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UNITED STATES COURT OF APPEALS
FIFTH JUDICIAL CIRCUIT - LIBRARY SYSTEM

The Fifth Circuit Library System consists of the headquarters library in New Orleans and nine branch or "satellite" libraries throughout Louisiana, Mississippi, and Texas. Satellite librarians may serve a wide area including remote locations within their district. A list of satellite librarians and their respective territories is provided on the following page. If a satellite librarian directly serves your location, you may consult that librarian for most of your library needs. If you are not directly served by a satellite librarian, or if that librarian is unavailable, call the headquarters library in New Orleans.

The library system serves all federal court personnel throughout the fifth circuit. The majority of library services go to judges and their staff in the maintenance of chambers libraries and assistance with legal research and reference materials.

Library services are typically divided into two categories: Technical Services and Public Services. A description of the types of services offered by each division is included in this guide. Each division has its own telephone and fax number.

A complete directory of the library system, including all names, addresses, and Email addresses appears at the end of this document.

LIBRARY PUBLIC SERVICES

Phone (504) 310-7797
FAX (504) 310-7578
8:00 a.m. until 5:30 p.m., Monday through Friday

The public services division of the library system serves the judicial staff throughout the circuit in addition to the local bar and general public. The major function of our information professionals is to provide expert legal research and reference services. Another public service function involves the coordination of Computer-Assisted-Legal-Research (CALR). Public services staff assist with Westlaw and LEXIS-NEXIS for acquiring passwords, software, research tips, and coordinating training. Fifth Circuit librarians also have expertise in using non-legal resources, such as Dialog, OCLC, PACER, internet and intranet resources, and WEBCAT, the library's online catalog. The public services division is also responsible for compiling and maintaining the Fifth Circuit archives.

Library public services staff work closely with Systems Manager Paul Wallace to make sure electronic information resources are updated and accessible to court researchers. Reference librarians compile many current awareness resources to court staff and the public, such as “Fifth Circuit in the News” and the library blog.

You can access the library’s public internet site at ***http://www.lb5.uscourts.gov.*** The library’s internal (judiciary staff only) intranet site is: ***http://library.circ5.dcn.***

TYPES OF PUBLIC SERVICES PROVIDED:

ONLINE LIBRARY CATALOG (WEBCAT)

The public services staff can assist you with any questions you have about the Online Library Catalog, called WEBCAT. The catalog is available on the library's intranet site at: ***http://library.circ5.dcn.***

The following directions will help you create a desktop icon that will quickly link you to WEBCAT, the library's online catalog.

In Firefox, Internet Explorer (6+), Opera, Safari and Chrome...

1. From ***http://library.circ5.dcn***
2. Click the link named "Library Catalog"
3. Holding the mouse down, drag the cursor to a blank spot on your desktop
4. An Icon will be placed on your desktop ....

LIBRARY INTERNET/ INTRANET SITES

The library designs and maintains its own internet and intranet sites. Library Systems Manager Paul Wallace is the chief architect of the sites and their design. Paul also designs and maintains the court's internet web site. All library staff help ensure the currency of the content and the relevancy of the resources. Your comments or suggestions on the sites would be very much appreciated. Send them to Paul Wallace through the court's email, or through Internet mail at ***Paul_Wallace@ca5.uscourts.gov***

WESTLAW FIND AND PRINT

On the library's intranet home page, there is a link called *Find and Print.* This leads to a template where you can list up to six case cites. You can then choose to print each case, Keycite the case, or find the case history. The page then utilizes transparent authentication to log onto Westlaw and deliver the results directly to your printer. You do not need to log into Westlaw- a special library password is entered for you. This link allows you to use Westlaw almost as you would a bound reporter and photocopier.

LEXIS GET AND PRINT

A feature similar to Westlaw's Find and Print.

LATEST LIBRARY NEWS

The latest news about the library and legal resources are updated daily on the library's Intranet site in the "Library Weblog" section. The library also distributes newsletters and flyers to court staff throughout the circuit based on our clients' needs.

CUSTOMIZED BIBLIOGRAPHIES: CONTENTS PAGES FROM JOURNALS AND LAW REVIEWS

The library subscribes to the University of Washington's *Current Index to Legal Periodicals*, which lists the content pages of hundreds of major law reviews and legal journals. A link to these contents pages is available on the library's Intranet site.

You can also request a customized bibliography that searches law publications of interest to you in subject areas you desire. Your satellite librarian can help you construct the profile for a "SmartClip". This results in a bibliography sent to your email address on a regular basis.

You can request copies of articles from either the contents pages online or your personal clipping service by contacting your satellite librarian or calling the headquarters library in New Orleans at (504) 310-7797.

HEIN ONLINE

Through Hein Online law clerks can obtain actual images of law review articles. The full Hein Online collection is full-text searchable. When printed, articles look as if they had been photocopied from the print journal.

RECENT ACQUISITIONS

You can view items recently cataloged for the entire library system by launching the library's online catalog from your desktop and checking "Items Recently Catalogued." The online catalog also tells you which library in our system holds specific titles.

ONLINE RESOURCES

The library subscribes to several online collections and provides access via its homepage. These include *Chicago Manual of Style, Black's Law Dictionary,* and the *Oxford English Dictionary.* Online directories include a national phone directory and directories of the executive, legislative, and judicial branches of government. Digital images of the *U. S. Serial Set* through 1969 as well as thousands of other government document images are also available under the Online Resources section of the library's home page.

HISTORY OF THE JOHN MINOR WISDOM UNITED STATES COURT OF APPEALS BUILDING

In addition to maintaining the Fifth Circuit Archives, the public services division updates and distributes a history of the magnificent courthouse building at 600 Camp Street. A copy of this document is available on both the internet and intranet pages under *History of the Fifth Circuit.* This section also has links to biographies of judges and the Fifth Circuit Archives collection.

Also reprinted on the intranet site is "A Historical View of the John Minor Wisdom Court of Appeals Building" by Deputy Circuit Librarian Michael R. Smith. The article was featured in the May 2002 issue of the *Louisiana Bar Journal*.

The Circuit Executive's Office, in conjunction with the Public Buildings Service section of the General Services Administration, recently produced an impressive brochure entitled "John Minor Wisdom United States Court of Appeals Building." For information about the brochure contact the Circuit Executive's office at (504) 310-7777

CIRCUIT LIBRARY BUSINESS PLAN

This business plan describing existing and future library services was presented by the Circuit Librarian at the 1999 Fifth Circuit Judicial Conference in Houston. The plan describes existing library operations as well as future projections. The updated plan is currently available in the publications section of the intranet and internet sites.

RESEARCH ASSISTANCE

The library system consists of highly skilled information professionals with expertise in research on Westlaw, LEXIS-NEXIS, the DIALOG databases, OCLC bibliographic databases and OCLC's Interlibrary Loan subsystem, internet, PACER, J-Net, and the integrated library system (ILS) SIRSI. Do not hesitate to contact your satellite librarian or the headquarters library in New Orleans for assistance with your research projects.

PUBLIC ACCESS TERMINALS

Computer systems are located in all libraries of the Fifth Circuit for court staff to use. The terminals provide access to free internet, and word processing. If you are a law clerk in New Orleans for court, and you didn't bring your Westlaw or LEXIS I.D. with you, ask the reference librarian for a temporary I.D. The headquarters library also offers free Lexis-Nexis to members of the Fifth Circuit bar.

LIBRARY TECHNICAL SERVICES

Phone (504) 310-7798
FAX (504) 310-7582
8:00 a.m. until 4:30 p.m., Monday through Friday

TYPES OF TECHNICAL SERVICES PROVIDED TO COURT STAFF:

- Purchasing law books, includes paying all bills
- Administration of WEBCAT, the online library catalog
- Cancellation, donation, transfer of law books or subscriptions
- Binding of periodicals and law reviews
- Cataloging of headquarters and satellite library materials
- Excess law books list

- Judges Book Fund
- Inventories of chambers collections
- Missing volumes, replacements, or partial subscriptions
- Publishers; information, problems, acquisitions
- Administration and maintenance of SIRSI, the integrated library system

CHAMBERS COLLECTION GUIDELINES

An updated version of chambers collection guidelines is available on the library's intranet site under "Publications." These guidelines were developed by the library committee of the 5th Circuit Judicial Council. They reflect the growing reliance on Westlaw and LEXIS for case law research.

PROCEDURES FOR REQUESTING MATERIALS FOR PURCHASE

In 2001 an ad hoc committee appointed by the Fifth Circuit Judicial Council studied the use of lawbooks in chambers. In May 2001 the Council approved the resulting chambers core collection guidelines. These guidelines are available on the library's intranet site under *Publications*. Judiciary-wide guidelines governing the procurement of law books for judges' chambers are outlined in The Guide to Judiciary Policies and Procedures, Vol. 1B, Chapter 8, Section M. The librarians of the Fifth Circuit are experienced in following these guidelines and can assist you with understanding them. The Guide is available electronically on the J-Net. **http://jnet.ao.dcn**

The technical services staff of the headquarters library order new and replacement titles and generate renewal orders. The automated lawbook procurement system, SIRSI's Workflows, maintains inventories for all court library holdings.

Please forward requests for new materials to your satellite librarian who will consolidate the requests and forward them to the headquarters library in New Orleans. If you are not directly served by a satellite librarian, you may send your requests directly to Head of Technical Services Anne G. Middleton, who administers the processing of all lawbook requests.

Library policy excludes acceptance of materials on an "approval plan", where vendors send items directly to chambers who have a certain number of days to reject or accept the item.

When you receive a requested title, please notify headquarters of receipt so we can promptly pay the vendor. Federal Public Defenders offices will be sent invoices for materials they requested from headquarters. Invoices for the FPD requested materials must be paid by their own disbursing office.

To accommodate all court staff requests for new titles in a timely fashion, please send your request via FAX or email to your satellite librarian or to the Head of Technical Services at the headquarters library in New Orleans.

The following information is essential for processing a request:

- as complete a title as possible
- author's name
- publisher's name

Other information that helps to expedite a request is:

- current price, if known
- edition statement or year of publication

Once verification of a request is completed, a purchase order is created. One copy of the purchase order is sent to the person who requested the material. This copy is stamped "Please Sign & Return to Library Upon Receipt of Material." It is necessary that this copy be signed and returned to the Technical Services division. Procurement guidelines specify that payment to the publisher can only be made if material is received.

If, after a reasonable amount of time, the material requested has not been received, you should notify Technical Services to initiate the claiming process.

Again, if you are directly served by a satellite librarian, please coordinate lawbook requests through the librarian. If not, contact the headquarters library, Technical Services division, directly.

REPLACEMENT VOLUMES

When you receive a replacement volume be sure to read the instruction sheet that comes with it. The instructions will clearly state what to keep, what to throw away, and what the set should contain.

PACKING LISTS

It is necessary to check the packing list against the contents of the shipped package. Before throwing away a packing list be sure the address is to the right person, that the right number of copies were sent, and that the material was not a duplicate of something already received. If any of these problems occur with the shipment, please send the packing list to your satellite librarian. If you should receive an invoice or if a packing list serves as an invoice be sure to send it to your librarian.

RENEWALS

Publishers will send out annual renewal notices for their publications to the headquarters library. Copies of these notices are sometimes sent to chambers. To deter generating duplicate subscriptions, please do not mail the renewal notices back to the publishers. Any renewal notice that is sent to chambers should be re-routed to the headquarters library so records can be reviewed and renewal of a subscription can be assured.

Once a year, a list of subscriptions that were renewed during the fiscal year is sent to each chambers. This list should be reviewed for two reasons: first, to ensure the material ordered is being received; secondly, it is a chance to decide which titles will be renewed and which will be canceled.

The renewal list must be returned to Anne Middleton, Head of Technical Services in New Orleans by the due date assigned. It is important that it is returned in a timely fashion so all the necessary transactions can take place before the beginning of the next fiscal year. Those chambers directly served by a satellite library can coordinate this project with their local librarian.

PROPERTY STAMPED MATERIALS

All material purchased through government funds for the judge's chamber library must be stamped with the government property stamp.

COMPLIMENTARY SUBSCRIPTIONS

Some publishers offer complimentary subscriptions of their publications to judges. If the judge decides to accept a complimentary title it is necessary to stamp it with the government property stamp and to notify the librarian. These titles will then be added to the judge's inventory, and facilitate claiming missing issues.

It is important to understand West Publishing Co.'s policy on complimentary copies. When West offers a judge a complimentary subscription, it is offered with the condition that the judge will also have a paid subscription for the same set. In other words, West is offering two sets for the price of one. Also, if the paid subscription is canceled, the complimentary subscription will automatically be canceled although it is possible to maintain a paid subscription without a complimentary one.

Because of West's current policy of complimentary copies for certain reporters, the decision to accept West's offer should be weighed seriously. Some factors to consider in making this decision is the availability of space in your chambers library for these rapidly growing reporters, their availability from your satellite library, or their accessibility online through Westlaw.

LIBRARY SYSTEM PERSONNEL

NEW ORLEANS HEADQUARTERS LIBRARY
600 Camp St., Room 106
New Orleans LA 70130

Library Public Services / Administration
Phone: (504) 310-7797 FAX: (504) 310-7578

Charles Pearce, Circuit Librarian 310-7725
Charles_Pearce@ca5.uscourts.gov

Kay Marlowe, Administrative Supervisor 310-7797
kay_marlowe@ca5.uscourts.gov

Amy Hale-Janeke, Head of Reference 310-7755
amy_hale-janeke@ca5.uscourts.gov

Peggy A. Mitts, Librarian 310-7723
peggy_mitts@ca5.uscourts.gov

Todd R. St. Pé, Catalog Librarian 310-7730
todd_st_pe@ca5.uscourts.gov

Paul Wallace, Library Systems Manager 310-7724
paul_wallace@ca5.uscourts.gov

Loren Kerr, Support Specialist 310-7732
loren_kerr@ca5.uscourts.gov

Brent Hightower, Librarian 310-7794
brent_hightower@ca5.uscourts.gov

Library Technical Services
Phone: (504) 310-7798 FAX: (504) 310-7582

Anne G. Middleton, Head of Technical Services 310-7727
anne_middleton@ca5.uscourts.gov

Todd R. St. Pé, Catalog Librarian 310-7730
todd_st_pe@ca5.uscourts.gov

Gerard La Tulippe, Property and Procurement Administrator
gerard_latulippe@ca5.uscourts.gov 310-7731

Victor L. Buccola, Librarian 310-7728
victor_buccola@ca5.uscourts.gov

Robert Clymer, Technical Services Librarian
Robert_Clymer@ca5.uscourts.gov 310-7729

SATELLITE LIBRARIES PERSONNEL

LOUISIANA

BATON ROUGE (225) 389-0595 FAX 382-2191

Maralena Murphy, Librarian
maralena_murphy@ca5.uscourts.gov
Russell B. Long Courthouse and Federal Building
777 Florida Street, Suite G-76
Baton Rouge, Louisiana 70801
Serving all cities in the Middle District of Louisiana. Open to attorneys admitted to practice before the Middle District of Louisiana.

LAFAYETTE (337) 593-5240 FAX 593-5242

Sheree Harper, Librarian
sheree_harper@ca5.uscourts.gov
800 Lafayette St., Suite 5300
Lafayette, Louisiana 70501
Serving Lafayette, Opelousas, and Lake Charles in the Western District of Louisiana. Open to the public.

SHREVEPORT (318) 676-3230 FAX 676-3231

Marian Drey, Librarian
marian_drey@ca5.uscourts.gov
300 Fannin St., Suite 5012
Shreveport, Louisiana 71101-6305
Serving Shreveport, Alexandria, Monroe, and assisting officers in Texarkana and Marshall. Open to members of the local bar and individuals representing themselves in federal court.

MISSISSIPPI

GULFPORT (228) 563-1715 FAX 563-1718

Julie Capuano, Librarian
julie_capuano@ca5.uscourts.gov
Serving Gulfport and Hattiesburg in the Southern District of Mississippi.
Open to the public.

JACKSON (601) 965-4665 FAX 965-4081

Rosemarie Tominello, Librarian
rosemarie_tominello@ca5.uscourts.gov
245 E. Capitol Street, Room 204
Jackson, Mississippi 39201
Serving Jackson, Vicksburg, and Meridian in the Southern District of Mississippi, and Aberdeen, Oxford, and Greenville in the Northern District of Mississippi. Open to members of the local bar.

TEXAS

AUSTIN (512) 916-5205 FAX 916-5207

Sue Creech, Librarian
sue_creech@ca5.uscourts.gov
Homer Thornberry Judicial Building
903 San Jacinto Blvd, Room 347
Austin, Texas 78701
Serving Austin, Waco, Lubbock and Amarillo. Closed to the general public.

BEAUMONT (409) 654-7028 FAX 654-6232

Robert Clymer, Librarian
robert_clymer@ca5.uscourts.gov
Jack Brooks Federal Building
300 Willow Street, Room 201
Beaumont, Texas 77701
Serving all cities in the Eastern District of Texas. Closed to the general public.

HOUSTON (713) 250-5696 FAX 250-5091

Tina Ting, Director
tina_ting@ca5.uscourts.gov
Emily Clement, Librarian
emily_clement@ca5.uscourts.gov
Andrew Jackson, Librarian
andrew_b_jackson@ca5.uscourts.gov
515 Rusk Ave. Room 6311
Houston, Texas 77002
Serving the cities of Houston and Galveston in the Southern District of Texas. Open to the public.

SAN ANTONIO (210) 472-6550 Est. 305 FAX 472-6548

Jennifer Till, Librarian
jennifer_till@ca5.uscourts.gov
655 E. Durango Blvd.
Hemisfair Plaza
San Antonio, Texas 78206

Serving San Antonio, Pecos, Del Rio, Midland, and El Paso in the Western District of Texas. Open to members of the local bar and individuals representing themselves in federal court.

The Fifth Circuit Library System staff takes pride in our services to the judiciary. If you have any comments, criticisms, or suggestions about how we could improve our services, don't hesitate to tell your satellite librarian, or contact the headquarters library in New Orleans.