

Resources in the Library

Summer 2008

Cooley
GODWARD KRONISH LLP

Library Assistance

▶ Reference Team

- ▶ Call xXXX-XXXX
- ▶ E-mail z/XXXX
- ▶ for research and reference assistance

▶ Local Library Staff

- ▶ for assistance with finding materials in the library

CooleyNet Library Department Portal

The screenshot shows a Microsoft Internet Explorer browser window displaying the CooleyNet Library Department Portal. The browser's address bar shows the URL: <http://portal.cooley.com/portal/site/cooley/menutem.bce8176df526de4f805e551062bc80a0/>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Home, Search, Favorites, and other functions. The browser's Links bar shows various shortcuts like CooleyNet, Google, L3-Mang, L3-OPAC, CoolFirst, Mess Cen, PG List, SDCCU, Timelog, Yah Mail, eRoom - RE, eRoom -LT, and PACER.

The portal's header features the CooleyNET logo on the left and a search bar on the right with a "Search" button and "Advanced Search" text. Below the header is a navigation menu with tabs for Home, Practice, MatterSpace, CoolSearch, Departments, Offices, Administration, and Directory. The "Departments" tab is currently selected.

The main content area displays the following sections:

- Library Services Welcome:** A welcome message stating, "Welcome to the Library Services information portal. If you are unable to locate the information that you are seeking, please contact the Reference Team at [redacted]. E-mail our PageMaster".
- Reference Services:** Includes links for [How Are We Doing?](#), [Library Reference Services](#), and [Meet your reference team](#). A "View All Content" link is at the bottom.
- Library News:** Includes a link for [Lexis Training](#).
- Out of the Office?:** Includes links for [Accessing Web Databases Outside the Office](#), [CCH Travel ID and Passwords](#), and [List of Databases](#). A "View All Content" link is at the bottom.
- Library Summer Associate Resources:** Includes links for [Did you check CLOE?](#), [Questions about Lexis?](#), [Questions about Westlaw?](#), [Research Presentation - Summer Associates](#), and [Web databases](#). A "View All Content" link is at the bottom.

The browser's status bar at the bottom shows "Done" on the left and "Local intranet" on the right.

Cooley Library Catalog – CLOE

The screenshot shows a Microsoft Internet Explorer browser window displaying the Cooley Library Catalog (CLOE) website. The browser's address bar shows the URL: `http://calsql1/liberty3/gateway/gateway.exe?application=liberty3&displayform=opac/main`. The website header features the Cooley Godward Kronish LLP logo and navigation tabs for **Search**, **My Stuff**, **Quick Clicks**, and **Links**. A user name "Name: PARDOTM" is visible in the top right corner. The main content area includes the Softlink Liberty3 logo and a welcome message: "Welcome to the Cooley Godward Kronish library catalog. This is a firm wide catalog of library holdings in all CGK offices. Please ask the library Reference Team at x499-2542 or z/LIBREF for assistance if you have any questions regarding this catalog." Below the message is a search interface with a "Search for:" label, a dropdown menu set to "the phrase", a text input field, and a "Search" button. A detailed search help section follows, explaining search syntax: "Enter words/terms to search on and click on the 'Search' button to start. all of the words searches for the terms in any field in the same record any of the words searches for any one term to be anywhere in the record the phrase searches for the terms adjacent to each other and in that order. more... Use operators AND, OR, NOT between terms to define a better search. more... Truncate words using the '*' For example: SKILL* more... Searching is case insensitive. Use upper or lower case as desired Enclose special characters and numbers in 'quotes.' more...". At the bottom of the page, there is an "Advanced search" section with a dropdown menu set to "Any Words" and a radio button selected for "AND". The browser's status bar at the bottom shows "Done" and "Local intranet".

CLOE Search Results

The screenshot shows a Microsoft Internet Explorer browser window displaying the OPAC (Online Public Access Catalog) interface for Cooley Godward Kronish LLP. The browser's address bar shows the URL `http://calsql1/liberty3/gateway/gateway.exe`. The page features a navigation bar with links for Search, My Stuff, Quick Clicks, and Links. Below the navigation bar, there is a search results section showing one result for "Marsh's California corporation law, 4th ed." by Marsh, Harold; Finkle, R. Roy; Sonsini, Larry W. The result includes details such as Call Number (KFC 345 .M37 2000), Copyright (Englewood Cliffs, NJ: Aspen Law & Business, 2000-), Description (4 v. (loose-leaf) : forms ; 26), Main subject (CORPORATE LAW), Subjects (CORPORATION LAW--CALIF.), Notes (Includes index.), and Holdings (BD - 1 copy, HN - 1 copy, SD - 1 copy, SF - 1 copy). A pink arrow points to the Holdings section. At the bottom of the page, there are buttons for View, Request, Email, Clear, and Printable Page, along with a search bar containing the text "MARSH'S CALIFORNIA CORPORATION LAW, 4THE" and a search button. The browser's status bar at the bottom indicates "Done" and "Local intranet".

CLOE Search Results

The screenshot shows a Microsoft Internet Explorer browser window with the following details:

- Address bar: <http://calsql1/liberty3/gateway/gateway.exe>
- Page Title: OPAC - liberty3 - Microsoft Internet Explorer
- Navigation: Back, Forward, Stop, Home, Search, Favorites, Refresh, Print, Stop
- Links: CooleyNet, Google, L3-Mang, L3-OPAC, CoolFirst, Mess Cen, PG List, SDCCU, Timelog, Yah Mail, eRoom - RE, eRoom - LT, PACER
- Page Header: Cooley GODWARD KRONISH LLP
- Navigation: Search, My Stuff, Quick Clicks, Links
- Search Results: Results 1-34 of 34, Name: PARDOTM
- Item 1 of 34: **BNA intellectual property library [electronic newsletter & web database] / Bureau of National Affairs (Washington, D.C.)**
- Call Number: WEB-D
- Copyright: Washington, D.C.: Bureau of National Affairs, 1929-
- URL: http://iplaw.bna.com/cgi-bin/om_isapi.dll/ip_menu_top?clientID=798125&softpage=ip_menu_top
- Other title: United States patents quarterly, first series; United States patents quarterly, second series; USPQ; Intellectual property library
- Main subject: INTELLECTUAL PROPERTY
- Subjects: PATENTS--UNITED STATES--PERIODICALS; TRADEMARKS--UNITED STATES--PERIODICALS; PATENT LAWS AND LEGISLATION--UNITED STATES--PERIODICALS; COPYRIGHT--UNITED STATES--PERIODICALS; INTELLECTUAL PROPERTY DATABASE
- Notes: USPQ cases 1st, Federal Circuit cases 1929-1986; USPQ cases 2nd, Federal Circuit cases 1987-present; **MPEP**; TMPEP; federal laws & regulations.
USPQ advance sheets available as an electronic newsletter.
- web address: http://iplaw.bna.com/cgi-bin/om_isapi.dll/ip_menu_top/?...
- Footer: We do not charge clients for this database.

A pink arrow points to the URL in the 'Notes' section.

Research Resources

- ▶ **Print publications at no charge to clients**
- ▶ **Electronic resources at no charge to clients**
 - ▶ Web databases found in Research Apps program folder
 - ▶ CLOE for access to all subscription web databases
- ▶ **Electronic resources with chargeback to clients**
 - ▶ Westlaw, Lexis and other database services

Primary Legal Sources

▶ **Cases**

- ▶ Access electronically
- ▶ Check CLOE for any locally owned print

▶ **Codes and constitutions**

- ▶ U.S. Code Annotated in print – All offices
- ▶ Local state codes in print – check CLOE for holdings

▶ **Regulations**

- ▶ Code of Federal Regulations (CFR) in print – All offices

Secondary Sources

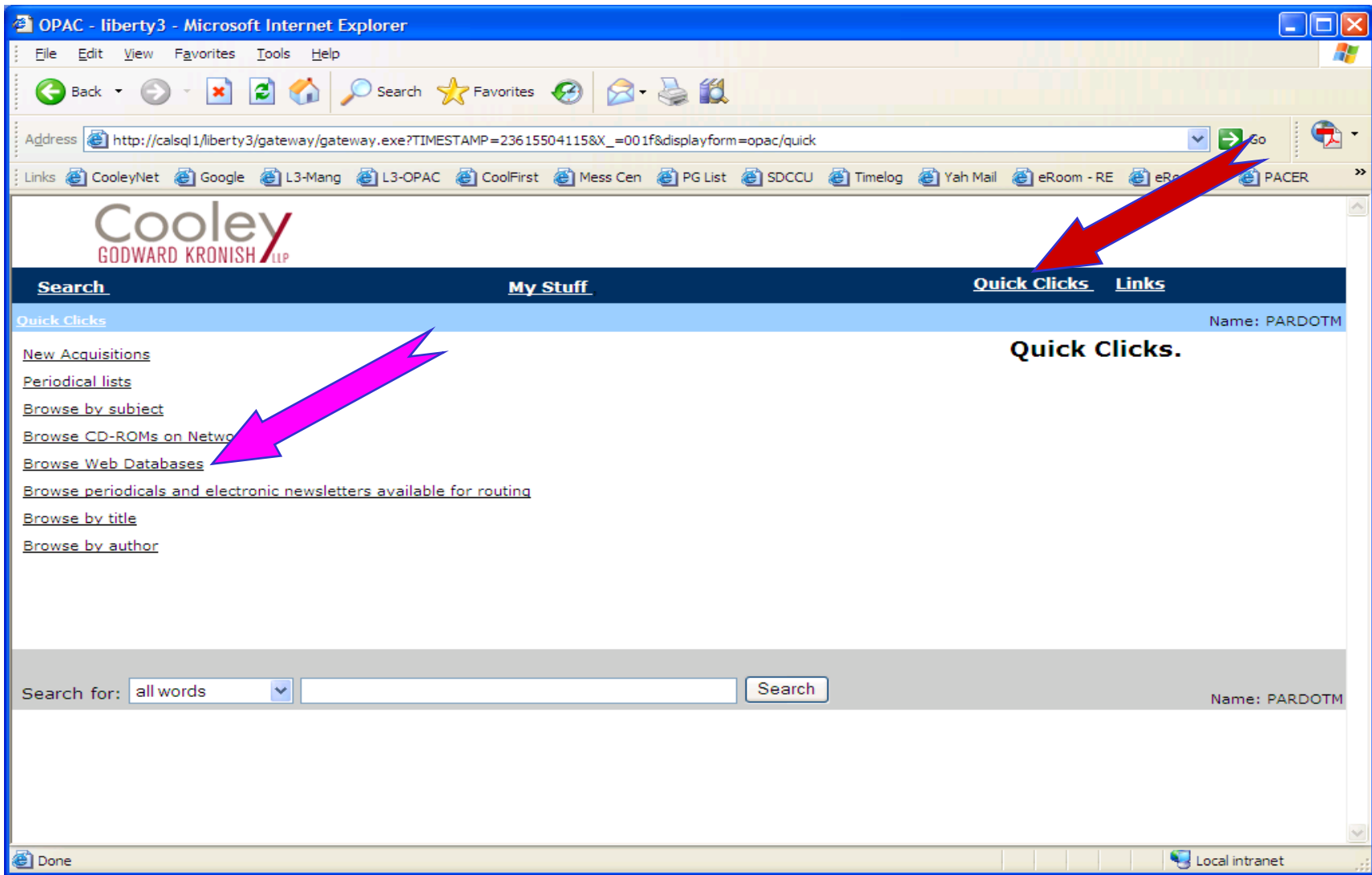
- ▶ Check CLOE for local holdings of print titles
- ▶ Many titles are available electronically
 - ▶ CLOE – Quick Clicks – Web databases
 - ▶ Research Apps folder
 - ▶ Most heavily used publications

Electronic Resources

- ▶ Westlaw & Lexis charged to clients
 - ▶ Firm **must** absorb nonbillable or admin charges
- ▶ Subscription web databases at no charge to clients
 - ▶ Cases in specific areas
 - ▶ IP, Employment, Securities, Tax, etc...
 - ▶ Secondary sources
 - ▶ Litigation practice, IP, Employment, Corporate, etc...

Subscription Web Databases

- ▶ No charge to clients
- ▶ For complete list see Quick Clicks in CLOE
- ▶ Cooley absorbs the costs for these resources as it absorbs the cost of books
- ▶ If a “generic” access code applies it will be listed in the firm catalog. So check there.
- ▶ If an individual access code is required, please contact the Reference Team
- ▶ Hypertext link to the website provided in CLOE
- ▶ Examples: West eLibraries and HeinOnline



Westlaw eLibraries

- ▶ Screen shot of Westlaw eLibraries menu

HeinOnline

- ▶ Screen shot of HeinOnline menu

Matthew Bender Libraries

- ▶ Screen shot of Matthew Bender Libraries

SEC No-action letter search charges through CCH Securities versus Westlaw

- ▶ To search on the name “Black Box”

Westlaw search

- ▶ \$XX transactional search charge +
 - ▶ \$XX document print charge
 - ▶ = \$XX total

CCH Securities search

- ▶ CCH Securities charge = \$0

USPQ case name search charges through BNA IP Library versus Westlaw

- ▶ To search on the name “Walt Disney”

Westlaw search

- ▶ \$XX transactional search charge +
 - ▶ \$XX document print charge
 - ▶ = \$XX total

BNA IP Library search

- ▶ BNA IP Library charge = \$0

Client Billing Numbers for Database Research

▶ Client Billing Numbers

- ▶ For all database research and document delivery orders, please be sure to provide a client billing number when you conduct your research or place an order.
- ▶ All clients should be identified with strictly numerical client ID's. Always include your timekeeper number as the end of the client number. **Example: XXXXXX-XXX-XXXXX**
- ▶ If the client is new and there is no client number, please put in zeroes - 000000-000-XXXXX. We will contact you when the invoice comes in to get the correct client number.


Client Billing Numbers for Database Research


▶ Non-Billable Research

- ▶ **Before doing any non-billable research, contact the Reference Team.** The firm absorbs any non-billable research charges– it is not free.
- ▶ Please use the Practice Management Research account code(268889-1550) and always include your timekeeper number as the end. **Example: 268889-1550-13456**
- ▶ As a rule of thumb, the cost of firm-related research projects is expected to be in the range of approximately \$50 to \$150. All other research is expected to be charged to clients. ***Costs add up quickly so please be cost effective when doing any research but especially non-billable.***
- ▶ Cooley receives discounts from both Lexis & Westlaw retail pricing. Please use the database that you are most comfortable searching. **Cooley passes on all discounts to clients.**

Look Up Precision

LookUp Precision - Copyright © 1991-2007, APS, Inc., Patent Pending. ✕

LookUp Precision 
ONLINE USAGE TRACKING & RESOURCE COST MANAGEMENT

 **aps**
Advanced Productivity
Software, Inc.

Client: ...

Matter: ...

Timekeeper: ...

Comments:

Westlaw - Selecting Transactional or Hourly

- ▶ Westlaw.com access
- ▶ Choice of transactional or hourly pricing
- ▶ Make selection at log-in screen
- ▶ If you know you will need to read a lot of material on-line, select ***transactional*** pricing

Westlaw Charges

- ▶ Transactional pricing option
 - ▶ each search incurs a new charge
 - ▶ reading online is **free**
 - ▶ **Locate** feature is **free**
- ▶ Hourly pricing option
 - ▶ every minute you read online costs money
- ▶ Preferred pricing discount passed back to clients

Hourly Rates on Westlaw

List Price as of 1/2008

<i>File Type</i>	<i>\$ per Minute*</i>	<i>\$ per Hour*</i>
Select	\$XX	\$XX
SuperAllfile	\$XX	\$XX
Allfile	\$XX	\$XX
Premium	\$XX	\$XX
Specialty	\$XX	\$XX
Standard Codes	\$XX	\$XX
Standard	\$XX	\$XX

*does not include \$XX per minute connect/communications charges

Transactional Rates on Westlaw

List Price as of 1/2008

<i>File Type</i>	<i>Database Name</i>	<i>\$ per Find</i>	<i>\$ per Search</i>
Select	CORP-ALL	\$XX	\$XX
SuperAllfile	ALL CASES; TP-ALL	\$XX	\$XX
Allfile	ALLFEDS; ALLNEWS	\$XX	\$XX
Premium	INVESTEXT-FT	\$XX	\$XX
Premier Reserve Database	Briefs, Court Filings, Specialty Journals	\$XX	\$XX
Standard Codes	USCA; State Codes Annot	\$XX	\$XX
Standard	CFR; SCT; State Cases	\$XX	\$XX

WESTLAW

Research Assistance

- ▶ Reference Attorney Assistance
 - ▶ **800-REF-ATTY (800-733-2889)**
 - ▶ available 24 hrs/day x 7 days/week
 - ▶ including holidays
 - ▶ no charge for assistance
- ▶ Tech Support
 - ▶ **800-WESTLAW (800-937-8529)**
 - ▶ Pricing questions: please contact Yvonne Boyer, John Butsch, Gary Jaskula or Tracey Pardo

Lexis

- ▶ Transactional Pricing Structure
- ▶ Each New Search = Separate Search Charge
 - ▶ Modification of search = costs
 - ▶ Focus within search results = free
- ▶ Cost Per Search Varies Depending on File
- ▶ No Connect or Communications Charges
- ▶ Reading while online is free

Transactional Rates on Lexis

List Price as of 1/2008

<i>File Type</i>	<i>Database Name</i>	<i>\$ per Search</i>
Mega	ALL FED AND STATE CASES	\$XX
Courts	ALL FED CASES	\$XX
USCS	US CODE	\$XX
STCodes	ALL STATE CODES	\$XX
CURNWS (discount)	NEWS MOST RECENT 2 YEARS	\$XX
ALLMGA (no discount)	ALL NEWS SINCE 1981	\$XX
90DMGA (no discount)	ALL NEWS - THE LAST 90 DAYS	\$XX

Lexis Research Assistance

- ▶ Customer Service
 - ▶ **800-543-6862**
 - ▶ available 24 hrs/day x 7 days/week
 - ▶ including holidays
 - ▶ no charge for assistance
- ▶ Pricing questions: please contact Yvonne Boyer, John Butsch, Gary Jaskula or Tracey Pardo

Electronic Sources Charged Back to Clients

- ▶ Accessed by attorneys
 - ▶ Westlaw & Lexis
- ▶ Accessed by librarians
 - ▶ Dialog
 - ▶ Dun & Bradstreet
 - ▶ ReedFax
 - ▶ Hoovers
 - ▶ Etc...

Research Assistance

- ▶ Reference Team
 - ▶ xXXX-XXXX
 - ▶ z/XXXX
- ▶ Attorney who gave assignment
- ▶ Associate buddy
- ▶ Customer Service for subscription websites
- ▶ Customer Service for Westlaw or Lexis

Thank You

The End