

# ASL LIBRARY NEWS

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## HELP

Can you work over Christmas break to save the school some money? At least one of the bids to move the library material from our temporary space to the new building can be substantively reduced if we can hire locally 6 or 7 individuals who are familiar with our library.

If you could work all or some of the days over Christmas break, please stop by and give those dates to Glenna Owens or Lisa Peters.

### What's happening in the Library?

- If you see a new face in the library it may well be our new Acquisitions Librarian, Peter Dolgenos. Please join us in giving him a warm welcome. See story below.
- Good luck on exams and Happy Holidays from us!

#### PETER DOLGENOS, ACQUISITIONS LIBRARIAN

Peter was born in New York City and raised in Pleasantville, New York (a suburb), but has lived all over the eastern half of this country. He received his B.A. from Oberlin College and a Master's degree in Cinema Studies from New York University, and his library degree is from the University of Michigan. Peter's previous employers have included: Current Biography, Domino's Pizza, Inc., the University of Michigan Law School, a community college in Georgia, Vanity Fair and U.S. News and World Report magazines, the Presidential Commission on the Assignment of Women, and the U.S. Department of Labor. He has dealt with a wide range of library users from U.S. Cabinet officials to junior college students who wanted to know in which volume of Collier's Encyclopedia the article on the United States was located.

Briefly stated, his job is to make sure that we have in our library all the material that the ABA requires, and everything that ASL students and faculty need to do their jobs properly. If you know of anything we don't have that we should, please call him (He will be at extension 216 until we move into the new building) or come and visit (He is in 216 until the move).

## COMPUTER NEWS by Chris King

### Pleading Template

If you've been assigned to write a pleading, the library has a "legal template wizard" that will help you in its construction. It works with Microsoft Word 95 or 98.

First, get a copy of the wizard from the Reserve Desk. Copy this file to your templates directory (probably either MSOFFICE/TEMPLATES/ or WORD/TEMPLATES/). To run the wizard, start Word, choose FILE, then NEW, then click on the icon that says "Pleading.wiz."

The wizard will assist you in creating a pleading form. Type in the name of a court (or, perhaps, the teacher's name for class assignments). Then start choosing the options you want to change – fonts and line spacing and margins (page layout), line numbers, borders, caption box, and signature block. Once all this is done, it will not have to be done again.

After that, the wizard will help you fill in the content. Choose the proper name of the parties (plaintiff/defendant, appellant/appellee, etc.), fill in the names of those parties as well as case information (case number, title, summary) and attorney names. Your pleading will then appear on the screen. You may also get a legal toolbar floating over the pleading; this will be helpful if you need to create block quotations, change line spacing, or create a table of authorities. If you close the toolbar but later decide you need it, choose VIEW, then

TOOLBARS, and select the name under which you've saved the template.

### Congressional Universe

Legislative Information and More

Are you vaguely interested in the impeachment hearings? Do you want to know some of the major laws enacted by Congress this past year? Can you name your Congressional delegation? These answers and more can be found on Congressional Universe, a web site filled with information on the federal legislature. You can access the site only from one of ASL's computers – go to:

<http://www.lexis-nexis/congcomp/>

You cannot access the site if you are not using a computer in the ASL building.

Congressional Universe collects an enormous amount of legislative information. The best way to see what's there is to choose "Overview," which lists sources (Federal Register, Congressional Record, Code of Federal Regulations, etc.) and ways to access those sources (bill number, subject, public law number, etc.). The help section provides a well-written explanation of how a bill becomes a law and also provides help with writing the proper citation format.

### Westlaw Tip

by Raleigh McReynolds

The latest version of WestLaw, WestMate 7.12, has been downloaded onto the computers in the library. Please come by and get familiar with this version because there are some differences from the previous version. WestLaw can also be accessed over the Internet at the following site:

<http://www.lawschool.westlaw.com>