

LEGAL BIBLIOGRAPHY AND LAW LIBRARY ADMINISTRATION

S654 School of Library and Information Science

Indiana University
Bloomington, Indiana

Spring 2009

INSTRUCTORS: Keith A. Buckley and Linda K. Fariss

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CLASSROOM: Law School 120

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REQUIRED TEXTS:

Berring, Robert C., *Finding the Law*, 12th Ed., St. Paul: Thomson West, 2005.

A Uniform System of Citation, 18th edition, Cambridge, MA: Harvard Law Review Association, 2005. [Also available on reserve at Law Library]

CLASS PERIODS:

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| Jan. 12 | Introduction to Research: government structure, reporters (Fariss)
Reading: Berring, pp. 1-62 |
| Jan. 14 | Citation form (Buckley)
Bring <i>A Uniform System of Citation</i> to class
Reading: To be assigned |
| Jan. 19 | No Class (Martin Luther King Holiday) |
| Jan. 21 | Digests (Fariss)
Reading: Berring, pp. 101-111 |
| Jan. 26 | Digests cont'd (Fariss)
Reading: Berring, pp. 101-111 |
| Jan. 28 | Lexis (Buckley)
Reading: to be assigned |
| Feb. 2 | Westlaw (Buckley) |

- Reading: to be assigned
- Feb. 4 Encyclopedias and ALR (Buckley)
Reading: Berring, pp. 111-114; 313-316
- Feb. 9 Constitutions and Statutes (Fariss)
Reading: Berring, pp. 201-224; 118-164
- Feb. 11 Statutes cont'd, Congressional Material (Fariss)
Reading: Berring, pp. 118-164; 165-200
- Feb. 16 Congressional Material cont'd (Fariss)
Reading: Berring, pp.165-200
- Feb. 18 Administrative Regulations (Fariss)
Reading: Berring, pp. 226-260; 272-274
- Feb. 23 Presidential Documents; Administrative Decisions; Govt.
Documents (Fariss)
Reading: Berring, pp. 260-272; 275-276
- Feb. 25 Citators (Buckley)
Reading: Berring, pp. 65-85
- Mar. 2 Practicum (covering lectures thru Feb.16)
- Mar. 4 Looseleaf Services and Topical Reporters (Fariss)
Reading: Berring, pp. 61; 321
- Mar. 9 Treatises, Restatements, Uniform Laws (Buckley)
Reading: Berring, pp. 316-317; 159-160
- Mar. 11 Court Rules, Federal Rules Service, Appellate Briefs, Practice Aids
(Buckley)
Reading: Berring, pp. 278-307; 323-324
- Mar. 23 Periodicals, Indexes, Directories, Dictionaries, Words and Phrases
(Buckley)
Reading: Berring, pp. 311-313; 317-320; 325-326
- Mar. 25 International Law Materials (Buckley)
Reading: to be assigned
- Mar. 30 English Legal Research and Quick Answer Foreign Materials
(Fariss)

April 1	Practicum (covering lectures from Feb. 18 thru Mar.11)
April 6	Public Services (Buckley) Reading: to be assigned
Apr. 8	Non-Academic Law Libraries (Buckley/Fariss)
Apr. 13	Legal Materials for Non-law Libraries and Non-law Materials for Law Libraries (Buckley)
Apr. 15	Practicum (Comprehensive - 2 hours)
Apr. 20	Administration (Fariss)
Apr. 22	Evaluation
Apr. 27	No Class
Apr. 29	No Class

Grading

The grade will be calculated from a combination of Assignments and Practicum scores. They will be determined by the following weights:

Assignments	45%
2 Practicums @ 15%	
Final Practicum @ 20%	50%
Reference Work and Class Participation	<u>5%</u>
	100%

Daily assignments should be returned on the date indicated by the instructor when distributed. Late papers will be penalized 10 percentage points per day.

Absence from a practicum will bring an automatic 0 for the practicum unless there is an approved excuse and make-up practicum.

Practicums

There will be three practicums covering the legal bibliography segment of the course. The last practicum will cover the entire course. They will be as follows:

Monday, March 2

Wednesday, April 1

Wednesday, April 15

Students will have 1 1/2 hours to complete each of the first two practicums. Two hours will be given for the final practicum. Specific times and further information on the practicums will be given in class.

Reference Requirement

Each member of the class is required to work three hours of reference at the Law Library. These hours must be worked between March 23rd and April 24th. There will be daytime and evening hours available. Sign-up sheets will be in the Reference Office.