

## Welcome to INFO 548



**Jane Treadwell**

My name is Jane Treadwell and I am the course co-ordinator for INFO 548, Law Librarianship. While the course sessions are presented by me, several of my law librarian colleagues practising throughout New Zealand have contributed to the module notes.

All authors who wrote the original modules, which have been amended and updated for 2006 by Amanda Cole, are identified at the beginning of the module/s for which they are responsible.

Currently, I am the Managing Director of Know Where Consulting, an information and knowledge management consultancy based in Auckland. Most of my professional career has been involved in the management, organisation and strategic use of information in law firms, the government and corporate sectors.

I began working in libraries in 1978 at Dunedin Public Library, first while still at school and then when studying for a BA/LLB at the University of Otago. My law library career began in 1986 when I joined Russell McVeagh's Auckland office, and in 1992 I moved to a sole charge position at McElroys, a boutique law firm specialising in insurance litigation and maritime law. During this time I also graduated with a Diploma in Library and Information Studies, being one of the members of the first ever 'Distance Diploma' class.

In 1996, I established the Nicholson Library, providing independent information and research services to the Refugee Status Branch of the New Zealand Immigration Service and to the Refugee Status Appeals Authority. In 1997, I established Know Where and began offering an independent library and information management consultancy to clients in law firms, other professional service firms, the corporate sector, and local and central government in NZ and Australia. Committed to professional development, I was Course Co-ordinator for INFO 548 Law Librarianship during 2000 and 2004. I have also held roles on LIANZA and NZ Law Librarians Association (NZLLA) regional committees, as well as having been a Past President of the NZLLA, and a member of the organising committees for Legal Information Symposiums 1998 and 2004.

Law Librarianship is a very exciting field of librarianship in which to practice. This course is just a beginning — it takes many years of practice to excel in law librarianship — but for me there is nothing more satisfying than providing the right piece of information, at the right time, that truly makes the difference. Always strive for excellence and continuous improvement, both in personal development and in the service you offer; be proactive; know your users and their work, the pressures they operate under, and become critical to their success. Their success is your success. Become an integral and essential part of the team in your firms, academic institutions and law societies. I wish you luck, and hope that by the end of this course you will be filled with enthusiasm to give it a go.

If you have any questions about the academic material or content of the course, you can **contact** me as follows:

**Email:** [jane.treadwell@knowwhere.co.nz](mailto:jane.treadwell@knowwhere.co.nz)

**Telephone:** 09 529 2132 (work) 021 595 078 (mobile)

**Fax:** 09 529 2131

If I am unavailable when you phone, please leave a message with the Administration Office on (04) 463 5103, or 0800 11 62 99 (for students calling from outside Wellington).

Assignments should *not* be sent to the above address; see the details under ‘Assessment’ below. Non-assignment material being delivered by courier or in person should go to the SIM Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of Wellington.

## *Course description*

INFO 548 is designed as an introduction to the practice of law librarianship for LIM students; or for working librarians with little or no knowledge of law libraries, but who are interested in exploring the field; or for those who have been working in a law library for a short time and need a framework to organise the new knowledge they are acquiring.

While the course is designed as a complete overview, it divides effectively into three parts.

**Modules 1–2** give a framework for the course, and the practice of law librarianship. Modules 1 and 2 provide an introduction to the structure of the New Zealand legal system and a broad overview of law itself — how law is categorised and how the major subject areas interrelate, and terminology common to law. The time frame available does not allow us to do more than broadly sketch outlines, but what we hope to give you is a feel for the structure of the material you will encounter in a law library.

**Modules 3–6** describe the materials you will be working with: primary materials such as statutes and law reports, and secondary sources such as encyclopaedias, digests, and journals. We shall examine the key reference tools needed to assist you to answer research questions and teach you how to use them effectively. The research model developed for New Zealand materials, both in paper and electronic formats, will be applied to other jurisdictions.

**Modules 7–12** discuss the day-to-day issues of running a law library, and the pivotal role law librarians can play in their organisation through hot topics and managing their organisation's knowledge and information. We will also touch on how to contribute professionally to the bottom line of your organisation, and the future of law librarianship in its relationship to law and lawyers.

### **Special requirements: access to reference tools**

In your preparation for the weekly sessions and the assignments, you will need to consult specialised legal reference tools. Most of you will be in a city with a university or polytechnic, and you should be able to find all of the resources you will need to consult — paper and electronic — in their law libraries. I would advise you to contact the Law Librarians concerned as soon as possible, to ensure that you can access their materials when required. If anyone has difficulty finding a law library they can use, please let me know. An increasing amount of legal material is also now available online, with access to resources provided via Blackboard and also the VUW Library's Online services.

Occasionally, we shall make arrangements to supply isolated students with materials being studied, but mostly the onus will be on you. If you find that the sources you need to access are not available — i.e. not held by any library in your locality — please contact the Administration Office, who will endeavour to get the material to you before the relevant weekly session.

All students registered as Victoria University of Wellington (VUW) students can access key electronic legal databases such as CCH, LexisNexis, The Knowledge Basket, Thomson Brookers (NZ), and LegalTrac through the VUW Library homepage via the Internet. To access these databases from locations external to the campus — i.e. home or work — you will need to contact the Student Computing Services to talk you through the process.

## *Learning objectives*

By the end of the INFO 548 course, students should have an understanding of:

1. The sources and structures of the New Zealand legal system, and how they relate to other Commonwealth jurisdictions.
2. The structural framework of the law, and how topic areas relate to each other.
3. The range of primary and secondary materials, together with most of the key reference tools used in law libraries, and how to use these materials in both paper and electronic formats for New Zealand.
4. How to apply the research model developed for New Zealand legal research to other jurisdictions.
5. Management and professional issues relevant to the effective operation of law libraries. This includes the importance of an awareness of high profile issues; i.e. hot topics in the law and law librarianship.

## *Course resources*

The course material for INFO 548 includes: this course information section (in which the contents of the INFO 548 course are discussed along with course-specific administrative information and Internet conference or internal session details); and a CD-ROM containing readings associated with each of the 12 modules. The CD-ROM is augmented with material on the Blackboard website for INFO 548, including a study guide for each module, at

<http://blackboard.vuw.ac.nz>

Within the module course notes, readings are indicated as follows:



**Now read** McDowell, M. and Webb, D. (1998). New Zealand's court system. *The New Zealand Legal System: Structures, Processes and Legal Theory* (2d ed., pp. 235-292). Wellington: Butterworths. (Reading 2)

The reading will be found on the INFO 548 CD-ROM or will be available on the Internet as an online reading. The course notes include a section entitled 'Preparation for the weekly session', and you should make sure that you prepare the work listed in this section before the session for that module. Reading 'Preparation for the weekly session' *before* starting work on the module will help you to use your study time effectively.

Whenever a module, or group of modules, has a bibliography attached as well as selected readings please focus on the selected readings, including the chapters set for the module from the two texts for this course. The selected readings are the bare minimum to engage actively with your fellow students, and get the most from this course. All materials should be easily available from any University library. If you have any difficulty locating materials from these lists, or want further guidance on what to read, please raise it in our weekly sessions or contact me.

Material used in the LIM programmes has been developed over a period of time. As a result, course notes are likely to include new material contributed by the coordinator and staff involved in the current offering of the course, as well as material contributed by staff involved in earlier offerings. Every effort has been made by our academic and editorial staff to ensure that all material is correctly attributed and complies with the University's copyright license obligations. If quoting or referring to material written for the course notes, you should treat it as being contributed anonymously rather than being attributable to the person delivering the particular module in which it appears, unless the authorship is clearly indicated.

In addition, the Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion.

## *Time commitment and workload*

To achieve satisfactory grades, you should not need to spend more than twelve hours per week on INFO 548, including time spent in the weekly session, and you will probably find that particular aspects of the course require less time. Ninety minutes per week will be spent in the weekly session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these *before* the weekly session;
- thinking about the module and taking notes on assigned practical work in preparation for the weekly session; and
- researching and writing assignments.

## *Course schedule*

INFO 548 will be held in the third trimester (6 November-2 February) of the 2006 academic year. There will be no sessions for two weeks during the mid-trimester break (22 December-2 January).

### **Internal students and open learning students**

There will be a joint seminar/Internet conference on Thursdays from 6.45-8.15 p.m.

Please prepare your work *before* the session for which it is required. Advance preparation is required to assist critical thinking, analytical skills, and deep understanding of the material. Since the course is conducted as a series of seminars, in which I hope you will have as much to contribute as I do, it is important that you have done the reading and can bring an informed point of view to class discussions.

## Schedule

Week	Dates	Topic
1	6-10 Nov.	The Legal System: an overview
2	13-17 Nov.	Classification of Law; the legal profession and its terminology
3	20-24 Nov.	Sources of the law – case law
4	27 Nov.- 1 Dec.	Sources of the law – legislation
5	4-8 Dec.	Parliamentary & government information sources
6	11-15 Dec.	Basic reference tools and citation rules
7	18-23 Dec.	Collection management in law libraries
<b>Mid-trimester break (22 December-2 January).</b>		
8	3-5 Jan.	Strategic research thinking
9	8-12 Jan.	Training
10	15-19 Jan.	The basics of knowledge management in a legal environment
11	22-26 Jan.	Law library management
12	29 Jan.-2 Feb.	Professional issues

## *Assessment*

None of the LIM courses has a final examination. This course will be internally assessed, and there will therefore be three assignments due during the trimester.

**Full details, including explanatory notes and criteria, are available under “Assignments” on Blackboard.**

<b>Assignment</b>	<b>Date due</b>	<b>Value</b>	<b>Length</b>
1. Essay	1 Dec. 2006	20%	1500 words max.
2. Research	5 Jan. 2007	20%	1500 words max.
3. Report	26 Jan. 2007	60%	4000 words max.

### **Late assignments**

Assignments submitted or postmarked after they are due will have a 5% penalty imposed per day for each day they are late to a maximum of 4 days. Any assignments received after that will not be marked, unless there are exceptional circumstances and an extension has been granted by the course coordinator.

### **Word count**

All work submitted **MUST** contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.) The penalty for not including your word count or going over the word count will be 5%.

### **Presentation**

Details of the LIM Group’s assignment policy, including presentation, will be found in the *LIM Administration Handbook*. Bear in mind that any statement on penalties for lateness or word length of assignments above supersedes the equivalent statement in the *LIM Administration Handbook*.

### **Plagiarism**

You should read and take heed of the statement on collaboration and plagiarism in the “General VUW information” section below; you *must* acknowledge all sources you use. You are expected to present information in your own words, based on your understanding of the background material you read. ***Any assignment which is extensively plagiarised will receive an automatic fail grade.***



## Submission

Remember to keep a copy of each assignment you send, just in case the original goes astray. Assignments should be submitted as follows:

### Open learning students:

- **Post:** To LIM O.L.—INFO 548, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Courier:** To LIM O.L.—INFO 548, Room 121, Easterfield Building, Kelburn Parade, Wellington.

### Internal students:

- **Post:** To LIM INTERNAL—INFO 548, Library and Information Studies, School of Information Management, Victoria University of Wellington, PO Box 600, Wellington.
- **Deliver:** To the LIM Assignment Box, 1st floor, Easterfield Building. This box is cleared as soon as the Administration Office opens on the morning following the due date. Any late assignments should be delivered to the following address:
- **Courier or late delivery:** To LIM INTERNAL—INFO 548, Room 121, Easterfield Building, Kelburn Parade, Wellington.

## Terms

Terms are the minimum course requirements that must be satisfied in order to earn the right to be assessed for a final grade. Students in INFO 548 are expected to attend all scheduled sessions. Terms will be granted to students who have:

- attended a minimum of 75% of the scheduled Internet conference<sup>1</sup> or seminar sessions;
- submitted the three assignments required for assessment within the time allowable.

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<sup>1</sup> To be considered in attendance at an Internet conference session, an open learning student must be able to contribute orally to the session using the Internet conferencing software; that is, the student must have a working microphone attached to his or her computer making it possible to respond to questions, and to contribute ideas orally.

## *Prescribed texts*

Morag McDowell and Duncan Webb. *The New Zealand Legal System : Structures, Processes And Legal Theory*, 4th ed. (Wellington: LexisNexis Butterworths, 2006). ISBN: 0408718390. The price (including student discount) is approximately \$83.25.

Margaret Greville, Scott Davidson, Richard Scragg. *Legal Research and Writing in New Zealand*, 2d ed. (Wellington: LexisNexis, 2004). ISBN: 0408716908. The price (including student discount) is approximately \$84.95

### **Recommended reading (additional and not compulsory)**

R. D. Mulholland. *Introduction to the New Zealand Legal System*, 10th ed. (Wellington: Butterworths, 2001). ISBN: 0408716339

Philippa Gerbic and Martin Lawrence. *Understanding Commercial Law*, 5th ed. (Wellington: Butterworths NZ, 2003). ISBN: 0408717149

### **Ordering the text**

The prescribed texts are available from Vic Books, PO Box 12-337 (or c/- Students' Union Building), Wellington, ph. (04) 463 5515 or freephone 0800 370 370, fax (04) 471 2124, email [vuwtexts@vicbooks.co.nz](mailto:vuwtexts@vicbooks.co.nz).

Please give the details of the book(s) you want, your delivery address, and your daytime phone number. If you have a credit card, you can also give your credit card number and expiry date, and the book will be sent to you directly. Otherwise, once your order is placed, you will be asked to send a cheque for the book(s) and postage. There is an \$8.00 handling and delivery charge. It is also possible to order texts through the Vic Books' online book ordering service at

[http://www.vicbooks.co.nz/cms\\_display.php](http://www.vicbooks.co.nz/cms_display.php)

## *Online information*

In addition to material on the CD-ROM, you will be required to use the online resources for this course that are available in the School's Blackboard online learning environment:

<http://blackboard.vuw.ac.nz/>

The Blackboard environment will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages and coursenotes in conjunction with the material on your CD-ROM. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

[scs-help@vuw.ac.nz](mailto:scs-help@vuw.ac.nz)

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

### **Internet conferencing**

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Windows XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the “Getting Started” information) at

<http://www.sim.vuw.ac.nz/conferencing/>

There is also an ‘Internet Conferencing’ button linking to this page in Blackboard.

*Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room.* Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a “waiting room” if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times. For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

### **LIM Students email list**

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

To subscribe: send an email to

[lim-students-subscribe@vuw.ac.nz](mailto:lim-students-subscribe@vuw.ac.nz)

To unsubscribe: send an email to

[lim-students-off@vuw.ac.nz](mailto:lim-students-off@vuw.ac.nz)

*No text in the body or subject line is required.*

You will be sent a confirmation email, and must confirm the operation by clicking **reply** and **send**. You will then receive a welcome or goodbye email to confirm the operation.

### **Changing your e-mail address**

If you change email addresses, you must unsubscribe from `lim-students` and re-subscribe with your new email address, following the instructions outlined previously.

## *General University information*

### **Faculty of Commerce and Administration Offices**

#### Railway West Wing (RWW) - FCA Student and Academic Services Office

The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

#### Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

### **General University Policies and Statutes**

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at [www.vuw.ac.nz](http://www.vuw.ac.nz).

### **Student and Staff Conduct**

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at [www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct). The Policy on Staff Conduct can be found on the VUW website at [www.vuw.ac.nz/policy/staffconduct](http://www.vuw.ac.nz/policy/staffconduct).

### **Academic Grievances**

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website at <http://www.vuw.ac.nz/policy/academicgrievances>.

### **Academic Integrity and Plagiarism**

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

*The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

*Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.*

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website at [www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).

### **Students with Impairments**

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz). The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

### **Student Support**

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International. In addition, the Student Services Group (email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz)) is available to provide a variety of support and services. Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/).

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and Faculty delegates. The Education Office (tel. 04 463 6983 or 04 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz)) is located on the ground floor, Student Union Building.

### **Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)**

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta  
 Manaaki Pihipihinga Coordinator  
 Room 210, Level 2  
 Railway West Wing  
 Tel. (04) 463 8997  
 Email: [Puawai.Wereta@vuw.ac.nz](mailto:Puawai.Wereta@vuw.ac.nz)

Fa'aoi Seiuli  
 Pacific Support Coordinator  
 Room 109 B  
 14 Kelburn Parade  
 Tel. (04) 463 5842  
 Email: [Faafoi.Seiuli@vuw.ac.nz](mailto:Faafoi.Seiuli@vuw.ac.nz)

The Pacific Support Coordinator is also available on the Pipitea Campus, Room 212, Level 2, Railway West Wing, every Thursday, 1-4pm. No appointment is necessary. You can either come in, email or phone with any issue that you need help with. Fa'afoi links Pacific students to the services and support they need while studying at Victoria.