

# Using Social Media in a Law Firm Library Environment

by

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NOCALL Fall Workshop 2009

# Where I Found Wikis

- The power of Librarian friends



# Why, Oh Why?

- **Test bed for concept before spending money on a more robust tool**
- Share and share alike or have password; will travel
- Extend Staff and have fun
- Compare wiki software

<http://bit.ly/k54NC>

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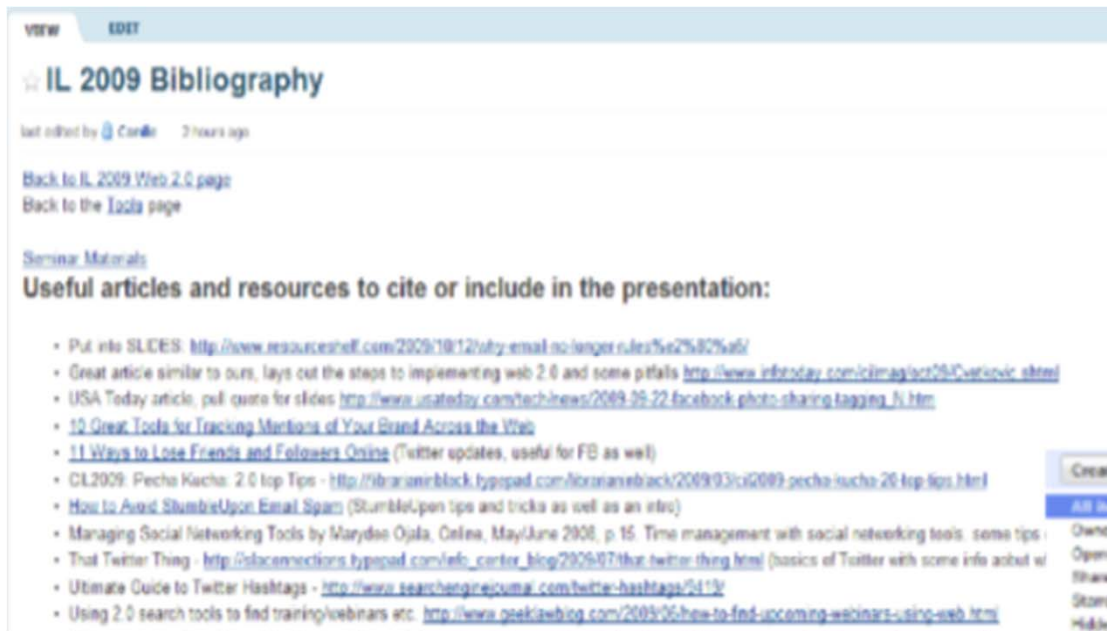
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# Wiki Examples

## ●Generate ideas in the wiki



VIEW EDIT

### IL 2009 Bibliography

last edited by [Corale](#) 2 hours ago

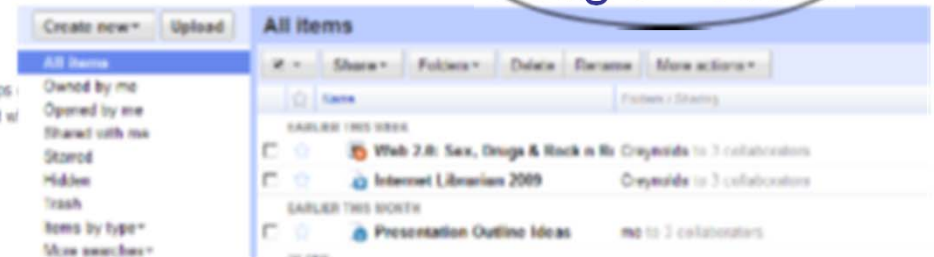
[Back to IL 2009 Web 2.0 page](#)  
[Back to the Tools page](#)

[Seminar Materials](#)

**Useful articles and resources to cite or include in the presentation:**

- Put into SLIDES: <http://www.resourcehell.com/2009/10/12/why-email-no-longer-rules%253C%25a6/>
- Great article similar to ours, lays out the steps to implementing web 2.0 and some pitfalls <http://www.infoday.com/cimaging/09/Cvarkovic.shtml>
- USA Today article, pull quote for slides [http://www.usatoday.com/tech/news/2009-06-22-facebook-photo-sharing-tagging\\_3i.htm](http://www.usatoday.com/tech/news/2009-06-22-facebook-photo-sharing-tagging_3i.htm)
- [10 Great Tools for Tracking Mentions of Your Brand Across the Web](#)
- [11 Ways to Lose Friends and Followers Online](#) (Twitter updates, useful for FB as well)
- CL2009: Pecha Kucha: 2.0 Top Tips - <http://libraryinblack.blogspot.com/libraryinblack/2009/03/cl2009-pecha-kucha-20-top-tips.html>
- [How to Avoid StumbleUpon Email Spam](#) (StumbleUpon tips and tricks as well as an intro)
- Managing Social Networking Tools by Marydee Ojala, Ocala, May/June 2008, p. 15. Time management with social networking tools: some tips
- That Twitter Thing - [http://dbconnections.blogspot.com/info\\_center\\_blog/2008/07/that-twitter-thing.html](http://dbconnections.blogspot.com/info_center_blog/2008/07/that-twitter-thing.html) (basics of Twitter with some info about w
- Ultimate Guide to Twitter Hashtags - <http://www.searchenginejournal.com/twitter-hashtags/2413/>
- Using 2.0 search tools to find training/webinars etc. <http://www.geekslawing.com/2009/05/how-to-find-upcoming-webinars-using-web.html>

Google Docs



Create new\* Upload

All items

Owned by me  
Opened by me  
Shared with me  
Stored  
Hidden  
Trash  
Items by type\*  
More searches\*

All items

Share\* Follow\* Delete Rename More actions\*

Name Follow + Sharing

EARLIER THIS WEEK

- Web 2.0: Sex, Drugs & Rock n Roll Oryenide to 3 collaborators
- Internet Librarian 2009 Oryenide to 3 collaborators

EARLIER THIS MONTH

- Presentation Outline Ideas me to 2 collaborators

Presentation Wiki

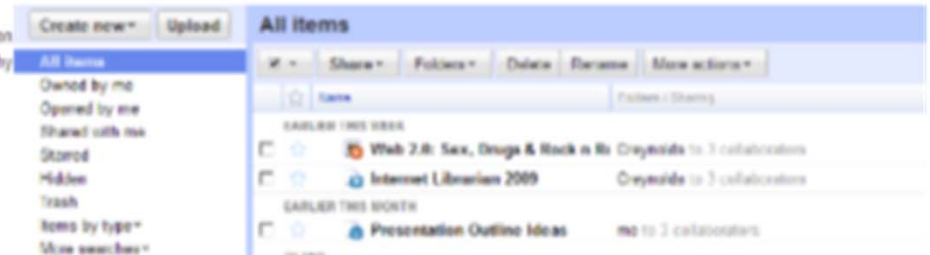


# Wiki Example

- Generate ideas in the wiki
- Flesh out ideas



Presentation Wiki



Google Docs

# Wiki Example

- Generate ideas in the wiki
- Flesh out ideas
- Cut and paste to Google Docs

VIEW EDIT

## IL 2009 Bibliography

last edited by [Candice](#) 2 hours ago

[Back to IL 2009 Web 2.0 page](#)  
[Back to the \*Tagla\* page](#)

[Seminar Materials](#)

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- USA Today article, pull quote for slides [http://www.usatoday.com/tech/news/2009-09-22-facebook-photo-sharing-tagging\\_N.htm](http://www.usatoday.com/tech/news/2009-09-22-facebook-photo-sharing-tagging_N.htm)
- [10 Great Tools for Tracking Mentions of Your Brand Across the Web](#)
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- Ultimate Guide to Twitter Hashtags - <http://www.searchenginejournal.com/twitter-hashtags/5413/>
- Using 2.0 search tools to find training/webinars etc. <http://www.geeklawbing.com/2009/06/how-to-find-upcoming-webinars-using-web.html>

Presentation Wiki

Create new\* Upload

All items

Owned by me  
Opened by me  
Shared with me  
Stored  
Hidden  
Trash  
Items by type\*  
More searches\*

All items

Share\* Followers\* Delete Rename More actions\*

Name Followers Sharing

EARLIER THIS WEEK

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- Internet Librarian 2009 Crayons to 3 collaborators

EARLIER THIS MONTH

- MS to 3 collaborators

Google Docs

# Wiki Example

- Generate ideas in the wiki
- Flesh out ideas
- Cut and paste to Google Docs
- Share and share alike or have password;

The screenshot shows a Wiki page titled "IL 2009 Bibliography". At the top, there are tabs for "VIEW" and "EDIT". Below the title, it says "last edited by Candie 2 hours ago". There are two links: "Back to IL 2009 Web 2.0 page" and "Back to the Tools page". A blue oval labeled "Presentation Wiki" is drawn around the title area. Below the links, there is a section titled "Seminar Materials" with the heading "Useful articles and resources to cite or include in the presentation:". A list of links follows, including "Put into SLIDES", "Great article similar to ours", "USA Today article", "10 Great Tools for Tracking Mentions of Your Brand Across the Web", "11 Ways to Lose Friends and Followers Online", "CL2009: Pecha Kucha 2.0 top tips", "How to Avoid StumbleUpon Email Spam", "Managing Social Networking Tools", "That Twitter Thing", "Ultimate Guide to Twitter Hashtags", and "Using 2.0 search tools to find training/webinars etc".

The screenshot shows the Google Docs interface. At the top, there are buttons for "Create new" and "Upload". Below these is a list of "All items" with columns for "Owned by me", "Opened by me", "Shared with me", "Stored", "Hidden", and "Trash". On the right, there is a section titled "All items" with a table of documents. A blue oval labeled "Google Docs" is drawn around the bottom right corner of the interface.

	Share	Follow	Delete	Rename	More actions
Web 2.0: Sex, Drugs & Rock n Roll	Openwide to 3 collaborators				
Internet Librarian 2009	Openwide to 3 collaborators				
Presentation Outline Ideas	me to 3 collaborators				

## ☆ FrontPage

last edited by Jocelyn 1 mo ago

 Page history

## RIS Library Policies and Procedures Wiki

The policies and procedures listed establish guidelines for staff in the course of their work.

### Research and Reference

#### Reference:

[Checklist for Reference Services](#) – Use this checklist whenever you have a question regarding a research question.

[CI Tips and Tricks](#) - A repository for sources of CI information.

[Searching for Dockets](#)

[Cite Checking Training](#)

[Basic Reference Tips](#)

[Library Email Inbox Procedures & Protocols](#)

[Lobbying Research Resources](#)

#### General:

[Duty Realignment & Backup Plan](#)

[Quick Reference: Interwoven Doc Numbers](#)

[Inter-Library Loan](#)

[Library Computer Log In's](#)

[Useful Items](#), i.e. notes from meetings, resources, etc.

[Interaction](#)

[Climate Change](#) folder

### Automation/Cataloging

#### Checking in Materials

- [Check-in Worksheet](#)

- [Check-in Procedures FAQ](#)

[Routed Materials](#)

[Invoice Procedures](#)

[Office Copies](#)

[Style Sheets](#)

[Library World](#)

[Cataloging Task Force](#)

## ☆ FrontPage

last edited by  ann@... 3 hrs ago

 Page history

# Welcome to CPDB Library Wiki

## Acquisitions

Notes about requested, proposed and deferred purchases. Notes about general requests to purchase books in a practice or subject area.

## Basics

Miscellaneous library protocols re: customer service, image, etc. See Procedures, Cataloging, Acquisitions, etc. for functions.

## Blogs, Delicious, Facebook, Wikis & other social networking tools.

- CPDB eDiscovery - <http://cpdbediscovery.blogspot.com>
- CPDB Conservation Easement - stopped in summer 2007. Will resume as time permits.
- Del.icio.us: <http://del.icio.us/cpdblib> - [redacted]
- Judicial Profiles wiki: <http://judicialprofiles.pbwiki.com> Password [redacted]
- Lexis-Nexis/CPDB Library Wiki: <http://cpdbln.pbwiki.com> [redacted]
- MSFLG wiki: <http://msflg.pbwiki.com>

## ☆ FrontPage

last edited by  Jaye Lapachet 4 mos ago

 [Page history](#)

### **Coblentz / LexisNexis Project Collaboration Tool**

Rules for this tool:

- This is a Coblentz team tool only. It is not to be shared outside the coblentz team without Jaye's permission. Jaye will invite anyone who needs to be included.
- Add the date and then your comment or status report.
- Move completed items to the completed area of each section. If there is not a completed area, please create one.
- Update your contact information as needed.
- Make sure your profile is set to notify you of any changes to the wiki.

[Articles to Review](#)

[Contacts](#)

From: PBworks Changebot [do-not-reply@pbworks.com]  
To: Lapachet, Jaye  
Cc:  
Subject: cpdblibrary was edited

Sent: Tue 10/13/2009 9:48 AM

## Recent changes on [cpdblibrary](#)

- Page [FrontPage](#)

### Page [FrontPage](#)

edited by [anr@cpdb.com](#)

Inmagic Report Inventory 2008  
Cynthia's Projects During Andrea's Vacation  
[Cynthia's Projects Week of Oct. 12, 2009](#)  
Journals  
Andreas Journal

Edited at 9:47 AM on October 13, 2009

[Manage your notification settings or just unsubscribe](#)



## Judicial Profiles

 This free trial of Professional Edition is limited to 3 users or less. [Click here](#) to purchase Professional Edition.

VIEW

EDIT

☆ JonTigar

last edited by  Jaye 3 yrs ago

 Page history

### Jon Tigar

#### Biographical Information

Born: October 1962

Appointed: Jan. 24, 2002, by Gov. Gray Davis

Law School: Boalt Hall School of Law, 1989

Previous Judicial Experience: None

[Roster information, Alameda Superior Court](#) (added 11/15/2005)

#### Articles

- Bio: Recorder, "Judge serves justice with side of wry humor," Tuesday November 8, 2005 pg.4, col. 1. (added 11/15/2005)

# Wiki Best Practices



1. Have rules about data entry
2. Set clear expectations about who does what and when
3. The more people involved the more rules

## ☆ Cite Checking Training

last edited by Jane Towell 8 months ago

Page history

### Cite Checking Procedures

(Jane)

#### Reference Tools

The Bluebook, A Uniform System of Citation, 18<sup>th</sup> ed.)

Legal Citation Style Guide <http://www.legalcitation.net/>

Introduction to Basic Legal Citation, Peter Martin, (Cornell LII, 2007) <http://www.law.cornell.edu/citation/>

Prince's Dictionary of Legal Citations, 7<sup>th</sup> ed., Mary Miles Prince

This is a suggested procedure for cite checking a brief or other document.

Citation format – The preferred citation format of the attorneys The Bluebook (see Reference Tools). When checking citations using Shepard's, Keycite or Autocite, check the brief against the format of the citation in the service you are using, but if it differs from what the attorney has in the document, check the Bluebook or one of the other sources above which use Bluebook format. Do not automatically use the format in Shepard's, Keycite or Autocite.

- 1) Run report on document in Lexis Nexis Checkcite (under Legal Applications on your Start menu). Checkcite will review your document, using either Shepard's or Autocite and check quotations. You can set up various options sets.
- 2) Using Checkcite report, go through the brief, looking for citations and comparing against the report.
- 3) The Checkcite report does not pick up all citations in a document such as U.S. Code, C.F.R. or secondary sources such as Moore's Federal Practice. Look for any citation format.
- 4) Check each citation for:
  - 1) Correct spelling of parties names, court and year;
  - 2) Appellate history of case. Whether it is has been affirmed or reversed, appealed to U.S. Supreme Court.
  - 3) Correct citation format.

Notes on specific citation formats:

D.C. Court of Appeals (This is the highest "state" court in the District of Columbia **not** the federal US Court of Appeals, D.C. Circuit). Refer to the Court's Citation Guide [www.dccourts.gov/dccourts/local/Revised\\_Citation\\_Guide.pdf](http://www.dccourts.gov/dccourts/local/Revised_Citation_Guide.pdf) when citechecking a brief for this court.

Electronic court citations: Make sure to use the correct format including the full date of the decision, i.e.,

*West v. East*, 2008 WL 1234 (D.D.C. Oct. 9, 2008)

- 5) Check all quotes from cases and secondary sources. Check that the correct page is cited. If the document has quotations from internal case documents, check with the attorney to see if he wants these checked and get the source documents. Checkcite will check quotes, but often misses block quotes so you will have to pull the case and check those.





***Jaye A. H. Lapachet***

Manager of Library Services

Coblentz, Patch, Duffy & Bass LLP

San Francisco, CA

<http://www.linkedin.com/in/jlapac>