



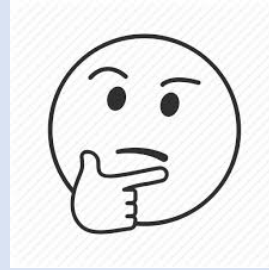
Create It and They Will Join

Establishing an Alumni Services and Resources Program at the Law Library

Donna Ertin, Head of Access Services, Judge Ben C. Green Law Library at CWRU

THE IDEA

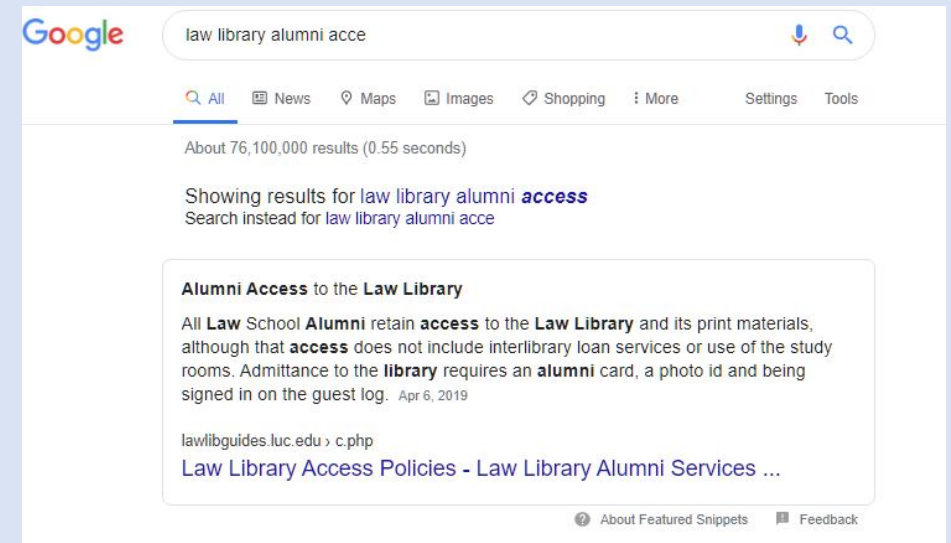
Our access services department first thought about offering services to law alumni in 2007.



The university library had a fee based program with 2 levels of membership offered.



We thought more about it in 2011 and did research to see which law libraries were offering alumni services and what they were offering and if they were fee-based.



Four Years later...

- In 2015 the law library created a strategic planning committee, its first task was to create a document which included project management initiatives.

Services: Goal 2

Explore ways of providing library services to those outside the walls of the library ranging from collaborating with the various law school departments, the University libraries, to looking at law school alumni services.

Objectives

- ▢ Serv(2)(A) Alumni Services. Create URL for Alumni borrowing privileges and HeinOnline Access.

From Idea to Project

I was assigned to be the project manager and with everyone on board--the library director, IT, the ERM librarian, the University library and a project team I started to think we could make it happen



Goals and Priorities

PART 1 (website)

Obtain HeinOnline access for Alumni

Create an Imodule page for access to HeinOnline for Alumni

Write up the language for the page

Create an application form



Alumni & Guests

Alumni Services

Graduates of our Law School are welcome to visit and use the library. Although the Law School's entrances are locked after 6:30 p.m. weekdays and all day on weekends, the library remains open to the public. A security guard on duty is available to provide access.

Access to Premier Online Research Tools for Recent Graduates

If you are a recent graduate who has not yet taken the bar, you may continue to access Lexis, Bloomberg and Computer-Assisted Legal Instruction resources (CALI) for an additional six months. As of May 2017, recent graduates will have 18-months of access to Westlaw and Practice Ready Premier products. [View more information about alumni access to these services.](#)

Library Cards and Databases for Alumni

Alumni may apply for a library card and use an active CWRU username and password to access select research databases. After receiving your card these resources are available to you at any time.

[Online Application for an Alumni Library Card](#)

CONTACT INFO
The Judge Ben C. Green Law Library 11075 East Boulevard Cleveland, OH 44106 Circulation Desk: 216.368.2792 lawcirculation@case.edu Reference Desk: 216.368.5206 lawref@case.edu Interlibrary Loan: 216.368.8862



GIVE YOUR
ALUMNI SOMETHING
TO CHEER ABOUT!



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Alumni Library Card

First Name* Last Name*

Last Name at Graduation (if different from above)

Date of Birth*

Email Address*

Address*

City* State Postal Code*

Country if outside The United States

Alternate Address

Alternate City Alternate State Alternate Postal Code

Phone Number

Alternate Phone Number

Graduation Year*

Degree/Major*

- I will use the law library labs
- I will use on-site printing at the law library



PART 2 (Sierra)

Order Alumni borrowing cards


Determine the borrowing parameters.

(up to 10 items from our circulating collection, restrictions apply)

YOUR ORDER WILL BE PROCESSED UPON RECEIPT OF THIS SIGNED PROOF

Start Number	2 9156 30000 001#	Color	SEE PROOF
Quantity	500	Spelling	SEE PROOF
Check Digit	Mod 10	Name / Address	SEE PROOF
Symbology	Codabar A/B		

Signature Panel




I accept responsibility of all due dates and fees incurred for materials borrowed on this card.
Sign this card and present it with a current photo ID.
Alumni cards are non-transferable.




2 9156 30000 0012

Front View




2 9156 30000 0020




2 9156 30000 0038


Rear View




2 9156 30000 0046



2 9156 30000 0053

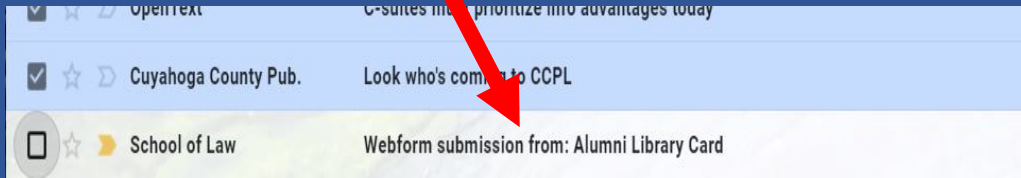


2 9156 30000 0061



2 9156 30000 0079

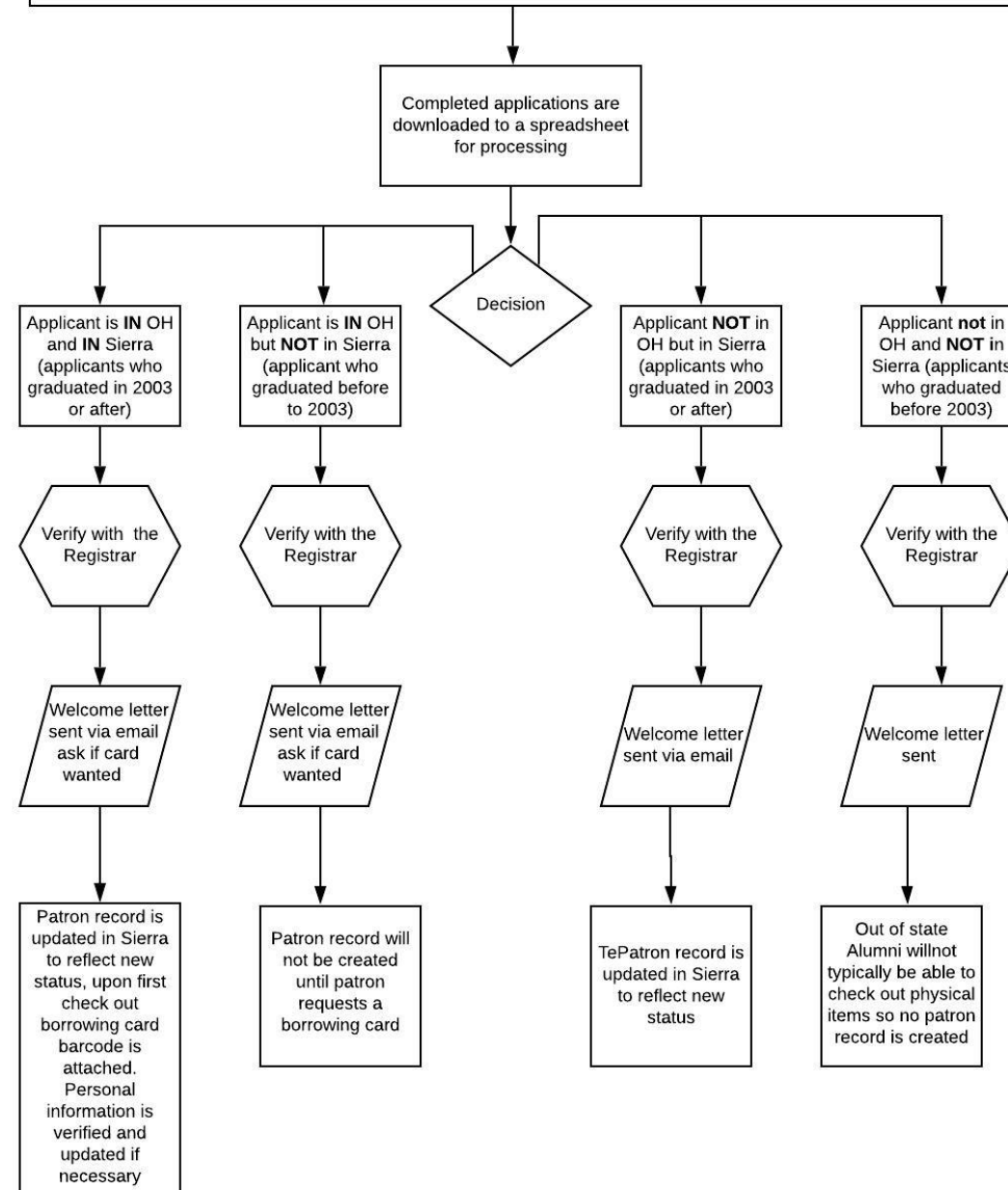
When an application is generated I receive the email and am able to download a list and convert the list to an excel spreadsheet.



New applicants fall into 1 of four categories.

- In OH and IN Sierra
- In OH and NOT IN Sierra
- NOT in OH and IN Sierra
- NOT in OH and NOT in Sierra

Alumni application requests via phone, email or walk in directed toward library website: <http://law.case/Our-School?library/Alumni-Guests> to complete application



New Alumni category 1

New applicants who are in
Sierra and in Ohio:

Their student patron record is updated.

EXP DATE is changed

PCODE2 remains e (law)

PCODE3 changes from law student (52) to
125 (CWRU ALUMNI)

Patron Type becomes 11 (law special
borrower)

x Note

Law Alumni...

EXP DATE	12-31-2025
OHLINK	-
PCODE2	e
PCODE3	125
P TYPE	11

→

x	Law Alumni Class of 2005
x	
b	29156300003305

NEW ALMUNI PATRON RECORD LOOKS LIKE THIS:

Sierra · CWRU and Associated Libraries · Donna Ertin

File Edit View Go Tools Reports Admin Help

sierra

FUNCTION Check Out (Circulation Desk)

Key or Scan Item or Patron Barcode Search

New Save All View Edit Print Close

PATRN NAME	Finch, Atticus	EMAIL	ATTICUSFINCH@LAW.COM
P BARCODE	29156300003305	ADDRESS	100 N. Main St. Suite 300
EXP DATE	12-31-2025		Chagrin Falls , OH 44022
P TYPE	Law Special Borrower		

Check Out 0

Checked-Out Items 0

Holds 0

Fines \$0.00

Check In 0

INN-Reach 0

Check Out [Change Due Date](#)

Barcode	Title	Due Date	Status
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★ **Category 2 Alumni Applicants** (IN OH NOT IN SIERRA)

No patron record created unless they request a borrowing card.

★ **Category 3 Alumni Applicants** (NOT IN OH IN SIERRA)

We will update their patron record to reflect their new status

★ **Category 4 Alumni Applicants** (NOT IN OH NOT IN SIERRA)

No patron record created

CREATING LISTS FROM ALUMNI PATRON INFORMATION

LAW ALUMNI

Store Record Type: PATRON p

Range: Start: p10000008 Stop: p1217077x

Classic

Term	Operator	Type	Field	Condition	Value A	Value B
1		PATRON	PCODE2	equal to	e	
2	AND	PATRON	PCODE3	equal to	125	
3	AND	PATRON	P TYPE	equal to	11	

PATRON PTYPE equal to "11" AND PATRON PTYPE equal to "11"

OK

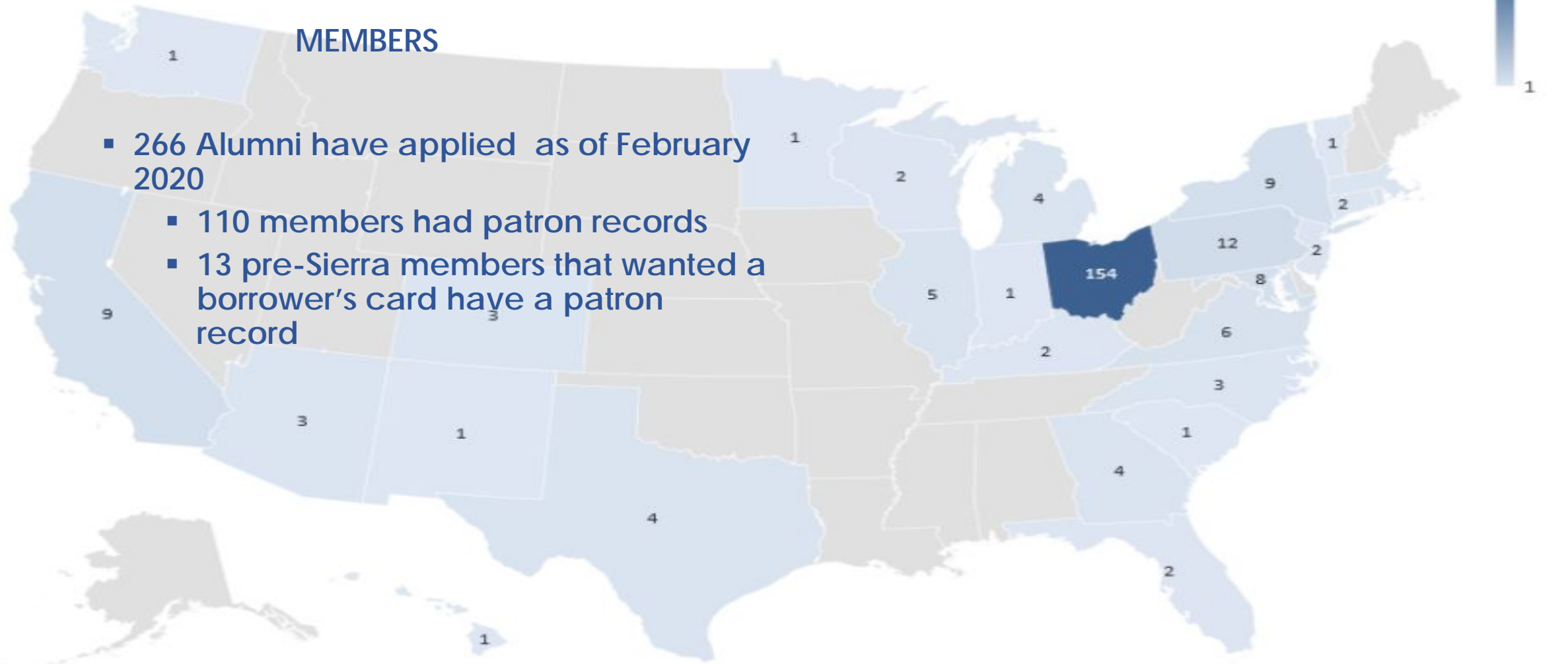
41	alumni	101	1000	p	complete	dme	02-01-2019 12:41PM
78	LAW ALUMNI	123	2500	p	complete	dme	02-18-2020 05:37PM
40	Law Alumni	34	500	p	complete	dme	02-11-2020 11:27AM



HOW WE'RE DOING

MEMBERS

- 266 Alumni have applied as of February 2020
 - 110 members had patron records
 - 13 pre-Sierra members that wanted a borrower's card have a patron record

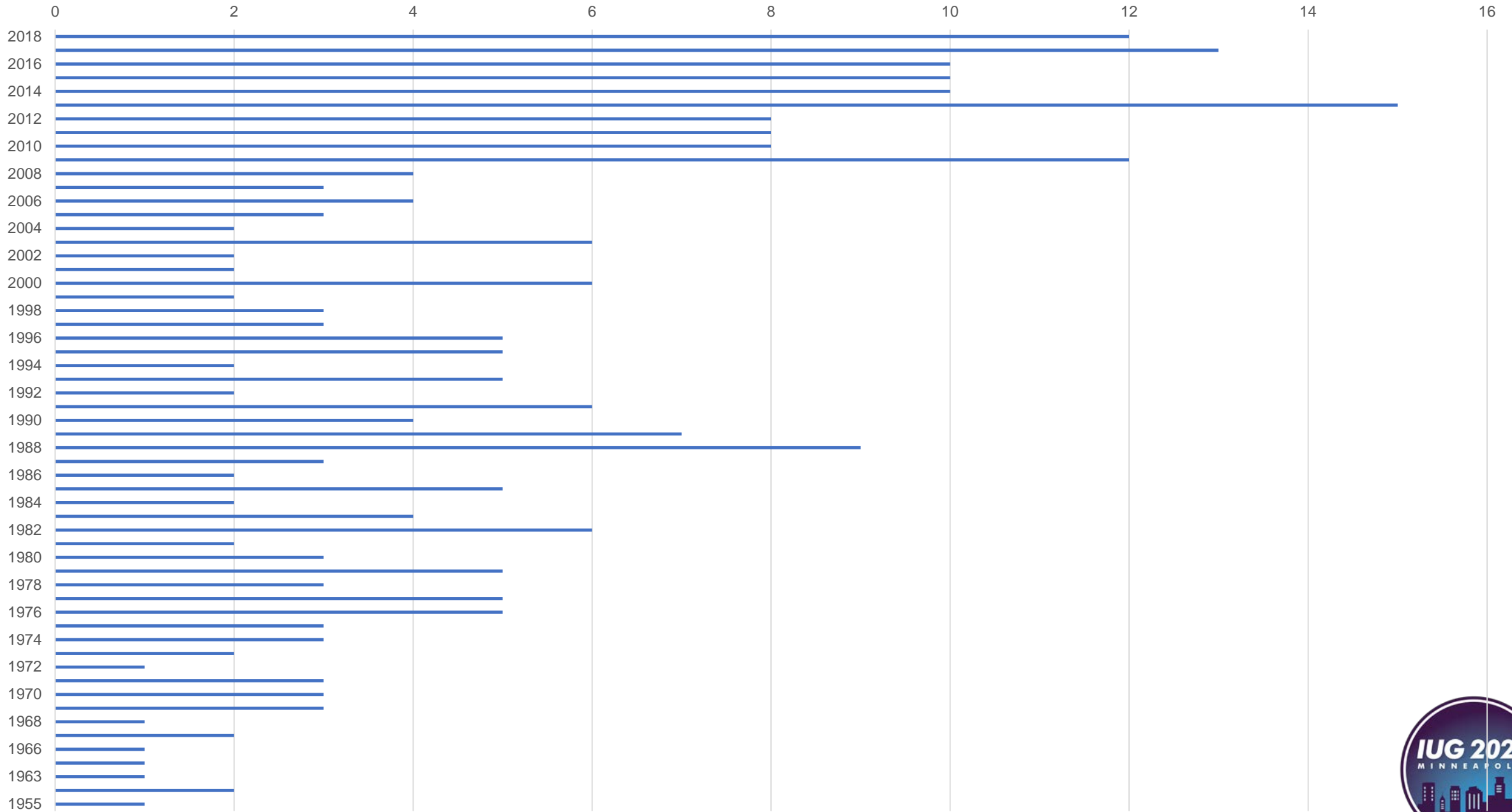


We also have members around the World in:

- China
- Germany
- Israel
- Libya
- Singapore
- UK



Graduation Year



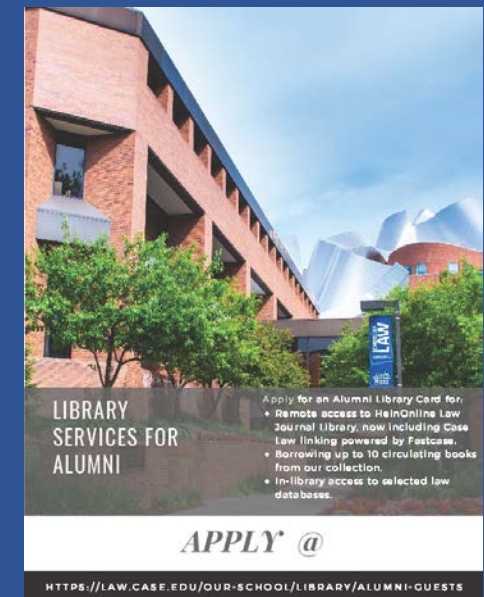
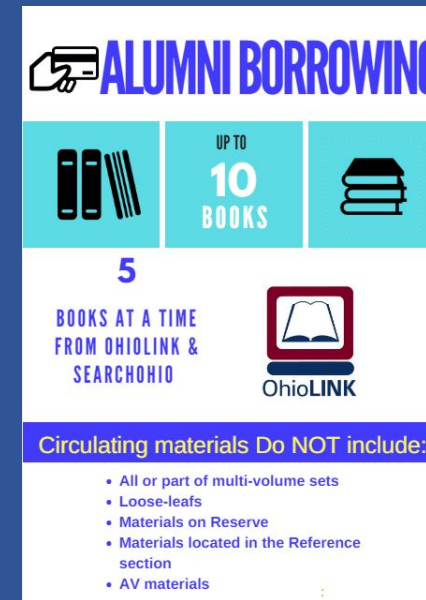
Marketing & Outreach

The law school celebrated 125 years in in 2017, we were asked by the Development Office to send an invitation to the 125th dinner taking place during Homecoming to the Alumni who registered since our beginning-February 2017.



Marketing & Outreach

We created a brochure of services



Signage for the service desks



Business Cards



Marketing & Outreach

Every year the law school holds a Graduation Expo in April – we have a table and we promote our Library Alumni Services.

After 3 years of services this February, we are planning to email out a brief survey to our members



THANK YOU

QUESTIONS



