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Program Report Law Librarians and Online Security: Transforming Talk into Action

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Conference Round-up

Jackie Magagnosc
Cornell Law Library

Welcome to *TSLL*'s inaugural "Conference Round-up" column. The goal of this column is to facilitate sharing of conference experiences beyond AALL's Annual Meeting. Whether at a national conference such as ALA, a regional conference, or a local workshop, there is a wealth of information being shared that can be reported back to our peer technical services law librarians. If you have the opportunity to attend a local, regional, or national conference or workshop with content of interest to technical services librarians, consider providing a brief write up for *TSLL*.

Demystifying Digital Preservation
NASIG 2019
Courtney McAllister
Yale Law Library

As a newcomer to academic law librarianship, I've discovered several knowledge gaps I need to fill. Digital preservation is one of those areas. In my former role at a liberal arts college, our work in technical services revolved around meeting immediate needs and responding to current users' requests. Now that I am a part of a technical services team with a different philosophy, sustainability and long-term access are much more prominent in my daily life. Thankfully, during NASIG's 2019 Conference, Shannon Keller (Helen Bernstein Librarian for Periodicals and Journals at New York Public Library) delivered an excellent presentation entitled *Demystifying Digital Preservation: Recommendations for Organizations, Libraries, and Information Professionals*.

During the session, Keller reported on the Digital Preservation Task Force's recent activities. As the name suggests, this Task Force was organized by NASIG to examine the broad landscape of digital preservation issues, raise awareness about the threat of digital data or information loss, and advocate for partnerships and practices to address pressing questions such as:

- Who is responsible for ensuring perpetual access to born-digital and digitized materials?

Continued on page 27

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which puts all ads, vendor notifications, or whatever else you can group together, into one email per day, so you end up checking only one email as opposed to multiple.

Mari had further suggestions for **how to be productive in meetings**. First on the list is to make meetings a smart phone-free zone which has good precedence since she noted the Obama White House made use of this rule. Another idea is to schedule meetings for only 15 to 20 minutes; short meetings lend themselves to to-do lists and are consequently more productive. And if there are longer breaks in between meetings, people can accomplish deep work before the next scheduled meeting. Another suggestion is to hold a meeting where everyone stands rather than sits; people get more excited about what they're talking about if they're standing. And finally, end every meeting with a to-do list and designate the person or persons who are directly responsible for those actions.

Meg's Grab Bag suggestion was to use **Outlook signatures** for email content that you send frequently. You write your email once, and then store it in an Outlook signature file for future use. Similar to this is **Gmail's canned responses**. You can save any email you write as a canned response. Making use of these shortcuts saves not only time, but mental energy.

The presentation ended with the following suggested reading:

Digital Minimalism: Choosing a Focused Life in a Noisy World by Cal Newport
Extreme Productivity by Robert C. Pozen
How to Do More in Less Time by Allison C. Shields and Daniel J. Siegel
Scrum: The Art of Doing Twice the Work in Half the Time by Jeff Sutherland and J. J. Sutherland

As Mari noted, it is not okay that we are all being asked to do more with less, but since that is the reality, these workplace efficiency tools are practical and easy ways we can make our own work lives easier and perhaps a bit less overwhelming.

Program Report

Law Librarians and Online Security: Transforming Talk into Action

Sharon Bradley
University of Georgia School of Law

Presenters: Deborah Ginsberg, Chicago-Kent College of Law Library
Scott Baron, Incenter Technology

We all know that Deborah Ginsberg, Chicago-Kent College of Law Library, knows her technology. I recommend you watch her 2018 annual meeting presentation *Blockchain Is So 2017: Legal Cryptotech for the Modern Librarian*, https://www.aallnet.org/recording/aall2018-legalcryptotech/. For the 2019 annual meeting, she brought along an outside tech expert, Scott Baron, President of Incenter Technology. They started with some rather sobering statistics: 23% of law firms have experienced a cyberattack or data breach, and 29% of firms do not have formal security policies. Law firms are often a target for cyberattack because of their access to client information. Firms are actually seen as a weak point and a path to a richer target.

The presentation itself was packed full of tips and resources covering email threat mitigation, multi-factor authentication, web filtering, endpoint protection/anti-virus, personal firewalls, and personal VPN. I couldn't possibly talk about everything in the presentation, but I do want to tell you about the recommendations I have already implemented or that I'm working on. Unfortunately, the presentation was not recorded, but the handouts are available at http://bit.ly/AALLSecurity2019.

Web Filtering

A web filter is a program that screens incoming web pages to determine whether some or all of the pages should be displayed. The filter checks the origin or content of a web page against a set of rules provided by the company or person who installed the filter. A web filter can block pages from sites that are likely to include objectionable advertising, pornographic content, spyware, and viruses. Like most people, I have multiple devices with different operating systems, but I have enabled the various filtering options:

- Google Safebrowsing in Chrome—https://safebrowsing.google.com/
- Enable Security Warnings in Safari—https://support.apple.com/guide/safari/security-ibrw1074/mac
- Enable Windows Defender SmartScreen—URL was way too long and complex; just search for "enable Windows Defender SmartScreen"

Personal VPN

We have all seen the stories about the dangers of using the Wi-Fi at coffee shops, airports, and hotel lobbies, but we all do it because of the convenience. One way to protect our personal information while using public Wi-Fi is with a virtual private network (VPN). This article from *PC Magazine* explains why you need a VPN: https://www.pcmag.com/article/352757/you-need-a-vpn-and-heres-why. *PC Magazine* also has great product reviews. I'm going with their recommendation in "The Best iPhone VPNs for 2019."

Password Management

Debbie and Scott particularly highlighted the importance of using best password practices. As the new school year gets underway, it may be a good time to remind everyone. The Cybersecurity and Infrastructure Security Agency (CISA), part of Homeland Security, has some useful guides: Choosing and Protecting Passwords, https://www.us-cert.gov/ncas/tips/ST04-002, and Supplementing Passwords, https://www.us-cert.gov/ncas/tips/ST05-012. The CISA also has a great set of tips for all computer users at https://www.us-cert.gov/ncas/tips.

One specific product recommendation the speakers made was to install Cylance Home Edition, available at https://shop.cylance.com/us/. Cylance provides virus protection based on AI. You should also consider getting the bundle with NordVPN, LastPass, and Cylance Home Edition at https://promos.cylance.com/en-us/bundle. I've had a LastPass account for a few years but recently added it to my work computer with the browser extension https://www.lastpass.com/how-lastpass-works. When my current anti-virus service for my home computer is up for renewal, I will consider Cylance.

Finally, a reminder about phishing scams from Cofense: https://cofense.com/anti-phishing-best-practices/.

Program Report

Making the Case for Structure—Bringing Order to the Magic : Structured Data as a Way of Advocating for Cataloging and Metadata : TS-SIS Hot Topic

Shawn King
University of Wisconsin, Madison Law Library

The Technical Services Special Interest Section Hot Topic Forum, led by Jesse A. Lambertson, Georgetown Law Library, had us think about why structured data is necessary for information retrieval. Our library catalogs, LibGuides, webpages, and other assorted lists are built on indexes, tables, algorithms with various known and unknown weights, and many elements of display. The data works because it is built using rules, schema, and standards—cataloging and metadata at its finest.

We started our discussion with a critique of the limits of keyword searching. One of the limits is when you input a bunch of words into the search box the results can be overwhelming. Are the results a reflection of the meaning or aboutness the searcher wants? There needs to be more teaching on how to use search tools like nesting, wild cards, and phrase searching. How many non-catalogers understand this? Full-text content continues to make keyword search results ever more defused. Library of Congress indexed every field in their records when they last switched library systems to make more data discoverable in a keyword search while still allowing for specific title and author searching. But we need to think very carefully about what we index and if the results of keyword searching those fields are useful (example: New York as a publication place would return a lot of results). Search algorithms aren't available to us, so we aren't always aware of how relevancy rankings are configured. For Law resources, the 246 field is very important, as it is often the more commonly known title of a resource. Is it one of the top fields in relevancy ranking? Another example of the problem with keyword searching is healthcare versus health care. Are the results taking these differences into account? Authority control could help with some of these problems, but library systems don't always use authority control data effectively.

We then moved on to a discussion making explicit connections between user goals and metadata work. Discovery layers assume the users don't know what they are looking for—context must be taught before questions make sense. Library of Congress subject headings aren't on the cutting edge of new vocabulary; it needs to be more nimble. For example, when there is a new country name, it isn't updated right away in the authority file. Ways to get around this include using the 653 field or creating new Name Authority File headings for rebel jurisdictions. Another example is when the term "hate speech" became the hot new topic. How do we search for that as a subject when initially we aren't even sure what it means? Is it a form of sedition, defamation, group defamation? It takes time to sort out the meaning and use of new terminology. Remember the term "Afro-American," which was used for a few years mainly in Baltimore and Washington, D.C., due to the name of a local newspaper. It didn't last. "Information superhighway" is another term. And now we are dealing with a globalized database which can bring new challenges in terminology and meaning.

***TSLL* EDITORIAL POLICY**

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