

defect that may not manifest till later in life?

There are implications for employment - screening potential employees, entry to educational institutions, supplementing IQ tests.

There are numerous insurance problems with medical implications relevant to genetic testing, esp. life and health insurance.

In any event, discrimination will be serious, and we should first find solutions to issues such as racism and HIV, before we will be ready for genetic testing.

In terms of the ethics of genetic research, there are medical benefits versus commercial benefits. Possible fields of genetic research could include sexual orientation, intelligence, deafness and alcoholism. All of these could have unethical uses or discriminatory effects, depending on societal implications.

By 2010 there may be predictive testing for 10 common traits (of diseases) and there could be interventions to reduce risk. Gene therapy might be available. Even General Practitioners might practice some forms of genetic medicine. Access to genetic medicine has so far been inequitable in the world because of its affordability. There needs to be effective legislative solutions to genetic discrimination and privacy.

Since society needs to decide what science can or cannot do, it is vital that the public should be scientifically literate. The popular media should allocate more space to scientific articles and discussion.

Prof Jenkins concluded by recommending Matt Ridley's book called "Nature via Nurture, exploring the interactivity between the environment and genetics", as well as the article: "The Humane Genome Project – does SA have a role to play in it?" by Jenkins, T.

South African Medical Journal, 80, Dec 1991, pg 536-538.

Capturing Legal Know How

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I am responsible for the administration of an electronic legal Know How database. This involves inputting, cataloguing and indexing documents created by lawyers in the course of their work for clients or the law firm. In this article I am going to discuss the differences in the way that lawyers and information professionals approach the job of document storage and retrieval. Topics covered will include how we deal with these problems/challenges (metadata, taxonomies, etc) in addition to the particular document storage and retrieval needs of lawyers and how information professionals adapt to meet them. There will also be a brief discussion of the trend towards hypertext linking to legislation, case reports, articles and internal documents referred to in a document stored on an electronic database.

Challenges for legal information professionals in managing electronic Know How collections in commercial law firms include:

Being aware of the needs of different specialist legal departments in terms of searching in order to make sure that different search options are specified and enabled in the electronic database.

Understanding the features within the electronic database system used to manage Know How materials in order to explain these to the legal professionals using the database and manage their expectations through the provision of training and training materials.

What do lawyers do with Know How?

Legal professionals are very interested in making use of existing relevant information to carry out legal work. A lawyer will quite often want to know if there are any documents that have been created by others within the firm on a similar deal which are available to use as the basis for the work that they are doing. Know How documents include documents relating to deals or transactions, seminars, articles, talks or department bulletins collected for the use of other lawyers within the firm. They may contain information on how a deal was done or should be done, the current state of the law for a particular topic, guidelines on what elements need to be considered when undertaking certain legal work for a client, issues that need to be considered during the deal process.

Where do lawyers find their firm's Know How?

It is sometimes difficult to find Know How because the document that would help another lawyer may well exist but the lawyer who has created it is too busy fee earning to stop and pass the document along to be catalogued as a Know How document.

When documents are created in house they will be available on the document management system, but to make them useful to others in the firm they need to have records that describe them by title, date, keyword or abstract. The point of a Know How collection is to collect and make available, in a systematic manner, documents that may inform or be the basis of work carried out by another lawyer. Collecting these documents into a hard copy file and/or within an electronic database should mean that the information is accessible and searchable.

How does Know How get into the Know How database?

The challenge for legal information professionals is to make the submission process for Know How documents as simple as possible and to ensure that it will not interfere with the business of fee earning. This means that there need to be clear procedures and clever use of automation to ensure that things can be done by the lawyer at the click of a button, with the minimum of paper work or time spent forwarding the document.

Working with Professional Support Lawyers

Many commercial law firms employ Professional Support Lawyers (PSLs) to manage, collate and add legal value to Know How collections. They are often responsible for the development of Know How including drafting legal precedents/standard legal documents and updating a particular practice area on current legal developments. PSLs understand the legal value of different types of legal information and information professionals understand how to classify and organise Know How systematically in order to facilitate searching and retrieval. In my firm the PSLs are the contact point for Know How submissions, so that they can assess the quality and reusability of any Know How to other lawyers within their department and the rest of the firm. The Knowledge Management department works very closely with the PSLs in order to catalogue/index Know How

and externally sourced information relevant to the various legal practices within the firm.

Know How records, documents and titles

One of the simplest ways of cataloguing the information is to create an index for the Know How file listing all the documents that are in the file. However when something is for specialist use, it may be described by a very descriptive title in the file index, but the document itself may not actually have a very useful title. For example, if it is a letter, the actual title or heading of the letter may be "Re: Alderman Street". The descriptive title might be "Letter requesting renewal of lease". If the record sheet from the lawyer submitting the document details gives the title as "Letter requesting renewal of lease" and this letter is only available in hard copy, when someone goes to look in the Know How file for a document with this title they will not find it.

The important thing for maximising usability and retrievability is to provide a variety of access points to the underlying document described by a record. This enables the subject experts, trainee lawyers, secretaries or other support staff to search for relevant material in the manner, which is most appropriate for their particular needs. This includes the ability to search by author, by title, by abstract, by date etc.

Lawyers collect Know How information to help them in a specialist area. The legal information professional wants to make sure that other lawyers not necessarily within the department that produced the document will be able to search for and find the information.

Retrospective cataloguing of Know How materials collected over a long period of time can be very challenging. Records may well exist for most of the items in the collection but do the records really reflect the information that the documents present at face value? Does the record Seminar

Papers from the "Eastern European Conference on Insurance", refer to the bundle of documents which have the title "Insurance: Polish and Czechoslovakian legal perspectives"? This is why it is important to have agreed standards for document description.

Providing different points of Know How access to facilitate retrieval

In a law firm there may be many specialist collections very important to the department that created and collated them but also with the potential to be useful to others outside that department. When documents are collated/collected or indexed/described with specialist access only in mind it is difficult for a non-specialist to identify or search for what may be of relevance to them. This is because they are unfamiliar with the specialist terms and there is no general index or descriptive term to provide a starting point for searching and access. The application of library and information skills can provide that non-specialist perspective for indexing and organising documents and information for both sets of potential users. There are a number of methods by which this can be achieved. The incorporation of specialist index terms into a standard legal taxonomy or keyword list will combine specialist and general points of access. Another method is to have parallel indexing. Cataloguing the documents using a standard legal keyword list and also cataloguing them using the specialist index terms. The problem with the parallel indexing method is that there may be a lot of specialist index administration if there is more than one specialist department index and new terms are added or old terms are amended.

When classifying legal documents during the cataloguing process, information professionals will analyse the document in terms of the subject matter/topics covered in the document. This may produce an accurate description of the content of the document but may not address the way in which the document may be used or retrieved by a lawyer. A lawyer may want to retrieve a number of documents relating to a type of transaction or legal procedure. If the Know How documents are all precedents (standardised forms of wording used as a basis for drafting) the relevant documents for a particular transaction will be easily identifiable. If some of the relevant documents are for example, research notes referring to case law or a seminar paper, or a memorandum discussing the current interpretation of the law, these will not be as easy to identify.

Electronic document management, Internet capabilities and a knowledge management database system with well thought out search features can help to enable alternative means of access to Know How records and documents. Documents can be tagged by legislation referred to, by transaction, deal or type of legal process. Documents can also be tagged or indexed by any legal cases that are referred to. Alternatively multiple indexing/tagging and/or viewing options for a Know How record may be created in the user interface of the database. A document can be viewed by the general index terms or the specialist

index terms or legislation referred to.

Linking Know How electronically to other resources

Know How documents within an electronic database system can be made even more useful by the creation of hypertext links to electronic legal sources. These links can be within the Know How document or its Know How record to electronic versions of the legalisation or case reports referred to. This saves time because it cuts down on the need to physically locate a case or statute. With paper copy only one person at a time can use the text and access is limited to the number of copies in the Library collection. In electronic format multiple users can access the text on their desktop PCs. Also the lawyer does not have to wade through all the cases, he or she is not interested in, to get to the relevant case. The electronic version may be more up to date, because it informs you that a particular case has been overruled on appeal or the statute is no longer in force, and it is immediately accessible on the lawyer's desktop PC.

Standard legal texts such as Halsbury's Statutes, various law reports series and legal journals are now available in an electronic environment. The methods of electronic access are no longer evolutionary with only exact reproduction of pages of standard legal texts, which can be scrolled through, or bibliographic records, which can be used to identify the textbook/law report, which can then be retrieved from a physical location. It is now possible for example to hyperlink from one relevant paragraph on page 10 to a related paragraph on page 50. Where a publisher has several legal titles, there is the possibility depending on the subscription model to hyperlink to related texts/ journals in the online database modules subscribed to.

With more sophisticated use of electronic database systems, it is now possible to combine searching for relevant external and internal documents due to the use of a common basis for indexing. In the areas where it is more important to a particular

firm's law practice, the level of detail or specialist terms can be increased when using a standard legal thesaurus as the base. The basic structure can be left, as it is, where the law firm does not have a dedicated practice area or specialist provision.

I began by outlining some of the issues involved in electronic management of legal Know How such as the importance of:

Maintaining an awareness of the needs of different specialist legal departments in terms of searching to make sure that different search options are specified and enabled.

Understanding the features within the electronic database system used to manage Know How materials in order to explain these to the legal professionals using the database and manage their expectations through the provision of training and training materials.

Some of the keys to addressing these issues are:

Working in partnership with lawyers to manage legal Know How collections/databases, so that lawyers can concentrate on contributing legal added value to their collections and information professionals can add content management skills value.

Working in partnership with the IT department and/or external database or content management system providers in order to be part of the process for any electronic database procurement for managing Know How at the specification stage. This is to ensure that: (i) there is clear and consistent, indexing and structuring of content, (ii) there is an automated submission process to simplify Know How document capture.

Working in partnership with external electronic information providers to obtain value for money for any added features incorporated into the electronic Know How database system through hypertext linking.

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The Top 100 Books - Have you read them all?

"Read the best books first, or you may not have a chance to read them all".

Henry David Thoreau (1817 - 1862)

In April 2003, the BBC launched a nationwide search to find Britain's favourite book. There was an overwhelming response as the reading public had their say.

1. 1984, by George Orwell
2. The Alchemist, by Paul Coelho
3. Alice's adventures in wonderland, by Lewis Carroll
4. Animal farm, by George Orwell
5. Anna Karenina, by Leo Tolstoy
6. Anne of Green Gables, by L M Montgomery

7. Artemis fowl, by Eoin Colfer
8. The BFG, by Roald Dahl
9. Birdsong, by Sebastian Faulks
10. Black Beauty, by Anna Sewell
11. Bleak House, by Charles Dickens
12. Brave New World, by Aldous Huxley
13. Brideshead Revisited, by Evelyn Waugh
14. Bridget Jones' Diary, by Helen Fielding
15. Captain Corelli's Mandolin, by Louis de Bernieres
16. Catch-22, by Joseph Heller
17. The Catcher in the Rye, by J D Salinger
18. Charlie and the Chocolate Factory, by Roald Dahl
19. A Christmas Carol, by Charles Dickens
20. The Clan of the Cave Bear, by Jean Auel
21. Cold Comfort Farm, by Stella Gibbons
22. The Colour of Magic, by Terry Pratchett
23. The Count of Monte Cristo, by Alexander Dumas
24. Crime and Punishment, by Fyodor Dostoyevsky
25. David Copperfield, by Charles Dickens
26. Double Act, by Jacqueline Wilson
27. Dune, by Frank Herbert
28. Emma, by Jane Austen
29. Far from the Madding Crowd, by Thomas Hardy
30. Girls in Love, by Jacqueline Wilson
31. The God of Small Things, by Arundhati Roy
32. The Godfather, by Mario Puzo
33. Gone with the Wind, by Margaret Mitchell
34. Good Omens, by Terry Pratchett and Neil Gaiman
35. Goodnight, Mr Tom, by Michelle Magorian
36. Gormenghast, by Mervyn Peake
37. The Grapes of Wrath, by John Steinbeck,
38. Great Expectations, by Charles Dickens
39. The Great Gatsby, by F Scott Fitzgerald
40. Guards! Guards! by Terry

- Pratchett
41. Harry Potter and the Chamber of Secrets, by J K Rowling
 42. Harry Potter and the Goblet of Fire, by J K Rowling
 43. Harry Potter and the Philosopher's Stone, by J K Rowling
 44. Harry Potter and the Prisoner of Azkaban, by J K Rowling
 45. His Dark Materials Trilogy, by Philip Pullman
 46. The Hitchhiker's Guide to the Galaxy, by Douglas Adams
 47. The Hobbit, by J R Tolkien
 48. Holes, by Louis Sachar
 49. I Capture the Castle, by Dodie Smith
 50. Jane Eyre, by Charlotte Bronte
 51. Kane and Abel, by Jeffrey Archer
 52. Katherine, by Anya Seton
 53. The Lion, the Witch and the Wardrobe, by C S Lewis
 54. Little Women, by L M Alcott
 55. Lord of the Flies, by W Golding
 56. The Lord of the Rings, by J R Tolkien
 57. Love in the Time of Cholera, by Gabriel Garcia Marquez
 58. The Magic Faraway Tree, by Enid Blyton
 59. Magician, by Raymond Feist
 60. The Magus, by John Fowles
 61. Mathilda, by Roald Dahl
 62. Memoirs of a Geisha, by Arthur Golden
 63. Middlemarch, by George Elliot
 64. Midnight's Children, by Slaman Rushdie
 65. Mort, by Terry Pratchett
 66. Nightwatch, by Terry Pratchett
 67. Noughts and Crosses, by Malorie Blackman
 68. Of Mice and Men, by John Steinbeck
 69. On the Road, by Jack Kerouac
 70. One Hundred Years of Solitude, by Gabriel Garcia Marquez
 71. Perfume, by Patrick Suskind
 72. Persuasion, by Jane Austen
 73. The Pillars of the Earth, by Ken Follett
 74. A Prayer for Owen Meany, by John Irving
 75. Pride and Prejudice, by Jane Austen
 76. The Princess Diaries, by Meg Cabot
 77. The Ragged Trousers Philanthropists, by Robert Tressell
 78. Rebecca, by Daphne du Maurier
 79. The Secret Garden, by Frances Hodgson Burnett
 80. The Secret History, by Donna Tartt
 81. The Shell Seekers, by Rosamunde Pilcher
 82. The Stand, by Stephen King
 83. The Story of Tracey Beaker, by Jacqueline Wilson
 84. A Suitable Boy, by Vikram Seth
 85. Swallows and Amazons, by Arthur Ransome
 86. A Tale of Two Cities, by Charles Dickens
 87. Tess of the D'Uberilles, by Thomas Hardy
 88. The Thorn Birds, by Colleen McCollough
 89. To Kill a Mockingbird, by Harper Lee
 90. A Town like Alice, by Nevil Shute
 91. Treasure Island, by Robert Louise Stevenson
 92. The Twits, by Roald Dahl
 93. Ulysses, by James Joyce
 94. Vicky Angel, by Jacqueline Wilson
 95. War and Peace, by Tolstoy
 96. Watership Down, by Richard Adams
 97. The Wind in the Willows, by Kenneth Grahame
 98. Winnie the Pooh, by AA Milne
 99. The Woman in White, by Wilkie Collins
 100. Wuthering Heights, by Emily Bronte

"Imagination is more important than knowledge"

Albert Einstein (1879-1955)