



MALL NEWSLETTER

Minnesota Association of Law Libraries
A Chapter of the American Association of Law Libraries

Volume 26, Number 4

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Inside ...

<i>Pro Se Petition Succeeds</i>	2
<i>A Scenario Under UCITA</i>	3
<i>Online World Conference</i>	4
<i>Book Review</i>	5
<i>The Internet Column</i>	6
<i>Committee Reports</i>	8
<i>Job Listings</i>	9
<i>New Member Profiles</i>	9
<i>Get To Know Your Chair</i>	12

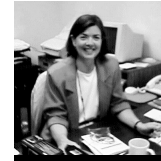
**INSPIRING the
Legal Community**

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President's Column



SARA GALLIGAN
President

Commitment to Strategic Direction is my number one priority for MALL over the next few months. I hope you will join me in this important initiative. The final details are in the works, and MALL will soon embark upon strategic planning for our association. Bill Lindberg from Ash Grove Group will lead MALL members in two strategic planning sessions on February 26 and on March 11.

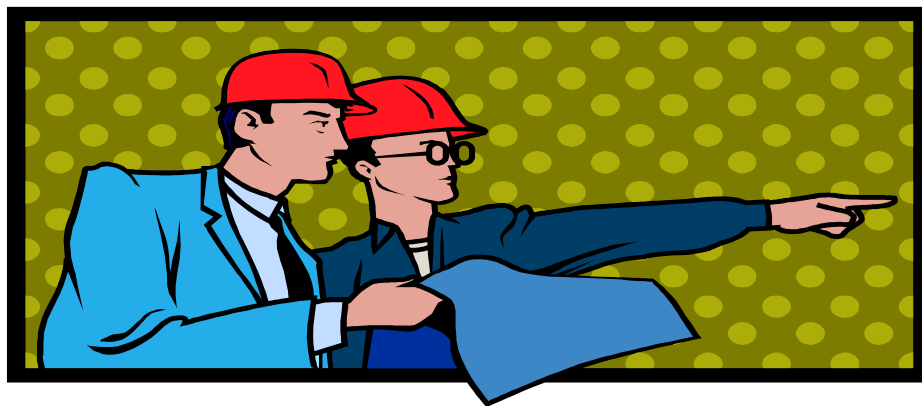
"00" Magic has rubbed off on many organizations now considering new strategic plans. Many of us already have had some experience with this process. MALL's strategic plan will find us rediscovering who we are and why we are here. The ingredients are pretty basic--MALL members are the "who," change is the "why," and our great potential is "how." A strategic planning goal is to align these aspects so MALL can develop activities and achieve positive outcomes.

Because I want to see a high correlation between our satisfaction with the process and the ultimate results for all MALL members, participants in the two sessions will represent our three types of libraries. To maximize productivity, the group consists of eight individuals who are willing to work hard for MALL. My direct role in the planning sessions will be to record

the group's remarks. However, the process includes opportunities for input from as many MALL members as possible. To achieve this, we will conduct pre-planning sessions (casual, convenient, and uncensored!) among similar type librarians (court, firm, academic). We want to hear about trends and forces impacting you, your hopes for MALL, and frustrations you've encountered. We also plan to involve new members in some special way to ensure their essential input.

The eight individuals who have agreed to participate are: Mary Ann Archer and Anne Grande, representing court libraries; Jane Hopeman and Janet Jacobson, representing firm libraries; Vic Garces and Suzanne Thorpe, representing academic libraries; and Margie Axtmann and Pat Cummings, representing the "broad" perspective. Several individuals have also agreed to act as backup should one of the participants be unable to attend a session. We will produce a final document and hopefully upload some information to the MALL website for your reaction. Discussions about our strategic direction and an action plan will also occur at our spring meeting.

Please be advised that it's in YOUR best interest to think about who we are and why we are here. Then, take the time in February or March to provide input into MALL's strategic planning process. Don't hide your exceptional potential-get involved and let us know how to make change happen! ♦



Pro Se Petition Succeeds

JULIE WESTON
M.S.L.L.

A Stillwater Correctional Facility inmate recently challenged a facility policy regarding attorney telephone call procedure and won. As reported in the October 20, 1999 issue of *City Pages* weekly news publication, this pro se litigant has been studying the law since his incarceration six years ago. He credited much of his success to persistent research in the facility law library and weekly visits with the outreach librarian from Law Library Service to Prisoners (LLSP), through whom he gained research assistance and access to materials from the Minnesota State Law Library. This is just one of the many inmates LLSP provides with law library services.

As a part of the Minnesota State Law Library's Outreach Services Department, LLSP's primary clientele are persons serving time in Minnesota adult correctional facilities. Two outreach librarians visit each of the prisons on a regular basis. These librarians provide bibliographic instruction on how to research using the on-site law collections, as well as fol-

lowing up with additional research at the State Law Library when needed.

In addition to Minnesota state facilities, LLSP receives requests from inmates housed in county jails. On an as-time-permits basis, the LLSP outreach assistant provides information and legal research assistance to these individuals. We have specific guidelines to ensure consistent and quality service to our non-primary clientele. LLSP would like to thank all the county law librarians and others who assist us with this task.

If you receive requests from any inmate from a Minnesota adult correctional facility (Fairbault, Lino Lakes, Moose Lake/Willow River, Oak Park Heights, Red Wing, Rush City, St. Cloud, Shakopee, Stillwater) or from any other state, please forward the requests directly to our office and we will respond to them. However, if you receive requests from any Minnesota county jailed inmates and want to handle them on your own, we encourage the use

of tips and guidelines that our office has developed. Please feel free to contact LLSP should you require further assistance or clarification to provide this service.

Occasionally you may be contacted by an individual or firms who want to donate materials to adult correctional facilities. Please refer those calls to our office and, in consultation with the education director from the institution, we will determine if the materials would be useful for the prison library.

If you would like LLSP's guidelines for assisting prisoners, or a copy of our bibliography of articles and cases on this topic, please contact Law Library Service to Prisoners, Minnesota State Law Library, 25 Constitution Avenue, St. Paul, MN 55155-6102 or, call 651-297-4969. ♦



A Scenario Under UCITA

KARLA GEDELL
Government Relations

Last July, twenty-five Attorneys General voiced their opposition to the Uniform Computer Information Transactions Act in two letters to the NCCUSL. This proposed law governs all transactions involving computer software and electronic databases.

The following scenario [edited] was included in the first letter to illustrate the disastrous effects of such a law:

Jane Consumer purchases a financial planning software package. Upon installation, she learns she is required to subscribe to a proprietary information service. To avoid a new round of software decisions, she agrees to the terms and selects a 1-year discounted agreement to the service.

The first time she uses the software, she sees a hyperlink called "Important Information." At the same time, she sees an icon for a stock tip. She checks out the stock tip first. When she returns to the main screen, the "Information" link has disappeared.

After 6 months of using the software, she receives an upgrade in the mail. She assumes it is a free bug fix upgrade and installs it after a couple of weeks. This time she checks the familiar "Important Information" link immediately. The link informs her that the upgrade was sent on a negative-option basis and she will

be billed \$49.95 because she failed to return the software within 7 days of receipt, as provided in the contract.

A call to the software's customer service is no help. She is told that the information was "conspicuously" displayed behind the Information link at her first logon, and there is a no-refund policy. She now wishes to review the contract, but is told that it was available only during the first online session. Jane asks to cancel her service, but is refused because of the 1-year information service agreement.

When she receives her credit card statement, she finds the \$49.95 upgrade charge *plus* a \$5 monthly increase for the service. Information about this increase was available only online at the provider's customer service area, which Jane learns she is responsible for checking on a regular basis. Jane uninstalls her software in disgust and returns to using her swarthy, expensive financial planner.

The Attorneys General note in their letter:

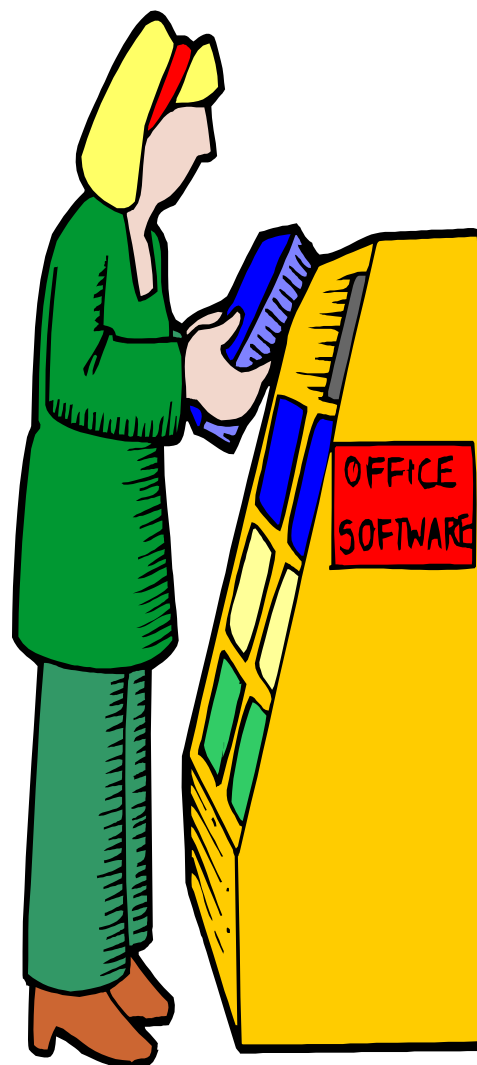
Section 105(d) of UCITA preempts existing state consumer protection laws relating to important disclosures, and replaces them with its own broad definition of "conspicuous."

UCITA covers a broad range

of requirements, from advertising disclosures to safety warning labels, and loosely controls the required time, place and manner of disclosure.

UCITA transactions are exempted from presenting information to consumers that will assist them in making basic purchase decisions, and "opens the door to fraud."

Read the full text of the letters to NCCUSL at <http://www.arl.org/info/frn/copy/agoppltr.html>. ♦



Online World Conference MARY ALICE FORD

The 21st Annual Online World Conference, which took place in Chicago from October 25-27, 1999, was organized and produced by the publishers of *ONLINE*, *E-Content* and *Emedia Professional* magazines, who described it as the most important national conference about how to find and use Internet content and services. While I can't speak to its being the most important conference, attendees from Australia, Italy and other international locations and numerous high-profile exhibitors including sponsors Lexis-Nexis, Dow Jones and Dialog, made it an exciting, fast-paced event. Programs were grouped into tracks such as Knowledge Resource Management, Web Technology, Intranets, Millennial Searching and Practical Searching.

The practical searching programs interested me and I attended a number of these. The main theme in all these sessions was the large amount of information available on the Web and how to go beyond traditional search engines to access it.

One presenter, Gary Price, who maintains the Web site, Direct Search, advises information professionals to make the end-user aware of the "invisible Web", data not easily searchable or accessible from general search tools. This type of data is found in frames pages that search engines don't know how to crawl,

PDF documents and dynamic Web pages, whose hallmark is a ? in the URL. His Direct Search site (gwis2.circ.gwu.edu/~gprice/direct.htm) contains annotated links to search interfaces for resources accessing the "invisible Web". His goal with these links is to be one or two clicks away from the answer. The links are eclectic as the following recent additions indicate: Threatened Animals of the World database, U.S. House of Representatives Foreign Travel Reports, *Advertising Age's* International World Brands.

Another recommendation from Price is InvisibleWeb.com, which claims to deliver targeted precise information on your subject. This site provides a gateway to over 10,000 searchable sources and databases that are invisible to traditional search engines. InvisibleWeb offers specific sources such as archives, databases, catalogs, guides, directories and knowledgebases. It claims users are rarely more than three clicks away from finding exact answers to specific questions. You can search by subject or use selected categories.

Both Price and another presenter, Chris Sherman, who maintains about.com, recommended developing a "virtual reference shelf" of favorite directory sites. Both recommended the Librarians Index to the Internet (www.lii.org), a directory of 3,800 Internet re-

sources selected and evaluated by 67 librarians, and the Scout Report (scout.cs.wisc.edu/scout), a newsletter put out weekly since 1994, via the Web and e-mail, on valuable Internet resources evaluated by librarians and subject experts. Over 8,200 sites in business, law, medicine and health, sciences, social sciences, etc. have been evaluated and can be searched full text. TheBigHub.com, a suggested site I had success with, searches eight traditional search engines, 1500 specialty search engines and current news simultaneously and returns a simple summary of results in seconds.

With all the advice on how to find more information on the Web, Reva Basch's session on information quality and the Web (one of the Millennial Searching programs) sounded good. Reva, a librarian, author of numerous articles on searching in *Searcher* and *ONLINE*, and president of her own information brokering business was involved in creating the Southern California Online Users Group (SCOUG) standards for evaluating the quality of electronic data in the early 1990s. After she cited some Web statistics: 179% growth since 1997, size of approximately 800 million pages equal to approximately 3.2 million books with only a third of the sites having any description of content, she theorized about the need for a new definition of quality in this expanding environment. Traditional quality search skills were Boolean, however, on the Web, natural language, relevance ranking and collaborative

filtering return better results. On the Web, quality of information is judged not only by traditional criteria of reliable, accurate, current content but also by the design and accessibility of the site. Along with the information professional, the end-user is also judging information quality according to his or her needs in a given situation. Because it is not always possible to assess the accuracy of a Web source, considerations such as quality of the presentation influence a user's perception of accuracy. In short, there is no absolute measure of quality on the Web. A bibliography and webliography of resources used in her program can be found at www.well.com/user/reva/quality.htm.

Overall, though some of the presentations were uneven, the conference was well-organized and would be worthwhile for anyone with an interest in any aspect of electronic information. A number of presentations given at the conference are online as PowerPoint slides at www.onlineworld99.com/confadd.lasso. Registration is required to gain access, but there is no fee. ♦



Book Review

SARA GALLIGAN
M.S.L.L.

Contexts of the Constitution

By Neil H. Cogan
Foundation Press, 1999

This publication assembles many of the primary documents, debates, and discussions surrounding the formation and analysis of our Constitution. Included with original source materials are the viewpoints of various political philosophers that round out the meaning and significance of the documents in their historical context. The text serves as a supplemental treatise for legal researchers and students who are interested in a comprehensive one-volume treatment for understanding the principles of our Constitution.

A detailed table of contents accompanies the text and is the essential tool for locating information. This reviewer was interested in a topic of current and modern interest, i.e. unicameralism. The lack of an index hindered access to information. However, the table of contents lists documents covered in the chapter on "Principles of Structure." By browsing the documents in this chapter, one encounters the following information from *The Federalist*, No. 51, dated February 6, 1788 by James Madison:

" In republican government the legislative authority, necessarily, predominates.

The remedy for this inconveniency is, to divide the legislature into different branches; and to render them by different modes of election, and different principles of action, as little connected with each other, as the nature of their common functions, and their common dependence on the society, will admit. It may even be necessary to guard against dangerous encroachments by still further precautions. As the weigh of the legislative authority requires that it should be thus divided, the weakness of the executive may require, on the other hand that it should be fortified. An absolute negative, on the legislature, appears at first view to be the natural defence with which the executive magistrate should be armed. But perhaps it would be neither altogether safe, nor alone sufficient. On ordinary occasions, it might not be exerted with the requisite firmness; and on extraordinary occasions, it might be perfidiously abused."

Libraries (and concerned citizens!) interested in a current, one volume paperback edition of the origins and philosophy of the Constitution will want this book. More scholarly, comprehensive coverage is available in the five

volume work entitled *Documentary History of the Constitution of the United States of America 1786-1870*. Other important older titles for comparison are *The Making of the Constitution* (1928) by Charles Warren and *A Constitutional History of the American People 1776-1850* (1898) by Francis Newton Thorpe.

For more information about *Contexts of the Constitution*, call Foundation Press at 1-877-888-1330 or visit www.fdpres.com.



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The Internet Column

ANNA CHERRY

The Y2K morning after is here and so is the world. In celebration of that fact, this column picks a few top sites for geographic information.

Maps and Atlases

Map Machine (National Geographic). This recently redesigned page contains dynamic maps and atlas maps. Both let you zoom in by dragging a box over an area of the map and pan across the map by clicking on arrows. Some of the categories are political maps, physical or satellite maps, and weather and climate maps. Under Flags and Facts, you can find short profiles of countries, U.S. states and Canadian provinces. There is also a star chart.

<http://www.nationalgeographic.com/resources/ngo/maps/>

MapQuest has maps, driving directions and travel guides. It offers maps that pan and zoom and driving directions you can customize to avoid toll roads or limited access highways. This site is probably better known than the similar Maps on Us. When I asked for driving directions for my commute to work, however, it routed me down Snelling and through a strange route to Grand Avenue, a path I would never take. Maps on Us picked a route that was very nearly the one I actually use.

<http://www.mapquest.com>

Maps and References (University

of Iowa's Center for Global and Regional Environmental Research) is a large collection of links to map and geographical reference resources. Unfortunately, it has not been updated since July 1999 and may be moribund.

http://www.cgrer.uiowa.edu/servers/servers_references.html

Maps on Other Web Sites (The Perry-Castañeda Library Map Collection, The University of Texas at Austin) is very extensive list of links which is kept up to date. Besides general map sites, its categories include city maps, state maps, country maps, weather maps and historical maps

http://www.lib.utexas.edu/Libs/PCL/Map_collection/map_sites/map_sites.html

Maps on Us -- "Navigation Made Simple® ... All Across the United States." (Switchboard.com) has maps, routing and yellow pages. The maps let you zoom in and out and pan in all directions. They also let you choose to see all the minor streets or just the major ones. The routing feature gives you options such as picking the fastest route or avoiding major highways. A "What's nearby" feature takes your map location and lists everything from theaters to hospitals that are in the general area. Registration is free but not necessary.

<http://www.mapsonus.com>

National Atlas of the United States (U.S. Geological Survey)

“is designed to promote greater geographic awareness through the development and delivery of products that provide easy to use, map-like views of our natural and socio-cultural landscapes.”
<http://www-atlas.usgs.gov>

Miscellaneous

The CIA World Fact Book has basic maps and political and economic information for countries of the world.
<http://www.odci.gov/cia/publications/factbook/index.html>

CNN Worldtime
<http://www.cnn.com/weather/worldtime/>

You have to scroll down to find the converter on the page, but it is very simple to use. Select the time of day and your location, then input another location and find out what time it is there. (It is not necessary to load shockwave to use the time zone converter.)

The 164 Currency Converter (OANDA) offers current and historical exchange rates among 164 currencies for any day since

January 1, 1990 through the present day. Travelers can create their own customized cheat sheet.
http://www.oanda.com/site/cc_index.shtml

Universal Currency Converter (Xenon Laboratories Incorporated)
<http://www.xe.net/currency/>

Weather

National Weather Service is a full service weather site It has current weather for the U.S. and the world, plus watches and warnings, marine and aviation forecasts and climate forecasts. It even includes space weather and solar events.
<http://www.nws.noaa.gov/>

National Weather Service Twin Cities is more locally focused. Here you can find everything from forecasts to current snow depth and road conditions.
<http://www.crh.noaa.gov/mpx/index.html>

UM Weather (University of

Michigan) is a meta-site for weather information that claims the Net's largest collection of weather links.

<http://cirrus.sprl.umich.edu/wxnet/>
 Links page:
<http://cirrus.sprl.umich.edu/wxnet/servers.html>

The Weather Channel is sponsored by the cable TV channel of the same name. Besides city forecasts and weather maps, you can find breaking weather news, and such things as forecasts for golf and skiing and a section on the weather and your health.
<http://www.weather.com/>

WeatherUnderground.com was one of the best known early Internet Web sites for weather. It started at the University of Michigan and has since grown into its own company. Besides the usual weather data, maps and forecasts, the site also provides current star charts.
<http://www.wunderground.com/>
 ◆

NEWSLETTER DEADLINES

Volume 26, Number 1	July/August	July 9, 1999
Volume 26, Number 2	September/October	September 10, 1999
Volume 26, Number 3	November/December	November 12, 1999
Volume 26, Number 4	January/February	January 14, 2000
Volume 26, Number 5	March/April	March 10, 2000
Volume 26, Number 6	May/June	May 10, 2000

Committee Reports



Exchange BARBARA GOLDEN

The Exchange Committee advertises legal materials that organizations or people have for sale, wish to donate, or need. To list materials on the MALL Exchange, CONTACT: Barbara Golden, Minnesota State Law Library, 25 Constitution Avenue, St. Paul, MN 55155-6102. Phone: 651/296-0031; FAX: 651/296-6740; E-mail: barb.golden@courts.state.mn.us.

Materials may be posted through the MALL listserv, on the MALL web site (<http://aall.wuacc.edu/chapter/mall/>), on Metronet's web site for freebies (<http://www.metronet.lib.mn.us/lib/metfree.htm>), and/or in the Newsletter.

Reminder: The Minnesota State Law Library maintains a storage collection of Minnesota legal resources. If you need some items or want to donate materials, CONTACT Barbara Golden at 651/296-0031 for more information.

There are no new Newsletter listings. For the most timely notification of exchange materials, subscribe to the MALL listserv by sending a message to listserv@aall.wuacc.edu – leave subject line blank; and in the body of the message type: **subscribe MALL-L firstname lastname** ♦

Internet Apps SUSAN HAYLES, JANET SHEETS

The MALL website is adding new material. The Membership Committee, the PR Committee and the Publications Committee all have new additions to the website.

Website statistics for past month: Average successful requests for pages per day: 66

<u>Top pages</u>	<u># requests</u>
Main Page	240
Internet Guide	125
Newsletter (pdf)	91
(html version, page 1)	35
TestDesign	79
Calendar	75
Announcements	67
Job Listing	57
Committees	52



The MALL Newsletter is the official publication of the Minnesota Association of Law Libraries, a chapter of the American Association of Law Libraries. It is published six times per year and is a benefit of membership in MALL. Annual membership dues are \$20.00. Membership renewals are due in May of each year. For further membership information or for changes of address, contact:

Nancee Halling
U.S. Court of Appeals
541 Federal Court Building
316 Robert Street N.
St. Paul, MN 55101
phone 651/848-1320.

Membership

NANCEE HALLING

New Member Profiles

William F. (Bill) Jack (Library Generalist, Dorsey & Whitney) handles reference requests two days a week, and Intranet development and CD-ROMS the rest of the week. Bill has a J.D. from Southern Methodist, M.A. and Ph. D. from the U. of Michigan (Slavic Languages and Literatures), and a B.A. from the U. of M. He shares a house with four cats, and is a published author (poetry and fiction). He's spending the winter looking forward to going to a writer's workshop in July in St. Petersburg [Russia].

Emily Nielsen (Library Assistant, Oppenheimer Wolff & Donnelly) is enjoying her first library job while attending the MLIS program at St. Catherine's. Emily hasn't wasted any time jumping into the profession, both as a member of MALL's Newsletter Committee, and as Treasurer of St. Catherine's student chapter of SLA.

Marcie Richie (Computer Services Librarian, Merchant & Gould) works with the library's Webpage on the firm's Intranet. Marcie has been in libraries of one sort or another for the past fifteen years, but mostly with a computer firm library. Other interests include art, genealogy and gardening.

Kris Anne Tobin (Technical Services Librarian, Larkin Hoffman)

describes herself as a new/old member resurfacing. After a stint as a reference librarian at William Mitchell, Kris went into private practice on her own, but is happy to be back in law librarianship. She is happy in the law firm environment, where each day brings a new challenge, with so much variety and so many opportunities for learning. There is a library school professors' joke that you have to have animals to be a true librarian, with the debate being whether dogs or cats are preferred. If that's true, then Kris is truly a "true librarian" with two cats, a dog, two cockatiels, and hopes of adding a horse sometime in the future.

Directory Changes**I. Additions to Members:**

William Jack, Library Generalist, Dorsey & Whitney LLP, 220 S 6th St., Minneapolis MN 55402. 612-340-2822 Fax: 612-340-8704 I'net: jack.bill@dorseylaw.com

Colleen Clish, Library Assistant, Larkin Hoffman Daly & Lindgren, 7900 Xerxes Ave S, Bloomington MN 55431. 612-896-3286 Fax: 612-896-3333 I'net: cclish@lhdl.com

Jessica Bennett, Library Assistant, Maslon Edelman Borman & Brand, 90 S 7th St, Suite 3300, Minneapolis MN 55402. 612-672-8265 Fax: 612-672-8397 I'net: jrbennett@maslon.com

II. Additions to Members by Institution:

- Dorsey & Whitney **add** William Jack
- Larkin Hoffman Daly & Lindgren **add** Colleen Clish
- Maslon Edelman Borman & Brand **add** Jessica Bennett

Placement

JANICE LEICHTER

Minnesota Outreach Services Librarian

The Minnesota State Law Library is seeking a full time Outreach Services Librarian to be stationed at the Minnesota Judicial Center in St. Paul. The Outreach Services Librarian will provide law library service to inmates in the Minnesota adult correctional facilities pursuant to a contract with the Department of Corrections. Responsibilities include: providing on-site ready reference service to inmates in three or four correctional institutions on a regular visitation schedule; responding to requests from Minnesota prisoners housed out-of-state; supervising maintenance of prison law collections; monitoring activities of inmate law library

clerks; instructing inmates and others as needed in basic legal research; performing follow-up research at the State Law Library including interlibrary loan and photocopy requests; maintaining financial and statistical records for the program; handling publicity and public relations for the program; assisting in developing policies and procedures and assisting in the maintenance and development of other library programs as time permits. This position does require some evening hours, but allows for some flexible scheduling.

Minimum Qualifications:

Master's Degree in Library Science

Course work in library science or experience working in a library
Must have a valid Minnesota driver's license

Ability to effectively and respectfully communicate with a diverse population

Ability to work in small groups and one-to-one

Ability to schedule and meet deadlines

Ability to write effectively

Ability to use a PC and learn a variety of software programs

Application Deadline:
February 2, 2000

Starting Salary: Mid \$20's to low \$30's, depending on qualifications

To Apply: Submit a completed application form, a writing

sample, cover letter and resume to the address below. To request an employment application form, please call (651) 297-3430, or download from www.courts.state.mn.us

State Court Personnel
Outreach Services Librarian
25 Constitution Avenue
135 Judicial Center
St. Paul, MN 55155

AN EQUAL OPPORTUNITY EMPLOYER

Law Library Manager

DEPARTMENT: Law Library

LOCATION: Judicial Center, Hastings

UNION: None

HOURS/DAYS: Full-time, 40 hours per week

HIRING RANGE: \$37,600 - \$49,600 (C-42 DBM Level - 2000 Rates)

SALARY RANGE: \$37,600 - \$58,800

Dakota County is accepting applications for full-time Law Library Manager in the Judicial Center in Hastings. This individual will direct and coordinate Law Library activities including staff supervision and the delivery of library services in a manner which will effectively meet patron needs and ensure efficient library operations.

Duties and Responsibilities:

1. Directs and supervises law library staff including determining work schedules/

assignments, evaluating job performance and coordinating training.

2. Assists library patrons in finding and utilizing required legal information. Performs on-demand services of WESTLAW and other electronic databases. Assists Dakota County Library staff in answering legal questions.

3. Provides professional instruction to patrons in the effective use of library resources and materials. Develops and conducts training in the utilization of print and electronic legal resources for judiciary, judicial law clerks, County Attorney staff, private attorneys and Dakota County Public Library staff.

4. Evaluates both print and electronic legal publications for collection development in collaboration with Collection Development Workgroup. Coordinates and supervises the acquisition, cataloging and circulation of legal materials.

5. Interfaces with Dakota County Department of Information Technology, County Attorney's Office and First Judicial District in planning, implementing and administering electronic legal resources. Administers Virtual Branch Law Library and updates to the Legal Information Server.

6. Promotes use of Law Library by displays, Law Library newsletter, presentations before Bar Associations, Library staff, and Dakota County staff. Participates in professional development and public relations activities by membership in state and national associations. Participates in Judicial and State

projects and prepares reports and presentations in support of Court initiatives.

7. Initiates and participates in strategic planning for the development of the Law Library. Develops and documents Law Library policies and procedures for staff. Meets with Chair of Law Library Board to report and receive policy directions.

8. Presents annual operating budget recommendations to the Library Board. Administers the Law Library budget and prepares related reports.

9. Reviews and approves purchase orders and all Law Library invoices and transmits necessary paperwork to Financial Services. Supervises the collection, accounting, and transferring of library monies to the Administrative Office.

Essential Job Functions:

Items 1-9 listed above are essential functions of this position.

Requirements:

Master's Degree in Library and/or Information Science.

Juris Doctorate (Law Degree) or at least two years of professional experience in a law library is strongly preferred.

Candidates must furnish documented proof (transcripts, certificates, diploma, etc.) of post high school education.

Pursuant to Dakota County Policy and Procedures Manual Section 3102 (L), this position is designated as Safety Sensitive.

Work Environment:

Work is performed in a County office building. Lifting requirement up to 34 pounds on an occasional basis. Types of equipment used include

Selection Process:

The initial screening for this classification will consist of a rating of training and experience from the application materials submitted. All candidates who pass the examination will be placed on a Master List for this job classification. The top scoring candidates from the master list will continue in the hiring process.

Dakota County Employment Application forms may be obtained by calling the Employee Relations Department at 651.438.4280 or TDD (for the hearing impaired) at 651.438.4618, or may be picked up at any Dakota County Library branch. All applications must be **received, not postmarked**, by the close of business day March 1, 2000. Applications may be returned to the Dakota County Employee Relations Department, 1590 Highway 55, Hastings, MN, 55033-2372, or may be hand-delivered to the Information and Services Center in Apple Valley. Dakota County is a Smoke-Free Environment. ♦



Awards and Nominations

SUSAN CATTERALL

MALL Librarianship Award

The MALL Awards and Nominations Committee is accepting nominations for the MALL Librarianship Award. This award is not bestowed every year; rather it is given to a person (or persons) who have distinguished themselves by outstanding contributions of continual service to MALL or by producing a work product (bibliography, index, union list, videotape, database, research service, etc) that substantially benefits MALL members.

If you would like to nominate an individual, please use the nominating form found in the November/December MALL Newsletter or on the MALL webpage and attach a statement detailing the contributions of your nominee including:

- 1) all relevant service activities and positions held; and/or
- 2) all bibliographic information for any work product.

The MALL Archives may be a good resource in documenting a nomination. Nominations must be received by an Awards and Nominations Committee member by March 13, 2000. Please submit nominations and supporting materials to:

Susan Catterall, Chair, Awards/ Nominations Committee, Leonard, Street and Deinard, 150

South Fifth Street, Suite
2300, Minneapolis, MN
55402. (612) 335-1742
Fax (612) 335-1742

Get to Know Your Chair

MICHAEL TRACY
Co-Editor

CALL for NOMINATIONS

The MALL Awards and Nominations Committee is accepting nominations for the positions of Vice President / President-Elect and Member-at-Large. Both positions are two-year terms. The candidate who is elected Vice President / President-Elect will serve as Vice President of MALL during 2000-2001 and will then serve as President during 2001-2002. The individual who is elected Member-at-Large will serve in that position during 2000-2002.

The Committee and the Association were fortunate last year when members responded to the call for nominations with the names of many talented and hard working individuals. The Committee hopes for a similar response this year.

Nominations must be received by the Awards and Nominations Committee by Monday, March 13, 2000. Please submit your nominations to:

Susan Catterall, Chair, Awards/
Nominations Committee,
Leonard, Street and Deinard,
150 South Fifth Street, Suite
2300, Minneapolis, MN 55402.
(612) 335-1742 fax (612) 335-
1657 sc1742@leonard.com ♦

Which chair are we talking about...your Mission Style...French High Back...maybe the Lazy-boy in the family room. No, we're talking about the MALL Committee chairs and we think it's time you find out more about these individuals. Therefore, each MALL Newsletter this year you will spotlight three to four chairpersons and their committees. In doing so, we hope you will get to know these dedicated individuals who are working hard to make sure MALL remains an outstanding law librarian organization. And who knows, you may find out something about one of your colleagues you never knew before OR you may even decide you want to join one of the MALL committees (hint). ♦

Public Relations

ANITA ANDERSON

Public Relations (PR):

Communication with various sectors of the public to influence their attitudes and opinions in the interest of promoting a person, product, or idea. (Dictionary of Advertising Terminology from the University of Texas at Austin, <http://advertising.utexas.edu/research/terms/>)

MALL's Public Relations Committee offers a variety of projects for members who

volunteer. This year we have publicized the honors bestowed upon our members, accomplishments of the organization, and celebrations of our member libraries through press releases to local publishers, e-mail notices on library listservs, and regular communication with the Spectrum editor for Chapter News.

The Committee has also provided support for the Education Committee by designing meeting notices for our members, creating a brochure for the Legal Research Institute, and providing layout copy for a copy advertisement in the Bench and Bar. The Committee has also played an active role in promoting MALL to other organizations by creating table displays for library and legal meetings.

If you would like an opportunity to use your creative talents you should consider joining this active committee.



Anita Anderson, Chair
Members: Mary Ford, Janet
Jacobson, Donna Trimble, Karen
Westwood, Mary Ann Archer
(Executive Board Liaison) ♦

Membership

NANCEE HALLING

During my first eleven years as a law librarian my name was Nancee Downing and I worked for the Minnesota State Law Library as a circuit-riding prison law librarian. After receiving my MLIS from Dominican University, I became a general librarian for the MN Department of Corrections, working first at Lino Lakes and then Stillwater. Needing a change of clientele after a couple of years, I started my current job as Branch Librarian for the U. S. Courts Library - St. Paul in August 1998.

I've been a MALL member for many years but confess to being an inactive one. Last year, I decided to join a committee but time is a major issue when you work in a 1.5 FTE library. If you're thinking about joining a committee and have similar issues, think "Membership Committee." We're small, can work individually and need few meetings throughout the year as most of our work is during the summer months. ♦

Internet Apps

JANET SHEETS

The Internet Applications Committee began in 1996 as an ad hoc committee to develop a MALL Web site and listserv. It was chaired by Nina Platt and our first Webmaster was Roger Skalbeck.

The original website has changed some under our current webmaster Susan Hayles. This year the main

goal of the committee is to develop a new look and structure for the Web site in preparation for the AALL meeting in 2001 in Minneapolis. We are working closely with the Newsletter Committee to plan ways of successfully mounting the *MALL Newsletter* on the Web site. We are also working with the Executive Committee to find an artist to give guidance on a new logo and consistent design.

The Committee has assigned members as liaisons to MALL committee chairs in order to facilitate the development of committee-related content for the Web site.

We are also interested in any feedback from members on design and content.

The MALL Web site would not be possible without the help and support of AALL. They have generously provided server space to house our Web site.



Janet Sheets, Chair

Members: Aimee Blatz, Rich Harrington, Jan Leichter (MALL listserv owner), Susan Hayles (Webmaster), Nina Platt, and Jane Hopeman (Executive Board Liaison). ♦

