

AALL SPECTRUM

Volume 2 Number 9

June 1998

[FEATURES]

- Rally for the Right to Read: Law Librarians Protest in D.C.** 4
by Sharon Kissel
- Videoconference Offers Guide to Change Management** 6
by Lara Koban
- Disintermediation Brings Law Librarians and Law Publishers Together** 8
by Mark E. Estes and Kay M. Todd
- Professional Development Committee Article Series**
- Private Law Librarians: Do You Have a Future in Records Management?** 12
by Warner Miller
- Salary Survey Data Results** 22
Part Three: Budget Breakdowns
- Ethics and Business Practices** 26
by Margaret Maes Axtmann
- "If I'd Only Known the Smart Way to Estimate My Data Conversion Costs"** 30
by James L. Miller III
- PDC: Bringing Programming Closer to Home** 34
by Jean Holcomb
- Centerfold:**
Anaheim Adventureland Advisor

[COLUMNS]

- Washington Brief** 14
- Chapter News** 15
- Public Relations** 18
- Committee News** 20
- Membership News** 24
- Current Comments** 36

[DEPARTMENTS]

- Placement Listings** 28
- Memorials** 35
- Classifieds** 35



The Anaheim Convention Center, site of AALL's 91st Annual Meeting, July 11-16, 1998.

Anaheim VCB

AALL Spectrum (ISSN: 1089-8689) is published monthly except January and August by the American Association of Law Libraries, 53 West Jackson Boulevard, Suite 940, Chicago, Illinois 60604. Telephone: 312/939-4764, fax: 312/431-1097, e-mail: aallhq@aall.org. Periodicals postage paid at Chicago, IL. POSTMASTER: Send address changes to *AALL Spectrum*, 53 W. Jackson Blvd., Suite 940, Chicago, IL 60604

Direct correspondence regarding *AALL Spectrum* to Peter Beck, AALL Director of Publications 312/939-4770, ext. 19 e-mail: pbeck@aall.org

AALL Spectrum Deadlines

Articles are due on the following dates:

1998	Issue	Deadline
Vol. 3, No. 1	September	July 30
No. 2	October	August 27
No. 3	November	September 24

Copy sent through a columnist should be sent to him/her well in advance of the monthly deadline.

AALLNET: <http://www.aallnet.org>

Advertising Representatives

Benson, Coffee & Associates
 1411 Peterson Avenue
 Park Ridge, Illinois 60068
 Telephone: 847/692-4695
 fax: 847/692-3877
 e-mail: bencof@aol.com

AALL Spectrum is a free benefit of membership in the American Association of Law Libraries. \$44 of each year's dues is for one year of *AALL Spectrum*. Nonmembers may subscribe to *AALL Spectrum* for \$50 per year. For membership and/or subscription information, please contact the American Association of Law Libraries at the address above.

The American Association of Law Libraries does not assume any responsibility for the statements advanced by the contributors to, nor the advertisers in, the Association's publication. Editorial views do not necessarily represent the official position of the Association. All advertising copy is subject to editorial approval. ∞ *AALL Spectrum* is printed on acid-free, recycled paper.

Collections Available, Brainstormers Needed

From our delightful chats with law librarians at the recent AALS conference, we believe that your readers are the best scouts to help us find the best libraries/research centers/information services. The collections of the National Clearinghouse on Marital and Date Rape/Women's History Library—materials on all forms of sexual assault and dating/domestic violence—are seeking new homes. Having outgrown our present facilities, we are looking to divide the collections among several libraries nationwide, to increase exposure and accessibility and to ensure preservation.

The 20 years of clippings countrywide through all bureaus (news and opinion articles impossible to otherwise retrieve now, plus letters to the editor and film/book reviews), legislative documents (bills, arguments, statutes, analyses, testimony), court case briefs and other documents, publications and pamphlets, bibliographies, newsletters, cartoons, poetry, interviews, information on the problems of grassroots organizing—fact sheets, cassette tapes of panels and media discussion, position/policy/conference/

term papers, and studies, are arranged in subject area files with cross references.

These collections cover critical issues for all academics and helping professionals in an area where there has been significant change in policy and practice concerning gang rape, "roofies," sex offender laws, children raping children and adults, as well as intimate violence. Our national and international networks will continue to support the collections.

We are looking for interested librarians whose institutions represent potential sites for the collection to contact us to discuss their facilities and constituencies.

Please visit our Web site (although the collections are more narrowly described there than above) at <http://members.aol.com/ncmdr/index.html> and then send e-mail to us at laurax@igc.org. Thank you!

Laura X

National Clearinghouse on Marital and Date Rape Women's History Library S.F. Women's Centers Date/ Marital Rape Education Project Berkeley, California 510/524-1582

1998 CONELL Update

Have you registered for the 1998 Conference of Newer Law Librarians (CONELL)? If not, there's still time to reserve a place for this exciting AALL Conference! CONELL is scheduled for Saturday, July 11, in Anaheim. CONELL, a 20-year tradition of the AALL Annual Meeting, is designed to welcome newer members of the profession to the organization, introduce them to the Association and its leaders, and provide a setting for newer members to become acquainted with each other.

This year's conference includes remarks by AALL President Judy Meadows; the CONELL Marketplace, featuring representatives from AALL Committees and Special Interest Sections (SISs); along with an "Ask the Expert" session, where participants will have an opportunity to talk with

librarians from different types of libraries, who will share information about their careers and opportunities in the profession.

The conference will conclude with lunch at the Twin Palms restaurant and a trip to the Orange County Museum of Art. This museum features the works of local California artists. From idyllic landscape paintings to cutting edge contemporary art, the Orange County Museum of Art exhibitions feature art from the mid-nineteenth century to the present.

Make your plans now to join other newer members of AALL for CONELL 1998!

For additional information or questions, contact Georgiana Wellford, Chair, Mentoring & Retention Committee (gwellford@oag.state.va.us).

RALLY FOR THE RIGHT TO READ

Sharon Kissel's indignation led her to organize a protest that received national media attention—here's her exclusive story:



Listening to the radio news early Wednesday morning on March 25, I was stunned to hear that a local bookstore had been subpoenaed by the office of the special prosecutor to turn over some of its book purchasing records. The bookstore, KramerBooks, is a well-known and popular bookstore and cafe in the Dupont Circle area of Washington, D.C. I know it well since it is just a short walk away from where I worked for almost a decade as head librarian for a midsize law firm. I would often meet friends for lunch at KramerBooks, and I always enjoyed wandering through the store, looking for some unusual title. But I couldn't believe what I heard on the news—that it was getting ready to comply with a subpoena to find out what books Monica Lewinsky had purchased.

This can't be, I thought. What a colossal invasion of privacy—not to mention how dangerous an attack it seemed to be on our freedom to read without government scrutiny! As soon as I arrived at my job as legislative librarian at the American Civil Liberties Union—where I have worked for just less than a year—I called KramerBooks. It was early, but the store was already opened, and the general manager answered the phone.

"I am deeply distressed by what I heard on the radio news this morning," I started out. I was hoping to hear him respond by saying that the media report was wrong—that the store was not going to turn over its book-purchasing records to the prying eyes of the government. But instead, he responded in an exasperated tone that I did not understand the issues or the situation. "I can't believe," I continued, "that you are going to cave in to such a request. I am not sure that I want to do business with a store that does not treat its customer records with some amount of privacy." Again, the manager insisted that I did not understand the situation, and said that the store didn't want my business anyway—before hanging up on me!

I was upset to think that what someone purchases from a bookstore could be subjected to government snooping. Library borrowing records would not be so casually turned over to the government. Why should bookstore purchases be treated differently from a library's records?

I was stunned! What was going on here? I was upset to think that what someone purchases from a bookstore could be subjected to government snooping. Library borrowing records would not be so casually turned over to the government, I thought. Why should bookstore purchases be treated differently from a library's charge-out records?

The next day, Thursday, both the *Washington Post* and the *New York Times* reported the story. KramerBooks' attorney was quoted by the *Post* reporters as saying that the store "considered a variety of factors" but in the end felt that it had little choice but to comply with the subpoena.

Every librarian colleague that I spoke to was as shocked about this outrageous intrusion into one's privacy as I was. "Are you concerned enough to DO something about it?" I would ask. Yes, was the answer, but what to do? I asked a few librarian friends, "Are you free at lunch tomorrow?

Would you meet me at the U.S. Courthouse at noon? We could let others know that the government should stay out of our book purchasing records!"

The E. Barrett Prettyman Federal Courthouse is only a short walk down Constitution Avenue from where I work on Capitol Hill. Many years ago, during the midst of the Watergate trial of John Mitchell, John Erlichman, and H.R. Haldeman, I worked in that very same building as an assistant law librarian in the Bar Association of the District of Columbia. Even at the

height of that trial before Judge Sirica, the media's presence was hardly apparent to those of us working in the building. But now, for the federal grand jury investigation, the front of the courthouse is surrounded by a phalanx of television media vans—reminding one of the defensive circle of a wagontrain! Getting immediate media coverage *there* would be no problem. But trying to gather up support for a rally for the next day was not easy. A friend suggested that we rally on Saturday instead, at KramerBooks. A good idea, I thought. But still, could it be done? Was there enough time to organize?

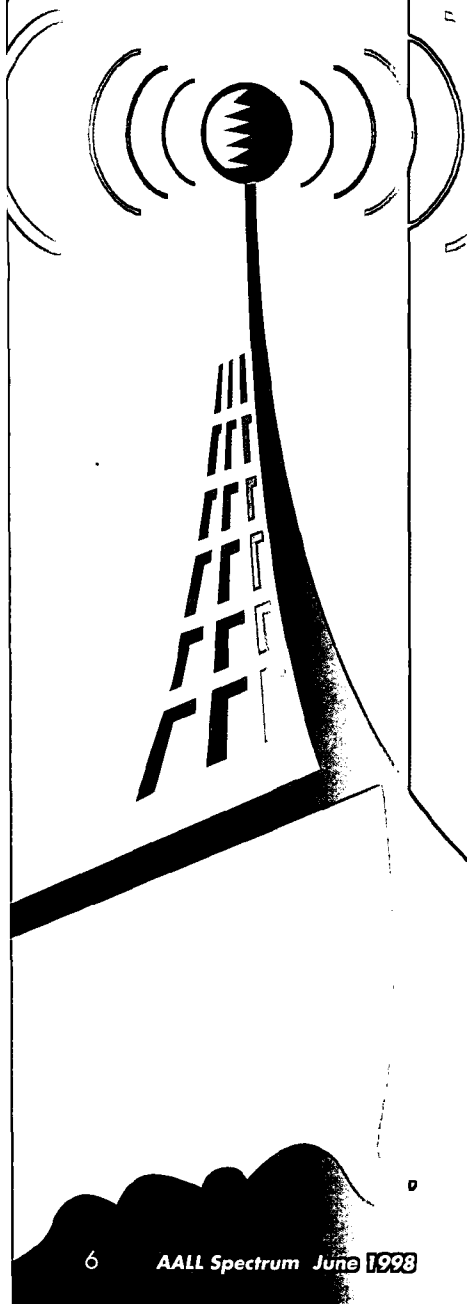
Early Friday morning, I came up with a slogan for a librarians' protest: A RALLY FOR THE RIGHT TO READ. I had already talked to so many librarians who were supportive and indicated interest in doing something. With some help from these friends and colleagues, I thought it would be possible to gather a group to voice our concerns.

How does one organize such an event? I wasn't sure, but I knew some of my coworkers at the ACLU would know. "The first thing you have to do is a press release," I was told. "And here's a list of fax numbers of all the major media news outlets. Get something faxed to them as soon as possible." So I put together an announcement that "Concerned Librarians" were going to rally the next day, Saturday, at noon in front of KramerBooks. By lunchtime, faxes had been sent to CBS, ABC, NBC, Fox, CNN, and the *Washington Post*. Brian Baker, Director of the UDC Law School Library and a long-time friend, agreed to help me get the information out on the local and national law librarian listservs. I spoke with representatives of the Association of American Publishers and the American Library Association, two groups that had been quoted in news reports about being concerned with the subpoenas of the special prosecutor. Both groups were very encouraging and supportive of our plans for a rally. I telephoned every law librarian I could think of, and I faxed the press release to those I could not reach on the phone. I checked about getting a permit for the rally, and called the local police to inform them of the plans for a protest the next day.

Starting at about midafternoon, the press began to call me. Most wanted to confirm that I really did exist (I had put my name and telephone number at the bottom of the press release), and that a rally was really going to take place. The reporter for the *Washington Post* called to get a statement, as well as ABC Radio News. Fox TV News said that it planned to be at KramerBooks tomorrow with a camera crew. It looked

Videoconference Offers Guide to Change Management

by Lara Kobon



The Age of Technology: Your Guide to Change Management was broadcast to 31 sites across the U.S. and Canada and viewed by an audience of 641 participants. Jim Hoover (Columbia University Law School Library), Florence Mason (F. Mason and Associates), and Mike Wilens (West Group) explored the issues and effects of technological change and identified practical resources to assist librarians in effectively managing change within their organizations.

"This was a well-organized, well-prepared educational program taught by key speakers in the subject area."
—Anonymous Attendee in Arizona

Viewing technology as a tool, planning ahead for change, and taking a proactive lead in implementing change are all realistic ways to use technology to your advantage. One such example is satellite videoconferencing itself, which introduces unlimited potential for providing AALL members with valuable, low cost, educational opportunities. Videoconferencing also provides a less expensive, less time-consuming way for many more people to see and hear experts in a particular field than would be possible if these experts were to travel to each individual site.

How It Works

Downlink sites register for a set price and in turn may register as many participants as their facilities will accommodate, thereby decreasing the cost to individual participants. With satellite dishes available even in remote locations, people can take less time away from work for educational programs, and travel and hotel costs can be kept to a minimum. Sites have the option to include wrap-around sessions, which greatly enhance the learning experience. Wrap-around sessions can include local resources, lending a more personal atmosphere and additional time for discussion. This can also provide an effective way to tailor a program to suit participant needs at a regional site.

The program became a distance learning opportunity not only for the participants, but for the speakers and program developers as well! On November 25, 1997, AALL Director of Programs Martha Brown, Becky Fillinger, Rob Hafiz (West Group), AALL member advisor Jim Hoover, and I all met in Chicago, and created a draft training plan on the subject of technology and change. From this point forward, the program evolved via telephone discussions, faxes, conference call meetings, e-mail, and exchange of PowerPoint

files. The speakers met face-to-face for the first time during rehearsal the day before the program.

The Making of the Videoconference

Approximately 20 people from the College of DuPage were instrumental in the production of this program. A few weeks before the program, I served as co-producer and off-camera interviewer when a video crew visited Loyola University of Chicago School of Law Library and Chicago-Kent College of Law Library to pre-tape comments from your colleagues Silas Anderson and Mickie Voges. The studio set was prepared in advance along with program graphics. The day before the program, speakers were "coached" for their first live, on-camera experience, the script was finalized, and the program was rehearsed from beginning to end. In addition to the Floor Director, camera crew, and lighting crew in the studio, the Production Coordinator, Director, and Producer were among those crowded into the control room viewing multiple TV monitors showing readied camera shots of each presenter and various program graphics. The College of DuPage also provided a professional on-air moderator and a local librarian to screen incoming telephone calls during the question and answer sessions.

"Jim Hoover's comment that 'change is a contact sport' sums up the challenges that we all face in the law library world, especially the private sector."

—Anne V. Ellis, Chair, Private Law Libraries SIS

How to Order

AALL and the Professional Development Committee thank West Group for its support and involvement in this program. Videotaped copies of *The Age of Technology: Your Guide to Change Management* and accompanying program materials, which include ideas for local promotions and wrap-around sessions, are available for \$295. To order, please contact AALL Program Assistant Maggie Kearney (312/939-4764 or mkearney@aoll.org). Order forms for these and other AALL educational program materials are also available on the Web (<http://www.aallnet.org/>).

The next AALL satellite videoconference will be held on Thursday, April 15, 1999. Look for the topic to be announced soon and mark this date on your calendar!

Lara Kaban (lkoban@aall.org) is
AALL Educational Program Coordinator.

Disintermediation Brings Law Librarians and Law Publishers Together

by Mark E. Estes and Kay M. Tadd

AALL has sponsored several colloquia that have brought together law librarians and legal publishers to explore areas of mutual interest and to create an ongoing dialogue. The first, in 1994, focused on electronic information and included 18 librarians and 13 legal publishers. It was followed by two other conferences.

Planning for Substance

In 1997, President Judy Meadows assembled a committee composed of AALL Past Presidents Albert Brecht, Kay Todd, and Mark Estes, and Ken Halajian, Vice President of Matthew Bender, to plan the 1998 symposium. AALL Executive Director Roger Parent and Director of Programs Martha Brown were also enlisted for support. A meeting was held to plan a

and potential outplacement for librarians who may be perceived as unnecessary.

The fourth colloquium, was held Thursday and Friday, April 2 and 3, at the McDonald's Lodge in Oak Brook, Illinois. The Lodge provided pleasant surroundings with understated distractions so that participants could focus on the challenges facing law librarians and legal publishers.

The attendees included 15 law librarians and 17 representatives of legal publishers. Over a day and a half, the group considered the issues, and in large and small group discussions created a list of "next steps." Joint publisher-librarian task forces will address each of these, and propose to the colloquium planning committee a means of resolution or remediation. "The task

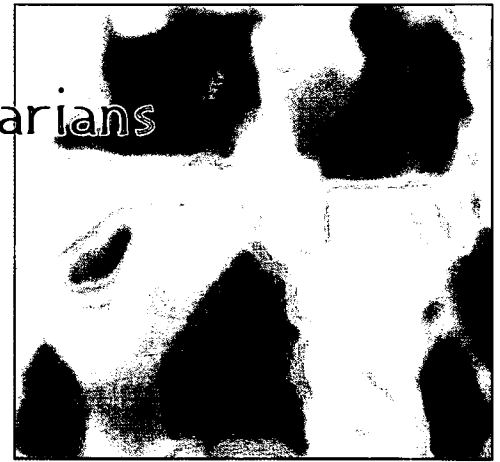
forces are specifically, rather than broadly, charged and we expect successful outcomes from each," said President Judy Meadows.

The librarian attendees of this 1998 meeting were chosen for their interest or experience in end user training and the role of the law librarian in this environment.

The legal publishers included those involved in electronic product development, as well as those who work with the law library community. In advance of the meeting, each received a packet of required readings on cyberspace and traditional media, changes in electronic information since 1977, and disintermediation. (See the box on page 10 for the bibliography.)

The New Information Seeker

The meeting began with a keynote presentation, "Disintermediation in an Emerging Information Age," by Professor C. Olivia Frost (Ph.D., Professor and Associate Dean at the University of Michigan School of Library and Information Services).



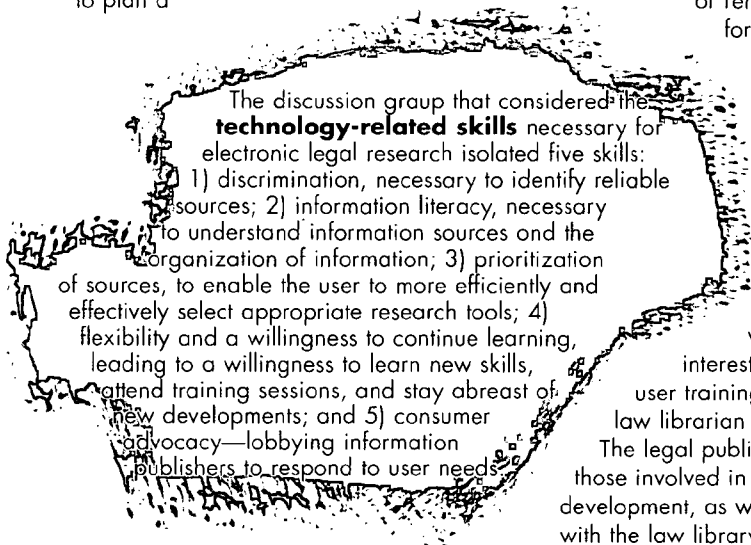
She discussed how technology has broadened the audience of information seekers. It is no longer necessary to physically go to the collection that is digitized. And, with digitization, the material is accessible to more—at least in facsimile. For many in this broader audience, information seeking has become entertainment as well as purposeful. Information seekers now browse Web pages in much the same way that people browse the shelves: moving toward a particular site, but stopping along the way.

These two factors—a broader and geographically dispersed audience, and one that is accustomed to information seeking as entertainment—describe a significant challenge facing information providers. Researchers must remember that it is necessary to change the seeking mode from surfing the Web to purposeful, planned searching.

That challenge, coupled with the fact that information consumers want to be more informed and participate in decision making once left to the professional, places greater demands on lawyers, law librarians, and publishers to respond to consumer demands.

Following Frost's presentation, the full group was led by facilitator Rose Marie Clemendot (Law Library of Congress) in brainstorming the issues. This brainstorming generated 80 ideas and issues, many of which were discussed in small group sessions over the course of the next day. Energized by the brainstorming session, the participants were ready to focus their discussions.

First, three discussion groups worked to identify the key elements of the following topics: adult learning preferences and their impact on electronic product design; basic technology skills necessary for effective legal research; and disintermediation and its impact on research skills. (See the box on this page for the technology skills.)



program whose focus would be compelling to both the publishing community and AALL's members.

The planning group reviewed the 1994 report and identified common themes and new issues, which included the need for standardized training and the need to identify new research competencies. Thus the 1998 colloquium continued a focus on electronic information, and addressed the increase in end user research in electronic media without the assistance of an information professional. The buzzword coined for this concept is *disintermediation* and it includes issues of end user effectiveness, end user technology skills,

Adult Learning Preferences

The focus group on adult learning discussed the different ways adults learn: some learn by writing, some by reading, some by listening and some by repetition, or actually doing the learning activity. In the technology area, adults' preferences are based on their prior technology experiences. Generally, adults want a product that is attractive and intuitive and requires no outside documentation. They are willing to engage in a trial-and-error method to orient themselves to a new product.

Training must be available to them in a variety of environments and formats. In the area of legal research, some prefer to begin with the specific example and proceed to the general; others, however, want to start from the general and move to specific examples. Technology that is highly effective at finding specific examples as a starting point should also be designed to assist general-to-specific research, and provide the context for legal topics, in order to promote effective legal research through electronic systems.

Technology Skills

The discussion group that considered the technology-related skills necessary for electronic legal research isolated five skills: 1) discrimination, necessary to identify reliable sources; 2) information literacy, necessary to understand

information sources and the organization of information; 3) prioritization of sources, to enable the user to more efficiently and effectively select appropriate research tools; 4) flexibility and a willingness to continue learning, leading to a willingness to learn new skills, attend training sessions, and stay abreast of new developments; and 5) consumer advocacy—lobbying information publishers to respond to user needs.

Disintermediation

The third discussion group explored disintermediation and its impact on legal research, as well as its serious implications for law librarians. The key issues for this topic were: the development of better training tools; the desire for greater standardization of search protocols; adjusting training to users with different skill levels; how to control costs when everyone is an offsite end user; and how to stay current with new tools.

The first day's official program concluded with a dinner speech by Albert Brecht. He discussed the trends in law students' familiarity with technology and their use of technology in legal research as summer associates/law clerks. Significantly more students own a computer now than 10 years before and they use technology to conduct their research more now than in

the past. Brecht also explored the importance of library resources in law school rankings and how dollars spent on the library impact the perception of quality of the library and the law school. Technology enables law libraries to provide access to more information in less space. But, technology involves significant costs beyond the license or subscription fees: hardware; network; people to support, train and feed the machines with toner, paper, etc. Library budgets for the most part have not expanded at the same rate as the responsibility of the librarians to provide information. In other words, librarians are expected to use technology to provide access to more information, in less space but without a real-dollar increase in funds available to support that information infrastructure of electronic and print resources.

The second day of the colloquium again used small group sessions to refine a set of issues, this time comparing librarian and publisher views of common issues: training in electronic media, product discernment, and continuous learning.

Training Resources

The discussion of training described the publishers' challenge to provide training that is product-specific for a large number of products, that does not significantly affect pricing, that is somewhat user-specific for librarians, lawyers and law students, and that can be overseen by their current sales and training staff. Librarians, however, have different challenges. They must develop effective teaching skills, attract those who want to be end users of specific products to training sessions, overcome the widespread resistance to spending time at training sessions, and provide training on numerous products with staff and time limitations.

Learning to Discern

The discussion of product discernment identified a set of skills for users of electronic information: the ability to identify reliable products; a knowledge of the limitations of Internet-based information; the ability to address authenticity of data; and the ability to prioritize sources in the research context. Challenges for librarians include establishing standard criteria for reliability of Internet sites and publicizing the criteria; educating end-users to evaluate sites; and creating subject-specific Web site tools to direct user research. In this area, publishers face the challenge of presenting

Background Reading

Participants received the following articles as part of their "required reading" packet.

John Mutter, "The bookstore of the 21st century: new technology and new customer attitudes will challenge booksellers," 243 *Publishers Weekly* 146 (July 22, 1996)

Stephen E. Arnold & Erik S. Arnold, "Vectors of change: electronic information from 1977 to 2007," 21 *Online* 18 (July 17, 1997)

David Shaw, "Can Newspapers Find Their Niche In The Internet Age?" *Los Angeles Times* Part A; Page 1 (June 16, 1997)

Maribeth Ward, "A 'disconnect' between academic librarians and

students," 16 *Computers in Libraries* 22 (November 21, 1996)

In addition, each participant received a bibliography, "Books on the Social Aspects of Computing, 1996-1997," compiled by Phil Agre of the University of California at San Diego. The most recent version can be found on the Web at <http://weber.ucsd.edu/~pagre/recent-books.html>. This bibliography has a wide range of interesting and useful titles. For example, Philip E. Agre, *Computation and Human Experience*, 1997. David Shenk, *Data Smog: Surviving the Information Glut*, 1997. Jeffrey P. Zaleski, *The Soul of Cyberspace: How New Technology Is Changing Our Spiritual Lives*, 1997.

their Web-based products in ways and formats that assist users, and referring researchers to Web sites that are authoritative and support their products. Publishers are also challenged to provide (for their own products) clear information on currency and source, which will not only assist researchers, but also serve to set them apart from the vast majority of free Web-based information. Legal publishers must emphasize the value-added nature of their products, and in a very similar sense, law librarians must emphasize the resources and expertise which they offer the end user. This interest in positioning ourselves in the marketplace as offering a value-added resource is one factor that links librarians and publishers.

Continuous Learning

The third focus group looked at the need for continuous learning to be effective at research in the new digital age. The group agreed that the next generation of researcher will need to be eager to learn new skills, willing to use self-training programs such as tutorials, willing to attend training sessions, and willing to ask for help. This requires that individuals be flexible and open to learning. In this area, librarians will be challenged to recognize the different levels of computing and direct use of electronic sources that various groups

of their users require. The challenge for publishers will be to design products that reward the skilled user, but that also can be used by those whose skills are not advanced.

New Initiatives

Reports on these small group discussions to the entire group led to a final "What can we do together in these areas" brainstorming. That discussion isolated a set of specific initiatives of a nature and scope that a working group of librarians and publishers could address and impact. These working group topics are listed in the accompanying sidebar. President Judy Meadows is in the process of forming small groups to act on them next year, with the expectation that their activities and outcomes may stimulate the next joint meeting. "These librarian/publisher meetings have no value unless we take the energy and desire to address shared concerns that they generate and focus it on solutions and actions," President Meadows said.

The participants left with the conviction that the issues related to disintermediation and electronic legal information were a challenge, but that law librarians and legal publishers together were fully capable of addressing them.

Working Group

- 1) Joint development of a "Train the Trainer" program for electronic products
- 2) Flip sheets to be posted to AALLNet on products, problems, and common solutions
- 3) A reliable Web site directory
- 4) Quantification of law librarians' training which will relate the impact of librarians' assistance to savings by publishers for customer support
- 5) Training scripts for Internet training
- 6) Training scripts for technology/literacy training
- 7) Joint CLE training with a technology component
- 8) Training tools for CDs and Online, and
- 9) Recommended skill sets for technology readiness of law graduates.

Mark E. Estes (*mestes@csn.net*) is Director of Library Services, Holme Roberts & Owen LLP, Denver, Colorado.

Kay M. Todd (*75260.204@compuserve.com*) is Senior Legal Researcher, Paul Hastings Janofsky & Walker, Atlanta, Georgia.

Roster

Erwin S. Barbre, Shepard's McGraw-Hill
Marcia R. Bell, San Francisco Law Library
Peter Berkery, CCH Incorporated
Albert O. Brecht, University of Southern California Law Library
Martha S. Brown, AALL
Ellen M. Callinan, Crowell & Moring
Chip Cater, West Group
Barbara De Young, Matthew Bender & Co., Inc.
Michael Eisenstein, LEXIS Law Publishing
Ezra Ernst, Aspen Law & Business
Mark E. Estes, Holme Roberts & Owen LLP
Glen Gustafson, Sheppard Mullin Richter & Hompton LLP

Kenneth L. Halajian, Matthew Bender & Co., Inc.
Mary Hotchkiss, U.S. Courts Library
Frank G. Houdek, Southern Illinois University Law Library
Gerald Johnsan, West Group
Faye E. Janes, University of California Hastings College of the Law Library
Rita A. Kaiser, McKenna & Cuneo LLP
Darcy Kirk, University of Connecticut School of Law Library
Richard H. Kravitz, Aspen Law & Business
Michael Latskow, LEXIS Law Publishing
Holley Marker Thompson, LEXIS-NEXIS
John Marozsan, CCH Incorporated

Judith Meadows, State Law Library of Montana
Sanford M. Morse, Bureau of National Affairs, Inc.
Mukta S. Ohri, Bureau of National Affairs, Inc.
Roger H. Parent, AALL
Jill L. Parter, Practicing Law Institute
Michael Saint-Onge, Coudert Brothers
Leigh Sempales, LEXIS-NEXIS
Gary Spivey, Shepard's
Roberta (Bobbie) Studwell, Thomas M. Cooley Law School
Kay Moller Todd, Paul Hastings Janofsky & Walker LLP
Susan E. Tulis, Carbondale, Illinois

Private Law Librarians: Do You Have A Future in Records Management?

by Warner Miller

Professional Perspectives — Tools and Techniques of the Trade. *The Professional Development Committee encourages members to continue to explore topics after presentations at the local, regional, and national levels. We welcome your comments and article suggestions. Please contact Mary A. Hotchkiss at 206/553-4475 or hotchma@u.washington.edu.*

Increasingly, private law librarians, especially law firm and corporate librarians, are called upon to perform records management functions. Management taps the librarian to serve as the new head of the records department to make more efficient use of the librarian's managerial skills. Why not have one professional manager oversee both departments, particularly when that one person has many of the core competencies central to both disciplines (an understanding of information management theory, database skills, experience with circulation systems, etc.)? In addition, the library manager will have performed many of the administrative tasks required of the records manager (budgeting, negotiation of vendor contracts, hiring and training, space planning, and statistical analysis).

The strong service orientation common among library managers also makes them attractive candidates. One librarian/records manager of my acquaintance was selected to manage her firm's records department largely because the firm felt confident that she could inspire a stronger customer service orientation among records department personnel.

Hence, your law firm or corporate legal department may well ask you to assume responsibility for the records department. If confronted with such an opportunity, a flood of questions will beset you. "Do I need formal training in records management? Where can I turn for advice and resources? How will I balance the needs of the two departments? Will I like it?"

The purpose of this article is to offer some practical answers to these questions, based upon the experiences of some law librarians who have also managed records departments. In preparation for this piece, I posted an inquiry on the law-lib listserv, asking law librarians who had worn a records management hat to share their experiences with me.

How Does Records Management Compare with Librarianship in the Private Law Firm?

A law firm's records system is similar to managing a library in at least two basic respects. You need a well designed classification system that will enable you to locate items in your collection. You also need a reliable check-in/check-out procedure so that, when an item is missing from the "collection," you can quickly identify the person to whom it is checked out.

There are, however, several important differences between a law firm library and its records management department. First, the records department is responsible for maintaining ready access to internally generated, one-of-a-kind items. A librarian can borrow or buy another copy of *Prosser*

Coming Next Month:

A primer on educating end users to be better information consumers, particularly in terms of electronic information.

& Keaton on Torts if the library's copy is missing. Generally, however, there is no way to beg, borrow, or steal another copy of a missing litigation file. Thus, a records department will lose credibility quickly if it cannot readily account for the location of critical files. By contrast, library patrons are generally more tolerant of the librarian's inability to locate a missing volume of the *Federal Register*.

Second, some records management functions are much more time-sensitive than most library functions. For example, a law firm's records department is often responsible for conflicts-checking. A conflicts check must be performed quickly

and accurately to ensure that no conflict of interest will arise from the representation of a prospective client. The firm may lose the client if the conflict check is not performed rapidly. The firm may be sued for malpractice if the check misses a potential conflict with an existing client. Thus, those performing these tasks work under considerable time pressure. Then, of course, there is also the litigator who asks at 8:30 a.m. for a missing pleadings file that he needs for an oral argument scheduled at 9:00.

Third, the records department simply cannot do its job well without close cooperation with its customers. A law firm library, by contrast, can function comparatively well with little direct assistance from other departments. A conflicts check, for example, may fail to reveal a potential conflict between an existing client and a prospective client if the attorney or secretary who completes the "new matter" form fails to list all related parties or to spell their names correctly.

Do I Need Formal Training?

None of the law librarian/records managers I spoke with had pursued the CRM (Certified Records Manager) certification recognized by the American Association of Records Managers (ARMA). There are, of course, law librarians who do have the CRM certification, but they are a rare exception.

The librarians I interviewed generally agreed that their education and training in information management provided an adequate foundation for learning the skills necessary to assume records management responsibilities. Some specifically commented that they had found cataloging concepts such as authority control, cross referencing, and multiple access points, for example, to be useful in understanding and implementing records

A Desktop Learning Opportunity



management systems. Generally, these new records managers felt that the tasks at hand were: 1) to assess their employer's particular records-management needs, and 2) to make an existing system work better or design a better system to meet those needs. As one librarian/records manager put it, "It was not difficult to learn the basics and develop those systems that worked for us."

Where Can I Turn for Advice and Training When I Need It?

Although you probably don't need to enroll in a formal records management training program, you will almost certainly need supplemental education and advice. As one librarian/records manager put it, "Knowing that a classification system is important doesn't teach you how to build one."

Records management systems range from manual systems workable for relatively small firms to high-powered records management software, such as ACCUTRAC Software and the ELITE Records Management System. Such electronic systems perform indexing and bar code tracking functions and can also automate docketing, conflict-checking, and document retention procedures. Some records departments are beginning to employ image-processing technology.

You may need additional training if, for example, your firm asks you to coordinate the conversion of a manual records management system to an electronic system. Or, you may be required to plan and execute a migration from one electronic system to another. Such projects are technically challenging, even for the sophisticated records manager.

There are also legal issues confronting the records manager that simply do not arise in law librarianship. How long, for example, is the firm legally required to preserve certain types of information? As a records manager, you may be asked to develop document retention schedules for client files, accounting records, and other administrative materials.

All of the librarians I spoke with suggested joining ARMA, the American Records Management Association (<http://www.arma.org>). Several librarians

highly recommended attending ARMA's annual meetings for lectures, workshops, and exhibit hall. ARMA supports industry-specific special interest groups, including one for records managers in the legal profession. There are local ARMA chapters in many cities, some of which offer mini-seminars and workshops. ARMA's *Records Management Quarterly* discusses the practical concerns and challenges confronting the profession. Other ARMA publications include practice-oriented monographs such as *A Report on Issues Surrounding Retention of Client Files in Law Firms* (1993) and *Converting from a Manual to an Automated System* (1992).

AALL's Private Law Library (PLL) Records Management Group is also an excellent vehicle for networking with other law librarian/records managers. At this year's AALL Annual Meeting in Anaheim, the PLL Records Management Group will sponsor a workshop, "The Challenge of Records Management: New Horizons for Private Law Librarians" (Workshop W-2, to be held on Saturday, July 11, from 9 to 5).

There are also a number of listservs for records managers, including RECMGMT (send your "subscribe recmgmt your name" request to "LISTSERV@LISTSERV.SYR.EDU") and LEGALREC-L (send your "subscribe legalrec-l" request to "LISTSERV@NETCOM.COM").

Finally, there is, of course, a wealth of published literature on records management. One librarian/records manager recommended reading "everything you can by Skupsky." Some of the titles authored by Donald S. Skupsky include *Legal Requirements for Business Records: Guide to Records Retention and Recordkeeping Requirements* (1984-, looseleaf) and *Recordkeeping Requirements: the First Practical Guide to Help You Control Your Records—What You Need to Keep and What You Can Safely Destroy* (1994).

Other useful titles include *Records Management and the Library* (1993) by Candy Schwartz and Peter Herson, a highly practical work, although not geared specifically to the law firm or corporate legal department. The Rutter Group's *California Practice Guide: Law Practice Management*, by Karen Kadushin,

has a detailed, practice-oriented chapter on "Records Management Systems." Although written for the California practitioner, this book would be useful for anyone getting started in records management for law firms.

Do I Have Enough Staff with the Right Stuff?

A private law librarian can manage both the library and records, but not without excellent staff to handle most, if not all, of the day-to-day functions of the two departments. As the manager of two departments, you will have your hands full with administrative reporting, planning, budgeting, human resources issues, etc. Depending upon the size of your organization, you may even need to hire an experienced records specialist as a first-line supervisor. This person would train new staff members, consult with you on automation questions, and fill in for records staff during vacations, sick leave, etc.

Records department personnel must, of course, be conscientious and detail-oriented. As one records manager told me, the best people for this kind of work are those who "love to have their ducks in a row." On the other hand, the superior records management personnel take the initiative to question whether existing procedures can be made to work more effectively.

Finally, records personnel need well developed interpersonal skills and a strong service orientation. More than one librarian/records manager told me that her records staffers felt, by turns, overlooked by the firm and unfairly blamed for problems that were not their fault. Typically, the "patrons" of records are primarily secretaries and clerks. Many of these people work under constant pressure over which they have little or no control. The unfortunate records staffer who cannot readily find a requested file may become a "safe" target for a lot of pent-up frustration. Accordingly, diplomacy and a sense of humor are important survival skills in a records staffer.

Continued on page 21

April 30, 1998

An excellent array of programs has been selected by Michael Saint-Onge and the hard-working Anaheim Program Selection Committee for the Annual Meeting. Bob and I invite you to the following programs for an up-to-date perspective on the important information policy issues AALL has been involved in.

During the *Legislative and Regulatory Update* (A6—Sunday, July 12, 10 a.m. to 12), coordinated by the Government Relations Committee's Lisa Peters and Shirley David, GRC chair Jackie Wright will discuss the GRC's exciting accomplishments over the past year, including a very successful Chapter outreach. Guest speaker California Assemblywoman Debra Bowen (D-Torrance/Marina del Rey) has been a leader in advocating a more open state government and has authored several bills to improve electronic access to California's public records. She will discuss how librarians and legislators can work together to draft and get enacted important legislation. Bob and I will talk about our activities over the very hectic past year, including up-to-the-minute news about where we are in the legislative process to implement the WIPO copyright treaties and to reform Title 44, among other issues.

On Monday afternoon, Bob will moderate a lively debate on *Information Privacy and Data Protection: Debating the New Horizon in Law and Technology* (E6) that puts Marc Rotenberg (Electronic Privacy Information Center) and Karen Coyne (California Digital Library) up against Tim Davies (LEXIS-NEXIS) and Jerry Cerasale (Direct Marketing Association). This session will cover information about privacy issues, both national and international, and lots of "hot news," particularly since the White House and the Department of Commerce are preparing to issue new privacy reports in June and early July. Read the speakers' submissions in the proceedings handbook before attending this program so that you'll be ready with questions!

Other programs on my own not-to-miss list include *New Initiatives in the Nation's Library* (B5), coordinated by Marie-Louise Bernal (Law Library of Congress). This

program will provide an opportunity to learn the latest about the Library's digital initiatives and its plans for a Bicentennial international legal conference on constitutional law. Charlene Cain (chair-elect of the Government Documents [GD] SIS) is coordinating *Policy, Guidelines and "Gentleman's Agreements"*—*Government Information in the Shadows* (C5). A trio of fabulous speakers—Tom Blanton, Shelley Dowling, and Gregory Harness—will talk about the treasure trove of government information that is hard, if not impossible, to track down. *Discover a New Horizon for Government Information Resources* (D8), coordinated by Cecily Giardina, will provide tips on locating government information during the transition between print and electronic formats, with a special emphasis on foreign and international documents. *My Dinner with GPO* (E4), also coordinated by Charlene Cain, stars GD-SIS chair Paul Arrigo and Superintendent of Documents Fran Buckley in an informal take-off of "My Dinner with Andre" talking about the transition to a more electronic Federal Depository Library Program (FDLP) and how changes in the delivery of government information affect law libraries, particularly service to the public. Greta Boeringer is coordinating *Law Libraries and the FDLP: Balancing the Interests* (G8), at which Pat Kehoe will examine the pros and cons for law libraries of participating in the depository library program. Another fine session on foreign documents is *The Information Society: European Union Documents in the United States* (H7) that Anne Burnett has planned. You'll learn all there is to know about the valuable resources of the 50 European Union depository libraries strategically located throughout the U.S.

For those following the drafting of a new Uniform Commercial Code Article 2B, don't miss *Negotiating License Agreements: The Pitfalls of UCC 2B* (F9 and G9). This two-parter coordinated by Anne Jennings is critically important and provides both the policy and the practical information you need when dealing with licenses. Part I will provide background on how Article 2B relates to copyright as well as an update on the current drafting status. Part II will be a practical demonstration by librarians and representatives from the commercial sector

to help you learn how to develop good license-agreement negotiation strategies. Another valuable program offered by the Copyright Committee is *Encryption and Watermarks: The Future of Copyright?* (H4), coordinated by Steven Anderson. This program will delve into new policy issues brought about by cyberspace while examining how current copyright law fits into the equation. Of special interest will be the discussion on the fair use and first sale doctrines, and how you should be preparing for this brave new world.

EFOIA Report

The non-profit public interest group OMB Watch recently issued a report on federal agency compliance with the 1996 Electronic Freedom of Information Act (EFOIA), which mandates that agencies respond to FOIA requests for electronic information, including e-mail and databases, and that agencies provide "reading rooms" and reference guides to assist the public in obtaining both print and electronic information under FOIA. The deadline for agencies to develop these guides was the end of last year.

Of the 135 Internet sites throughout 57 agencies examined for this report in January, OMB Watch concluded that not one single agency is fully compliant with the law. The report lays some of the blame on the Office of Management and Budget (OMB) for failing to give adequate guidance to agencies and for "a pattern of apathy toward public access to government information." While criticizing OMB and most agencies, the report commends a handful of agencies, including the Department of Justice, for providing helpful information guides to users or for permitting online FOIA requests. The report (Arming the People "...with the power knowledge gives": A Report on the Implementation of The Electronic Freedom of Information Amendments of 1996) is available at <http://ombwatch.org/www/ombw/info/efoiareport.pdf>.

Mary Alice Baish, Assistant Washington Affairs Representative, Edward B. Williams Law Library, 111 G Street, N.W., Washington, D.C. 20001-1417
• 202/662-9200 • fax: 202/662-9202
• e-mail: baish@law.georgetown.edu • Internet: <http://www.ll.georgetown.edu/aallwash>

Chapter News

by Susan L. Trask

New Chair of Council of Chapter Presidents

The Council of Chapter Presidents has elected James Duggan (Southern Illinois University Law Library) to serve as Chair of the Council for the 1998–1999 year. He succeeds Amy Eaton (Stokes Lawrence).

Continuing Education Program

The Continuing Education Committee of **CALL** (Chicago) held a seminar on Health Care Law Developments on April 22 at Loyola University College of Law. Subjects covered included an overview of institutional developments in the health care industry, anti-fraud enforcement, and developments in public and private insurance reimbursement. These topics were presented by Professor Lawrence Singer and Professor Jaan Krause of the Institute for Health Law, Loyola University Chicago School of Law; and Professor Stephanie Altman of the Law Offices, Chicago-Kent College of Law.

Plans for Meetings

MAALL (Mid-America) will join the Minnesota (**MALL**), Wisconsin (**LLAW**), Michigan (**MichALL**), and Chicago (**CALL**) Chapters in "Libraryfest Midwest: Law Libraries and Change in the Information Age." This regional meeting will be held in Milwaukee on October 8–10. The MAALL Program Committee consists of Mary Kay Jung (Thompson Coburn & Mitchell), Patti Monk (Oklahoma City University Law Library), Suzanne Morrison (U.S. Courts Library, Fargo, North Dakota), and Mary Ann Nelson (University of Iowa). Additional information will be available on the MAALL Web site (<http://www.siu.edu/offices/lawlib/MAALL>).

NOCALL (Northern California) and **SCALL** (Southern California) announce their first NOCALL/SCALL Institute to be held February 26–27, 1999, in Monterey, California.

Chapters in the Newspapers

LLOPS (Puget Sound) has been given a half-page of space each month in the local legal paper, *Washington Journal*. The Chapter uses the space to promote its organization and law librarians to the attorney readership of the paper. Topics covered have been: how to update the *CFR*, basic reference sources, tax resources on the Internet, and who and what LLOPS is.

AzALL (Arizona) continues its ongoing relationship with *Arizona Journal* by inserting its quarterly newsletter as a supplement in the legal newspaper.

Other Publication Successes

VALL (Virginia) has a regular column in the *Virginia Lawyer*, the official publication of the Virginia State Bar. The column is the responsibility of the chair of VALL's Publication Committee. Over the past year, book reviews have been written by several VALL members: Lyn Warmath (Hirschler Fleischer Weinberg Cox & Allen), Allen Moye (George Mason University School of Law Library), and Donna Bausch (Norfolk Law Library). Members also wrote articles: "Using the Internet for Legal Research in Virginia: A Tool of Convenience," by Christopher C. Reed (Covington & Burling); "Creating the Virginia Administrative Code: Proof that Many Heads Together are Better than One," by Gail Zwirner (Hunton & Williams); and "Evaluating Law-Related Internet Sites," by Jan Lewis (Virginia Commonwealth University).

The Publications Committee of **MALL** (Minnesota) is preparing a brochure tentatively titled "Essential Internet Sites for Minnesota Attorneys."

Mary Koshollek (vonBriesen Purtell & Roper) and Ellen Platt (Santa Clara University Law Library), members of **LLAW** (Wisconsin), wrote and donated to the chapter a bibliography of Wisconsin legal resources. The Chapter will maintain control over the publication's content and use it as a money maker for the organization.

New Newsletter Editors

AzALL News (Arizona) has a new editor, Marcy McCahan (Jennings Strouss). She succeeds Jeff Siatta (Lewis & Roca) who served as editor for two years.

Diane Murley (Northeastern University Law School Library) is the new editor of *LLNE News* (New England), succeeding Margaret Cianfarini (Harvard Law School Library).

HALL Volunteers

Five members of HALL (Houston) volunteered at the 20th Annual Houston Public Library Bargain Book Sale in April. Proceeds from this event, sponsored by the Friends of the Houston Public Library, go

directly to libraries. Nan Dubbelde (Chevron Law Library), Susan Yancey, Holly Cook (Jenkins & Gilchrist), Lynn Kumaraswamy (Shell Oil Company Law Library), and Mary Ann Wacker helped sort and reshelve books during the sale. Other HALL members helped sort books prior to the sale and promoted the sale by posting flyers at their firms and companies.

New Web Design

The Web Page Task Force of **GPLLA** (Greater Philadelphia) has unveiled its newly designed Web site at www.gplla.org. Among the site's offerings are About GPLLA, President's Page, Board & Committees, Calendar, Net-Tips, Members Directory, Bylaws, and Legal Resource Links. The home page features monthly GPLLA highlights.

Net-Tips are written by GPLLA members and include "The LC Site—A New Look," by Carolyn Muldoon (Beasley Casey & Erbstein); "Vanderbilt University Television News Archive," by Bobbi Cross (Duane Morris & Heckscher); "Sharing Bookmarks," by Manuel Paredes (Wolf Block Schorr & Solis-Cohen); "Internet Sites for Lawyers—An International Twist," by Merle Slyhoff (University of Pennsylvania); and "Medical Information for Lawyers," by Kathryn Brewer (Post & Schell, PC). These tips are posted at www.gplla.org/Net-Tips/index.htm.

Reading the Newsletters

"Can I visit the www.fetishsex.com on my lunch hour? What librarians should know about inappropriate uses of the Internet in the workplace," by Rachel Hoormann. 11 *New Orleans Law Librarian* 7 (February 1998), edited by Carla Pritchett.

"Locating Current Treaty Information on the Internet," by Christopher C. Brown (Colorado Supreme Court Library). This article focuses on treaties and international agreements to which the United States is a party and highlights 27 different Web sources. 8 *CoALL Scuttle* 6 (April 1998), edited by Patty Wellinger.

Compiled and edited by Susan L. Trask, College of William & Mary Marshall-Wythe Law Library, S. Henry Street, Williamsburg, VA 23187-3175 • 757/221-6351 • fax: 757/221-3051 • sltras@facstaff.wm.edu

Creative Marketing—External Efforts Can Provide Internal Results

For most of us, marketing translates into internal efforts focused on our workplace. We create pathfinders and library brochures. We plan and publicize training sessions or special library events. We supervise library tours all for our library's patron groups.

There are also a wide variety of external groups to whom law librarians are marketing. Our colleagues and professional organizations have undertaken a number of projects aimed at promoting the skills and expertise of law librarians. For many of our colleagues, these activities for the greater audience have also resulted in positive internal consequences. I'd like you to think about each of these events or activities as a catalyst for your own efforts.

There are a number of ways AALL is approaching the marketing of law librarianship to other members of the legal services team. The 1995 National Conference on Legal Information Issues, which was held in conjunction with the AALL Annual Meeting in Pittsburgh, is a great example of marketing law librarianship to outside groups. You'll recall that AALL Chapters sponsored delegates to the conference and exposed a wide variety of legal and library professionals (law school deans, library partners, state library executives, library school deans, judges, court administrators, etc.) to the interests and expertise of law librarians. On the state and national scene, those are the individuals we want to know about us and our abilities. By encouraging and participating in such activities, we foster the view that law librarians can, will, and do make contributions to the wider world of the justice system. Many Chapters report that the relationships established with their delegates continue today and have led to an increased level of cooperation among the representative groups.

AALL has also established several representations to legal and library organizations, including the American Bar Association, the Library of Congress, and a variety of library organizations. Representatives attend the meetings of their target organizations and seek ways to promote law librarians to the wider community of legal and library professionals. I represent AALL to the Law Practice Management section. Most recently, my efforts have included arranging for AALL to serve as a 1998 TechShow co-sponsor and making the

necessary arrangements for a group of law librarians from the Chicago Chapter to assist with the Internet lab at TechShow, thus exposing the TechShow attendees, who are primarily solo and small firm practitioners, to the skills of law librarians.

The Information Technology and Infrastructure Working Group was created to explore the possibility of AALL becoming involved in assisting state courts, legislatures, and governments in making their electronic legal information more accessible. This charge evolved into an evaluation of state Internet sites and the creation of a Web page providing guidance on the best practices for the creation of state Web sites. The working group exhibited at the annual conferences of the National Association of State Information Executives, the National Conference of State Legislatures, and at the Fifth Court Technology Conference. At each conference a new group of law library employers and law library patrons was enlightened about the capabilities of law librarians. The Working Group's continuing relationship with Justice George Nicholson of the California Court of Appeal (following his participation as a delegate to the 1995 National Conference) has led to preparation of a white paper for the National Center for Automated Information Research that discusses ways in which courts could utilize the Internet to improve the administration of justice.

SISs and Chapters have undertaken a number of efforts that generate positive law librarian publicity. Private Law Libraries SIS has a relationship with the Association of Legal Administrators dating back to 1990. The SIS has exhibited during ALA annual meetings and presented two programs during the 1998 annual meeting in Boston. Members of CALL (the Chicago Association of Law Libraries) prepare a monthly column for the *Chicago Daily Law Bulletin* discussing current issues affecting law libraries and legal information. The Virginia Poverty Law Center asked VALL (the Virginia Association of

Law Libraries) to present a seminar on using the Internet for legal research. A single session during VPLC's annual meeting has led to a series of seminars across the state that have qualified for CLE credit. For the past two years, ALLA (the Atlanta Law Libraries Association) has participated in the programming for a Law & Technology Expo sponsored by the Atlanta Chapter of the Association of Legal Administrators and the Atlanta Bar Association. A group of North Carolina law librarians regularly exhibits at the North Carolina State Bar Association's annual meeting.

I can hear you saying, "that's all well and fine, I can see how this would help the profession, but I don't have time to do anything else. Anyway, how can it possibly help me at work to participate in any of these activities?" Working with other legal professionals on a national level brings a heightened level of recognition within your organization (of course, you do have to publicize your activities). It can provide additional insight into the practices and procedures of other law firms, courts, and law schools across the country. It provides increased awareness of what "the other side" does. Even better, if you've participated in an activity initiated by another professional at your organization, you gain valuable respect from your own co-workers for your profession, your colleagues, and yourself. The Atlanta Chapter's opportunity to work with Law & Technology Expo grew from a law librarian's conversation with her administrator, who was organizing the first expo. Finally, it helps to "play in the other guy's ball park" occasionally.

Hazel L. Jahnsan (hjahnsan@visi.net) is Law Library Services Consultant in Richmond, Virginia.



The Lawbook Exchange, Ltd.

- All Major State and Federal Lawbook Sets
- Rare, Out-of-Print, and Scholarly Lawbooks
- Reprint Publisher of Legal Classics
- Catalogues Issued in Print & on the Internet

965 Jefferson Avenue, Union, New Jersey 07083-8605

Telephone: 800-422-6686 or 908-686-1998

Fax: 908-686-3098 E-mail: law@lawbookexc.com

Web Site: <http://www.lawbookexc.com>

THE BEST IN INTERNATIONAL LAW

Anglo-American Securities Regulation

Cultural and Political Roots, 1690-1860
Stuart Banner

Banner argues that during the reign of Queen Anne a complex and moderately effective body of regulatory control was already extant, reflecting widespread Anglo-American attitudes toward securities speculation. He uses traditional legal materials as well as a broad range of nonlegal sources to show that securities regulation has a much longer ancestry than is often supposed.
0-521-62231-X Hardback about \$64.95

Now in paperback...

Self-Determination of Peoples

A Legal Reappraisal

A. Cassese

"...[Cassese's] book is the first comprehensive review of the status of self-determination in contemporary international law. Cassese makes his case elegantly, with copious documentation, in an extremely useful book."

— Choice

Hersch Lauterpacht Memorial Lectures 12

0-521-63752-X Paperback about \$34.95

International Law Reports

*E. Lauterpacht and
C.J. Greenwood, Editors*

The International Law Reports is the only publication in the world wholly devoted to the regular and systematic reporting in English of decisions of international courts and arbitrators as well as judgments of national courts.

All ILR volumes will be discounted at 5% for all wholesale and trade accounts.

Volume 107

This volume contains cases on the following: aliens; claims; comity; consular relations; diplomatic relations; economics, trade and finance; expropriation; extradition; governments; human rights; international organizations; jurisdiction; relationship of international law and municipal law; sea; state immunity; state succession; states; treaties; and war and armed conflict.

0-521-58069-2 Hardback \$140.00

Volume 108

This volume contains cases on the following: aliens; claims; diplomatic relations; economics, trade and finance; expropriation; human rights; international criminal law; international organizations; international tribunals; jurisdiction; nationality; recognition; relationship of international law and municipal law; sea; state immunity; state responsibility; states; territory; treaties; and war and armed conflict.

0-521-58070-6 Hardback \$140.00

The Constitution of Europe

"Do the New Clothes Have an Emperor?"
and Other Essays on European
Integration

Joseph Weiler

In a series of highly accessible discussions concerning the legal framework of the European Communities and the European Union, Weiler describes the gradual strengthening of transnational European institutions at the expense of national legislators. *The Constitution of Europe* thus provides from a legal perspective a balanced and uniquely authoritative critique of the attractions and demerits of the goal of European integration.

0-521-58473-6 Hardback about \$85.00

0-521-58567-8 Paperback about \$24.95

Available in bookstores or from

CAMBRIDGE UNIVERSITY PRESS

40 West 20th Street,
New York, NY 10011-4211.
Call toll-free 800-872-7423.

MasterCard/VISA accepted.
Prices subject to change.

Web site: <http://www.cup.org>

Diversity

The Committee on Diversity will host the third annual Diversity Symposium at the 91st AALL Annual Meeting in Anaheim, California. This year the program entitled "Diversity Symposium: Preparing for the 21st Century" will be held on Saturday, July 11, 1998, from 2:30 to 5:00 p.m., followed by a reception from 5:15 to 6:30 p.m. There is no registration charge for the event. **Please circle it on your registration form** in the program selection area of the preliminary program if you plan to attend.

This year's symposium will address Proposition 209 and the effect it had on law school admission in California, and the *Hopwood* case in Texas. The speakers and panelists for the program are Marguerite Butler (Director of the Law Library and Associate Professor of Law at Texas Southern University's Thurgood Marshall School of Law), Robert Nissenbaum (Director at Loyola Law School's William M. Rains Library and a member of the admissions committee at the Law School); Iris M. Lee (law student and Reference Librarian at Howard University School of Law Library), Michael D.

Rappaport (Dean of Admissions at the UCLA School of Law), and Diane Lindeman (Director of Admissions at the University of Kansas School of Law).

The speakers will address topics including the legal history and legacy of *Hopwood* and Prop. 209, the impact the case or proposition had on their institutions, and the involvement they have in admissions at their respective institutions. At the end of the presentations there will be a question and answer session.

Submitted by Joyce A. McCray Pearson, Chair, Committee on Diversity

Continued on page 32

1998 Gallagher Award Recipients

by Ruth Johnson Hill

The Awards Committee is pleased to announce the 1998 recipients of the Marian Gould Gallagher Distinguished Service Awards: Richard L. Beer and Bardie C. Wolfe, Jr.

The Gallagher Award is presented to individuals who have completed or are nearing completion of an active professional career. The Award is given in recognition of outstanding, extended and sustained service to law librarianship and to AALL. Both of this year's recipients more than fulfill the ideals and spirit of the Gallagher Award.

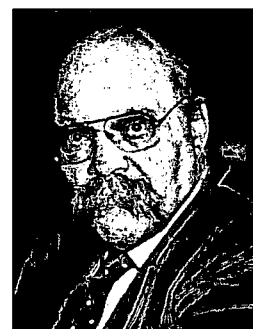
Richard L. Beer, retired law librarian of the Oakland County (Pontiac, Michigan) Law Library, has been an active member of AALL since the early 1960s. He has served on numerous AALL committees and was elected the Association's Treasurer, 1983-86. His other professional activities include serving as president of ORALL in 1977/78, and as executive board member of MichALL in the early 1980s. Some twenty years ago, Richard was instrumental in the founding of the State, Court and County Law Libraries Special Interest Section and he was the first recipient of that SIS's Bethany J. Ochal Distinguished Service Award. He has written extensively on Michigan legal research. His *Michigan Legal Literature: An Annotated Guide* is in its second edition. Many of you will also remember his wife, Jean, who served as a registration volunteer during their thirty years of Annual Meeting attendance. Richard L. Beer's distinguished career truly exemplifies the qualities of the Gallagher Award.



Bardie C. Wolfe, Jr., is

considered a pioneer in the law library profession for envisioning a strong mix of print and electronic resources which revolutionized both the delivery and economics of law library services. While his unconventional approach to the use of technology to access and retrieve information was

challenged frequently twenty years ago, Bardie's integrated format library is today the standard of the modern technology-oriented law library. The law library at St. Thomas University School of Law, where he served as Director for the past 14 years, is the embodiment of his vision. During his long and distinguished career, Bardie held positions at the University of Texas, University of Virginia, Cleveland State University, University of Tennessee, and Pace University. He has been active in library and legal organizations, holding positions of responsibility on committees of the ABA, AALL and AALS. Bardie Wolfe is most worthy of recognition for his distinguished professional talents and contributions.



The Gallagher Awards will be presented during the Association Luncheon in Anaheim on Monday, July 13, 1998, by President Judy Meadows. Please join the Awards Committee and the Association in congratulating the 1998 Gallagher Award recipients, Richard L. Beer and Bardie C. Wolfe, Jr.

Ruth Johnson Hill (rhill@lmulaw.lmu.edu) is Chair, Gallagher Award Subcommittee, and Head of Reference Services, Rains Law Library, Loyola Law School, Los Angeles, California.

1998 Joseph L. Andrews Bibliographical Award

by Gail Winson and David Bachman

Kendall F. Svengalis has been selected by the Awards Committee to receive this year's Joseph L. Andrews Bibliographical Award for his text *Legal Information Buyer's Guide & Reference Manual 1997-98*.

As the title suggests, this book can be used both as a guide to choosing the best and most cost-effective sources of legal information and as a reference manual on specific materials. Nearly half of the book is devoted to evaluative reviews of leading treatises in some 48 areas of law. Another major section describes the leading materials for each state and the District of Columbia, including codes, case reporters, digests, encyclopedias, practice sets, research guides, CD-ROM products and Internet sites. Separate chapters provide sophisticated commentary on various categories of legal publications, including electronic formats, a history of the legal publishing industry and suggestions on how to make cost-effective choices among available resources. Several appendices provide contact information for over 200 legal publishers and distributors, a representative group of used lawbook prices, and an invaluable table with price information on hundreds of treatises and specialty materials, including recent supplementation costs.

As one Subcommittee member noted: "I was impressed with the wealth of information included and the way it was organized for maximum ease of use. This compilation

has relevance for all types of law libraries and practical usefulness for many aspects of library operations: acquisitions, collection development, budget planning, reference, and teaching legal research."

About the Author

Ken Svengalis has been a law librarian for more than 20 years, and he has served as the State Law Librarian for Rhode Island since 1982. He is also an adjunct professor for the Library and Information Studies program at the University of Rhode Island, where he teaches a graduate course in law librarianship. He is a past president of the Law Librarians of New England and the New England Law Library Consortium, and was the editor of *The CRIV Sheet* for six years.

Many AALL members know Ken as the instigator and driving force behind a revolution in library purchase of supplementation for looseleaf treatises. Many of us altered our practices because of his innovative ideas and analyses of publishing practices.

Gail Winson (winsong@rwulaw.rwu.edu) is Director of the Law Library and Associate Professor of Law, Roger Williams University, Bristol, Rhode Island. **David Bachman** (bachman@library.vanderbilt.edu) is Reference Librarian at Vanderbilt University, Nashville, Tennessee.



Private Law Librarians *continued from page 13*

Will I Like It?

My interviews suggest that those librarians who enjoy wearing both hats are those who (1) have enough time and support staff to do justice to both roles and (2) seek administrative responsibility. Several librarians ultimately left records management because they felt that it was taking them away from the work they love. One librarian, for example, missed the intellectual stimulation of reference work and found "pushing paper" to be unsatisfying.

Records management, however, has become much, much more than filing and circulation. Serving as the records manager of a law firm or corporate legal department is a highly responsible,

intellectually challenging role. Increasingly, the job requires sophisticated database management skills. The politics of the job demand well developed diplomatic skills.

Conclusion

Records management is a critical function within the law firm or corporate legal department. With sufficient support, the law librarian can run a highly effective records department. To succeed, the librarian/records manager must strike that difficult balance between delegating appropriately and remaining sufficiently engaged to advocate and plan well for both departments. Unless your firm is extremely small, you must be prepared

to let go of many of the functions that formerly defined you as a librarian (daily reference work, for example).

Some librarian/records managers become dissatisfied with the dual role, feeling that they lack sufficient support or that the work itself is unsatisfying. Other librarians, however, see the dual role as an opportunity to expand their horizons as information resource managers. This is an exciting time to be a records manager, for many of the same reasons that this is a dynamic and challenging time to be a law librarian.

Warner Miller (warnerm@prestongates.com) is Assistant Law Librarian at Preston Gates & Ellis, Seattle, Washington.

Salary Survey Data Results

Part 3: Budget Breakdowns

This is the third and final part in our series reporting some of the non-salary information gleaned from the 1997 Salary Survey. This month, in Part Three, we report on salary budgets for Academic and Private Firm/Corporation libraries—for the Academics, broken down by numbers of students and numbers of faculty, and for the Private Firm/Corporations, broken down by numbers of attorneys. These figures were provided as part of the analysis of the non-salary data done by independent research analyst **Kathy Savage**. Anyone who would like to receive a copy of Savage's full report should access AALLNET (<http://www.aallnet.org/services/salary.html>) or contact Headquarters (312/939-4764) to receive the hard-copy version.

—Roger H. Parent, AALL Executive Director

Average Library Salary Budgeted Per Student Academic Libraries	
Number of Students	Mean
1-500	\$1088
501-670	\$941
671-880	\$873
881+	\$724
Total	\$963

Average Salary Budgeted Per Faculty Member Academic Libraries	
Number of Faculty Members	Mean
1-30	\$16,539
31-37	\$17,712
38-45	\$15,074
46+	\$14,087
Total	\$16,161

Total Library Salary Budget Academic Libraries By Number of Students	
Number of Students	Mean
1-500	\$410,119
501-670	\$547,216
671-880	\$642,147
881+	\$892,010
Total	\$550,286

Law Library Salary Budgets for Academic Libraries

(The Relationship between Salary Budgets & Size of Law School)

Law schools with higher enrollments budget fewer dollars per student for library staff salaries than smaller schools. As shown in the table, schools with 500 or fewer students budget an average of \$1088 per student for Library Staff salaries. The library salary budget for large law schools with more than 880 students is significantly less, at \$724 per student.

The library salary budget per faculty member is greater in schools with fewer faculty members. The average total library salary budget in law schools with

Total Library Salary Budget Academic Libraries By Number of Faculty	
Number of Faculty	Mean
1-30	\$400,832
31-37	\$588,987
38-45	\$625,171
46+	\$840,940
Total	\$550,286

30 or fewer full-time faculty members is \$16,539 per faculty member. Larger law schools (with 46 or more full-time faculty members) budget less, with an average of \$14,087 per faculty member.

Law Library Information Budgets (Hard-Copy & Electronic Information) for Academic Libraries

(The Relationship between Information Budgets & Size of Law School)

As the number of students increases, the amount budgeted per student for hard-copy and electronic information decreases: Schools with 500 or fewer students budget an average of \$1671 per student on information. The total amount budgeted for information of large schools with more than 880 students is significantly less, at \$887 per student.

Average Information Budgeted Per Student for Academic Libraries	
Number of Students	Mean
1-500	\$1671
501-670	\$1405
671-880	\$1236
881+	\$887
Total	\$1415

Average Information Budgeted Per Faculty Member for Academic Libraries

Number of Faculty Members	Mean
1-30	\$25,806
31-37	\$24,130
38-45	\$19,872
46+	\$19,210
Total	\$23,370

As the size of the faculty increases, the average dollar budgeted per faculty member for library information decreases. Within schools with 30 or fewer full-time faculty members, the average information budget is \$25,806 and decreases to an average of \$19,210 per faculty member in large schools with 46 or more faculty members.

Information Budgets for Academic Libraries by Number of Students

Number of Students	Information Budgets for Academic Libraries by Number of Students		
	Total Information Budget Spending	Hard Copy Information Budget	Electronic Information Budget
	Mean	Mean	Mean
1-500	\$596,534	\$504,889	\$91,645
501-670	\$811,979	\$703,595	\$108,383
671-880	\$902,753	\$805,691	\$97,063
881+	\$1,108,198	\$984,081	\$124,117
Total	\$780,051	\$677,685	\$102,366

Information Budgets For Academic Libraries by Number of Faculty Members

Number of Faculty Members	Total Information Budget-HC & Elec	Hard-Copy Information Budget	Electronic Information Budget
	Mean	Mean	Mean
1-30	\$608,177	\$527,376	\$80,801
31-37	\$802,299	\$673,514	\$128,786
38-45	\$819,755	\$717,702	\$102,053
46+	\$1,169,611	\$1,046,086	\$123,526
Total	\$780,051	\$677,685	\$102,366

Number of Attorneys	Mean
1-39	\$2344
40-69	\$1279
70-119	\$1181
120-189	\$1148
190+	\$1406
Total	\$1477

Number of Attorneys	Mean
1-39	\$49,789
40-69	\$65,992
70-119	\$108,061
120-189	\$171,926
190+	\$375,353
Total	\$124,487

Law Library Salary Budgets For Private Firm/Corporation Libraries

(The Relationship between Salary Budgets & Size of Law Firms)

As the salary costs are spread across a greater number of attorneys, the cost of library salaries per attorney decreases. In other words, the library salary dollars budgeted for library salaries per attorney is greater in smaller firms than in larger firms. Among very small firms (with fewer than 40 attorneys) the average library salary cost per attorney is \$2344 while large firms (with 190 or more attorneys) budget an average of \$1406 per attorney.

As the size of the firm increases, the percent of the total budget allocated for electronic information increases.

Number of Attorneys in Firm	% Allocated for Hard Copy Information	% Allocated for Electronic Information
1-39	59%	40%
40-69	54%	46%
70-119	47%	53%
120-189	42%	58%
190+	32%	68%

The average information budget for firms with fewer than 40 attorneys is almost equal to the budget per attorney for firms with 190 or more attorneys. The total average budget for small firms is \$180,463. As the firm size increases so does the information budget. Among firms with more than 190 attorneys, the average information budget reported was \$2,025,360.

Number of Attorneys	Mean
1-39	\$7674
40-69	\$5790
70-119	\$6056
120-189	\$6177
190+	\$7766
Total	\$6513

Number of Attorneys	Total Information Budget	Hard-Copy Budget	Electronic Information Budget
	Mean	Mean	Mean
1-39	\$180,463	\$107,493	\$72,970
40-69	\$301,772	\$162,820	\$138,952
70-119	\$547,653	\$255,557	\$292,096
120-189	\$928,965	\$386,843	\$542,122
190+	\$2,025,360	\$638,509	\$1,386,852
Total	\$644,959	\$268,538	\$376,421

Law Library Information Budgets (Hard-Copy & Electronic Information) for Private Firm/Corporation Libraries

(The Relationship Between Information Budgets & Size of Law Firms)

The size of the total information budget is closely tied to the size of the firm. While the spending per attorney remains about the same, the total information budget increases as the size of the firm increases.

Membership News

by Janet Sinder

Changing Places

Heidi Acker, formerly Law Librarian, Lathrop and Clark, Madison, Wisconsin, is now Law Librarian at Stafford Rosenbaum Rieser and Hansen in Madison.

Linda C. Corbelli, formerly Law Librarian at the Executive Office of the President Law Library, Washington, D.C., is now a Research Librarian at the United States Supreme Court Library, also in Washington.

Liz Glankler, formerly Computer/Reference Librarian at the University of Memphis Law School Library, Memphis, Tennessee, is now the Head of Computer Services and Assistant Professor of Legal Research at St. Louis University School of Law, St. Louis, Missouri.

Would you like to edit this column? Please send a letter with a list of your qualifications, and a sample of any writing/editing work you've done, to the editor by July 1:

Peter Beck
AALL
53 W. Jackson Boulevard, Suite 940
Chicago, IL 60604
312/939-4770, ext. 19; fax: 312/431-1097
e-mail: pbeck@aall.org

The *Law Library Journal* and *AALL Spectrum* Advisory Committee will advise the editor in selecting the new column editor for "Membership News" and applicants will be advised of the decision by early August.

Lynn Hartke is the new Reference Librarian at Marquette University Law Library, Milwaukee, Wisconsin. She had been the Assistant Librarian at Cleary Gottlieb Steen and Hamilton in Washington, D.C.

Richard Hendricks, formerly Automation Librarian at the University of Wisconsin Madison Law Library, has joined DeWitt Ross and Stevens in Madison as its Information Resource Center Coordinator.

Steven Hincley has been named the new Director of the Law Library and Information Technology at the University of South Carolina School of Law, Columbia. He is currently the Associate Dean for Research and Technology at George Mason University School of Law, Alexandria, Virginia. His appointment begins in July 1998.

Amy Jordan, formerly Reference Librarian, Testa Hurwitz and Thibault, Boston, Massachusetts, is now a Reference Librarian at the Suffolk University Law School Library, also in Boston.

Felice Lowell, formerly Assistant Director for Technical Services and Automation at Rutgers University Law School Library, Newark, New Jersey, is now the Assistant Director for Technical Services at the Cleveland-Marshall College of Law Library, Cleveland, Ohio.

Gloria Miccioli, formerly Senior Research Librarian at Williams and Connolly, Washington, D.C., is now International Librarian in the Washington, D.C., office of Jones Day Reavis and Pogue.

Professional Activities

David R. Bryant (Legibus, La Grange, Illinois) chaired a session on "Legal Archives: Public and Private in the Greater Chicago Metro Area" at the recent Annual Spring Meeting of the Midwest Archives Conference in Chicago, Illinois. Among the speakers was **Lou Covotsos** (Director of Legal Information Services, McDermott Will and Emery, Chicago).

Dominick Grillo (Computer and Electronic Services Librarian, Suffolk University School of Law, Boston, Massachusetts) has won the 1998 Library Technology Award, sponsored by UMI.

Sally J. Kelley (Research Associate Professor and Reference Librarian at the University of Arkansas School of Law Library and the National Center for Agricultural Law Research and Information, Fayetteville, Arkansas) has written "The United States Code on the Web: Where to Find It, Its Currency, and How to Update It," published in 1997 *Arkansas L. Notes* 127. Sally was recently appointed to the Ad Hoc Committee on Technology of the American Agricultural Law Association, and serves as an advisor to the AALA Web site. Two previously published bibliographies of hers are now available on the Web at <http://law.uark.edu/arklaw/oglaw>.

Fred R. Shapiro (Associate Librarian for Public Services and Lecturer in Legal Research, Yale Law School, New Haven, Connecticut) has received a grant from the Andrew W. Mellon Foundation to explore the capabilities of the JSTOR electronic journal archive.

Janet Sinder, Head of Information Services, Duke University School of Law Library, Box 90361, Durham, N.C. 27708-0361 • 919/613-7120 • fax: 919/613-7237 • sinder@law.duke.edu



An essential resource:

the AALL Biennial Salary Survey 1997

This is the only source you'll need for up-to-date comparative salary information for law librarians, broken out (and cross-tabbed) by position, region, gender, education, years in current position, years of library experience, and membership in AALL.

The report's first section summarizes salary information for all library types, with three following sections that cover 1) Academic Libraries, 2) Private Firm/Corporate Libraries, and 3) State, Court and County Libraries. Data is broken out by nine geographical regions in the United States, and further broken down for most large cities within those regions.

This report is current and comprehensive, and owning a copy may be crucial to your efforts to achieve fair compensation. Don't miss out — order the AALL Biennial Salary Survey 1997 today!

PRICE: Only \$75 for AALL Members, \$115 for Non-Members
(includes shipping)

To order, call 312/939-4764, send e-mail to orders@aall.org, or connect to AALLNET at <http://www.aallnet.org/products/publications.html>

United Nations Publications

Your Source for International Law

Multilateral Treaties: A Reference Guide to Multilateral Treaties and Other International Instruments Related to the United Nations Convention on the Law of the Sea

A comprehensive list of multilateral treaties and instruments of a global or regional character which are still in force and which touch upon the issues covered by the Convention.

E.97.V.9 92-1-133521-3 200 pp. \$15.50

International Law on the Eve of the Twenty-first Century: Views from the International Law Commission

This publication is a collection of essays from 20 members of the United Nations International Law Commission. These distinguished professors, government legal advisers, statesmen and diplomats, offer their views on a wide range of issues related to international law - from international law as the constitution of mankind to the role of international law in the world today and tomorrow and from human rights and development to the international criminal responsibility of states. This valuable book will contribute much to the general appreciation of international law.

E.97.V.4 92-1-133512-4 384 pp. \$19.95

Official Text, Declarations and Statements with Respect to the United Nations Convention on the Law of the Sea and to the Agreement Relating to the Implementation of Part XI of the United Nations Convention on the Law of the Sea

This publication lists all current developments on national legislation, declarations and treaties on maritime jurisdiction that have been adopted since the enactment of the 1982 United Nations Convention on the Law of the Sea. The information is listed by states in alphabetical order and whenever a communication by a state relates to the content of a particular legislation it follows directly. The treaties are included in the chronological order of their adoption.

E.97.V.10 92-1-133522-1 297 pp. \$25.00



UNITED NATIONS PUBLICATIONS
Sales and Marketing Section,
Room. DC2-0853, Dept. A119
New York, N.Y. 10017

Tel. (800) 253-9646, (212) 963-8302; Fax. (212) 963-3489.
E-Mail: publications@un.org Internet: <http://www.un.org/publications>
Visa, MC and AMEX accepted. Please add 5% of gross (\$5.00 minimum) for shipping and handling.

Publications with a difference

AALL 1998 Annual Business Meeting Agenda

Anaheim, California

Agenda

General Business Meeting 1

Sunday, July 12, 1998

3:00p.m.—4:00p.m.—ACC - A1

Judy Meadows, President, Presiding

- Call to Order—Judy Meadows
- Introductions—Judy Meadows
- Adoption of the Standing Rules—Judy Meadows
- Adoption of the Agenda for Both Sessions—Judy Meadows
- Approval of the Minutes from the 1997 Business Meeting (See *LLJ*, Fall 1997, Vol. 89, No.4)—Susan Siebers, Secretary
- Report on Elections—Susan Siebers
- Introduction of Newly Elected Board Members—Judy Meadows
- Memorials—Judy Meadows
- President's Report—Judy Meadows
- Treasurer's Report—Anne Grande
- New Business—Judy Meadows
- Announcements—Judy Meadows
- Recess

Members' Open Forum

There will be an Open Forum on Tuesday, July 14, 1998, at the conclusion of the second session of the General Business Meeting. The Open Forum provides members with an opportunity to raise questions and discuss issues that may lend themselves to more productive discussions without following the requirements imposed by parliamentary procedures. Action may not be taken during the Open Forum. However issues may be raised and action taken at the next scheduled General Business Meeting.

General Business Meeting II and Open Forum

Tuesday, July 14, 1998

3:15p.m.—4:45p.m.—ACC - A1

Judy Meadows, President, Presiding

- Call to Order - Judy Meadows
- Introductions - Judy Meadows
- Adoption of the Agenda - Judy Meadows
- Executive Director's Report - Roger Parent
- Washington Affairs Representative's Report - Bob Oakley
- Vice President's Remarks - Jim Heller
- Unfinished Business - Judy Meadows
- New Business - Judy Meadows
- Announcements - Judy Meadows
- Adjournment - Judy Meadows

Ethics

And Business Practices

by Margaret Maes Axtmann

Libraries of all types and sizes engage in business relationships every day. Here are some examples of these relationships:

- ordering, receiving, and paying for library materials;
- negotiating discounts with suppliers;
- contracting for outsourced library services;
- securing license agreements;
- leasing or purchasing equipment.

The literature that addresses ethical dilemmas in library business relationships historically concentrated on issues such as accepting gifts from vendors and the influence that

The nature of acquisitions and collection development work produces ethical questions on a regular basis.

might have on vendor relations. In recent years more has been written about the symbiotic relationship that exists between librarians, especially acquisitions librarians, and vendors. Librarians and vendors frequently work cooperatively to develop new services that meet the needs of the library and its users but that also benefit the vendor in other customer relationships. Librarians and vendors frequently share common interests; librarians and vendors frequently become friends. What ethical implications does this have for librarians?

The AALL Code of Ethics states that a librarian "must avoid any possibility of personal financial gain at the expense of the employing institution." Similarly, the American Library Association (ALA) Code of Ethics says, "We do not advance private interests at the expense of library users, colleagues, or our employing institutions."

These broad statements apply directly, albeit not exclusively, to acquisitions practices in libraries. ALA's Association for Library Collections & Technical Services (ALCTS) has promulgated two supplementary documents that address more fully the issues surrounding business relationships. Among its twelve Principles & Standards of Acquisitions Practice are the following considerations for librarians:

- strives to obtain the maximum ultimate value of each dollar of expenditure;
- grants all competing vendors equal consideration insofar as the established policies of his or her library permit, and regards each transaction on its own merits;

- subscribes to and works for honesty, truth, and fairness in buying and selling, and denounces all forms and manifestations of bribery;

- declines personal gifts and gratuities;

- fosters and promotes fair, ethical, and legal trade practices.

The Guidelines for ALCTS Members to Supplement the American Library Association Code of Ethics contains similar provisions for librarians:

- strives to develop a collection of materials within collection policies and priorities;

- fosters and promotes fair, ethical, and legal trade and business practices;

- supports and abides by any contractual agreements made by the library or its home institution in regard to the provision of or access to information resources, acquisition of services, and financial arrangements.

The nature of acquisitions and collection development work produces ethical questions on a regular basis. As AALL looks toward a revision of its Code of Ethics, how should the Special Committee on Ethics address the topic of business practices? Should the Code contain broad sweeping statements supplemented with principles and guidelines, as ALA has done? Should the Code expand beyond the traditional business relationships into areas such as licensing, outsourcing, or user fees? How can the Code anticipate new trends that affect ethical business relationships?

The Special Committee on Ethics welcomes your thoughts and comments on these topics. Committee members are Margie Axtmann (Chair), Anne Abate, Wes Cachran, Ralph Monaco, Kay Schlueter, and Kate Martin (Executive Board liaison).

This is the last in a series of articles from the Special Committee on Ethics. The committee will be sponsoring an activity at the Annual Meeting in Anaheim. Watch for program announcements. In the meantime, the committee urges all AALL members to read and consider Peter Schanck's article, "Conflicts of Interest in Law Libraries," which appears in the Winter 1998 issue of *Law Library Journal* (vol. 90, no. 1, p. 7). The committee plans to address conflicts of interest in the near future.

Margaret Maes Axtmann (*m-axtm@maroon.tc.umn.edu*) is Chair of the Special Committee on Ethics and AALL's incoming Vice President/President-Elect. She is Assistant Director for Collections and Technical Services at the University of Minnesota Law Library in Minneapolis, Minnesota.

like the rally was going to get the kind of press coverage that I wanted. But I was still worried about how many librarians would show up with me the next day!

Saturday turned out to be a brilliant spring day. I woke early, even though I had been up late the night before working on a "statement" that I planned to read to the press at the rally. I worked on making signs and banners using expressions that my husband Peter had helped to devise: "MY BOOKS ARE MY BUSINESS" and "STOP STARR'S SNOOPING" were my two favorites. Saturday's *Washington Post* did indeed have a short paragraph on the upcoming rally prominently covered in the Style section.

The plan for the rally was to meet at 11:30 across the street from KramerBooks. I arrived early with my handmade signs, hoping that others would come. Slowly, law librarians began to arrive—some with their own signs. By noon, there were about 30 of us ready to protest. We introduced ourselves, and I went over the ground rules for the protest (do not block the sidewalk or the entrance to the bookstore). Two law librarians agreed to stand at each end of the picket line to hand out copies of a flyer I had prepared the day before explaining why, as librarians, we were protesting in front of KramerBooks. The flyer urged people to act by calling the office of the Special Prosecutor to let them know that government snooping into a person's bookbuying habits should not be tolerated; and by calling KramerBooks to encourage it to resist any attempts by the government to find out what its customers purchase.

At noon, we marched across the street, chanting "MY BOOKS ARE MY BUSINESS!" I proceeded directly to the semicircle of TV cameras and reporters to read my statement, which was punctuated by applause by my fellow protesters. Pedestrians on the street were supportive; we passed out over 600 flyers in just over 35 minutes! Then, as the camera crews and area reporters were finishing interviewing individual protesters, we ended our rally with a loud cheer.

The tv news coverage was phenomenal: three local stations had film coverage on the evening news; MS-NBC and CNN Headline News also broadcast our rally. Even PBS's "NewsHour" included news footage of the "librarians' protest" in its background report on the book purchase subpoenas, broadcast on Monday, April 13. The AP photo made *USA Today* and papers across the America from the *Fort Worth Star Telegraph* to the *Sacramento Bee*.

The following Tuesday, KramerBooks announced that it was filing court papers, with the legal help of the American Booksellers Association, to quash the Special Prosecutor's subpoenas. Barnes & Noble also announced that it was fighting the subpoena that had been served on it. Two days later, Judge Norma Holloway Johnson ruled that the subpoenas do indeed have a "chilling effect" on First Amendment rights, and that the Special Prosecutor must show a "compelling reason" for the information he seeks. Subsequent court documents have all been filed in secret, as is the practice for the grand jury investigation.

Even though we do not know the final outcome of this affair, I honestly do believe that our rally had a tremendous impact on alerting the public to this issue, and thus getting KramerBooks to reconsider its position. A small group of those of us who participated in the rally continues to meet; we believe that your privacy rights and the freedom to read what you want without government intrusion are in serious jeopardy. We hope to continue our efforts by working with the bookstores to help them to protect the confidentiality of their customers' book-buying preferences.

Saron Kissel (kisselaclu@aol.com) is Legislative Librarian for the Washington, D.C., National Office of the American Civil Liberties Union.

Placement Listings

The listings here are edited for space and are provided to keep readers informed of what sorts of jobs have been recently available. Many jobs listed here will have been filled by the time the issue is printed. Full listings of all current placement ads are available through several means: by phone, from the 24-hour Career Hotline, 312/939-7877; by FAX, from the AALL Fax-on-Demand service (call 908/544-5901 and request document 730); on the World Wide Web, at AALLNET (<http://www.aallnet.org>). To place an ad, call Caryn Jones at 312/939-4764.

Law Librarian-Reference, University of Memphis Law School Library, Memphis, Tennessee. Requires MLS; one year law library experience (JD may be substituted); experience using WESTLAW, LEXIS, Internet; excellent communication skills. Salary commensurate with experience. #13421

Associate Director, George Washington University's Jacob Burns Law Library, Washington, D.C. Supervises both public and technical services through the managers in these departments, participates in coordinating projects among Library departments. MLS and JD required. #13420

Systems Analyst, Wilmer Cutler & Pickering, Washington, D.C. Responsible for implementation and development of research desktop & library automation plan, to keep abreast of new products and systems and to make recommendations on acquisition and use of such products; oversees selection and implementation of integrated automation package. MLS required. #13419

Technical Services Librarian, William S. Boyd School of Law, University of Nevada, Las Vegas, Nevada. Responsible for cataloging law materials; assists in other technical services functions. MLS required, plus 1-2 years' cataloging experience, preferably in an academic law library. Experience with INNOPAC is strongly preferred. Salary commensurate with qualifications and experience. For more information, see the UNLV World Wide Web site at <http://www.unlv.edu>. #13418

Library Manager, Hewitt Associates, Chicago, Illinois. International consulting firm seeks Library Collections Manager. Responsible for planning, organizing, and managing the activities of the library collection (cataloging/technical services, circulation, acquisitions, and interlibrary loan service). Requires MLS, plus 7-10 years' experience. Extremely competitive salary. #13417

Acquisitions Librarian, Rutgers University Law Library, Newark, New Jersey. Responsible for all aspects of acquisitions work, including ordering, receiving, claiming, troubleshooting, and vendor problem solving. Supervises two full time and two FTEs. Requires MLS and working knowledge of US legal publications. Faculty status, tenure-track, calendar year, full-time appointment. Competitive salary; excellent benefits. #13416

Student Computing Services Librarian, Case Western Reserve University School of Law, Cleveland, Ohio. Entry-level position manages the law school's student computer labs and

computer classrooms. Hires, supervises, and trains a staff of 10-12 assistants. Requires MLS and extensive computer experience. JD preferred, plus 1-2 years' law library reference experience. Salary in the low \$30,000s depending on qualifications and experience. For more information, see <http://lawwww.cwru.edu/cwruulaw/library/jobs/scsl.html>. #13415

Law Librarian, Hopkins & Sutter, Chicago, Illinois. Responsibilities include developing new ways of delivering information, training staff and end-users, and supervising a staff of four. The ideal candidate should have an MLS and an aptitude for the appropriate use of evolving research techniques and computer technology. Competitive salary, dependent on qualifications and experience, and excellent benefits. #13414

Director of the Law Knowledge Center, Monsanto, Los Angeles, California. The Director will design and organize the Law Knowledge Center and coordinate its activities; provide guidance on strategic, difficult, or novel legal issues; law library and research capabilities; information technology; and legal education and professional development for the members of the Law Organization. JD and minimum of 15 years' legal experience required. #13413

Reference Librarian, Rutgers University Law School Library, Newark, New Jersey. Participates in reference and faculty liaison service, weekend rotation, bibliographic instruction. Some evening hours. Prepares exhibits and pathfinders. Full-time, calendar year, tenure-track position. Requires MLS or JD, one year law library or legal research experience. #13412

Legal Research Librarian, University of Maryland, Baltimore, Maryland. Primary responsibilities include supporting faculty and student research, teaching in an extensive instructional program including first-year and advanced legal research courses, and coordinating collection development activities for the library. Requires an MLS and JD. Salary is competitive and negotiable commensurate with experience. #13411

Manager of Library Services, Schiff Hardin & Waite, Chicago, Illinois. Responsible for managing an integrated library system, developing new ways of delivering information, training staff and end-users, and supervising a staff of seven including three professional librarians. Requires MLS and 3-5 years' law library management experience. Competitive salary, dependent on qualifications and experience, and excellent benefits package. #13410

Reference Librarian, Washoe County Law Library, Reno, Nevada. Main duty is to provide reference assistance for in-person, telephone, and e-mail inquiries. Assist patrons in using print and electronic resources. Participate in collection development. Requires MLS and one year of professional law library reference experience (or JD). Must work at least three evenings until 7 p.m. and one weekend day. Minimum salary \$32,000 plus generous benefits package. #13409

Librarian, Arizona State University, Tempe, Arizona. Part-time Reference Librarian 20 hours

per week, Friday-Sunday. Provides reference and information services to patrons and supervises circulation desk staff. Requires MLS. Salary is \$16,000-20,000 (equivalent to \$32,000-40,000 annual full time salary). Excellent benefits. #13408

Reference Librarian, William S. Boyd School of Law, University of Nevada, Las Vegas, Nevada. Provides legal reference and research assistance to faculty, students, and the community. Participates in library instructional programs, supervises interlibrary loan, and performs other public services functions as assigned. MLS and JD required. Must be willing to work a significant number of evening and weekend hours the first year. Salary commensurate with qualifications and experience. For more information, see <http://www.unlv.edu>. #13407

Reference Librarian for Research Technology, Harvard Law School Library, Cambridge, Massachusetts. Chief responsibilities for this new position include establishing and implementing training initiatives for faculty in various new and emerging technology resources and databases to meet their research and teaching needs. These resources may include economic and business materials as well as legal resources. Requires MLS and JD (or substantial experience and expertise with legal materials); minimum of 3-5 years' relevant experience including successful operation of faculty services programs. #13406

Head of Technical Services, Rutgers University Law School Library, Newark, New Jersey. Supervises all department operations and staff of six; administers INNOPAC system; participates in faculty liaison service, some reference. Full-time, calendar year, tenure-track position. Requires MLS, three years' relevant experience, one year in supervisory capacity; familiarity with legal information sources. #13405

Assistant/Associate Librarian, Technical Services, University of Michigan Law Library, Ann Arbor, Michigan. Catalog all types of library material for RLIN and Ill system; supervise 3 support staff. Requires MLS and two foreign languages, including a western European language. Salary \$31,000 and up, depending on qualifications. #13390

Assistant/Associate Reference Librarian, University of Michigan Law Library, Ann Arbor, Michigan. MLS required, plus organizational and teamwork skills. JD preferred, plus law library and computer experience. Salary \$30,000 and up depending on qualifications; generous benefits worth 22% of salary. #13184

Assistant/Associate Reference Librarian, University of Michigan Law Library, Ann Arbor, Michigan. Provides full range of reference service for all parts of the collection to law school community. Responsible for collection development in assigned area of international law and documents. JD and MLS required. Salary: \$34,000 and up depending on qualifications; generous benefits worth 22% of salary. #13133

"If I'd Only Known the Smart Way to Estimate My Data Conversion Costs"

by James L. Miller III

Beth Fizzle (not her real name) had mountains of text—depositions, pleadings, statutes, etc.—she needed keyed or scanned into an ASCII data base. She contacted a vendor, who gave her an estimate based on "cost per thousand keystrokes," plus setup, programming, and delivery costs. There were costs added for the medium she wanted to have the data delivered in (her choices were floppy disk, CD-ROM, the almost-obsolete 9-track tape, or having the data downloaded directly to her hard drive). Beth went ahead and had the work done, paid the vendor's bill . . . and unknowingly wasted a lot of money. One day one of the firm's partners came into her office and said, "There are too many errors in this data. What is the accuracy level? What was your cost per thousand characters?" Beth shrugged her shoulders and responded, "Accuracy level? What's that? The vendor only talked about keystrokes. Is there some difference between characters and keystrokes?" The next day, while cleaning out her desk, Beth pondered the partner's questions again, still wondering what her former employer was talking about.

Here are some of the answers:

Definitions

Character(s). Any letter, special character (*,&,%,\$,#,@,?, et al.), punctuation mark, tab, or carriage return. Simply put, any "finger move."

Keystrokes. The same as "characters" for a single-pass keying operation. But a single pass does not include verification of the data. Higher levels of accuracy require multiple passes (and multiples of keystrokes). Using keystrokes as a measure of output at higher levels of accuracy instead of characters usually results in a distortion of the output and may produce an overcharge of the client (you)! You, the client, can count the characters that you receive, but how do you count keystrokes?

Accuracy

A grade of **99%** is a terrific grade in calculus, or chemistry, or almost any academic endeavor. But, it's a **lousy grade** if you are describing the accuracy of keyed data in an ASCII database. Examine the following table, based on

10,000 pages of double-spaced data, at 1000 characters (not keystrokes) per page:

Accuracy (%)	Errors per 10MM chars.
95.00	500,000
99.00	100,000
99.50	50,000
99.90	10,000
99.95	5,000
99.99	1,000
99.995	500

It is unfortunate, but true, that most of us have no idea of the accuracy of the work that we do, or of the data which we send out. But, it is critical to the reliability of our database (do you want to be sued because of an omission, misspelling, or misplacing a dollar sign, comma, or digit?). In the example above, at 95% accuracy, your 10,000 pages of data would have 50 errors per page! That's awful! Do you want your name associated with such poor work? Even worse, do you want to pay for such work? You probably have many times . . . and were not aware of it until complaints surfaced about the unusual number of errors. But, wait a minute! Is 99.00% that much better? Or 99.5%? Or 99.9%? **Even at 99.5% you may have five errors per page, and 50,000 errors in the entire data set!**

I'm sure that you are getting the point, which is that reliable databases require an accuracy level of 99.95% or higher. Most online legal databases (e.g., WESTLAW) are even higher than 99.95%. Further, most databases with extremely high accuracy have been keyed, not scanned. If they have been scanned, they have also required substantial "cleanup" from an editor who keys in the corrections. Scanning and editing can be an expensive, time-consuming process at the higher accuracies.

Defining the Task

It is not particularly easy to make an accurate estimate of the hours of work required to key your conversion project. But, it is straightforward! To begin, you need the following:

- Type(s) of document
 - Full text
 - Depositions, pleadings
 - Statutes

Quality of source document

- Original
- First copy
- Second, third, fourth copy
- Printed, typed, or typeset

Density of printed material

- Single-spaced
- Double-spaced
- Multiple columns
- Size of print

Turnaround

- One week
- Two weeks
- Six weeks
- Three months
- Needed it yesterday

Accuracy

To return to estimating the task, one begins by counting (or estimating) the number of pages to be keyed. Then, use the following **rules of thumb:**

- 1200 characters per page for double spaced pages, with 10–12 point type. Twice that for single spaced pages. For two columns of single spaced print, use 4500 characters. Or, you may count the characters on a "typical" page.
- Use 5000 characters per hour of work as the production rate for keying at 99.95% accuracy.
- Use 3300 characters per hour for 99.99% accuracy.

So, the basic estimate for keying 5000 pages of depositions at 99.95% accuracy is as follows:

5000 pages x 1200 characters per page = 6,000,000 characters.

6MM characters divided by 5000 characters/hour = 1200 hours.

1200 hours/40 hours per week = 30 weeks to complete the task.

(Note: The hour estimate does not include any costs for supervision, editing, quality control, etc.)

Tips from a vendor on the practicalities and pitfalls of data conversion

Reality

You can now take the estimated number of hours for the task and multiply it by an estimated (or actual) hour cost for the local area (e.g. \$15/hour, \$20/hour) to arrive at your estimated cost, which in this case is \$30,000.00 or \$40,000! That's a lot of money for only 6000 pages of documentation! Too much, you say. Well, add in a factor of 25% for a two-week turnaround and another factor of 30% for poor quality source documents and your cost has become \$46,500 and \$62,000, respectively. You are up to \$10 per page! Waw! You can't afford this, but you have to get the job done, don't you?

Many keying and scanning businesses do not guarantee an accuracy level. Most, in fact, don't quote prices that include a guaranteed level of accuracy. They use keystrokes, turnaround, number of records or fields, and document quality (ease of keying). But, accuracy should be essential in discussing delivered keying or scanning jobs!

What alternatives do you have regarding the high costs of keying? Well, there are many keying operations around the world,

referred to as "offshore." Some of them have developed excellent reputations over many years for high quality, fast turnaround (depending on the volume), and prices which are 1/3 to 1/2 of those in the USA. You should contact one of these top-of-the-line offshore installations whenever you are considering a conversion project which has significant volume, and therefore, significant costs. The savings makes the project affordable, and the savings go directly to your firm's profitability!

I often tell my clients: "Price, accuracy, turnaround. Pick two!" The point here is that to have your job done quickly, at a high level of accuracy, and at a bargain price usually doesn't happen.

Final words of caution:

- Be very careful in dealing with a vendor who will not discuss accuracy with you, and will not guarantee the level of accuracy which you require.
- It is usually better, particularly with full legal text, to estimate your task in terms of "per thousand

characters." You can extrapolate to create a price/page if it is needed. Using records or fields does not work well when dealing with full text work such as is the case with most legal documentation.

Shop around for a keying vendor. Ask as many detailed questions as you can think of. And, be suspicious when a vendor starts adding cost elements into your estimate. Make the vendor price your task in terms of a "per thousand character" price which includes all of the elements in his pricing scheme. A good vendor will give you a composite price which will include everything, and on which you can depend.

James L. (Jim) Miller III

(sundata@sundcs.com) is President of SUN Data Conversion Services, Ltd., a Dallas-based offshore company. He has also been a university professor (accounting, finance, economics, ethics). He can be reached at 800/626-9058.

EBSCO Subscription Services is now Year 2000 Compliant!

Once the clock strikes 12:00:01 a.m. on January 1, 2000, millions of computers and computer programs around the world will be obsolete, forever unusable.

It's not science fiction; it's reality. Known as "The Year 2000 Problem" or "Y2K," it affects any business, industry, government or individual that uses computers. It's caused by two-digit date fields in computer programs that will automatically read "00" as "1900." A simple problem, seemingly, but one with worldwide implications. Domsayers are predicting massive problems and possible failures in industries ranging from healthcare to banking to travel.

Actually, it probably won't be that drastic. But it will be a major stumbling block for those unable to meet the challenge. For those just beginning to address the problem, it may be too late.

Fortunately, EBSCO Subscription Services foresaw the particular difficulties Y2K would cause the serials management industry. Since many organizations order subscriptions in three-year increments, the Y2K deadline for serials management companies is actually earlier than January 1, 2000.

With that in mind, EBSCO Subscription Services set October 1, 1997 as its compliancy target date. Our core systems actually became fully Y2K-compliant in the last week of August — four weeks ahead of schedule. Thanks to this proactive stance, EBSCO Subscription Services can assure the thousands of organizations doing business with us that they will experience no interruptions in their serials management functions due to Y2K.

We urge all businesses and libraries to verify that their suppliers are Y2K-compliant or that they have at least begun the process. It's not just good business; it's common sense.

*All the subscription formats you need and want
from a name you already know and trust.*

(205) 991-6600 • Fax (205) 995-1636 • <http://www.ebsco.com>
P.O. Box 1943 • Birmingham, AL 35201-1943

EBSCO
SUBSCRIPTION SERVICES

A part of the EBSCO
Information Services group.

Mentoring and Retention

Please remember to participate in the AALL Mentor Project. Application forms and information about the project are available from AALL Headquarters (312/939-4764; fax: 312/431-1097; email: membership@aall.org), the AALL Web site (http://www.aallnet.org/committee/mentoring/mentor_project.html), or by fax from Leslie A. Lee, AALL Committee on Mentoring, Retention, and CONELL Project Coordinator (202/994-2874).

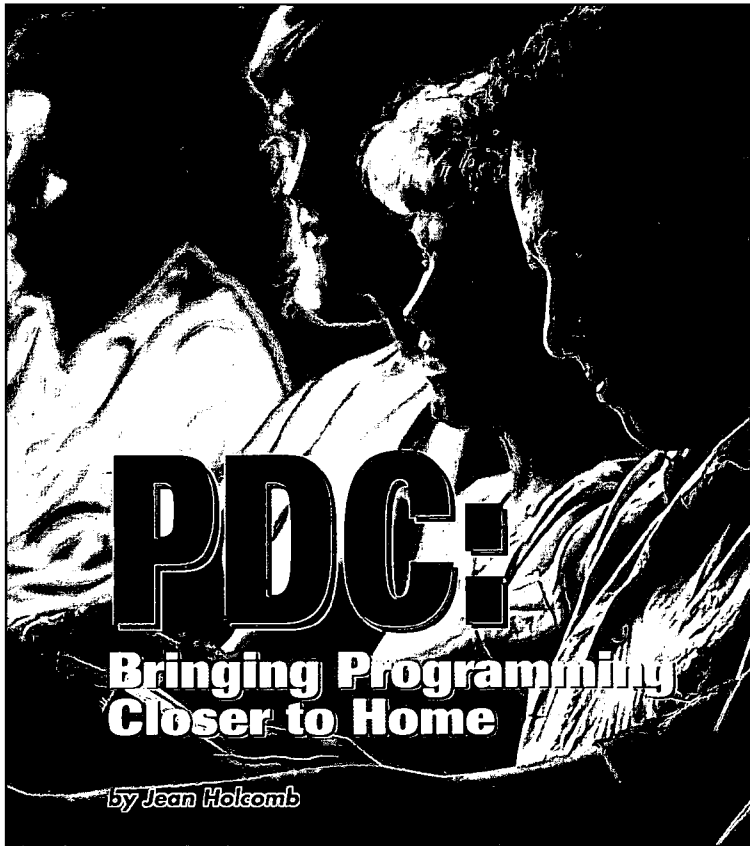
Submitted by Leslie A. Lee

Recruitment

The recruitment committee has focused on two goals this year: developing guidelines to assist Chapters with recruitment efforts, and establishing methods to provide library schools and law schools with information about career opportunities in law librarianship.

Committees are great for developing procedures and guidelines. In addition to the work done by the Committee, recruitment takes place every day as a result of individuals doing their jobs and just being themselves. Every AALL member could probably tell at least one story about how s/he influenced another person to become a law librarian. Although unplanned and unintentional, these efforts have extremely positive results for our profession.

Leigh DeProspero, a former NJLLA president, has participated as a mentor at the Rutgers SCILS career day. She enjoys meeting with students, reviewing their resumes, and discussing their goals. What she tells them about her job in a law firm makes them aware of career opportunities they may not have considered. Leigh's purpose is not recruitment, yet her participation has that effect.



PDC!

Bringing Programming Closer to Home

by Jean Holcomb

"Coming soon to a location near you...." Marketers of a wide variety of products employ this language to announce the local availability of new products to targeted consumers.

For the first time this July, AALL will employ similar language to announce its 1998-1999 Professional Development programming schedule. At the Anaheim Annual Meeting, members will receive a listing of the full range of PDC sponsored events which will be offered throughout the year. This listing will include the date and title of the Spring teleconference and the titles of the one-day programs that will be available for selection by Chapters and other groups for presentation in locations across the country.

The ability of our Association to develop, market, and present such an itemized listing of educational opportunities grew from decisions made by the Board in response to member requests for expanded programming options outside of the Annual Meeting format.

In July 1996, the Executive Board created the Professional Development Committee. The Board charged PDC to develop a comprehensive approach to meeting the ongoing educational needs of the membership. During its first year, the Committee drafted a three-year plan with a goal of expanding programming to include at least one educational opportunity for members each month. Building on this theme during its second year of operation, PDC has focused its efforts to create a delivery mechanism centered on the concept of offering the membership "more programming opportunities closer to home."

The Committee has created an RFP process to solicit programming proposals and to select presenters. As a first step, PDC selected programming topics that match the identified member programming needs. Then we developed a model for each RFP that includes components designed to identify the target audience, program content, intended learning outcomes, instructional

methods and course materials. The RFP model also solicits information about the proposer's qualifications and knowledge of the topic. The Committee circulated the completed RFPs in a variety of ways, including broadcasting on law-lib, targeting mailings to SIS leaders, and inviting participation from individual members and non-members with recognized areas of expertise which matched the topics chosen for development.

Following receipt of completed proposals, Committee members worked in teams to review the proposals. Headquarters staff assisted the Committee in securing agreements with the successful proposers. The Association has contracted with individual presenters for a series of presentations of their topics over a multi-year period for which travel expenses and a modest stipend will be paid.

Among the program proposals currently being developed for offering during the 1998-1999 Association year are the following: Basic Legal Research; Working with the Self Represented Litigant or Pro Se Patron; Managing Multi-Location Libraries; Training the Internet Trainer; Copyright; Space and Technology Planning for Academic Libraries; Space and Technology Planning for Private Law Libraries; and Management for Solo Librarians.

The Association will market these traveling programs to the membership starting in July. Headquarters will publicize detailed information about the individual programs. Chapter education chairs will receive information about these offerings to help them plan local and regional meetings which take advantage of these presentations. Efforts will also be made to reach out to communities to bring programs to areas which would have a potential audience for a specific topic.

In addition to the Committee's role in designing specific RFPs, the RFP process will also be open to members and non-members who wish to make a proposal to the Committee for a program for inclusion in the planning for the 1999-2000 year inventory of offerings. The generic RFP proposal form will be available on the Association's Web site and can also be requested by fax or phone from Headquarters. The Committee encourages proposals that identify a topic and describe the details about the desired educational outcomes.

We realize that competition for your professional development dollars is intense. Our goal is to provide a unique learning opportunity for you: quality programming geared to the specific needs of law library professionals in your neighborhood. PDC is investigating what will be necessary for AALL to become an authorized Continuing Education Unit sponsor and expects to make a recommendation to the Board at its July meeting. We believe that offering professionally marketed programming that meets the standards established by the International Association for Continuing Education and Training will appeal not only to AALL members, but also to those whose approval must be secured for funding our attendance at such programs.

Watch for publicity about these programs. We encourage you to take advantage of our pledge to bring more programming closer to home by selecting from PDC's list of coming attractions.

Jean Holcomb (kcll@wln.com) is Law Librarian and Director, King County Law Library, Seattle, Washington.

Classified Advertising

CATALOGING FOR LAW LIBRARIES: Outsource all your cataloging and conversion needs with FASTCAT: our professional librarians provide original/copy and conversion services for ALL materials in ALL formats. Contact us at: Library Associates, 8845 W. Olympic Blvd. Suite 201A, Beverly Hills, CA 90211. 310/289-1067 FAX: 310/289-9635. E-mail: fastcat@primenet.com. URL: <http://www.primenet.com/~fostcat>.

NEW LAW TITLES FROM EUROPE: Four times a year Martinus Nijhoff International, full service subscription agent and book dealer specializing in Western European material, publishes an extensive list with new law publications from Europe. To request a copy, or to get more information about our International Law Approval Plan, please call us at 800/346-3662 or 800/664-1853 or fax us at 508/226-1670 or 781/837-8642.

SAVE MONEY ON CATALOGING: It's easy to use MarciveWeb SELECT to search our database and receive customized cataloging. MARC records for \$0.27/title, catalog cards \$0.09, book label sets \$0.08, smart barcode labels \$0.05, authority records \$0.11. No license fee, profiling fee, or per search fee. Other services: US depository cataloging, authorities processing, migration, and retro. Contact us at info@marcive.com or 800/531-7678. MARCIVE, Inc. POB 47508, San Antonio, Texas 78265. <http://www.marcive.com>.

LIBRARY MANAGEMENT BRIEFINGS, a quarterly newsletter covering current library management and operations ideas. Written by industry experts, 1997 issues included **Telephone Research, Medical Research for Non Medical Librarians, Information Audits and Records Management**. Subscription rates \$65/year U.S. \$75/year international. Contact Library Specialists, Inc. 800-578-6200, publications@libraryspecialists.com or visit our Web site at www.libraryspecialists.com

Memorials

AALL *Spectrum* has been advised of the death of **Katherine Stevenson**, Law Librarian at the National Clearing House for Legal Services, on April 11, 1998.

AALL *Spectrum* carries brief announcements of members' deaths in the Memorials column. Traditional memorials should be submitted to Frank Houdek, Editor, *Law Library Journal*, School of Law Library, Southern Illinois University, Carbondale, IL 62901, for inclusion in the *Law Library Journal*.

Committee News *continued from page 32*

You may be aware of ALA's "Member Get a Member Campaign." Its goal is to involve individual members in recruiting new members to ALA and attractive prizes are offered as incentives. The AALL recruitment committee has emphasized recruiting to law librarianship—which often results in AALL and/or Chapter membership. We offer no prizes yet each of us values the satisfaction which comes from making a difference in the lives of others and contributing to our profession. Let's all join together and work toward the goal of each AALL member attracting one new member to our field. The overall effect could be dazzling!

Compiled and edited by **Katherine Malmquist**, Cleveland State University, Cleveland Marshall College of Law Library, 1801 Euclid Avenue, Cleveland, OH 44115 • 216/687-6873 • fax: 216/687-6881 • katherine.malmquist@law.csuohio.edu

Current Comments

by James E. Duggan

LLY2K

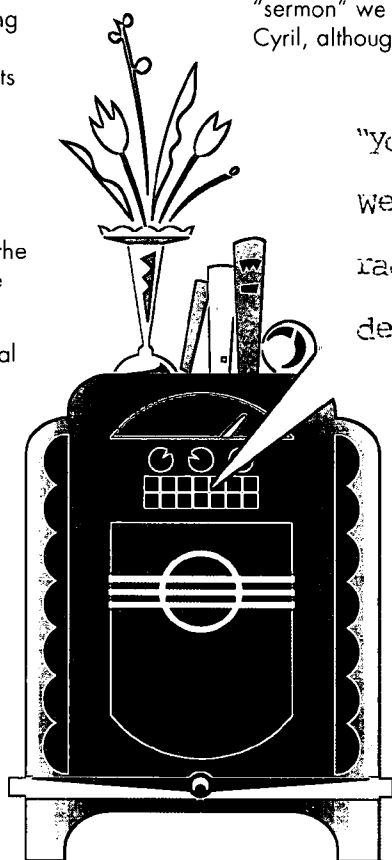
It seemed like a good idea at the time. I had been sitting at my desk one bright spring morning, wondering whether the Duggan household finances would extend to a McRib sandwich (slogan: "it's better because it's a riblet") for lunch. Before I could conclude that I might be able to swing some fries as well, the telephone rang. Against my better judgement, I answered it (maybe the Publishers Clearing House Sweepstakes did come through, after all). Alas, it was Cyril, a former University colleague, who now had his own radio show on WDBX, the local Carbondale FM station. "I want you to come on my radio show next week," he said after we exchanged pleasantries, "and talk about doing legal research on the Internet." Initially, my reaction was decidedly cool (since my students complain that I drone on much too long about the *National Reporter System*, one can only imagine the precipitous drop in radio ratings once I took to the airwaves). Finally though, I was persuaded that, judging from the questions we get at the reference desk, the good people of Carbondale really do need some research pointers.

I showed up at the radio station during a torrential rainstorm at what seemed to me like the crack of dawn (7:40 a.m., in order to be ready for the live broadcast from 8:00–8:30 a.m.), and quickly discovered that my program would be sandwiched between the "Morning News Roundup" and the (very popular) obituary/hospital notices. Cyril, the DJ, welcomed me, and went through the basic mechanics of the show: "We'll introduce you, ask a few preliminary questions, take some telephone calls, and really get into legal research on the Web *in depth*." I had brought several books and articles (in case I needed to refer to them), and also borrowed a school laptop with some canned Internet Browser pages ("You can't see this page over the radio, but let me describe it to you."). Suddenly, we were on the air.

The half hour went faster than you can say *Internet service provider*. Marred only by one severe weather advisory (conditions were favorable for a tornado, those scourges of the midwest during springtime), I weathered questions left and right from callers (much to my surprise, there actually were callers) wanting to know things like "where the real laws were, not the ones that are published in those horrid red books" (apparently referring to the *Illinois Compiled Statutes*), "why the photocopies at the law library weren't free" (after all, the callers' "taxes pay your salary"), and could I give the caller "legal advice on how to avoid paying his student loans back" (my answer was "sorry, but no, I couldn't [and wouldn't]"). After reassuring one woman that the aforementioned obituary notices would, in fact, be

read right after my program, I casually mentioned that although the Internet had fast become a huge resource of legal information, librarians would always be needed to help catalog, index, and provide access to the information, no matter what form it might take. What occurred next is frequently known (in the business) as "dead air time." The caller was speechless... "What do you mean? Why do I need a librarian? I won't even need a *library* by the year 2000!"

I was stunned. "Of course there will be libraries...and librarians as well! There are millions of Web sites currently available, and there are more developed every day. The average user doesn't have the skills to wade through all that information, even if they had the time. Books will continue to be published, and collected in libraries, to be used, read, and cherished. No one wants to read a mystery novel in bed on a laptop! Librarians will always be needed (although probably in different incarnations, with more technical and computer skills), and law libraries will continue to serve the needs of the bar, academia, and the lay patron." The switchboard then lit up (all two lines). Unfortunately, after this "sermon" we had cut to commercial, and then ran out of time. Cyril, although appearing less than convinced about the future



"You can't see this web page over the radio, but let me describe it to you..."

of libraries and librarians, thanked me and then escorted me out of the studio. With my radio career apparently over (though people still tell me that I have a "radio" face), I went back

to work at the reference desk, somewhat annoyed that some people think that my career faces the same future as the *Titanic*. I don't think librarianship is sinking, just as I don't feel computers are taking over *everything*. I'm proud of being a law librarian, and believe that the job will continue to be of service to our society, as well as providing personal job satisfaction to me. While librarians must remain flexible, we will be around in the year 2000, and many, many years to come.

Although I may be around in the year 2000, this column (at least as written by me) will not. My three year term as "Current Comments" editor (a position that has alternated every month with fellow editor Ken

Kozlowski) has come to an end. I'd like to thank Frank Houdek and Peter Beck for their excellent editing advice, and the many gracious people over the past three years that have e-mailed and telephoned their positive comments and reactions. And, in case anyone asks, "How am I going to celebrate the end of the 'Current Comments' column?" The answer (as you might have guessed) is: "I'm going to Disneyland!" (For AALL in Anaheim!)

James E. Duggan, Director of Information Technology and Associate Professor, Southern Illinois University School of Law Library, Lesar Law Building, Mailcode 6803, Carbondale, Illinois 62901-6803 • 618/453-8791 • fax: 618/453-8728 • duggan@siu.edu