

Law Office Management Chapter 14

Chapter 14

Tab Text

Law Library Organization and Management

OBJECTIVES

After completion of this chapter, you should be able to:

- Describe the nature of law.
 - Explain how laws are classified.
 - Discuss the various types of law libraries.
 - Discuss library organization.
 - Describe the importance of updating.
 - Discuss library technology.
 - Identify the function of each book in the library.
 - Explain how knowledge banks and form files are used.
 - Find legal research sites on the Internet.
 - Cite a case found on the Internet.
 - Describe the duties of a law librarian.
 - Update a law library.
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Key Terms

Tab Text

1. **Abstract system:** A collection of abstracted, or summarized, documents.
 2. **Advance sheet:** A softcover book of decisions that is circulated soon after the decisions are rendered.
 3. **Affirm:** To confirm an existing judicial opinion.
 4. **Annotated:** Referring to a publication that contains a law and other pertinent information about the law.
 5. **CD-ROM:** Compact disk read-only memory. A computer disk that stores a large amount of data.
 6. **CD-ROM drive:** A device that is connected to the computer and reads CD-ROM disks.
 7. **Citator:** A set of books that provide the judicial history and interpretation of reported decisions.
 8. **Codify:** To arrange laws by subject.
 9. **Complete library:** A library containing a comprehensive collection of material.
 10. **Computer-assisted legal research (CALR):** Legal research on a legal database accessed by computer.
 11. **Damages:** Compensation for a wrong or an injury.
 12. **Digest:** A collection embodying the chief matter of numerous books, articles, court decisions, and so on, usually arranged alphabetically.
 13. **Equitable relief:** Compensation other than money for an injury.
 14. **Full text:** Consisting of a verbatim text that allows every word in a document to be retrieved by a researcher.
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15. **Library cooperative:** A group organized to pool library resources for the benefit of the group.

16. **Local rules:** Rules created by an individual court that applies in that court only.

17. **Megabyte:** A computer term used to measure data; one megabyte contains about one million characters.

18. **Modem:** A device that allows remote computers to transmit and receive data using telephone lines; short for modulator/demodulator.

19. **Monetary relief:** Compensation by money for an injury.

20. **Overrule:** To reject or supersede an existing judicial opinion; to invalidate.

21. **Pocket part:** An addition to a book that updates its contents.

22. **Procedural law:** A law that defines procedures of a lawsuit.

23. **Repeal:** To abrogate or annul an existing law by the enactment of a statute that declares the former law revoked.

24. **Reporter:** A published volume of court decisions.

25. **Restatement:** A series of volumes authored by legal scholars that describe the law, its changes, and future direction of the law.

26. **Series:** A set of reporters in numeric order.

27. **Skeletal library:** A small library containing only essential material.

28. **Slip opinion:** A printed copy of a judicial opinion that is distributed soon after the opinion is rendered.

29. **Stare decisis:** The legal principle that a court will follow the decision of another court in a similar case.

30. **Substantive law:** A law that creates, defines, or regulates rights.

31. **Telefacsimile:** A system of transmitting documents over telephone wires. (Fax)

32. **Unannotated:** Referring to a publication that contains the text of a law only.

33. **Update service:** A service that keeps books current.

34. **User interface:** The method of operation developed by a legal publisher for its CD-ROM products.

Answers to Chapter Review Questions

Law Office Management Chapter 14



Key Terms

Answers to Chapter Review Questions

Examples for Discussion

Possible Answers to Assignments

Quiz

Answers to Chapter Review Questions

Following are answers to the Chapter Review Questions found in the text.

1. The four functions of law are type of legal action, individuals involved, nature of law, and source of law (p. 474).
2. The three classes of law are primary authority, secondary authority, and search tools (p. 475).
3. Skeletal libraries are small libraries used by boutique firms (p. 479).
4. The difference between a complete library and a large library is that a complete library contains more volumes than a large library (pp. 479).
5. The three types of library organization are centralized, decentralized, and satellite (p. 479).
6. The three types of library checkout systems are

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6. The three types of library checkout systems are out-card, bar code, and library card systems (p. 481).

7. The five types of library technology are on-line legal and nonlegal databases, microform, CDROM, e-mail and telefacsimile transmission, and the Internet (p. 482).

8. Court forms are organized alphabetically by subject matter (p. 488).

9. A manual knowledge bank is organized alphabetically by subject (p. 489).

10. The four types of automated work product retrieval systems are full text, index, abstracts, or a combination (p. 491).

11. The duties of a law librarian are research, collection development, library maintenance, indexing, establishing library policy, organization, training, management, personnel management, planning, and Web page maintenance (p. 492).

Examples for Discussion

Tab Text

1. The Mismatched Library

Smith & Jones has no library management procedure that involves all of the firm's employees.

They have given Cindy Anderson responsibility for the library in addition to her other duties.

The management of this firm needs to restructure its library policies and procedures.

The manager should retain the services of an outside library service to update the books.

If the firm does not want to hire a librarian, the firm should institute checkout procedures and encourage every employee using the library to be responsible for putting their books away.

Cindy could handle the problem by asking that management reduce her legal assistant duties so she can spend more time in the library, or ask for assistance from a person who can devote some time to the library.

2. The Problem Attorney

Since talking with the attorney did not solve the problem, Dennis should discuss the problem with management or the managing partner.

With unlimited funds, Dennis could implement a bar coding system for the books.

3. The Virtual Library

Individual student response.

Possible Answers to Assignments



The screenshot shows a software interface with a sidebar on the left containing five buttons: 'Key Terms', 'Answers to Chapter Review Questions', 'Examples for Discussion', 'Possible Answers to Assignments', and 'Quiz'. The main content area is titled 'Possible Answers to Assignments' and contains the following text and list:

Following are possible answers to Assignments provided in the text. The responses below are a guide to what an instructor would look for within the student's response. Some assignments are based solely on individual experience and/or opinion, and a general response for such questions is not provided.

1. Individual student response.
2. Individual student response.
3. The main consideration in this assignment is to place statutes where they are the most accessible. Reporters should be the next accessible item; then a dictionary, brief bank, and form files. The least accessible items should be treatises and encyclopedias.
4. Individual student response.

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4. Individual student response.

5. Individual student response.

Quiz

Law Office Management Chapter 14

Quiz

[Click here to take the Chapter Quiz.](#)

Key Terms

Answers to Chapter Review Questions

Examples for Discussion

Possible Answers to Assignments

Quiz

A screenshot of a web browser window. The title bar at the top reads "Law Office Management Chapter 14" and includes standard navigation icons. The main content area features a vertical sidebar on the left with five buttons: "Key Terms", "Answers to Chapter Review Questions", "Examples for Discussion", "Possible Answers to Assignments", and "Quiz". The "Quiz" button is highlighted in a darker shade. To the right of the sidebar, the word "Quiz" is displayed at the top of a content area, followed by a blue hyperlink that says "Click here to take the Chapter Quiz."

Tab Text

[Click here to take the Chapter Quiz.](#)
