

## Signing On

The main *LLMC-Digital* web site will go live on schedule on September 1, 2003. At that time patrons of the libraries of all Charter Members who have submitted their IP addresses or set up passwords will have unlimited access to every title on the site. The web page address is [www.llmc-digital.org](http://www.llmc-digital.org). Enjoy!

## Setting Goals for this Newsletter

At the launching of a project with so many active participants, [\[See appendix 2 of this newsletter, p. 6, for an updated list, eff. 8/11/03, of the emerging LLMC-Digital Charter Membership Community\]](#) some reliable method to disseminate information of common interest becomes necessary. Meeting this need will become even more complicated as additional subscribers, who may be starting from scratch knowledge-wise, sign on for the *LLMC-Digital* service in the months and years ahead. This newsletter is designed as one vehicle for addressing these needs.

At least initially the primary format of this newsletter will be paper. We assume that eventually many recipients will opt to receive it via e-mail. In any event, all issues of the digital version will be archived on the LLMC service web site ([www.llmc.com](http://www.llmc.com)), for future reference and to provide access for librarians who may not work for an active subscriber.

## Clarifying Sign-Up Deadlines

At their recent Seattle meeting the LLMC Directors made several modest changes in the deadlines applicable to Charter Membership in the *LLMC-Digital* project. The changes apply to these two broad categories of potential Charter Members, U.S. and non-U.S.

As to potential U.S. subscribers, the sign-up deadline was extended one month, to Friday, August 29, 2003. This change was made to accommodate anyone inconvenienced by the fact that the activation of the *LLMC-Digital* demo site was delayed by some weeks. As to potential non-U.S. subscribers, the deadline was extended to Wednesday, December 31, 2003. This change was made in response to a concern that, for several reasons, advertising of the project to our non-U.S. colleagues has not been as thorough as desirable. This will be remedied in the new time made available.

Finally, to qualify as meeting the deadline for Charter membership it is not

necessary for a library to have completed all of the paperwork. We realize that contracts sometimes proceed through the offices of university attorneys and suchlike at a measured pace. All that is needed is that an applicant library have registered with LLMC its firm intent to become a Charter Member by the August 29, 2003 deadline.

## Obtaining Cataloging

A major auxiliary benefit of the *LLMC-Digital* project is that all of LLMC's titles will be cataloged in both their film and electronic formats. This cataloging will be made inexpensively available through OCLC. Thus subscribing libraries will be provided with an economical way to ensure that their local catalogs reflect the riches of their *LLMC-Digital* electronic holdings. In addition, they will be able to link the records in their local catalogs by URL directly with the corresponding title in the on-line service.

The cataloging will be performed by the staff of St. Louis University Law Library. Those familiar with LLMC operations over the years will be aware that St. Louis already has cataloged the film versions of most LLMC special-focus collections: Canon Law. Civil Law— France, Civil Law—Italy/Spain /Portugal, Civil Law—Germany/Austria/Switzerland, Military Law, etc. They can expect the same high standards to be implemented in the expansion of the cataloging records to cover the entirety of LLMC's on-line offerings.

Heading up the St. Louis effort is Richard Amelung, Head of Technical Services and currently Acting Director at St. Louis. Richard has contributed the following introductory notes regarding *LLMC-Digital* cataloging for this issue of the Newsletter.

"Cataloging records in compliance with current guidelines will be created for all titles in the *LLMC-Digital* collection. In this context subscribers should be aware of recent changes in both cataloging rules and CONSER guidelines. Most striking is CONSER's move to 'aggregator neutral' cataloging records for electronic serials. *LLMC-Digital* records for serials will be in compliance with these

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instructions. Consequently, serial records will have fewer unique fields than their mono-graphic counterparts.

The *LLMC-Digital* website will also use copies of these MARC records to build the header information to create access at the site itself. The advantage of this is that the user will be presented with the same access points in the local catalog as in the remote one.

MARC cataloging records representing titles digitized on the *LLMC-Digital* website will be available for purchase from OCLC. As we anticipate it at this time, the process will take place in the following steps. As LLMC introduces a specific microfiche title into its production line for digitization, duplicate copies of the lead fiche for that title are sent to St. Louis University Law Library, thus initiating the cataloging process for that title. By the time the digitized title is ready for mounting on the web site, St. Louis will already have entered complete electronic resource cataloging records in OCLC.

Libraries may acquire these cataloging records by contacting OCLC directly (call 800-848-5878 and request WorldCat Sets). Note that it is not necessary for a library to be an OCLC member in order to purchase these cataloging records. For OCLC members pricing may vary slightly depending on whether the library's regional network adds on a surcharge.

Libraries have two options for acquiring this data. They may decide to make their acquisitions on an irregular basis; perhaps as funds become available. Or they may choose to establish a subscription with OCLC for all *LLMC-Digital* cataloging data as it is generated. This will enable them to receive data in an ongoing and predictable pattern. It will also mean that they will receive reliable notification of subsequent changes to the cataloging records made necessary by the changes to official cataloging rules which periodically occur."

Richard generously concludes: "For further details, comments or questions, please feel free to contact Richard Amelung at St. Louis University Law Library by phone at (314) 977-2743 or by e-mail at [amelunrc@slu.edu](mailto:amelunrc@slu.edu).

## **First Year's Targets**

The final list for titles selected for digitization in *LLMC-Digital*'s first year or so of operations is provided below as [Appendix No. 1](#). Those who have perused previous lists will note that this new list covers more titles. The additions reflect a considerable amount of feedback received from early Charter Members since the preliminary listings became available earlier this year.

This final list represents roughly 24,225 volumes. [Estimate based on the known number of fiche involved and using the AALS accreditation criterion of six fiche per volume.] Since digital libraries are measured in page-images (P/I), it may be more helpful to state that in digital terms this list will soon translate into something like 13,000,000 P/I. [Estimate based on a standard of 90 page-images per fiche. This standard rests on an assumption that, on average, the last fiche in a set of six will be half full. More experience with the digitizing process, which can count where humans won't, should provide firmer data.] To provide context, LLMC has a ten year goal of mounting 100-million P/I on its website. Roughly half of that total will be extracted from the lode of 92,000

volumes of materials which LLMC has in its film backfile. The other half will come from new data-capture, both filming and digital scanning. So this initial list accounts for roughly 26% of the goal of digitizing LLMC's full filmed backfile.

The titles in the present list come from LLMC's *U.S. Federal Collection*. The next list of targets likely will come from elsewhere in LLMC's 15-section catalog. During the next year LLMC will be working with its Board of Directors and Advisory Council to develop a more formalized process for selecting target titles. In the meantime, those with ideas for titles which should be given priority are invited to contact LLMC to get their suggestions into the process.

Suggestors should be aware that the selection committee naturally will be most concerned with the appropriate timing for digitizing major large titles such as the *Congressional Record*. In contrast, the time involved in digitizing small titles (say 100 fiche or less) is almost negligible. So, if you have some small favorites, let LLMC know. They may well end up jumping the queue.

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## ***Appendix # 1***

### ***LLMC-Digital Library — Title Selections***

#### **US Federal, Legislative Branch**

United States Statutes At Large [Vol. 1 to 113, Pt. 3; 80-030; 1/01/05]

Comptroller General Decisions [Vol. 1-73, 1921-94; 79-412; 1/06/38]

Copyright Office Decisions [1907-91; 78-064; 1/06/54]

Patent and Trademark Laws Comm. Repts. [Prelim & Final Repts., p. 1899/1902; 82-503; 1/07/08]

Dillingham Comm. (Immigration ) Repts. [41 vols., publ. 1911; 81-510; 1/07/12]

Wickersham Comm. (Law Obser./Enfor.) Repts. [Vol. 1-6, publ. 1930-31; 81-231; 1/07/21]

Wickersham Comm. (Law Obser./Enfor.) Records [Vol. 1-5, publ. 1931; 90-355; 1/07/24]

Temp. Nat. Econ. Comm., Hearings/Texts [Vol. 1-13 & Texts, 43 bks., p. 1938-41; 81-243; 1/07/27]

Obscenity/Porno. (Lockhart) Comm. Repts. [Vol. 1-8 & Final Rept., publ. 1970; 81-232; 1/07/31]

Public Land Law Rev. (Aspinall) Comm. Rept. [1 vol., publ. 1970; 85-302; 1/07/35]

Marijuana & Drug Abuse (Shafer) Comm. [Repts. 1&2/tech. pap., p. 1972-73; 80-526; 1/07/39]

Biographical Directory of the US Congress, 1774-1989 [1 vol., publ. 1989; 95-029; 1/07/50]

Black Americans in Congress, 1870-1989 [1 vol., publ. 1990; 95-031; 1/07/53]

Women In Congress, 1917-1990 [1 vol., publ. 1991; 99-003; 1/07/56]

#### **US Federal, Executive Branch**

## ***Office of the President***

Messages/Papers Of Pres., (Richardson, 2nd ed., 1789–1914) [20 vols., p. 1908–14; 82-211; 1/08/09]

Inaugural Addresses of the Pres., 1789–1949 [1 vol., publ. 1952?; 95-236; 1/08/14]

Proclamations & Executive Orders of Pres. Hoover [2 vols., publ. 1974; 94-295; 1/08/22]

Public Papers of the Presidents [Hoover, 1929 to Clinton, 2000, Pt. 3; 80-514; 1/08/25]

Weekly Compilation of Presidential Documents [Vol. 1–35, 1965–1999; 79-424; 1/08/31]

National Conservation (Pinchot) Comm. Rept. [Vol. 1–3, publ. 1909; 90-372; 1/09/03]

National Patent Planning (Kettering) Comm. Repts. [1st thru 3rd Repts., 1943–45; 82-502; 1/09/06]

Pres. Comm. on Immigration & Naturalization [Hearings=508, Rept.=509, p. 1952; 81-508/9; 1/09/09]

Pres. (Warren) Comm., Assassination of Pres. Kennedy [Hearings=V.1–26/Rept.=1v., p. 1964; 80-515; 1/09/14]

National Advisory (Kerner) Comm. on Civil Disorders Rept. [1 vol., publ. 1968; 95-032; 1/09/18]

Pres. Private Sector Survey (Grace Comm.) of Cost Control Rept. [Vol. 1–3, publ. 1983; 90-377; 1/09/21]

## ***Cabinet Departments*** (In alphabetical order by dept.)

### ***Agriculture***

Agriculture Department Dec. [Vol. 1–58, 1941–Jan./June 1999; 78-200; 1/09/30]

### ***Commerce***

Patent & Trademark Dec. [Vol. 1–100, 1869–1968 (all publ.); 80-700; 1/09/41]

Maritime Subsidy Board Dec. [Vol. 1–5, 1961–81, all publ.; 81-228; 1/10/05]

### ***Interior***

Interior Department Decisions [Vol. 1–101, 1881–1994 (open); 78-020; 1/11/34]

Solicitor's Opinions re. Indian Affairs [2 vols., publ. 1974?; 85-300; 1/12/24]

Board of Contract Appeals Dec. [Vol. 1–21, 1970–83; 82-202; 1/12/42]

Board of Indian Appeals Dec. [Vol. 1–29, 1970–95 ; 82-203; 1/12/45]

Board of Land Appeals Dec. [Vol. 1–98, 1970–87; 82-204; 1/12/50]

Board of Mine Operations Dec. [Vol. 1–8, 1970–78, all publ. ; 82-205; 1/12/54]

Alaska Native Claims Appeals Bd. Dec. [Sept. 1975–June, 1982, all publ.; 82-201; 1/13/01]

Indian Claims Commission Dec. [Vol. 1–43, 1948–78, all publ.; 80-510; 1/13/05]

Pension & Bounty-Land Claims Dec. [Vol. 1–22, 1887–1930, all publ.; 81-211; 1/13/14]

Surface Mining & Reclamation Apps. Bd. Dec. [Vol. 1–5, 1978–83, all publ.; 82-210; 1/13/21]

Bituminous Coal Division Dec. [Oct. 1, 1940 to June 30, 1941, all publ.; 84-112; 1/13/26]

Drafting Indian Wills Covering Trust & Restricted Prop. [1 vol., publ. 1988; 88-001; 1/13/29]

General Land Office Circulars & General Regs. [1 vol., publ. 1930; 85-303; 1/13/32]

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Index to Indian Decisions, 1972–1995 [1972–1995; 87-304; 1/13/34]

Kappler's Indian Affairs, Laws/Treaties [Vol. 1–5+supp., p. 1903–41 & 1975; 88-003; 1/13/45]

Mining Decisions, Sec. of the Int. & Comm. of Gen. Land Off. [1 vol., publ. 1874; 84-113; 1/13/49]

## ***Justice***

Attorney General Opinions [Vol. 1–43, 1789–1982 ; 79-408; 1/14/03]

Office of Legal Counsel Opinions [Vol. 1–18, 1977–94; 82-206; 1/14/11]

Administrative Decisions under the Immigration etc. Laws [Vol. 1–20, 1940–95; 80-900; 1/14/16]

Admin. Dec. under Employer etc. Laws [Vol. 1–7, 1988–98; 99-009; 1/14/22]

Japanese/American Evacuation Claims Act Dec. [1950–56, all publ.; 84-114; 1/14/50]

Land & Natural Resources Division Journal [1963–74, all publ.; 88-015; 1/15/01]

Uniform Crime Reports: Crime in the U.S. [1930 to 1988; 80-524; 1/15/34]

## ***Labor***

Asst. Sec. for Labor-Management Relations Dec. [Vol. 1–8, 1970–78, all publ.?.; 82-602; 1/15/43]

Employees' Compensation Appeals Board Dec. [Vol. 1–48, 1946–97 ; 81-219; 1/15/47]

Administrative Law Judges Dec. [Vol. 1–7, #5, 1987–93, all publ.; 95-002; 1/15/51]

Labor Information Bulletin [Vol. 1–20, 1934–53, all publ.; 95-012; 1/16/11]

## ***State***

Treaties etc. since 1776 (Davis/Haswell) [2 vols., publ. 1873 & 1889; 80-915; 1/16/45]

Malloy's Treaties, 1776–1937 [4 vols. ; 80-917; 1/16/49]

Miller's Treaties, 1776–1863 [Vol. 1–8; 80-916; 1/16/54]

Bevan's Treaties, 1776–1949 [Vol. 1–13 + index, all publ.; 79-440; 1/17/04]

U.S. Treaties & Other International Agreements [Vol. 1–35, 1950–1984 79-442; 1/17/31]

Treaty Information Bulletin, 1929–39 [Nos. 1–117+2 index vols., all publ.; 80-904; 1/17/41]

Treaties In Force [1955–1999; 80-918; 1/17/44]

Foreign Relations Papers of the United States [Vol. 1861 to Vol. 1976, #4 ; 79-444; 1/17/48]

## ***Transportation***

Surface Transportation Board Repts. [Vol. 1–3, 1996–98; 99-007; 1/17/05]

## ***Treasury***

Treasury Decisions, 1857–65 [1 vol., covers 1847–65, all publ.; 84-365A; 1/19/11]

Treasury Decisions on Appeals, 1865–67 [1 vol., covers 1865–67, all publ.; 84-365B; 1/19/13]

Synopsis of Dec. of the Treasury Dept., 1868–98 [No.1–20467, 34 bks.,1869–98, all p.; 84-365C; 1/19/16]  
Treasury Decisions [Vol. 1–101, No. 20468–56557, 1899–1966, all publ.; 78-234A; 1/19/21]  
Treasury Decisions, Internal Revenue [1898–1942; 78-044; 1/19/32]  
IRS—Cumulative Bulletin [1922–98; 79-416; 1/19/40]  
Customs Bulletin [Vol. 1–26, 1976–1986; 78-234B; 1/20/15]  
Dig. Dec. under Customs Revenue Laws [2 vols., publ. 1918, all publ.; 84-366; 1/20/20]  
Dec.1st Comptroller of the Treasury [Vol. 1–7, 1880–94, all publ.; 80-505; 1/20/26]  
Dec. 2nd Comptroller of the Treasury [Vol. 1–4, 1817–94, all publ.; 90-418; 1/20/31]  
Comptroller of the Treasury Dec. [Vol. 1–27, 1894–1921, all publ.; 78-212; 1/20/38]  
Dig. Dec. Comptroller of the Treasury [1894–1920, all publ.; 90-373; 1/20/42]

***Independent Agencies and Government Corporations*** (In alphabetical order by entity)

Civil Aeronautics Board Repts. [Vol. 1–75, 1939–78, all publ.;78-204+ dig.=78-205; 1/22/48]  
Civil Service Commission Dec. (Hatch Act) [1 vol. in 2 parts, all publ.; 84-110; 1/23/18]  
Civil Rights Commission Repts. [Books 1–6, all publ.; 81-205; 1/23/25]  
Environmental Protection Agency, Admin. Dec. [Vol. 1–7, 1972–97 ; 97-300; 1/24/03]  
Federal Communication Comm. Repts. (1st Ser.) [Vol. 1–45, 1934–65, all publ. 78-216; 1/24/25]  
Federal Communication Comm. Repts. (2nd Ser.) [V. 1–104, 1965–86 & Ind., all p.; 78-217; 1/24/25]  
Federal Labor Relations Council Dec. [Vol. 1–6, 1970–78, all publ.; 80-507; 1/25/37]  
Federal Maritime Commission Dec. [Vol. 1–27, 1919–85, all publ.?.; 78-024; 1/26/04]  
Federal Mine Safety & Health Review Comm. Dec. [Vol. 1–18, 1979–96; 82-601; 1/26/23]  
Federal Power Commission Dec. [Vol. 1–58, 1931–77; 78-060; 1/26/30]

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Federal Reserve Bulletin [Vol. 1–69, 1915–83; 81-225; 1/26/40]  
Federal Trade Commission Dec. [Vol. 1–124, 1915–97; 78-028; 1/26/46]  
Federal Trade Commission, Statutes & Court Dec. [Vol. 1–16, 1914–82; 81-226; 1/27/05]  
Foreign Claims Settlement Commission Dec. [2 books, covers 1949–1977, all publ.; 94-356B; 1/27/12]  
Interstate Commerce Commission Repts. [1st & 2nd Ser., Vol. 1–367 & 1–10; 78-220; 1/27/23]  
Interstate Commerce Commis., Motor Carrier Cas. [V. 1–133, 1936–86, all p.?.; 78-224A; 1/27/31]  
Interstate Commerce Commis., Valuation Repts. [Vol. 22–57, 1929–64, all publ.?.; 78-228; 1/27/35]  
Merit Systems Protection Board Dec. [Vol. 1–13, 1979–83, all publ.; 83-500; 1/27/49]  
National Labor Board Dec. [Aug. 1933 to July 1934, 2 books; 81-234; 1/27/55]  
National Labor Relations Board Dec. [Vol. 1–325, 1935–98 ; 78-208; 1/28/01]  
National Transportation Safety Board Dec. [Vol. 1–2, Apr. 1967 to Dec. 1976, all p.?.; 81-235; 1/28/51]  
Atomic Energy Commission Reports [Vol. 1–8, 1956–75, all publ.; 80-499; 1/29/03]  
Nuclear Regulatory Commission Ops. [Vol. 1–22,1975–85, & for July '87–Dec. '98 ; 80-512; 1/29/11]  
Occupational Safety & Health Rev. Comm. Dec. [Vol. 1–20, 1971–75, all publ.; 79-414; 1/29/43]  
Railroad Labor Board Dec. [Vol. 1–7, 1920–26, all publ.; 81-239; 1/29/49]  
Securities & Exchange Comm. Dec. [Vol. 1–52, 1934–97; 78-224B; 1/29/55]  
S.E.C. Docket [Vol. 1–23, #17, 1973–1981; 80-517; 1/30/46]

Subversive Activities Control Bd. Repts. [1950–56, 4 books + Index/Digest, all publ.; 81-242; 1/31/18]  
Solicitor of the Post Office Opinions [v. 1–9, 1871–1951, all publ.; 81-237; 1/31/24]

## US Federal, Judicial Branch

United States Supreme Court Reports, Official [Vol. 1–522, 1790–1997 ; 78-050; 1/32/23]  
United States Supreme Court Journal [annuals for 1892-2000; 81-425; 1/32/38]  
The Federal Cases [Vol. 1–30+digests, all publ.; 78-054; 1/33/07]  
United States Court of Claims Repts. [Vol. 1–16 & 1–231, 1855–1982, all publ.; 78-068; 1/33/23]  
United States Court of Customs & Patent Appeals [Vol. 1–69, 1919–1982, all publ.; 78-082; 1/33/33]  
Court of Appeals for the Federal Circuit [Vol. 1–13, 1982–1995 ; 88-010; 1/33/45]  
United States Customs Court Repts. [Vol. 1–85, 1939–1980, all publ.; 78-058; 1/34/01]  
United States Court of International Trade [Vol. 1–23, 1980–1999; 78-058B; 1/34/09]  
Board of Tax Appeals Repts. [Vol. 1–47, 1924–1942, all publ.; 79-420; 1/34/14]  
United States Tax Court Repts. [Vol. 1–112, 1942–1999; 79-418; 1/34/18]  
Extraterritorial Cases; The U.S. District Court for China, 1844–1924 [2 vols., all publ.; 81-483; 1/34/23]  
United States Commerce Court Opinions [Vol. 1–2, 1911–13, all publ.; 84-122; 1/34/27]  
District of Columbia Appeals Cases, 1893–1919 [Vol. 1–48, 1893–1919, all offered; 81-481; 1/34/31]  
Judges of the United States, 1st ed. [1 vol., publ. 1980; 95-013A; 1/38/55]  
Judges of the United States, 2nd ed. [1 vol., publ. 1983; 95-013B; 1/38/57]

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## Appendix # 2

### The Emerging *LLMC-Digital* Community

**Alameda** CntyLL (CA), U. **Alberta** LSL (Can.), **Allegheny** CntyLL (PA), **Appalachian** LSL, U. **Arizona** LSL, **Arnold-Porter** (DC), **Auburn** UL,\* **Ave Maria** LSL, **Baylor** ULSL, **Boston** CoI.LSL, **Bracewell-Patterson** (Houston),\* **Brigham Young** ULSL,\* U. **British Columbia** LSL(Can.), **Brooklyn** LSL, **Broome** CntyLL (NY),\* U. **Calgary** LSL (Can.), **Calif. Ct. Apps.** (Los Angeles),\* **California Western** LSL, UC-**Berkeley** LSL, **UCLA** LSL, **USC** LSL, Nat. Lib. of **Canada** (Ottawa),\* **Capital** ULSL, **Caplin-Drysdale** (DC),\* **Catholic** ULSL,\* U. **Chicago** LSL, **Chicago-Kent** LSL, **Cleveland** LLAssn. (OH),\* **Columbia** ULSL, U. **Connecticut** LSL, **Connecticut** StLL,\* **Contra Costa** CntyLL (CA),\* **Thomas Cooley** LSL,\* **Cornell** ULSL, **Covington-Burling** (DC), **Creighton** ULSL, **Dalhousie** ULSL, **DePaul** ULSL, U. **Detroit Mercy** LSL, PA St.U., **Dickinson** LSL, **Duke** ULSL,\* **Duquesne** ULSL, **Emory** ULSL, U. **Florida** LSL, **Florida Coastal** LSL, **Florida St.** LSL, **Fordham** ULSL, **Franklin Pierce** LSL,\* **George Mason** ULSL, **Georgetown** ULSL,

**George Washington** ULSL, U. **Georgia** LSL, **Gibson-Dunn-Crutcher** (L.A.), **Golden Gate** ULSL,\* **Harris** Cnty.LL (TX),\* **Harvard** ULSL, **Hamline** ULSL, U. **Hawaii** LSL, **Wm. S. Hein. Co.** (Buffalo),\* **Hogan-Hartson** (DC), U. **Houston** LSL, U. **Idaho** LSL,\* **Inst. of Adv. Legal Studies** LL (U-London-UK), U. **Illinois** LSL,\* U. **Indiana** LSL



(Bloomington), U.**Indiana** LSL (Indianapolis), U.**Iowa** LSL, **Jenkins** MLL, (Phil.), **John Marshall** LSL (Atlanta), **Jones-Day-Reavis-Pogue** (DC),\* **Kern** Cnty.LL (CA),\* **Kramer-Levin-Naftalis-Franklin** (NYC), U.**LaVerne** LSL, **Los Angeles** CntyLL (CA), **Louisiana** StLL, **Louisiana St.** ULSL, U.**Louisville** LSL, **Loyola/Chi.** LSL, **Loyola/L.A.** LSL, **McGuire-Woods** (Richmond, VA), **Marquette** ULSL, U.**Maryland** LSL, **Mercer** ULSL, U.**Miami** LSL, **Michigan** StLL, U.**Michigan** LSL, **Michigan St.** U.-Detroit Col.LSL, U.**Minnesota** LSL, **Mississippi** Col.LSL, U.**Missouri-Columbia** LSL,\* U.**Missouri-Kansas City** LSL, **Montana** StLL, U.**Montana** LSL,\* U.**Nebraska** LSL, U.**New Brunswick** LSL (Can.), **New Mexico** Sup.Ct.LL\*, **NY App. Div.** LL (Rochester), **NY Law Sch.** LSL, **NYU** LSL, **CUNY** LSL, **SUNY-Buffalo** LSL, U.**North Dakota** LSL, **Northeastern** ULSL, **Northern Kentucky**-Chase Col. LSL, **Northern Michigan** UL (Marquette),\* **Northwestern** LSL (OR), **Northwestern** ULSL (Chi.), **Notre Dame** ULSL, **Nova Southeastern** ULSL, **Oakland** CntyLL (CA),\* **Ohio St.** ULSL, **Ohio** Sup.Ct.Lib.,\* **Oklahoma City** ULSL, U.**Oklahoma** LSL,\* **Orange** CntyLL (CA), U.**Oregon** LSL, **Oxford** U.BodleianLL,\* **Pace** ULSL, U.**Pennsylvania** LSL,\* **Pepperdine** ULSL, **Phoenix** Super.Ct.Lib., U.**Pittsburg** LSL, **Princeton** UL, **Queen's** ULSL (Can.), **Quinnipiac** ULSL, **Ramsey** CntyLL (MN), U.**Richmond** LSL, **Riverside** CntyLL (CA), **Roanoke** LL (VA),\* **Rutgers-Camden** ULSL, **Rutgers-Newark** ULSL,

**San Bernadino** CntyLL (CA), **San Diego** CntyLL (CA), U.**San Diego** LSL, U.**San Francisco** LSL, **Santa Clara** CntyLL (CA), U.**Santa Clara** LSL, **St. Mary's** ULSL,\* **St. John's** ULSL, **St. Louis** CntyLL (MO), **St. Louis** ULSL, **St. Thomas** ULSL (FL), **St. Thomas** ULSL (MN), **Schwab-Williamson-Wyatt** (Port.OR), **Seton Hall** ULSL, c.**Shields III**, Esq. (Mechanicsburg-PA), **Southwestern** ULSL, **Stanford** ULSL, **Stetson** ULSL, **Suffolk** ULSL, **Syracuse** ULSL, U.**Tennessee** LSL, U.**Texas** LSL (Austin), **Texas Tech** ULSL, **Texas Wesleyan** LSL, U.**Toronto** LSL (Can.),\* **Torys LLP** (Can.),\* **Thomas Jefferson** LSL, **Touro** LSL, **Tulane** ULSL, US **Library of Congress**, US **Army JAG Sch.** LL, US **Dept. Veterans Affairs** LL,\* US **Supreme Ct.** LL,

US **1st Cir.** Ct.Apps.Libs., US **2nd Cir.** Ct.Apps.Libs., US **3rd Cir.** Ct.Apps.Libs., US **4th Cir.** Ct.Apps.Libs., US **5th Cir.** Ct.Apps.Libs., US **6th Cir.** Ct.Apps.Libs., US **7th Cir.** Ct.Apps.Libs., US

**8th Cir.** Ct.Apps.Libs., US **9th Cir.** Ct.Apps.Libs., US **10th Cir.** Ct.Apps.Libs., US **11th Cir.** Ct.Apps.Libs., US **DC Cir.** Ct.Apps.Libs., US Ct.Apps. **Fed. Cir.**.Lib.,\* **U S Tax Ct.** LL,\* **Upper Canada Law Soc.** LL (Can.), **Valparaiso** ULSL, **Vanderbilt** ULSL,\* U.**Victoria** LSL (Can.), U.**Virginia** LSL\*, **Wake Forest** ULSL\*, U.**Washington** LSL (Seattle), **Washington** ULSL (St. Louis), **Washington & Lee** ULSL, **Wayne State** ULSL, **Whittier** Col.LSL, **Wiggin-Dana** (N.HavenCT), **Willamette** ULSL, Col.**William & Mary** LSL, **William Mitchell** Col.LSL,\* **Wiley-Rein-Fielding** (DC),\* **Willkie-Farr-Gallagher** (NY), U.**Windsor** LSL (Can.), **Wisconsin** StLL, U.**Wisconsin** LSL, U.**Wyoming** LSL, **Yale** ULSL, **Yeshiva** ULSL,\* **York** ULSL (Can.)

Text of Cover Letter

Dear Colleague: 11 August 03

Greetings, I attach for your possible interest the inaugural issue of our new publication: *The LLMC-Digital Newsletter*. This periodical will be issued in the future on an as-needed basis to provide *LLMC-Digital* sub-scribers and other interested parties with methodical notification of matters pertinent to the site and its management.

We know that many libraries are still mulling their decision relative to Charter Membership in our groundbreaking digital project. So, to avoid leaving anyone out, copies of this first issue of the Newsletter are being sent to all members of AALL and selected CALL, BIALL and other non-U.S. librarians. Once the identity of the Charter Membership community is fixed, member libraries will be asked to provide a list of staff members wishing to have future issues directed to them personally, either in paper or electronically.

Should they desire, other interested parties can track future issues of *The LLMC-Digital Newsletter* by occasionally consulting LLMC's main service website ([www.llmc.com](http://www.llmc.com)), where the full run of back issues will be archived.

Thank you so much for your interest.

Best wishes,

Jerry Dupont

Executive Director

Attachment:

a.) *The LLMC-Digital Newsletter*, Issue No. 1

b.) On reverse of this sheet: Hints for navigating the demo site

Text of Reverse Side of Cover Letter

## **This just in —**

Our partners at the University of Michigan, the folks who are developing the web site interface for *LLMC-Digital*, are working on a set of helps and hints for its effective use. Their full list will be published in the next issue of *The LLMC-Digital Newsletter*. In the meantime, the preliminary list is provided here for possible aid in navigating the demo site.

## **Hints for Navigating the *LLMC-Digital* Demo Site**

(URL = <http://ets.umdl.umich.edu/llmc>; user name = llmcdemo; password = d!g!tal)

a.) Use the bookbag feature to collect records of interest as you search or browse, by clicking the "add to bookbag" link. Click "view bookbag" to view the saved records. You can also search within those collected records, email or download the contents, and link directly to an item.

b.) The PDF view is usually best for printing. Simply change the "view page as:" pull-down to "PDF" and click the printer icon on the PDF toolbar (or use your browser's print function).

c.) Your searches are automatically saved during each session. To invoke a previous search, click "Search History" in the navigation bar and select the past search you'd like to perform again.

d.) If you have a specific item that you're looking for, you may want to use the "Bibliography" search option, which allows you to enter up to 3 search terms in the title, author, or citation fields.

e.) Use an asterisk (\*) at the end of a truncated search term to find variations of the word. For example, "operat\*" would find operate, operating, operation, etc. (Note: the wildcard character cannot be used to search alternative letters within a word. For example, you cannot find "women" or "woman" by searching "wom\*n".)

f.) A quick way to determine whether a particular title is in the online collection is to go to the Basic (default) search, change the pull-down list from "full text" to "title", and enter a key word from the title—for example, "maritime"; this will bring up a list of all works in the collection with "maritime" in the title.

g.) You can choose to search within a particular collection, or across all (or some) of the collections. To search within a particular collection, simply click the "Search" link next to that collection's name on the "LLMC Digital: Collection Home" page. To search more than one collection at the same time, click the "Search" link next to "LLMC Combined Collections" and then use the checkboxes at the bottom of the search page to designate the collections within which you wish to search.

h.) If all else fails, the "Help" link on the navigation bar contains extensive instructions and explanations; if you have a question about a feature or how to search the collections, chances are very good you'll find the answer here.