Using Social Media in a Law Firm Library Environment

by

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Coblentz, Patch, Duffy & Bass, LLP

NOCALL Fall Workshop 2009

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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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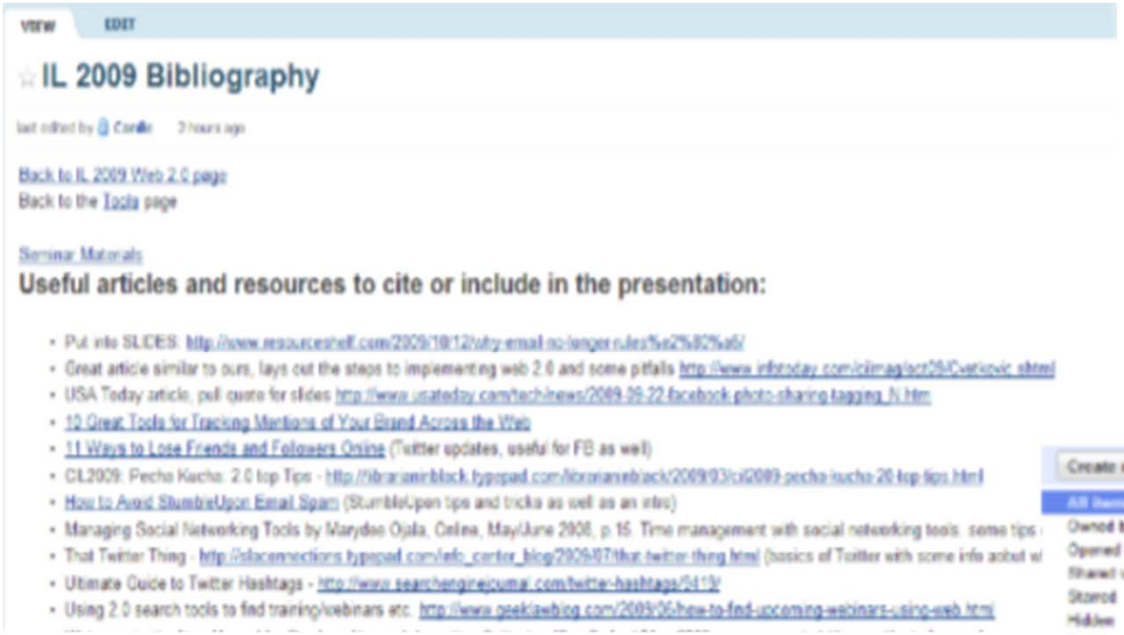
Little piece of the Wiki comparison chart

General Information

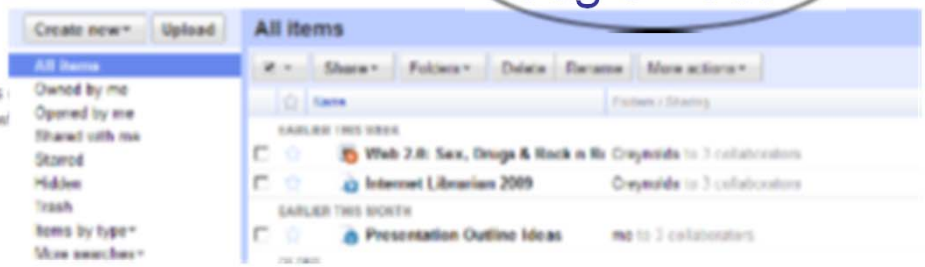
	Creator	First public release date	Latest stable release	Stable release date	Predecessor	Cost (USD)	Software license[1]	Open source
Central Desktop	Central Desktop Inc.	October 1, 2005	Winter Release '07	November 12, 2007	N/A	[2]	Proprietary	No
Clearspace	Jive Software	January 7, 2007	2.5.7	February 9, 2009	N/A	[3]	Proprietary	No
codeBeamer	Intland Software	2002	5.3.1	May 2009	N/A		Proprietary	No
Confluence	Atlassian Software Systems	May 12, 2004	3.0.0	June 2, 2009	N/A	[5]	[6]	No
coWiki	Daniel T. Gorski; Paul Hanchett	March 2002	0.3.4	February 24, 2005	N/A	Free	GPL	Yes
							GPL/LGPL,	

Wiki Examples

- **Generate ideas in the wiki**



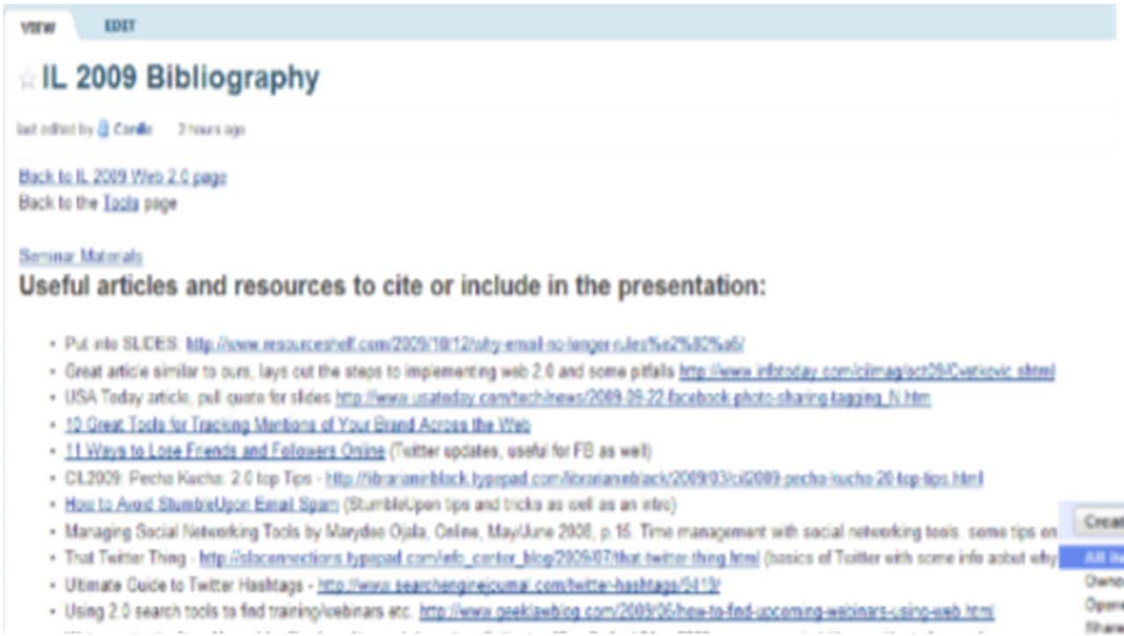
Presentation Wiki



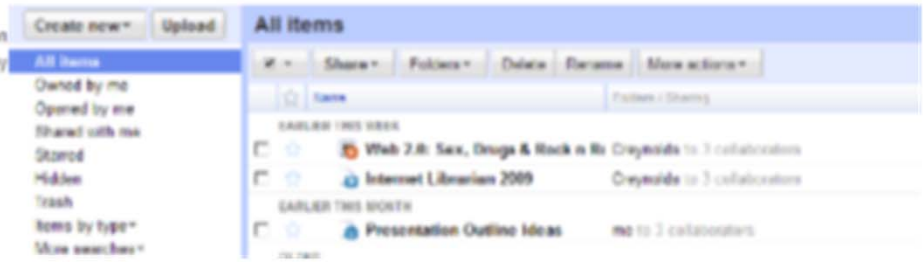
Google Docs

Wiki Example

- Generate ideas in the wiki
- **Flesh out ideas**



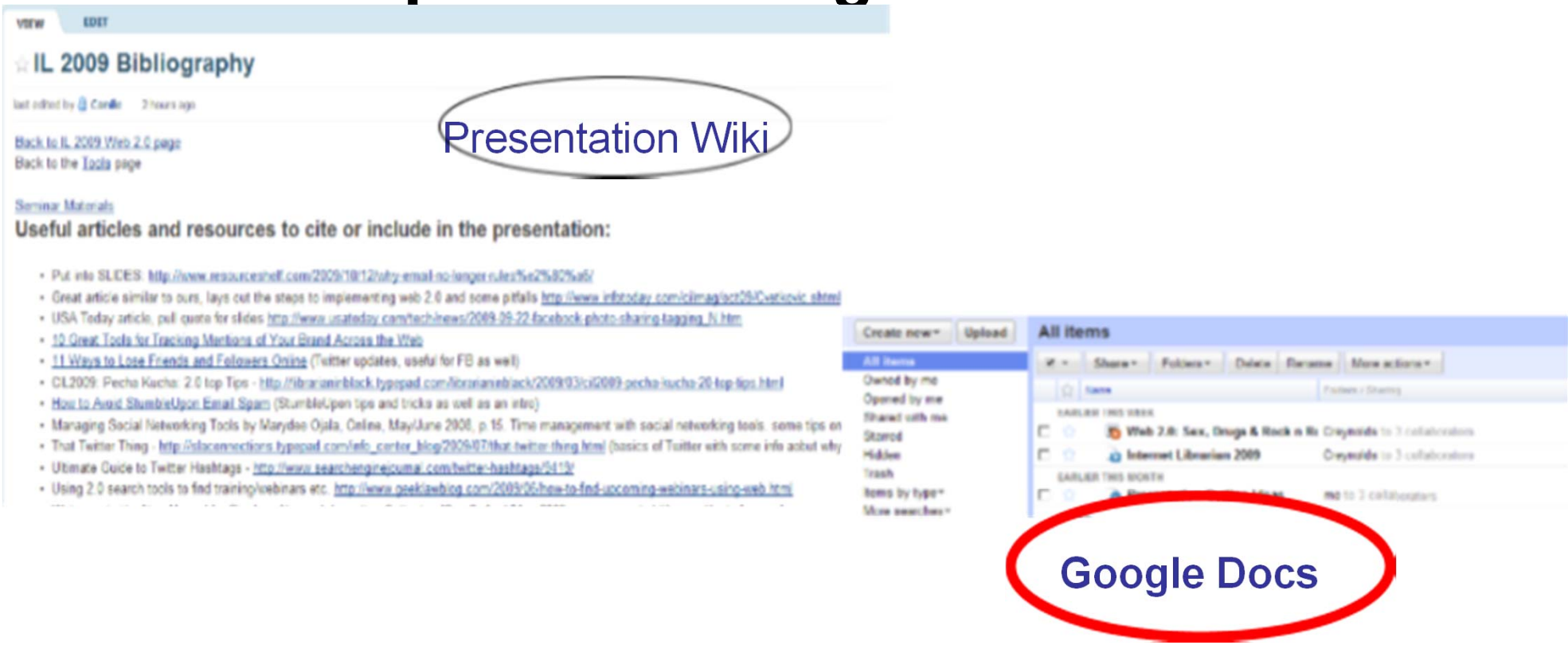
Presentation Wiki



Google Docs

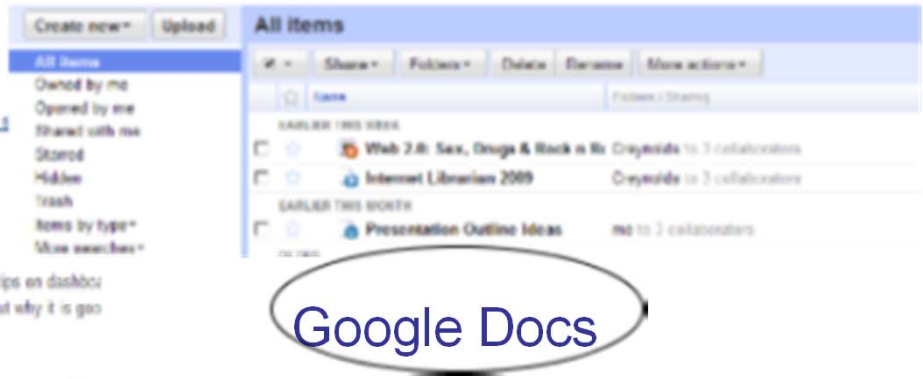
Wiki Example

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



Wiki Example

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



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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:

Checklists 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:

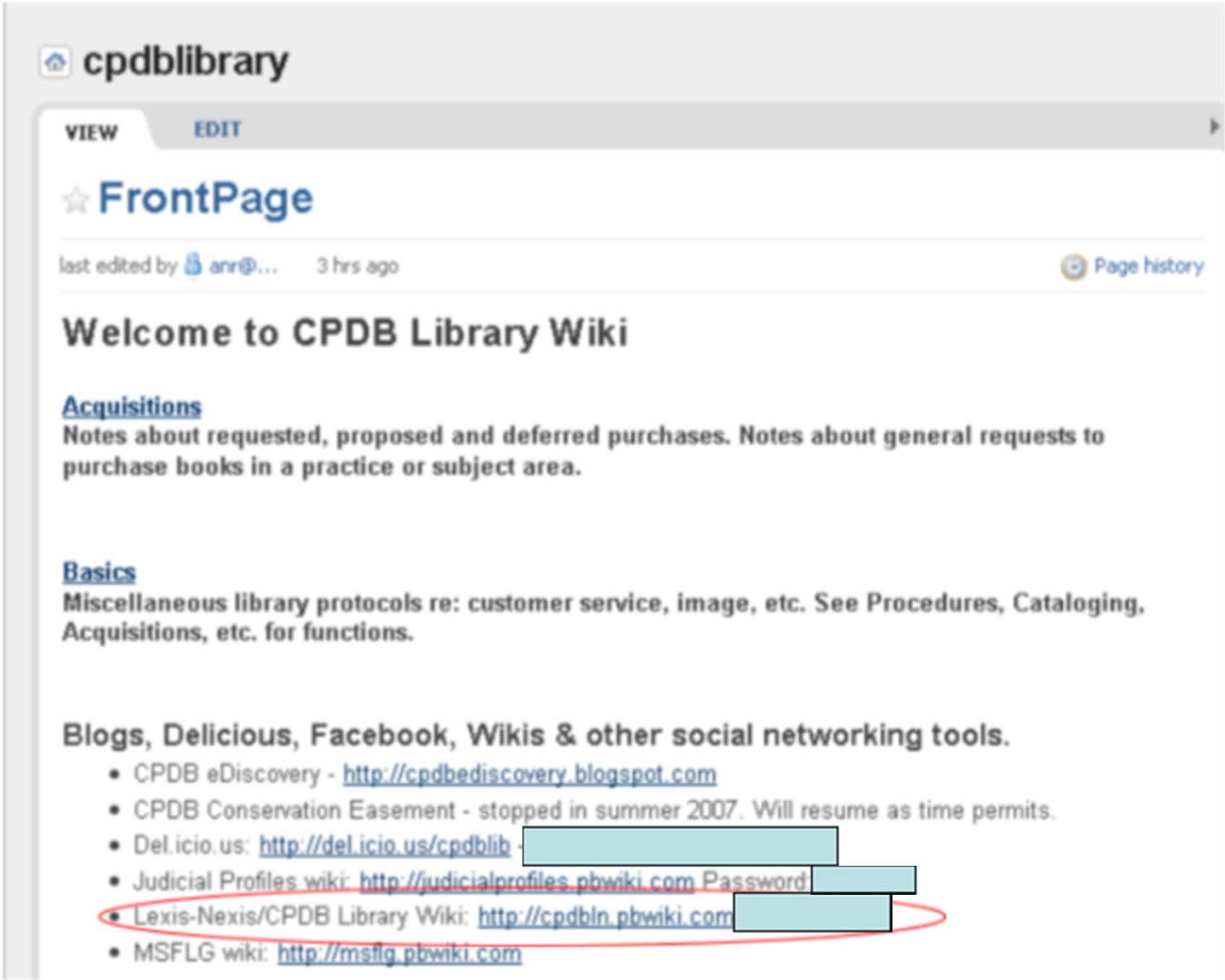
Duty Realignment & Backup Plan
Quick Reference: Interwoven Doc Numbers
Inter-Library Loan
Library Computer Log In's
Useful Items, i.e. notes from meetings, resources, etc.
Interaction
Climate Change folder

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


cpdblibrary
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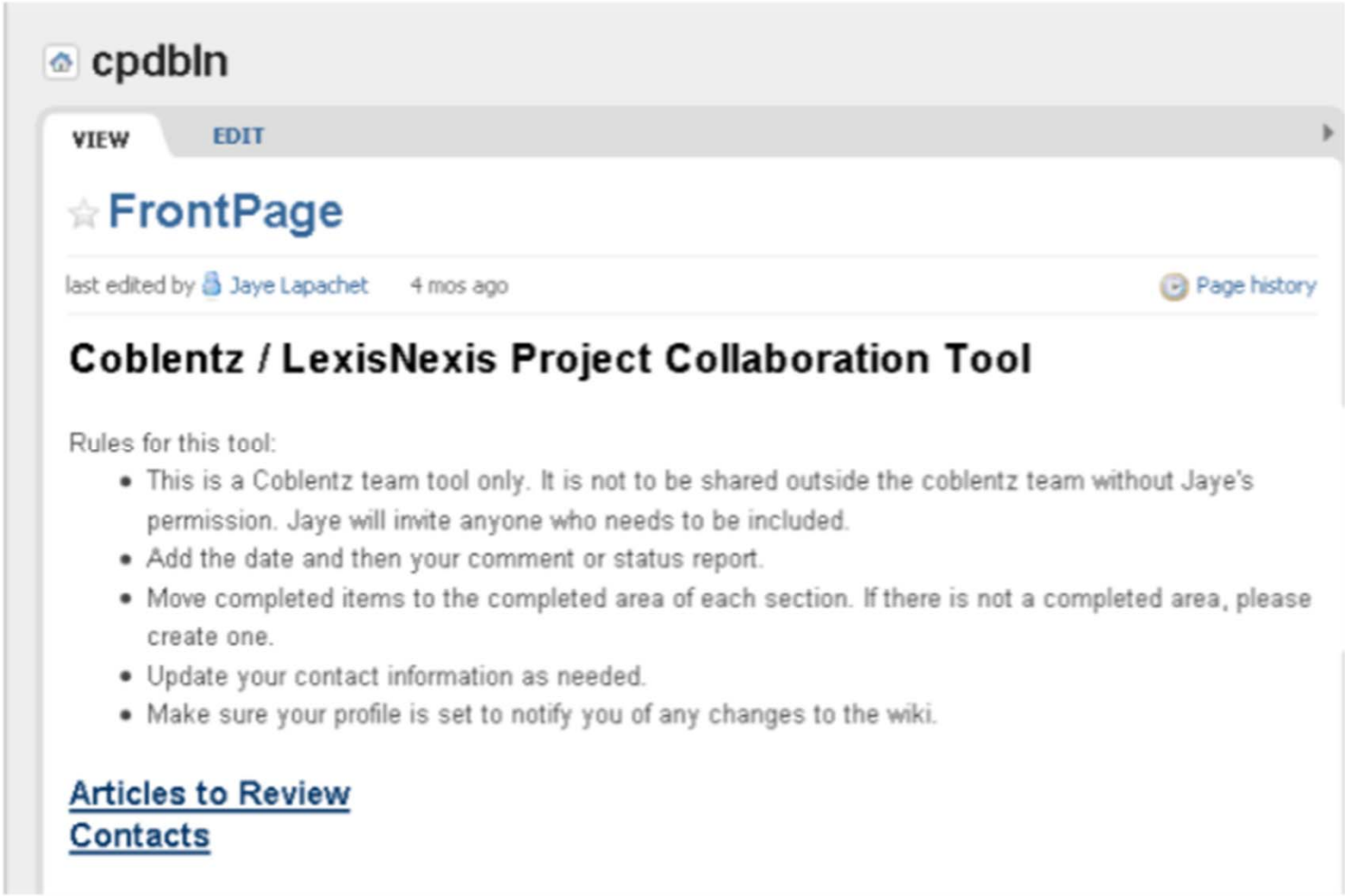
Welcome to CPDB Library Wiki
Acquisitions
Notes about requested, proposed and deferred purchases. Notes about general requests to purchase books in a practice or subject area.
Basics
Miscellaneous library protocols re: customer service, image, etc. See Procedures, Cataloging, Acquisitions, etc. for functions.
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 -
Judicial Profiles wiki: http://judicialprofiles.pbwiki.com Password:
Lexis-Nexis/CPDB Library Wiki: http://cpdbln.pbwiki.com
MSFLG wiki: http://msflg.pbwiki.com


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

To: Lapachet, Jaye

Cc:

Subject: cpdblibrary was edited

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

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JonTigar

last edited by Jaye 3 yrs ago Page history

Jon Tigar

Biographical Information

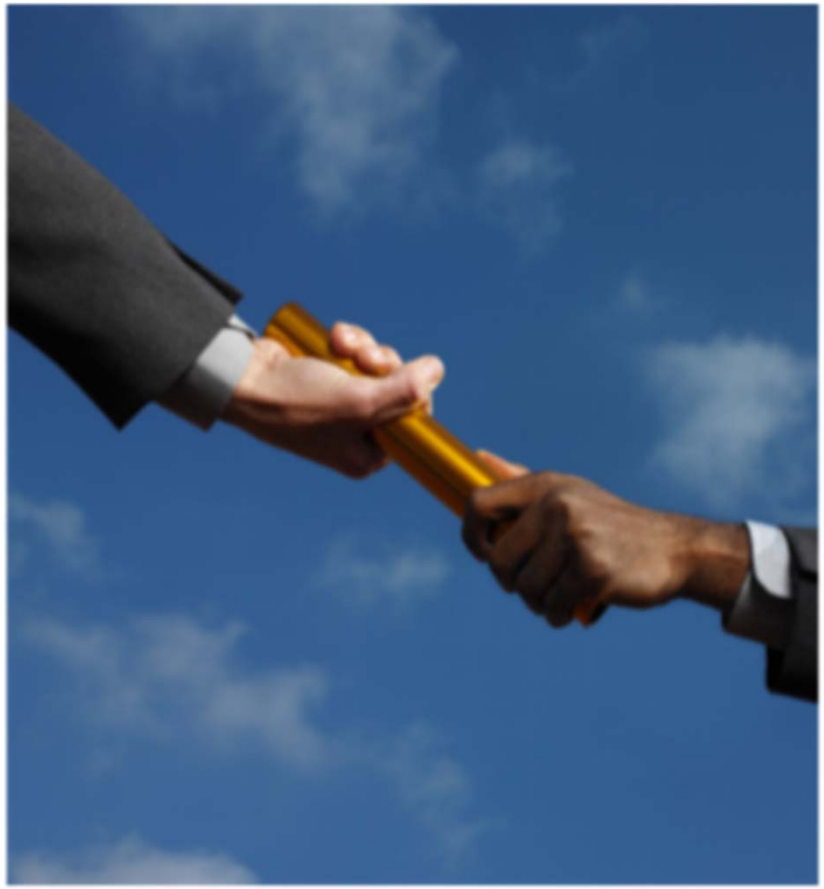
Born: October 1962
Appointed: Jan. 24, 2002, by Gov. Gray Davis
Law School: Boalt Hall School of Law, 1989
Previous Judicial Experience: None

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

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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, 18th 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, 7th 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.dcappeals.gov/dccourts/docs/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

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