used in library photocopiers, the cafeteria, bookstore and food court. This card can be programmed with money or credit card at the University Center bookstore. If paying by credit or debit card, you can also add funds by phoning the bookstore (726-4247) and giving them your I.D. card number and your credit/debit card number. Additionally, you may program your I.D. with cash at the Card Value Center station on the right wall of the First Floor photocopy room.

The procedure for adding cash (all denominations of bills, no coins) is as follows:

1) The initial screen will prompt you to “press any key to begin.”

2) After doing so, the resulting screen will display an option to add “Cash to Account.” Press the corresponding second red key to proceed.

3) The third screen will ask you to “Swipe Acct Card Through Reader.” At this point, you should scan your Samford I.D. from top to bottom through the reader with the I.D.’s picture side showing on the left.

4) After scanning your I.D., the station will ask you to “Insert a Bill.” You may insert any denomination of bill, with the exception of the new $5 bill, which it does not accept.

5) When you have inserted the cash, the station will respond by showing how much you have added to your card.

6) The station will finally ask you to “Press to End” a key that will conclude the transaction.

Any questions or difficulties you may have with the new photocopiers or the Value Center Station can be addressed to a reference librarian or Circulation Desk staff.

The CHECK IT OUT is published three times a semester. The editorial staff works hard on articles that are of interest to both law students and law professors. We welcome new ideas and hope that you take the time to critique each issue. Let us know if there is a specific subject that you would like for us to discuss. Send your ideas and/or comments to: Becky Hutto via e-mail at rmhutto@samford.edu
Librarian Updates

Grace L. Simms, Information Technology Librarian, presented Useful Apps and More at the annual corporate counsel meeting sponsored by Waller & Associates. It was held at the Westin, Birmingham, April 21, 2016.

Ed Craig, Della Darby, Becky Hutto and Cherie Feenker attended the Law Libraries Association of Alabama meeting held at the University of Alabama, School of Law, Tuscaloosa, Alabama, May 20, 2016.

Director’s Briefs

Gregory K. Laughlin, Law Librarian and Associate Professor of Law
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Welcome to our new first-year law students, and welcome back to our returning second- and third-year law students. The Law Library staff works continuously to make the Law Library a pleasant place to study, work and, yes, relax.

Returning students may recall that last spring we asked for your input through our annual survey regarding your satisfaction with the resources and services which the Law Library provides. Generally, the responses revealed high levels of satisfaction. Your survey responses help us monitor what we do, and we adjust, as needed, to better meet our patron’s needs.

Through the past few years, we have tried to improve the resources and services we offer, with patron input being vital to that effort. For example, a few years ago, we restricted access during the exam period to limited categories of patrons (such as practicing lawyers and judges, Cumberland alumni, and Samford students needing immediate access to resources only available in the Law Library). We added keypads to the computer labs to restrict access to those areas to law students and faculty only.

The most recurring area of concern is our hours of operation. While a majority of survey respondents reported being at least satisfied with our hours, it has repeatedly been the area of lowest satisfaction. We would certainly like to be opened more hours to meet the request of students. However, on the occasions when we have expanded our hours past midnight, very few students actually have taken advantage of the additional access made available. For security reasons, we do not believe it is prudent to have the Law Library open without staffing and given the low level of use after midnight to 7:00 am in the past, we cannot justify paying a staff member to work those hours. We will continue to monitor the situation and reconsider this issue should strong evidence of actual use become apparent. For now, based on the most recent available data, the Law Library has longer hours than a majority of ABA-accredited law school libraries and the law school Great Room is available for use during times when the Law Library is closed, providing extended access for students who need it.

Another issue of concern has been the lack of an audibly isolated space for large groups to work on collaborative projects. As a practical matter, the only audibly isolated large space in the Law Library is on the lower level, on the south side adjacent to the windows. Please consider as you are working in the Law Library this semester whether you would favor or disfavor a conversion of that space to a collaborative workspace. We will be asking about this in our annual survey early in the spring semester.

We wish you all a good school year and dedicate ourselves to doing our part to enable you to achieve that goal.

Don’t miss the next issue of Check It Out!