

LAW LIBRARIAN EXAMINATION

The examination for this title consists of three components: a Multiple-Choice Test, a Legal Research Evaluation, and a Structured Interview. The Multiple-Choice Test is weighted 50%, the Legal Research Evaluation component is weighted 20%, and the Structured Interview component is weighted 30% of the final ranked score. Only applicants who pass the Multiple-Choice Test will be invited to participate in the Legal Research Evaluation and Structured Interview components. These two components will be given at the same time on a subsequent date.

The following is a guide to the various types and formats of questions that candidates may encounter on the examination. These questions are for illustrative purposes only. Questions that appear on the actual examination vary in difficulty and may be easier or more difficult than the sample questions below.

SAMPLE MULTIPLE-CHOICE QUESTIONS

I. Preparing Written Material

Format A:

These questions should be answered by selecting the best option which conforms to the rules of standard English grammar and usage, punctuation, and sentence structure.

SAMPLE QUESTION:

Some people are ___ sensitive to accept a _____ without reservation.

- A. to compliment
- B. too compliment
- C. too complement
- D. to complement

The correct answer to the Sample Question is B.

Choice A is not correct. “To” means toward and is not the correct usage for this sentence.

Choice B is the correct answer. “Too” is an adverb that means excessively, which conveys the correct meaning in this sentence. “Compliment” means an expression of praise and conveys the correct usage for this context.

Choice C is not correct. “Complement” means to enhance something and does not convey the correct usage for this sentence.

Choice D is not correct. “To” means toward and is not the correct usage for this sentence. “Complement” means to enhance something and does not convey the correct usage for this sentence.

I. Preparing Written Material

Format B:

Applicants will be presented with several sentences and must select from the choices below the answer that effectively organizes them into a coherent, accurate, and logical paragraph.

SAMPLE QUESTION:

The secretary of the professional organization attended a regional conference. When he returned, he submitted a written report to the organization's president. The president printed the report and distributed it to all members of the organization.

- A. After the secretary of the professional organization had attended the regional conference, his written report was submitted to the president who then printed it and distributed it to all members of the organization.
- B. The president of the professional organization gave the printed report which the secretary submitted to all members of the organization when he returned from the regional conference.
- C. After returning from the regional conference, the written report of the secretary was printed by the president, which was then given to all members of the professional organization.
- D. When he returned from the regional conference, the professional organization's secretary submitted a report to the president. The report was then printed and distributed to all members of the organization.

The correct answer to the Sample Question is A.

Choice A is the correct answer. Choice A presents all the information in a clear, complete, and accurate manner.

Choice B is not correct. Choice B conveys the incorrect impression that the secretary submitted the printed report to all the members. However, the president is the one who gave the report to the members of the organization.

Choice C is not correct. Choice C is grammatically incorrect, as "After returning from the regional conference" should refer to the secretary, not the written report.

Choice D is not correct. Choice D is incomplete because it does not mention the report is "written" and does not mention that the "president" printed the report.

SAMPLE QUESTION:

1. Unfortunately, all the speakers started late.
2. This made it very difficult to hear what was being said.
3. This issue was an important area of concern for legal professionals who were attending.
4. The topic of the conference was advancements in online legal research.
5. Also, some of the microphones did not work properly.

- A. 4, 3, 1, 5, 2
- B. 3, 5, 2, 1, 4
- C. 4, 3, 5, 2, 1
- D. 5, 2, 3, 4, 1

The correct answer to the Sample Question is A.

Choice A is the correct answer. Choice A organizes the sentences in the most logical order, starting with the sentence explaining the “topic of the conference”.

Choice B is not correct. Choice B reflects an answer that starts with “This issue” which is not explained in this first sentence.

Choice C is not correct. Choice C contains the use of “Also” in the middle sentence which does not fit the logical order of the paragraph.

Choice D is not correct. Choice D reflects an answer that starts with the word “Also” which does not fit the logical order of the paragraph.

II. Knowledge of Legal Reference and Research

These questions should be answered by selecting the best option presented that answers the question using your knowledge of legal reference sources, online searching techniques, and reference services. This section may include questions on New York State legal reference and research.

SAMPLE QUESTION:

In New York State, session laws:

- A. include case law.
- B. contain decisions written by judges.
- C. are statutory authority.
- D. are arranged by subject.

The correct answer to the Sample Question is C.

Choice A is not correct. Session laws do not include case law.

Choice B is not correct. Session laws do not contain decisions written by judges.

Choice C is the correct answer. Session laws are defined as having statutory authority.

Choice D is not correct. Session laws are not arranged by subject.

SAMPLE QUESTION:

A summary of the points of law decided by the cases found in a set or sets of court reports is a(n):

- A. digest
- B. encyclopedia
- C. index
- D. dictionary

The correct answer to the Sample Question is A.

Choice A is the correct answer. A “digest” is a summary of the points of law decided by the cases found in a set or sets of court reports.

Choice B is not correct. An “encyclopedia” is a resource giving information on many subjects.

Choice C is not correct. An “index” is a resource containing references to the contents of a series or collection of documents or volumes.

Choice D is not correct. A “dictionary” is a resource that lists the words of a language and gives their meaning.

SAMPLE QUESTION:

In New York State, the Court of Appeals is:

- A. the highest court.
- B. an intermediate appellate court.
- C. the court where bankruptcies are heard.
- D. the court where small claims are filed.

The correct answer to the Sample Question is A.

Choice A is the correct answer. The Court of Appeals is the highest court in New York State.

Choice B is not correct. In New York State, the Court of Appeals is not an intermediate appellate court.

Choice C is not correct. In New York State, the Court of Appeals is not the court where bankruptcies are heard.

Choice D is not correct. In New York State, the Court of Appeals is not the court where small claims are filed.

III. Knowledge of Library Technical Services

These questions should be answered by selecting the best option presented that answers the question using your knowledge of areas such as integrated library systems, bibliographic records, and collection management.

SAMPLE QUESTION:

In cataloging, author, title, and subject headings are known as bibliographic:

- A. records
- B. descriptors
- C. access points
- D. fields

The correct answer to the Sample Question is D.

Choice A is not correct. Bibliographic records are entries in a catalog.

Choice B is not correct. Bibliographic descriptors create similar catalogs or lists for published and nonpublished formats.

Choice C is not correct. Access points are headings filed alphabetically in a catalog.

Choice D is the correct answer. Author, title, and subject headings are known as bibliographic fields in cataloging.

SAMPLE QUESTION:

Library material barcodes signify the:

- A. ownership of the item
- B. shelf location of the item
- C. check-in status of the item
- D. MARC author indicator

The correct answer to the Sample Question is A.

Choice A is the correct answer. Library material barcodes do signify the ownership of the item.

Choice B is not correct. Library material barcodes do not signify the shelf location of the item.

Choice C is not correct. Library material barcodes do not signify the check-in status of the item.

Choice D is not correct. Library material barcodes do not signify the MARC author indicator.

IV. Library Supervision

These questions should be answered using your knowledge of personnel management, general office supervision, and customer service; as well as your ability to train, motivate, and evaluate staff. For each question, hypothetical situations which might typically occur in a library are presented. To answer the question, select the best option to address each situation.

SAMPLE QUESTION:

Of the following, the best method of training an inexperienced employee to perform a task is to:

- A. demonstrate the best way to do the work and have the employee practice it.
- B. explain the fundamentals of the work and then have the employee practice it.
- C. explain the principles of the work, making certain the employee knows how to apply the principles.
- D. let the employee do the work, correcting mistakes as they occur.

The correct answer to the Sample Question is A.

Choice A is the correct answer. The most efficient way to train an inexperienced employee to perform a task is to first demonstrate the best way to do the work and then have the employee practice.

Choice B is not correct. The employee is being explained how to do the work but not given a demonstration of the best way to do the work.

Choice C is not correct. The employee is explained the work and how to apply it but not given a demonstration of the best way to do the work or to practice.

Choice D is not correct. The employee is given no demonstration of the best way to do the work.

LEGAL RESEARCH EVALUATION

For this component of the examination, candidates for Law Librarian are required to respond to three (3) questions and will have up to forty-five (45) minutes to complete their exam.

The questions are similar to what would typically be requested of a Law Librarian. In order to answer the questions, candidates will be provided access to two major, online legal research platforms, Lexis and Westlaw Edge. Candidates are to use one of these electronic resources to present their answers in the space provided. Candidates are not required to use both Lexis and Westlaw Edge. The answers should:

- briefly state the research approach and tools (online services/databases/titles) consulted;
- provide a succinct and complete response to the library user question; and
- cite the relevant statutes/case law in support of their response (copies of the statutes or case law should not be included).

This component of the exam is weighted 20% of the final score.

SAMPLE QUESTION:

New York State statute allows a person to be buried in a cemetery with their pet.

1. Provide the citation of the law.
2. When buried, in what form does the pet have to be?
3. In what year and chapter law was this enacted?

Answers obtained:

1. Correct answer- *New York Not-For-Profit Corporation Law, section 1510(n)*.
2. Correct answer- *Cremains/ashes*
3. Correct answer- *L.2016, c.330*

Circle electronic data source used: Lexis Westlaw Edge

Successful query used to find answer: This sample answer was obtained using Lexis. Input the following keywords into the main search box on the home page: human burial + cemetery + pet + New York.
Reviewed the summaries of results and quickly identified the correct one.

STRUCTURED INTERVIEW

For the Structured Interview component of the exam, candidates will be required to respond to a series of situations that Law Librarians may encounter as part of their job. Candidates participating in the Law Librarian Structured Interview component of the exam will be required to respond to three (3) questions.

A panel of law librarian professionals and court managers will assess the candidate's technical and professional responses to each individual question and will also evaluate the candidate's overall ability in the following areas: oral presentation, problem solving, adaptability/flexibility, and interpersonal relations. The Structured Interview will last approximately 30 minutes in duration for the Law Librarian examination. This component is weighted 30% of the final score.

SAMPLE QUESTION:

A supervisor is accountable for the performance of their subordinates. It is essential that a supervisor address any cases of inappropriate behavior, misconduct, or substandard performance.

Please outline the steps you would take as a supervisor to address an employee who has recently started arriving late on a regular basis and has had an excessive number of both scheduled and unscheduled absences in the past six months.

Candidate Suggested Answers:

- Fact-finding: Discover the cause of the employee's tardiness (e.g., due to childcare, family, medical issues)
- Explain the consequences of coming in late to the employee
- Monitor employee behavior

- Determine if there are any performance issues with the employee
- Develop recommendations (e.g., move to alternative work schedules, etc.)
- Follow-up on the situation

Candidates may be asked some follow-up questions in response to their answers.

Candidates must pass all three components (Written Multiple-Choice, Legal Research Evaluation, and Structured Interview) of the examination to receive a final score.