KBA Lending Library Request Procedures

Are you interested in checking out one of the books in the KBA Library? If you are interested in a book, please contact Amanda Kohlman at akohlman@ksbar.org or 785-861-8815.

You may check-out the book for 30 days. The book will be mailed to you or, if you live in the Topeka area, you may come and pick it up at the Law Center. It is your responsibility to return the book on time. A letter will accompany the book when it is mailed that will indicate the date it is due back to the KBA Library.

Are you interested in a book title we don’t currently have in the KBA Library? If so, contact Amanda Kohlman to discuss the title and scope of the book and, if there is enough member interest, we will consider purchasing it.

Do you have extra books in your resource room or library? If you are interested in donating to the Lending Library so other members can benefit from your resources and donations, send them to the KBA, marked ATTN: KBA Lending Library, 1200 SW Harrison Street, Topeka, Kansas, 66612.

KBA Lending Library Current Collection (alphabetical order)

(The) Addicted Lawyer (2017)
Post Hill Press
Brian Cuban

Lawyers play a pivotal role in the proper functioning of society, the economy, and even government. Simply put, our job is an important one. For that practical reason – we should be of sound mind and not under the influence when conducting our daily business. Unfortunately, as new research has confirmed, staggeringly large numbers of us are engaged in problematic substance use, and we’re struggling with significant levels of mental health problems, too. In this book, Brian Cuban, brother of Mark Cuban, discusses these staggering statistics and recounts his own struggle with mental health and addiction and his remarkable journey to the other side where he enjoys a life of health, sobriety, and contentment.

Adobe Acrobat in One Hour for Lawyers (2013)
ABA Law Practice Division
Ernie Svenson

Lawyers are already using Adobe Acrobat for editing texts, creating pdf documents, and digitally signing documents. But, with intermediate and advanced skill sets there is so much more to do with Adobe! This book is designed specifically for lawyers and is easily navigable allowing the reader to go directly to his or her section of interest. Adobe Acrobat in One Hour for Lawyers is an essential read for the modern lawyer.

Android Apps in One Hour for Lawyers (2013)
ABA Law Practice Division
Daniel J. Siegel

Lawyers are already using Android devices to make phone calls, check e-mail, and send text messages. After the addition of several key apps, Android smartphones or tablets can also help run a law practice. From the more than 800,000 apps currently available, Android Apps in One Hour for Lawyers highlights the “best of the best” apps that will allow you to practice law from your mobile device. In just one hour, this book will describe how to buy, install, and update Android apps.
Building a Better Law Practice, Become a Better Lawyer in Five Minutes a Day (2018)
ABA Law Practice Division
Jeremy W. Richter

This book will help you be a better lawyer and build a better practice. Not through flash-in-the-pan gimmicks, but by sustained good practices in case management, client development, and undertaking the daily tasks of being a better lawyer. All lawyers are best served when each of us is better at our craft. Building a Better Law Practice will help you effectively manage and communicate with clients, handle your cases more efficiently, and become confident in your practice by providing practical and readily implementable systems and suggestions.

(The) Carrot Principle: How the Best Managers Use Recognition to Engage Their People, Retain Talent, and Accelerate Performance (2009)
Adrian Gostick & Chester Elton

This book was originally published in 2007 but was since revised. It offers scientific proof of the power of recognizing employees. Providing case studies, examples, and “how-to’s” this book offers the reader a guide into transitioning your leadership style to one of a recognizing leader.

Jon Gordon

This book can serve as a practice guide for how to create and maximize positive energy in your personal and professional lives. To run a successful organization or business, including a law firm, the leader must learn to manage people’s energy, including his or her own. The first step to doing that is often changing the cultural focus of the organization from negative energy to one of positive energy. This book gives practical advice and guidance for cultivating positive energy in everything you do.

Gain the Edge! Negotiating to Get What You Want (2004)
Martin E. Latz

Negotiation expert Martin E. Latz reveals an easy-to-use strategic template you can use in every negotiation. This is not ivory-tower advice, or advice just based on instincts and experience: The tactics and techniques here come from the most up-to-date research and the knowledge Latz has developed in negotiating on the White House Advance Teams, from consulting with top executives at Fortune 500 companies and law firms nationwide, and from teaching thousands of business professionals and lawyers how to negotiate more effectively.

The commission on Women in the Profession 2016-2017
Milana L. Hogan, Ed.D.

This unique volume contains new research by the ABA Commission on Women in the Profession begun two years ago on grit and growth mindset, two traits that have been shown to impact the success of women lawyers. The author of this book conducted the "first round" of research that applied these traits to women lawyers, specifically, in large law firms.

In August 2013, ABA Commission on Women in the Profession launched the Grit Project, which relied upon this and earlier important research on these traits. The Grit Project struck a nerve, and it was clear that women in environments beyond BigLaw were interested in these principles. The Commission decided to expand Dr. Hogan’s research to all legal work environments - and also wanted to dig deeper and go beyond these findings to hear from women for whom grit and growth mindset were important to their careers and their success. The result is the collection of 47 letters contained in this volume. These contributors represent a diverse group of women and all work environments; solo practice; small, medium, and large firms; corporations; government; and nonprofits.
Her Story, Lessons in Success from Lawyers Who Live it (2017)
ABA Section of Litigation
Jacqueline Mecchella Bushwack et al.

Her Story: Lessons in Success from Lawyers Who Live It is a powerful and uplifiting compilation of personal essays about achieving success while juggling career advancement and the curveballs of life, and doing so with strength and grace.

Harvard Business Review

Are you struggling with a problem employee? Worried about losing your star performer to competitors? Do you dread annual performance appraisals? Praying for a reorg to relieve you of that slacker isn’t the answer-frequent feedback is. Brimming with actionable advice on everything from delivering detailed on-the-spot feedback to determining if your employee is ready for a promotion, this guide will give you the tools and confidence you need to master giving effective feedback.

How Did She Do That? Marketing Success (2015)
ABA Law Practice Division
Edited by Dee A. Schiavelli & Afi S. Johnson-Parris

Women lawyers show you how to move beyond tips to implementation. All lawyers face the challenges of incorporating marketing and business development into their practice, but women lawyers in particular may not know how to best identify and leverage their innate strengths that will lead to successful rainmaking. One size does not fit all when it comes to cultivating a lucrative book of business, and it may take a bit of trial and error to learn what works best for you.

ABA Law Practice Division
Joan R.M. Bullock

This step-by-step action plan offers daily and weekly considerations, reflections, and action steps focused on four critical practice areas: business management, practice management, client management, and life management. The author of this action plan, Joan Bullock, is The Reform Law Prof., and it is her mission to teach lawyers and students the skills necessary for the profession, as well as the tools for the business of the practice. It was her goal to include all she could in this action plan so new lawyers could eliminate, or seriously reduce, the information gap that many lawyers have as to what it takes to be an owner and operator of a successful legal practice.

ABA Law Practice Division
Mark A. Chinn

This book provides a guide to building or refining a family law practice, which represents one of the most unique and challenging specialties in law. It packs a triple punch from the standpoint of challenge: Family Lawyers must be accomplished litigators, they must understand law and procedure, and they must approach every case as though it were going to trial someday.

This book is written for lawyers at every level of experience who are thinking about starting their own business and specializing in family law.
ABA Law Practice Division
Jay G. Foonberg
This classic ABA bestseller has been used by tens of thousands of lawyers as the comprehensive guide to planning, launching, and growing a successful practice. It's packed with over 600 pages of guidance on identifying the right location, finding clients, setting fees, managing your office, maintaining an ethical and responsible practice, maximizing available resources, upholding your standards, and much more. If you're committed to starting your own practice, this book will give you the expert advice you need to make it succeed.

In the Interest of Justice: Great Opening and Closing Arguments of the Last 100 Years (2004)
Joel J. Seidemann
This rich and rewarding volume collects more than two dozen of the most memorable opening and closing arguments made by top prosecutors and defense attorneys of the last one hundred years. Carefully selected to explore every major aspect and challenge of the legal process, these speeches highlight the tactics and strategies, colorful language, and stirring rhetoric that lawyers use to win judge and jury to their side. With a shrewd eye for courtroom stratagems and a keen understanding of the social currents that shape them, Manhattan assistant district attorney Joel Seidemann introduces and illuminates each speech from an insider’s perspective. Arguments from landmark trials are included to reveal the smartest tricks of the trial lawyer's trade and demonstrate the power of an impassioned presentation to tip the scales toward the fulfillment of justice.

iPad Apps in One Hour for Lawyers (2013)
ABA Law Practice Division
Tom Mighell
At last count, there were more than 80,000 apps available for the iPad. Finding the best apps often can be an overwhelming, confusing, and frustrating process. iPad Apps in One Hour for Lawyers provides the "best of the best" apps that are essential for any law practice. In just one hour, you will learn about the apps most worthy of your time and attention. This book will describe how to buy, install, and update iPad apps.

Cosmolex Cloud, LLC
Rakesh “Rick” Kabra & Pamela Rozsa
In order to provide information to file your taxes, borrow money, or understand how your business is doing, you need accounting. Law firms have extra requirements for properly track client money and may have additional government requirements. While a law firm may have an accountant and/or bookkeeper to do the work, it is important for the owner to understand the basics since they must make wise decisions. This book takes the lawyer through the “basics” and a full understanding of the fundamentals so she/he can assess the business progress, make wise decisions, and choose technology software that works for the business.

ABA Law Practice Division
Ben M. Schorr
Many lawyers are using the Microsoft Suite in their practices. Knowing how to use Microsoft Outlook effectively and efficiently is key to managing a practice. This guide is focused on how to use Outlook as a lawyer working on client and case management.
Many lawyers are using the Microsoft Suite in their practices. Knowing how to use Microsoft Outlook effectively and efficiently is key to managing a practice. This guide is focused on how to use Outlook as a lawyer working on client and case management. This is an updated version of the book published in 2012 titled *The Lawyer's Guide to Microsoft Outlook 2010*.

Many lawyers are using the Microsoft Suite in their practices. Most lawyers use Word, but few get everything they can from it. This book is intended to help the reader get the most out of Word to make it an effective, efficient, and successful tool for legal practice.

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The purpose of this book is to provide guidance to firms of all sizes, especially smaller firms, and share succession and transition processes, approaches, and step-by-step action plans for solo practitioners, and sole owners, and members of larger firms. The book discusses what to do and what not to do and how to go about it, as well as providing case studies, sample action plans, sample succession plans, sample agreements, and other documents to help those facing and contemplating succession, transition and retirement.

This is a book for practicing lawyers looking to get a basic handle on the subjects covered, not for experienced business valuers interested in esoteric nuances. It is more than a primer, but considerably less than an exhaustive treatise on the subjects covered. It is intended to provide basic, but long-lasting, assistance to the lawyer needed a quick-study of the topics.

Far from a dry read, The Lean Law Firm is the first book published by the ABA to employ the graphic novel to teach business lessons. Follow the engaging story of lawyer Carson Wright, who suddenly finds himself responsible for saving a small law firm, as his mentor Guy Chapman imparts the lean techniques that transformed his factory for the brink of bankruptcy to new heights of profitability.
ABA Law Practice Division
Stephanie L. Kimbro

In this rapidly changing economic and legal climate, lawyers are seeking new methods for delivering their services efficiently and effectively while attracting new types of clients. For many firms, limited scope representation—also known as à la carte or unbundled legal services—may be the solution. By providing representation for a clearly defined portion of the client's legal needs, such as preparing a legal document or making limited court appearances, lawyers can market their practice to an entirely new client base and give their firm a competitive advantage. The only book available on the topic, Limited Scope Legal Services provides lawyers of all types—from solo to big law—with practical, tested solutions for setting up unbundling practices in their firms. This book offers everything you need to get started with limited scope services.

Macs in Law (2018)
ABA Law Practice Division
Brett Burney & Tom Lambotte

Are you Mac-curious? The vast majority of lawyers and law practices still use Windows, but an increasing number are contemplating the switch to Mac, due to its reliability, usability, and security. However, authors Brett Burney and Tom Lambotte know that Macs may not be the best choice for every lawyer and practice. This book will help guide your decision by ensuring you have the proper mindset for switching to Mac and addressing common Mac-myths and questions about running a Mac-based law practice. Burney and Lambotte have devised a step-by-step action plan for switching to Macs, along with a “Non-Exhaustive Reference Guide: for the hardware and software that they recommend most for Mac-based law firms. Full of productivity tips and tricks for Mac-using lawyers, this book is a must-have if you are considering the switch to Mac.

Microsoft Office 365 for Lawyers (2014)
ABA Law Practice Division
Ben M. Sc h o r r

Many lawyers are using the Microsoft Suite in their practices. When Microsoft launched Office 365 in June of 2011, lawyers were curious. Today, solo, small, and midsized firms are flocking to it in droves, and even some of the larger firms are giving it a look as their legacy systems age. This book offers guidance on how to properly set up and manage Office 365 even offering an entire chapter on how to migrate to Office 365.

Paperless in One Hour for Lawyers (2014)
ABA Law Practice Division
Sheila M. Blackford & Donna S. M. Neff

Lawyers use and attract a lot of paper. This book takes the reader through an analysis of the benefits and costs of staying with “too much paper” and of going paperless. The reader is able to review available hardware, apps, software, current workflow, cloud-based storage, necessary protocols, and amendments to business practices. Paperless in One Hour for Lawyers highlights the “best of the best” out there that will allow you to digitally practice law. In just one hour, this book will describe how to go paper-free.

ABA Law Practice Division
Peter A. Giuliani

The best time for most law firms to deal with retirement issues is very early in the life and growth of the law firm. The best way to do that is to anticipate retirement and end-of-career issues as part of the process whereby the firm drafts its operating agreement. This book is not a “how-to-guide” on structuring law firm retirement and succession plans. Its purpose is to identify the many variables and issues that must be considered. Retirement planning is often too complex of a subject to be tackled by bloggers and article publishers because the format doesn’t allow the space and time to fully parse out the issues. Conversely, this book takes the complicated issues through detailed analysis and thorough case examples.
Personal Finance for Professionals (2015)
Susan A. Berson
Financially speaking, most young professionals feel either smothered by student loan and credit card debt or euphoric at being flush with cash from a hefty paycheck. No matter where one might fall on the spectrum, this book is for all. The purpose of this book is to help readers learn how to manage what they can control: their money. Effective money management is the tool that is going to help everyone find the means to achieve their dreams.

QuickBooks in One Hour for Lawyers (2013)
ABA Law Practice Management Section
Lynette Benton
Lynette Benton, the author of this book, has been a QuickBooks certified ProAdvisor since QuickBooks started the program in 1999. She wrote this book specifically for lawyers. While QuickBooks has many more features than most firms will ever use, it has the basic accounting tools any law practice needs; once you get the hang of the terminology and processes (all explained in the book) it is a program that is easy to use and can meet your needs. This book reviews the features of QuickBooks: expenses; time-tracking; billing; accounts receivable; multi-user; payroll; financial reporting; and trust accounting. And, there are also appendices reviewing the different versions of the product.

ABA Law Practice Division
Sharon D. Nelson, Esq., John W. Simek & Michael C. Maschke
This guide is not intended to replace the firm’s IT department, but it provides the information required for the solo or small firm lawyer who is the firm IT Director, like it or not. This guidebook can serve as a law firm’s trusted source of both basic and in-depth information by using it as a quick reference guide or digging deeper to understand where a new product or software release fits into a firm’s overall strategy. This guide can help you purchase new tools to replace those that have become outdated or broken, but the best use of it is to create change and set your law firm on a path to success but using the tools profiled and information provided in this book to secure your firm’s technological future.

ABA Law Practice Division
Sharon D. Nelson, Esq., John W. Simek & Michael C. Maschke
This guide is not intended to replace the firm’s IT department, but it provides the information required for the solo or small firm lawyer who is the firm IT Director, like it or not. This guidebook can serve as a law firm’s trusted source of both basic and in-depth information by using it as a quick reference guide or digging deeper to understand where a new product or software release fits into a firm’s overall strategy. This guide can help you purchase new tools to replace those that have become outdated or broken, but the best use of it is to create change and set your law firm on a path to success but using the tools profiled and information provided in this book to secure your firm’s technological future. (Book is different than the 2016 version in scope, context, and content)

Strategic Networking, for Introverts, Extroverts, and Everyone in Between (2019)
ABA Law Practice Division
Carol Schiro Greenwald, Ph.D. & Edited by Law Practice Division
Do you network because you know you should but have little to show for the effort? Or do you avoid networking altogether because it seems too time-consuming, intimidating, or salesy? If so, this book is for you. This book incorporates tips, insight, and advice from three dozen effective networkers.
The Dodd-Frank Wall Street Reform and Consumer Protection Act: From Legislation to Implementation to Litigation (2012)

Susan A. Berson & Dave Berson

The Dodd-Frank Wall Street Reform and Consumer Protection Act (DFA) was marketed to the public as legislation that would prevent a recurrence of 2008’s dramatic implosion of large financial institutions, widespread credit market disruption, taxpayer-funded bailouts, and an economic recession. But, when reading the thousands of pages of the DFA, it becomes apparent that certain banking-related provisions of the DFA had nothing to do with the financial crisis. Moreover, Congress swept a few things in that were beyond the banking world, making the process of interpreting provisions, drafting regulations, and implementing the entirety of the Act a significant challenge.


ABA Law Practice Division

George C. Cunningham

Records and information management is about client service, attorney support, legal and ethical compliance, risk management, and cost control. This book focuses on the management of records and information within a law office. Included is practical advice, compliance pointers, and full appendices.


Susan A. Berson

According to the Social Security Administration, over the next 20 years, each day 10,000 people will become eligible for retirement. This book details the questions to ask and analysis to apply before embarking on retirement from ages 45 to 72. It is a retirement planning guide for professionals who are contemplating how they can have a comfortable retirement. Designed to address the unique financial times in which we live, the book covers everything from asset and financial considerations to trends in retirement living.


mycase

Edward Poll

Written by the foremost expert in law practice management, this book explores the essential questions every attorney must ask when contemplating starting a law firm. The first chapter is a checklist of considerations covering staffing, practice considerations, technology, marketing, financial management, and more. The author moves next to a chapter on the necessities of launching a law firm and then to the ins and outs of buying a law firm. The fourth chapter covers effective law firm websites and he then moves into choosing the right legal research tool for your firm. The book ends with the money conversation covering bank accounts, receiving deposits, payment by credit card, business solutions to increase odds of payment, and much, much more. This is an essential read for those thinking about hanging a shingle!

Turning Out the Lights: Planning for Closing Your Law Practice (2016)

North Carolina Bar Association

This manuscript was prepared by the Rich Harris Committee of the General Practice Solo and Small Firm Section of the North Carolina Bar Association. It is dedicated to the memory of Rich Harris. It is offered as an aid to any attorney planning for his or her untimely event, death or disability; or, to simply close their practice. The manuscript is also useful for a paralegal and or secretarial staff and to the attorneys designated as Assisting Attorneys.

Twitter in One Hour for Lawyers (2012)

ABA Law Practice Division

Ja red Correia

Lawyers, like everyone else, are tweeting. This book is designed specifically for lawyers to help manage account settings, create profiles, and engage with followers in ethical, marketable, and strategic ways. Twitter in One Hour for Lawyers is an essential read for the modern lawyer.
The Women Rainmakers are a section of the ABA Law Practice Division. This book was developed out of collaboration and conversation by that group and aims to help attorneys develop a "next-level" image and marketing plan that will move each reader forward in their careers.