

CHECK IT OUT

Lucille Stewart Beeson Law Library Newsletter
Cumberland School of Law of Samford University



No. 565

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Learning What to Learn: Resources for the First-Year (and Beyond)

by Leigh A. Jones,
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Throughout the year, displays which are designed to highlight the library's resources and services can be found on the First Floor of the Lucille Stewart Beeson Law Library. A virtual presentation of those displays can be found at <http://Samford-libguides.com/lawlibrary-bookdisplays>.

The theme of the library's first display of the 2017-2018 academic year was "What Do You Do With 1,000 Days?" Created with first-year law students in mind, the display was inspired by Dennis J. Tonsing's book titled 1000 Days to the Bar, but the Practice of Law Begins Now. The book, read by this year's 1L class as part of the Lawyering and Legal Reasoning program, offers an abundance of useful advice concerning how students can attain success in law school and as practicing attorneys.

In addition to Tonsing's book, the Law Library houses other resources that assist students in developing the skills that they need in order to accomplish their goals. The following books were part of the library display that focused on helping 1Ls learn what to learn so that they can become successful law students (and, later, practicing attorneys).

In This Issue:

Library Tech Reminders.....	2
Reserve Material	2
Organizing Email	3
Librarian Update	5
Using Study Aids in Law School	6
Helpful Hints	7
Card Value Station	8
Director's Briefs	8
Wikipedia Update	9
Welcome	10

1000 Days to the Bar, but the Practice of Law Begins Now (Dennis J. Tonsing). KF272-.T66 2010. Explains how the skills that are acquired in law school can be directly applied to preparation for the bar and the practice of law.

Cracking the Case Method (Paul Bergman & Patrick Goodman). KF283 .B37 2012. Guides the reader in the case analysis process and in the development of analytical skills.

Expert Learning for Law Students Workbook (Michael Hunter Schwartz, 2005) KF283 .S354. Gives insight concerning various learning and analytical techniques.

Finding Your Voice in Law School (Molly Bishop Shadel). KF283 .S52 2013. Provides tips for better verbal communication.

Legal Reasoning and Objective Writing (Daniel L. Barnett & Jane Kent Gionfriddo). KF250 .B373 2016. Explains the steps of the legal writing process.

See *Resources* Page 2

**LAW LIBRARY
SCHEDULE
MONDAY-THURSDAY
7:00 A.M.-12 MIDNIGHT
FRIDAY
7:00 A.M.-10:00 P.M.
SATURDAY
9:00 A.M.-10:00 P.M.
SUNDAY
1:00 P.M.-12 MIDNIGHT**



Resources from Page 1

Navigating Law School's Waters (Patricia Grande Montana). KF283 .M65 2014. Prepares students for the various aspects of law school.

One L of a Year (Leah M. Christensen). KF283 .C485 2012. Provides success strategies for studying and testing.

Reading Like a Lawyer (Ruth Ann McKinney, 2005). KF283-.M398. Introduces techniques that can be used to read faster and more efficiently.

Your Brain and Law School (Marybeth Herald). K100 .H45-2014. Examines how the brain can develop learning habits that can lead to success in law school.

For a listing of these books and additional relevant resources, don't forget to visit <http://samford.libguides.com/lawlibrarybookdisplays>.

If you have any questions about these resources or any other resources located within the library's collection, please feel free to contact Leigh A. Jones, Evening/Weekend Reference Librarian at ljones17@samford.edu.

Library Tech Reminders

by Grace Simms,
Information Technology
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Welcome back! Here are a few reminders for the new year.

If you don't know the lab door code - ask for it at the Circulation Desk. And please don't share with any non-law students.

We have data projectors, screens, and a camera all available for use for class projects or weddings/rehearsal dinners.

Forgot your power adapter or the puppy chewed it? There is a wide selection to borrow from in my office. Also available - iPhone/iPad chargers as well as an Apple watch charger.

Don't purchase Microsoft Office! Samford offers it for free at: <http://office.com/getoffice365>.

Also – you don't have to purchase virus protection. Very good options (AVG, Avast, Panda, and Sophos) are all available for free at www.download.com.

Cleaning materials for your laptop are also available in my office.

Broken laptop? Please ask for help before purchasing a new computer. It might be possible to repair it inexpensively.

Any other questions? Please contact Grace Simms at glsimms@samford.edu.

Reserve Material

**Does your professor
have material on
Reserve for this
semester? Click
[here](#)
for complete
information.**



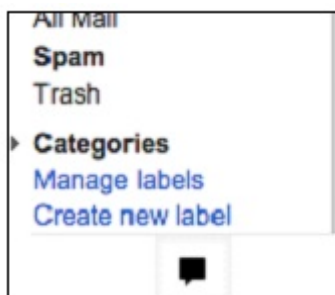
Organizing Email

by Grace Simms,
Information Technology Librarian
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The amount of email we receive each day can be overwhelming. A way to help this is to create folders for your email to go to rather than to the In Box.

Open your Samford email at connect.samford.edu and click on the email icon.

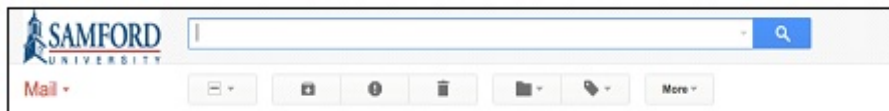
Scroll down on the left side, below Trash. Under Categories, click on Create New Label.



Create a name for the label/folder.

A screenshot of a 'New Label' dialog box. The title is 'New Label' with a close button (X) in the top right corner. The text inside says 'Please enter a new label name:' followed by a text input field. Below that is a checkbox labeled 'Nest label under:' followed by a dropdown menu with a right-pointing arrow. At the bottom, there are two buttons: 'Create' and 'Cancel'.

With the label/folder created, you will need to search for what to direct there. Click on the down arrow in the search box at the top of your email:



A new box will appear:

A screenshot of a search filter box. At the top is a 'Search' label and a dropdown menu set to 'All Mail'. Below this are several input fields: 'From', 'To', 'Subject', 'Has the words', and 'Doesn't have'. There are also checkboxes for 'Has attachment' and 'Don't include chats'. A 'Size' section has a dropdown set to 'greater than', an input field, and a unit dropdown set to 'MB'. A 'Date within' section has a dropdown set to '1 day', an input field, and the word 'of'. At the bottom left is a blue search button with a magnifying glass icon. At the bottom right is a link that says 'Create filter with this search >'. The background shows a partial view of an email list with columns for 'To', 'From', 'Subject', and 'Date'.

Within this box – you will have the options of who the email is from, the recipient, the subject, and more.

Once filled out, click on Create filter with this search in the lower right corner.

Another option box will appear:

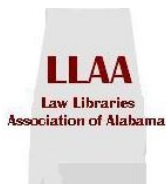
I recommend checking the following boxes: Skip the Inbox (Archive It), Apply the label (choose the label/folder you created for this search), and Also apply filter to matching conversations (this will get new and old email).

Now - your email should skip your In Box (based on your rules) and go to the label/folder you created. This should help clean up your In Box a good bit. Just be sure to look at the labels/folders too!

If you have any questions or need help - please contact Grace Simms, Information Technology Librarian at glsimms@samford.edu.

Librarian Update

Ed Craig and Keta Harmon attended the annual meeting of the American Association of Law Libraries, July 15-18, 2017, in Austin, Texas. Keta and Ed also attended preliminary workshops on Saturday, July 15. Keta attended a workshop entitled Practical Strategies for Embracing Change in Technical Services. Ed attended a workshop on Law Library Statistical Assessment.



On May 19, 2017, Beeson Law Library hosted the spring meeting of the Law Libraries Association of Alabama. Attending the meeting were: Ed Craig, Della Darby, Keta Harmon, Becky Hutto, and Leigh Jones.

Using Study Aids in Law School

by Ed Craig,
Reference Librarian
elcraig@samford.edu

Making the transition from undergraduate to law school, particularly with respect to study habits, can be a monumental task. The typical undergraduate text will clearly spell out the concepts to be learned and the issues surrounding them in a straightforward manner. Law school case books? Not so much. Instead, law school classes assign case decisions to read where students are required to glean the law and the reasoning from court decisions applied in a particular fact situation and be able to apply the lessons learned to other fact situations presented in class and on the final exam. Students want resources that will provide a clear narrative of the law of these case decisions, in a meaningful summary. They also want self-test resources that will help them evaluate their understanding of legal principles to be learned.

Study aids are a common topic of conversation among law students, whether they are entering freshmen or are in their final year of instruction. The category of legal materials referred to as “study aids” covers a wide variety of

publishers and formats. There are the formal narrative aids that read similarly to a non-law school text book, explaining in-depth the law of a particular topic. A perfect example of this would be *West's Hornbook* series. This series many would describe as a scholarly read rather than an easy read. There are other formal narratives that are more brief, but still not so attractive to those looking for an understanding via a quick read. Examples of this would be the *Concise Hornbook* series and *LexisNexis Understanding* series. There are less formal narratives that provide an explanation of the law in outline format; in such an outline, you will see prominent cases cited (and sometimes explained in depth) as well as situational examples that further illustrate the point being made. An example of less formal narratives would be the *Emanuel's* series. Another segment of the market includes materials that provide a mixture of explanatory text and examples or questions highlighting the point being made. These materials include the *Examples and Explanations* series as well as the *Glannon Guide* series. Another series, the *Questions and Answers* series, provides no narrative discussion of the topic at all, but provides extensive multiple choice questions to test your understanding of a topic.

How does a student know what to buy when searching for study aids? Typically, students will want a study aid that will help them better understand the cases and principles of law covered. A narrative discussion of some sort will fill that bill. Also, you may want to buy a study aid with questions in it that will test your application of the concepts. Has your professor recommended a particular study aid in class or listed it on the syllabus? Have students taking that professor's class previously recommended a particular resource? You also may want to compare the table of contents for a particular study aid to the topics in your class syllabus. Additionally, be on the lookout for study aids that are “keyed” to your specific class case book. Finally, you may want to borrow what is available from the Reserve desk at the Law Library rather than spending the money purchasing these study aids.

If you have any questions about these resources, please contact one of Beeson Law Library's Reference Librarians.

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

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, it must be shown upon request to desk attendants who do not recognize you as a Cumberland student when entering the Library. Translation: at the beginning of your freshman year, you may 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 need to also present it to check out books or folders placed on Reserve by your professors. Also, using your Samford I.D. at WEPA print stations will speed up check-in before receiving your print job.

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 was 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).

3. The Library requests that you reshelve all books that you use from the First Floor and in the periodical collection shelved on the Lower Level. Over the years, there have been many first year students unable to finish their assignments, victimized by thoughtless classmates who refuse to take the time to reshelve needed materials.

4. Cellular telephones should not be used in the Law Library reading rooms. If you bring one into the reading rooms, you must put it on vibration mode. When you receive or place a call, you must go to the photocopy room, west staircase, or outside the Law Library.

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. With the exception of Saturday, librarians are generally available most hours that the library is open. 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. Your best option for photocopying an item is to use equipment called Scannx that is found in the First Floor photocopy 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. If you desire a hard copy, you can use the WEPA print station for this purpose.

Law Library Card Value Center Station Information

One of the advantages of your Samford I.D. card is the ability to program it with cash that can be used in library photocopyers, WEPA print stations, 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 (726-2834) 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 photocopyers or the Value Center Station can be addressed to a reference librarian or Circulation Desk staff.

A third option is to go to <https://get.cbord.com/samford/full/p/relogin.php> and add money to your I.D. with a credit card via the internet.

Director’s Briefs From Greg Laughlin glaughlin@samford.edu

The law school year is off to a good start. I hope you are finding that law library services meet your needs. If not, let us know. Early next semester, we will take our annual survey, but if you have concerns now, please don’t wait until then to let us know.

The Law Library welcomes two new members to our faculty. Keta Harmon joined us as Acquisitions Librarian in early March. Keta joins us from the University of Alabama Law Library, where she had served for several years. She earned her Bachelor of Science in General Business and

Masters in Library Science degree from the University of Alabama.

Leigh Jones joined us as Evening and Weekend Reference Librarian in mid-May. She will provide reference services on Sunday through Thursday afternoons and evenings. Leigh joins us from Tuskegee University. She earned her Bachelor of Arts in Business and English from Fisk University, her J.D. from Texas Southern, and her Masters in Library Science from the University of North Carolina-Chapel Hill. Leigh is currently completing her Masters in Liberal Arts in English from the Auburn University – Montgomery. She is a member of the Alabama Bar.

The Law Library continues its migration from print resources to online resources. We anticipate that later this fall we will cancel print subscriptions to most of the remaining law reviews which we still receive. Over the past several years, we have terminated more than 90% of such subscriptions. By relying on online access, we have been able to save subscription costs, while expanding the number of titles available to our patrons.

Over the summer, both the Law Library lighting and heating and air conditioning

systems were upgraded. As returning students may recall, we had considerable problems with lighting last year. Hopefully, the upgrade will resolve those problems. The new lights are also LED, which should save energy costs and be better for the environment.

Wikipedia Update

by Della Darby,
Metadata Librarian
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Have you used Wikipedia to answer a trivia question or settle a bet? Did you check out the references at the bottom of the article to verify that the information was reliable? Those references to reliable sources help Wikipedia editors verify the facts that are included in their articles. The references also provide you, the reader, with additional resources that might help you to delve deeper into research topics.

Until recently, adding citations for materials was difficult or time consuming. A collaboration between Wikipedia and OCLC, a global library cooperative, has vastly improved an editor's ability to easily generate citations to millions of books.

What does this mean for you? If you are a Wikipedia editor, it will make source citation much easier! It should result in more authoritative sources being

added to articles. If you are a researcher, it should result in more options for supplemental information.

Read more about it: <http://www.oclc.org/en/news/releases/2017/201713dublin.html>.



**Need study material?
Don't forget to check
the [Guide to Study
Aids](#) for the latest
material on Reserve!**



**CHECK IT
OUT is
published
three times a
semester. Your
opinion is important to
us! Send your ideas
and/or comments to:
Becky Hutto at
rmhutto@samford.edu.
We welcome your new
ideas!**

Welcome To New Law Librarian



Leigh Jones joined the Law Library Faculty in May 2017, in the position of Evening and Weekend Reference Librarian. She has a B.A. from Fisk University, J.D. from Texas Southern, and a Masters in Library Science from the University of North Carolina-Chapel Hill. She is a member of the Alabama Bar. Leigh's hours are afternoons and evenings, Sunday-Thursday. Leigh will be available to help with any type of reference and circulation questions. A special welcome to Leigh!

Don't miss the October issue of Check it Out!

