

SCLL NEWSLETTER

LAW LIBRARY

STATE AND COURT LIBRARIES OF THE UNITED STATES AND CANADA

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FINLEY UPDATE

An updated bibliography supplementing Elizabeth Finley's Manual for Private Law Libraries is now available in vol. 2 No. 1 of the Private Law Libraries Section Newsletter. Small county and court law libraries might well appreciate this update.

To obtain a copy mail a 3x5 card with your name and mailing address and one first class stamp to:

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Specify vol. 2 No. 1 PLL Newsletter.

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<i>By Tara Tappert</i>	

THINK BUSINESS

We are constantly being asked to account for ourselves and our law library either to raise our funding or to seek additional personnel. Using the principles of good sound business administration we can identify our problems and look for ways to solve them.

At a recent ORALL/ALLUNY meeting, a workshop was conducted on "Operating your library as an efficient Business". Speakers, Ken Simpson, and Lolly Gassaway, Law Librarian, Univ. of Oklahoma discussed ways to make our libraries run more smoothly.

Some suggestions they made;

Think of your library as a business and your services as your product

Learn to delegate authority

Devote yourself to Administration, i.e. the planning and developing of your library

Develop policy manuals

Keep Business Records

Do An Annual Report

The report summarizes the year's work

It is a good tool for planning future programs

Be sure to use statistics to justify your programs

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1976 - 1977

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