Agenda

• Review elements of a formal collection development policy
• Highlight cost-effective strategies to enhance a law firm library collection
• How to extend the firm’s collection using external libraries
• Measuring collection usage
• Answering collection development challenges & opportunities
What are the elements of a formal collection development policy?
Collection Development Policy Checklist

• Draft a policy statement
• Basic elements: selection, maintenance and access
• Ensure your policy provides the essential print and electronic resources needed to support the firm’s practice
• Include all stakeholders in your decision-making process
• Establish a budget for each practice based on the relative size of the group and the economic importance to the firm
• Change strategy from:
  “just in case” to “just in time”*

International Federation of Library Associations and Institutions
Section on Acquisition and Collection Development
2001
Just in Case to Just in Time Model

• Law firm libraries are migrating from ownership to access model
• Pressure to continuously cut the library budget
• Reduction of physical plant requires continued migration to digital format
• Looking to collaborative technology to fulfill the information needs of attorneys
• Continue same level or increasing service
New Acquisitions Checklist

• No acquisition should be approved without Librarian evaluation and sign-off
• Gap analysis: Librarian must take the time to evaluate against existing resources in collection or new practice areas
• Practice Head Approval on all new acquisitions of $100+ (don’t overlook the cost of supplementation)
• Establish a “needs threshold” (borrowed more than x times in a given time period – eliminates ad hoc purchases)
• Evaluate availability of electronic versus print and relative costs. Also evaluate need for future supplementation
• Establish desk book and office copies policy
What cost-effective strategies do Law Librarians use to enhance their law firm library collection?
Low Cost Strategies to Enhance the Collection

• Use Google Books & TOCs, SSRN, WorldCat, etc.
• Implement free RSS feeds
• Activate federated searching to expand your library’s collection beyond your “walls”
• Get the most out of your contracts (i.e. Westlaw Tabs)
• Link to non-metered resources from Wolters Kluwer, BNA, etc.
• Catalog free legal Internet resources
• Catalog firm’s Professional Development materials
Easy Access to Electronic Treatises

Advanced Search

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Table of Contents

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<td>International litigation strategies and practice</td>
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PART I. THE ESSENTIALS

CHAPTER 1
Finding the Right Lawyer for the Job Overseas, Raquel A. Rodriguez

CHAPTER 2
Communicating Effectively with Foreign Clients and Lawyers, Barton Legum
RSS Feeds

Beansvoice & Plimpton LLP

White Collar News
Wednesday, May 25, 2011, Issue 41

FOREIGN CORRUPT PRACTICES ACT

- US Regulator Fines Bank Directors For AML Compliance Lapses (WSJ.com: Corruption Currents (Blog))
  The Miami-based bank, a subsidiary of Banco del Pacifico S.A., which is owned by the Ecuadorian central bank, paid a $7 million civil penalty to Treasury Department agencies in March for violating a 2005 consent order to beef up its money...

- Whistleblowers Could Collect On Info Their Employers Report To The SEC (WSJ.com: Corruption Currents (Blog))
  The corporate community has pleaded for a regulation that would require employees to report problems through internal compliance programs to be eligible for an award under the new SEC bounty program. That didn’t happen. The SEC is expected to...

- Canada Imposes Sanctions On Syria (WSJ.com: Corruption Currents (Blog))
  Canada joins the U.S. and European Union, each of which have posted sanctions on top officials as the Syrian government cracks down on protesters. John Baird, the Canadian foreign minister who made the announcement, said Canada condemns the Syrian...

- Courts confirm the DOJ’s broad definition of “foreign official” under the FCPA (Google News: White Collar Foreign Corrupt Practices Act)
  Courts confirm the DOJ’s broad definition of “foreign official” under the FCPA. Lexology (registration) The FCPA’s criminal anti-bribery provisions are enforced by the Justice Department—primarily by the Fraud Section of the...

- Under The FCPA Where Are Victim’s Rights? (The FCPA Blog)
  As readers of the FCPA Blog know, the past few years have seen a dramatic rise in FCPA prosecutions. In 2010 alone, companies settling FCPA-related charges paid $1.8 billion in monetary penalties, nearly tripling the $641 million paid in 2009.

- FEPA Eats Back At ICE (The FCPA Blog)
  The DOJ and Alcatel-Lucent this week responded to the petition filed by Costa Rica’s Instituto Costarricense de Electricidad, S.A. (ICE) for victim's status and restitution.

- SEC Votes For Whistleblower Rules (The FCPA Blog)
Federated Searching

Cross Library Search

Search: Enter the keywords to be searched. Click on Search to execute searching. Click on Start Over to clear search field(s) and database selections. Note that when a 239.50 database is among the databases selected, you may use the drop-down field selection list to limit 239.50 results to matching entries (e.g., Title - first chars in field). When an A9/OpenSearch databases is selected, a keyword search is performed.

Select database(s): Click on the database name or the related check box to include the selected database in your search. One or more databases may be selected.

Results: A summary of databases searched and the number of entries found in each database displays. Databases with results display as a hyperlink. The results for the first database with results displays by default below the Search Summary. Click on any hyperlinked database name to display the related results. Click on the Databases Selected link to re-display the library databases available for searching.

Database format: Three types of databases may be available for selection: 239.50, A9/OpenSearch, and SUTRS.
Automated electronic delivery and distribution

Subject: Fallout Over NYT’s Abramson Firing A Lesson For Employers

TOP NEWS

NLRB Judge Says Hooters Firing, Work Rules Unlawful
A National Labor Relations Board judge said Monday that a Hooters franchise unlawfully fired a waitress who complained about an allegedly rigged bikini contest, and went on to strike down nine employee handbook rules prohibiting behavior such as insubordination and disrespect to guests.

11th Circ., FTC Send LabMD To Trial In Data Security Row
The Eleventh Circuit and the heads of the Federal Trade Commission on Monday separately rejected LabMD Inc.’s latest attempts to halt the agency’s administrative proceeding over the company’s allegedly lax data security, clearing the way for a trial before an administrative law judge to begin.

Utility’s Control System Hit By Cyberattack, DHS Says
A U.S. public utility’s control system network was recently compromised in an attack by computer hackers, a unit of the U.S. Department of Homeland Security disclosed in a report released Friday.
Capital Markets

Capital Markets News

ozmsys

Updated Wed, May 21 2014, 12:08 PM

- Settlements of Shareholder Litigation Involving M&A
- The Expanding Scope of Whistleblower Protections
- CFTC Issues First Reward Under New Whistleblower Program
- SEC Charges Sarasota-Based Private Fund Manager With Stealing Investor Money and Conducting Ponzi Scheme
- May 21, 2014

More...

Research Tools

Ethics

- Ethics Materials

Business Development

MARKETING MATERIALS
- Practice Biographies (Partners & Counsel | Associates)
- Practice Descriptions

NEW MATTERS
- Request a Conflict Check
- Model Engagement Letter (All offices except UK) (UK)

RECENT PUBLICATIONS
- FCA Announces Changes to the Premium Listing Rules, with Focus on Companies

The federal securities laws consist of several separate acts originally passed between 1933 and 1940. These laws are amplified by rules of the Securities and Exchange Commission (SEC), and have been extensively interpreted by the courts as well as by the SEC itself. Congress designed the securities laws to eliminate abuses in the securities industry that it found had contributed to the stock market crash of 1929 and the economic depression that followed the crash. The federal securities laws protect investors and the general public through disclosure requirements and prohibitions against fraud and manipulative practices. A fundamental purpose common to all six securities statutes is to substitute a “buyer beware” mentality with a philosophy of full disclosure.

As discussed below, the principal federal securities laws are the Securities Act of 1933, the Securities Exchange Act of 1934, the Trust Indenture Act of 1939, the Investment Company Act of 1940, and the Investment Advisers Act of 1940. Congress has, from time to time, passed other legislation amending these laws, and as described below, repealed the Public Utility Holding Company Act effective as of February 2009. The most significant example of this is the Sarbanes-Oxley Act of 2002, which substantially amended the Exchange Act and other statutes and created new provisions independent of existing securities laws.

Securities Act of 1933—The Securities Act of 1933 (“Securities Act” or “1933 Act”), discussed at ¶100 and following, governs the initial public offering process. Congress adopted the act primarily to require the disclosure of pertinent facts regarding the offer and sale of securities so that investors can make informed decisions. The principal means of this disclosure is the registration statement and prospectus. Unless a registration statement is in effect as a covered security, the act forbids a person from using the mails or other means of interstate commerce to sell the security. Similarly, no prospectus or other sales literature may be transmitted through such means unless it complies with specified requirements.

The Securities Act also prohibits fraudulent and manipulative conduct in connection with an offer or sale, and imposes liabilities for violation of the act’s prospectus, registration, and other requirements.

Securities Exchange Act of 1934—The Securities Exchange Act of 1934 (“Exchange Act” or “1934 Act”), discussed at ¶170 and following, regulates trading of outstanding securities, including securities traded on stock exchanges and in the over-the-counter markets. In contrast with the Securities Act, which focuses on initial distributions, the Exchange Act addresses trading on the secondary markets.

To this end, the Exchange Act requires ongoing, periodic reporting by issuers (i.e., public companies), thus affecting an updating of information disclosed in registration statements. The act also requires certain disclosures in connection with proxy solicitations and tender offers, so that investors can make informed voting and trading decisions. Moreover, the act imposes reporting obligations on substantial shareholders and corporate insiders who trade in the company’s securities, thereby alerting investors to the actions of these influential persons.
Provide Mobile Access
How Law Firm Librarians Extend Their Firm’s Collection
External Libraries That Can Help Extend your Firm’s Collection

- Bar
- Academic
- Private membership
- Special
- State
- Traditional ILL
Membership Libraries Provide a Cost-effective Approach for:

- Real-time Interlibrary Loans
- Provide Access to E-books
- Remote Access to database collections
- Document retrieval
- Research services
- Support for branch libraries
Benefits of Collaborative Effort

• Lawyers have access to what they need when they need it
• Elimination of marginally used print treatises and other serials
• Further reduction in physical plant
• Increase productivity of Debevoise circulation and Research staff
• Cost avoidance of acquiring databases provided by NYLI
• Library department seen as being responsive to the economic challenges facing the firm and the legal industry
SEAMLESS CATALOG
Seamless Catalog

• Embedding a library within a library
  – The NYLI Seamless Catalog Module enables our member libraries that use EOS to directly integrate our entire collection, seamlessly within their own catalog
  – The NYLI Seamless Catalog Module is a bridge between NYLI’s sizeable print and digital collection and our users. It embeds NYLI’s collection into the members’ OPAC rather than necessitating that members come to our website directly.
E-Books in the OPAC

Select search collections:
- Both print and electronic resources
- Library print resources only
- Electronic resources only

Matching: 
- Match All Keywords

Limit/view search results:
- Office: Select locations
- Material type: e-book
- Collection: Select collections

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Print & Digital Formats

Print edition held locally

Digital edition available from NYLI
Debevoise – NYLI OPAC Integration – ILL View

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<td>NYLI ILL Record</td>
<td>Electronic discovery and digital evidence in a nutshell / by Shira A. Scheindlin, Daniel J. Capra, The Sedona Conference</td>
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<td>The Theory and Practice of Statutory Interpretation [electronic resource]</td>
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How do law libraries use technology to measure collection usage?
Use of Technology to Measure

• Measure – metrics are your friend!!!!

• Adopt:
  – Automated circulation system to measure use of print collection (cards and pockets or the rubber band trick!!)
  – Cost Recovery tool (LookUp Precision, Onelog or Research Monitor) for electronic resources

• Ask vendors for usage metrics

• Integrate an e-resource management tool with your OPAC to enhance your electronic collection (e.g. Serials Solutions)
Measuring Value

Summary Period

- Today
- Last 30 Days
- Specific Dates
- Current Month
- This Quarter

24 March 2011 to 25 March 2011

Firm Usage
- 8180 research sessions
- 1101 researchers
- 53 resources used

Used Resources

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Unused Resources

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Usage Summary - DebWeb

1766 Users Recorded in Total

Money Export Mode

English (United States)
# Measuring Value

## Construction Law

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## Corporate Governance


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## Corporation and Business Organizations Law

**Delaware Law - Folk on the Delaware General Corporation Law, Fifth Edition (2006 and supplemented 1)**

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## Primary Source Material - Corporation Service

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Metrics to Prove Your ROI Argument

Annual Statistics
Debevoise
Usage of NYLI Services
Collection Development Challenges & Opportunities

• Balance budgetary constraints with the needs of the practice
• Keep an eye on the big picture: emerging versus fading practices
• Librarians are the stewards of the firm’s information resources, manage them wisely
• Look for opportunities to collaborate proactively with the various practices
Collection Development in the Age of the Virtual Law Firm Library

Q&A

salastres@debevoise.com