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OALL

BULLETIN

Publication of the Ohio Association of Law Libraries

Vol. I No. 1

Spring 1967

INTRODUCTION

Here begins an attempt to revive the soul and body of the OALL Newsletters published from November 1954 to April 1956. In deference to cataloging procedures and problems of volume sequence, our offspring shall bear a different name; but the hope is to achieve the excellence of the ancestral publication as it appeared under the capable editorship of Doris Fenneberg. Sometimes successor editors have the comfortable feeling that anything produced will be an improvement; ours is an uneasiness fostered by the evidence of an outstanding predecessor. It is doubtful that many copies still exist for comparison; however, they are of uniformly high quality: a goal towards which we too shall strive.

Because of the scarcity of the Newsletters we shall reprint occasionally an article from them which can be as valuable currently as it was more than a decade ago.

No effort of this nature can continue successfully without the interest of you: the potential contributors to all future issues!!
News items, reviews of new books and periodicals, brief articles on our common problems and techniques, selective bibliographies, questions and answers, suggested reference short-cuts, dialog among members be it county bar, law school, or private firm -- this is the skeletal outline of our needs from you.

Most of you have requested the rebirth of the Newsletter so here it is as the OALL BULLETIN. We await your suggestions.

Gratitude is expressed to Chapman Parsons, Executive Director of the Ohio Library Association. Through his cooperation the cutting of the stencils, preparing address labels, and mailing have been handled at the OLA Headquarters. Relieving us of these three chores has rendered possible the rebirth of a publication.

OALL ANNUAL MEETING

October's final weekend provided the dates for 1966's annual OALL meeting in Columbus. The speakers presented many stimulating ideas for our study at both sessions. Of particular interest were the problems posed in relation to automation. Viewpoints are now converging in agreement on the final result: it's inevitable!! But, the how and when is still not clear; for methods of approach need further discussion and clarification.

Kate Wallach, current President of the American Association of Law Libraries, came from Louisiana to enhance the program not only by her remarks but also her graciousness. Julius Marke, law librarian at New York University and a past president of AALL, spoke about the law librarians education. To round out a full triumvirate of AALL Presidents, Ohio State's Erv. Pollack spoke Saturday morning on automation.

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OALL Officers for 1966-67:

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University of Toledo

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Dame and the current officers

LESTER H. HOSSLER

We are sad to report the death of Lester Hossler, a past president of OALL. Lester was treasurer of the Stark County Law Library Association in Canton, Ohio. He attended the Fall Meeting in 1966 and we shall miss his amiable manner and cheerful personality. Our condolences are extended to Mrs. Hossler whose great loss we share.

SPRING MEETING

The spring meeting of the OALL will be held concurrently with the Ohio Bar Association in Dayton on May 12th and 13th. OALL will meet at the Van Cleve Hotel. Local arrangements are being handled by Louise Prinz and information regarding the program can be obtained from Janet Wallin. If not already received, your advance programs and blanks for registration will be mailed very soon. Any interested person is invited to attend the sessions.

COUNTY NEWSNOTES

- Clermont:** Space vacated by the county engineer on the second floor of the courthouse will be remodeled into a law library.
- Columbiana:** The Columbiana Law Library Association agreed to match the funds provided by the City of Wellsville for the recodification of city ordinances. The Wellsville Council voted to override the veto of the mayor who reportedly said the city has more basic needs for its money. Recodification is expected to cost \$3600. according to a report in the East Liverpool Review.
- Jackson:** According to the Wellston Sentinel a source of friction in Jackson County is the receipt of fine money by the law library. The association has been able to pay all old accounts and turned the library into an efficient law library for the use of all public officials of the county. Meanwhile, they have refunded \$4500. to the treasurer of Jackson County.
- Montgomery:** Louise Prinz was featured in an article on those pursuing second careers in Dayton. Louise has been a practicing attorney, a full-time homemaker for many years, and is now law librarian at the county courthouse. Elsewhere in this issue of the BULLETIN is an article authored by her.
- Ross:** In Chillicothe the county law library will be revamped to provide more space and a private study area. Work will include installment of new shelving equipment.
- Tuscarawas:** New buckram or cloth-bound books in this library have received a preserving coat of lacquer and older, leather-bound books have been oiled for longevity. Money for this project was derived from fines. This according to the New Philadelphia Daily Times.

CURRENT BIBLIOGRAPHY

REFERENCE SHELF

An American Primer. ed. by Daniel J. Boorstein, Chicago: Univ. of Chicago Press, 2 vols. 1966. LC: 66-20576. \$14.95, 994 p. (A fine new reference work, chronologically-arranged, providing the texts of basic documents in American development. Beginning with the "Mayflower Compact" and ending with LBJ's "Address on Voting Rights," it provides a wealth of famous and obscure items. Helpful for the large library or to an area where the local public library's collection is weak).

National Zip Code Directory by U. S. Post Office Dept. POD Publication #65. GPO, 1966. \$7. (A nationwide directory giving the ZIP # for each community. For cities having more than one zone, this volume provides a street by street guide. This same information for the smaller towns is also located in your current issue of the World Almanac, but there is no breakdown for the metropolitan areas in the latter.)

Random House Dictionary of the English Language. New York: Random House. 1966. 2059 p. \$25. LC66-21939. (A good unabridged dictionary at a reasonable price. Appendices include French, Spanish, German, and Italian dictionaries among the usual dictionary addenda. The atlas section is far better than usual).

Sisson's Word and Expression Finder by A. F. Sisson. West Nyack, N.Y.: Parker Pub. Co. 1966, 371 p. \$7.50. LC66-10390. (A volume for the delight of the verbo-onomatopoeiac, defined by them as one who possesses an obsession with words. It will receive limited use in most shops).

Who's Who in Library Service: A Biographical Directory. 4th ed., ed. by Lee Ash. Hamden, Conn.: Shoe String Press, 1966. 776 p. \$25. LC66-24910. (At this price the publisher's name is a misnomer).

LIBRARY MATTERS

Computers and the Law: an Introductory Handbook, ed. by Robt. P. Bigelow. A publication of the special committee on Electronic Data Retrieval of the ABA. Chicago: CCH. 1966. 150 p. LC: 66-25678.

"Federal, State and Local Government Publications," ed. by Thos. S. Shaw, entire issue of July 1966 Library Trends. Single issue can be ordered from Univ. of Illinois Press for \$2.00. (194 pages jammed with useful information on these elusive materials).

"Legal Bibliography Briefed" by Morris L. Cohen, entire issue of April 1965 Drexel Library Quarterly. Single issue can be ordered from Drexel Press in Philadelphia for \$3. 135 p.

Manual of Procedures for Private Law Libraries. (Rev. and enlarged) by Eliz. Finley. AALL Pub. Ser. #8; South Hackensack, N.J.: Rothman. 1966, 176 p. LC: 66-15518, \$7.65. (Don't let the word "private" mislead you. This is a good work for any law library and the smaller the institution the more valuable it can be.)

Special Libraries: A Guide for Management. ed. by Edw. G. Strable. New York: Special Libraries Assn. 1966. 63 p. \$4. LC:66-17107. (A succinct presentation of a big problem. Fine companion volume to Finley's Manual of Procedure listed above).

OHIO AND MICHIGAN MATERIALS

Baldwin's Ohio Tax Law and Rules: Laws - Rules - Bulletins to 4/1/66. Cleveland: Banks-Baldwin. 1966. Looseleaf binder for annual supplementation. \$37.50. (A long-needed service giving, with the code, the rules of the Dept. of Taxation and the Board of Tax Appeals. Selected bulletins of the Tax Commissioner to county auditors are also included. A must for all Ohio law libraries).

Codified Ordinances of the City of Brook Park, Ohio to 1/18/66. Cleveland: W. H. Drane, 1966. LC:66-1895.

Codified Ordinances of the City of Franklin, Ohio to 10/1/64. Cleveland: W. H. Drane, 1965. LC:66-5831.

Codified Ordinances to the City of Wadsworth, Ohio to 1/1/66. Cleveland: W. H. Drane, 1966. LC:66-1021.

Hon. Samuel Shellabarger (1817-1896): Lawyer, Jurist, Legislator, by William A. Kinnison. Yellow Sprgs, Ohio: Antioch Press. 1966. 61 p. LC66-7685. (Sponsored by the Clark County, Board of Commissioners, Springfield, Ohio).

Labor Law: A Michigan Practitioner's Guide, by Judith B. Kahn, Ann Arbor. Inst. of Cont. Legal Educ. 401 p.

Megalopolis Formation in the Midwest, by Rich. L. Meier. Ann Arbor, Mich: U. of Mich. School of Natural Resources. 1965. 75 p. \$2.

Michigan and Federal Estate and Tax Planning with Annotated Forms, by Peter I. Chirco and Sidney C. Ward, Mundelein, Ill.: Callaghan. 1965. 426 p. \$22.50, LC:65-22784.

Ohio Real Property Law and Practice, 3rd ed. 3 vols. by Thos J. McDermott. Indianapolis: Allen Smith, \$66.

MOVING DAY

Most of us are faced but once or twice with large moving problems; they are doubly annoying due to the magnitude of the operation and the amount of experience any one person is able to accrue. Three of our members have faced the ordeal within the past year and they have written observations on the process. The hints they offer can be useful to those faced with a similar chore. Also, this brief bibliography will be useful to those with plans to prepare or moves to make in the near future.

1. Special Libraries: Hot to Plan and Equip Them. edited by Chester M. Lewis SLA Monograph #2. Special Libraries Assn. 1963. 117 p.
2. Planning Academic and Research Library Buildings. by Keyes D. Metcalf. New York: McGraw-Hill. 1965. 431 p. (The title is misleading; it's valuable for all types of library operations).
3. "Moving Your Law Library." Kelley, R.Q. 51 Law Library Journal 34 (1958).
4. "Major Book Move; the Move." Allen, E. W. 80 Library Journal 2419 (1955).
5. "Moving Day." Bauer, H. C. 79 Library Journal 2384 (1954).
6. "Library on the Move." Long, F. G. and Meyer, M. R. 28 Wilson Library Bulletin 793 (1954).
7. "Chute the Works!" Oboler, E. M. 79 Library Journal 2387 (1954).
8. "Moving Can be Fun!" Sell, V. G. 28 Wilson Library Bulletin 792 (1954).
9. "Operation Big Switch." Stickney, E. P. and Meinhold, J. L. 30 Wilson Library Bulletin 253 (1955).
10. "How to Move Documents." Waldron, H. J. 49 Special Libraries 266 (1958).
11. The Library Environment: Aspects of Interior Planning. Proceedings of the Library Equipment Institute 6/26-27/64 edited by Frazer G. Poole. Sponsored by the Library Administration Division of the American Library Assn. Chicago: American Library Assn. 1966. 69 p.

This issue's articles are as follows:

Louise H. Prinz, Dayton Law Library Association

When you look back on a completed piece of work, why is it you wonder why you made such an ordeal of it and question whether or not you would do it differently, if you had it to do over again - Heaven forbid!

Each of us tackles a problem in a different way, but as I review it, moving 52,000 volumes, plus 917 looseleaf volumes and binders and 465 Princeton files with contents, from three separate locations to one location three city blocks away, I come to the conclusion that there are no short-cuts and that planning to the nth degree does pay. Uppermost, in my mind, is the careful selection of movers.

We made dymo-tape numbers for each shelf in both libraries, using black for the old locations and brown for the new. These numbers were affixed to the shelves themselves. We would number the stacks as follows: -1 (1-1; 1-2; 1-3; 1-4, etc.) as stacks in the old area went from 7 to 10 shelves high, while stacks in the new library were uniformly 7 shelves high. For the further convenience of the movers, we made typewritten lists, showing where the contents of each shelf in the old would go into the shelf in the new, with vacancies indicated. This may seem to have been an unnecessary procedure, but it proved beneficial.

Bids were requested from several commercial movers and a bid accepted from one of the most outstanding and competent movers in the State. Long before the move, we consulted with them, indicated how we would suggest doing it and got the movers' cooperation in doing the move exactly as planned on paper. This was important.

The mover provided three crews: Packers in the old quarters; transportation crew and a crew in the new library to wheel, unpack and shelve, with a lead man to each crew. As the books were packed in cartons and sealed, the black numbers were removed and affixed to the first book from that shelf. The packer then noted with black marking pencil to what shelf in the new, that material was assigned, and so on. We had one of our staff at the old building and two at the new. The move proceeded very smoothly, with the packers and unpackers being able to put the books in place, with scarcely any help from staff.

The bottle-neck was this: The movers were ahead of the shelving installation. This posed quite a problem. With the Dedication date staring us in the face, we kept pushing and pushing and finally on the Friday before the Monday dedication date, the move was completed. Fortunately for us and the movers, there was a huge empty room being retained for future courtroom, which was adjacent to our library. The cartons of packed books were lined up in sequence in this room like an army of soldiers. As the shelves were installed, the cartons were taken out, wheeled to their designated location and unpacked. Of course, this was very frustrating to the movers, who were on a contract basis, but no extra charge was made for the double handling and everything turned out fine. Believe it or not, from their instructions, the unpackers shelved books with very little supervision from the staff and did a wonderful job. Hence, I say, selection of a good mover is a paramount requisite to a successful move.

There was very little inconvenience to the users while this was going on and everyone was most cooperative. Knowing what was on or to be put on each

shelf, we could inform a patron whether his material was packed, in the old library, stored in the new quarters, or already on the shelf, and in this way use of the library was continued on a limited basis. If the shelving had been installed as promised, there would have been very little inconvenience, as the packing, unpacking, etc. could have been accomplished very quickly, with the use of the three crews which the mover provided.

The hard and exacting work was done on the charts. This took lots of time, planning and patience, but it worked out beautifully and very systematically. We invite you to come see us in our beautiful new quarters.

Oh yes, two other hints come to mind. We had hot coffee available at all times for the movers and we borrowed from a local florist a 100' length runner, such as is used at weddings, on which to wheel the cartons of books down the center aisle over the carpeting for its protection. The condition of the runner at the conclusion of the move indicated its value.

Bethany Ochal, Wayne State University

A survey of the library was made and each set of books was listed and marked as to the number of feet it occupied presently plus provision for space for an estimated ten year growth. Then the whole collection was considered by class (periodicals, texts, federal, etc.) and the total area required to shelve each complete class was found by adding the space required to shelve each set of books within the class. Our own moving was complicated by the fact that for two years before the move it was necessary to put boxes of books in storage. Over a thousand boxes, thus, accumulated in storage and had to be reworked into the collection.

After trial and error, the following method of charting was used. A drawing was made of the actual stack range. It was drawn flat showing both sides of the stack. Each of the seven shelves of the stack range were assigned a letter a to g the top shelf being a and the bottom shelf g and enough space was left on each shelf in the drawing for writing. This drawing was reproduced by xerox and the pictures were stapled to manila folders which had been joined together in the same sequence as the floor plan by section. It was then possible to mark on each shelf on the chart the books that were to be shelved there.

The new library is on two floors, each floor divided by an aisle so that four sections were designated - First floor north side A - color blue, south side B - color pink; Second floor north side C - color yellow, south side D - color white.

Each stack was numbered on the chart. It was then possible to designate any location in the new library by section, stack and shelf number. Since all of the stacks were numbered in numerical order the Section number might have been omitted. But as a practical matter it was very helpful to the movers to see a blue or yellow ticket and know immediately if the material went upstairs or down.

The original was fastened by scotch tape to the spine of the first book on each shelf to be moved. The duplicate label was attached to the empty shelf in the new library where that particular shelf of books belonged. While the method we used worked and was satisfactory it was a lot more work, and I believe the self adhesive on commercial labels would have been much more satisfactory than the scotch tape proved to be.

A library assistant from the General Library supervised the moving of the books using student assistants and casual laborers. They had 100 wire baskets lined with corrugated paper which were borrowed from the public library. Each basket held one three foot shelf of books. As filled, they were stacked on metal dollies and then transported by truck.

If it is possible to wait until a new building is completed and the stacks are installed before moving in, this is to be highly recommended. Because our building was not finished and the stacks were not installed, the moving was delayed beyond the opening of classes and the scheduled moving date. The advantage of this delay was that the boxes could be brought from storage and handled first. Altogether the move took four and one-half weeks. The first week the old library was completely closed but as classes were in session, it was then reopened for limited service throughout the move. The offices and furniture were moved by the Building and Grounds department just one week before the dedication.

Although it was hard work and there were frustrations, I look back on this moving experience as an exciting and exhilarating time. I wouldn't have missed it!

Jean Mortland, Franklin Law School of Capital University

My first thought is that I'd certainly do it differently. I'm not sure how, but differently.

Our first problem is undoubtedly familiar to anyone who has been involved with building, and that is delay in construction. We don't have a new building, but it was completely remodeled, which is about the same thing. We had to have things ready for our Inaugural Convocation on September 10. The building was supposed to be ready about the middle of July, which seemed to give us a fairly comfortable margin. Well the date kept getting pushed back, as those dates usually do. They finally put in the shelving the last week in August and we moved the books the first week in September while they were finishing offices and putting in furniture.

Our second problem was that none of us, including me, had any real conception of the magnitude of the job. I had a feeling my Dean was a little optimistic when he told me we would pack on Friday and move on Labor Day, but I didn't have any idea how optimistic. We packed about 1/5 or less on Friday.

Working 12 hours on Monday, we got probably 1/4 of the books moved. We worked from 12 to 14 hours on Tuesday, Wednesday, and Thursday to finish moving them and several hours on Friday getting the last of them on the shelves. Incidentally, I had student help and they did a marvelous job.

My planning left a great deal to be desired. I'm not very good at working with plans - I need to see the actual shelves - so all I had done ahead of time was figure how many shelves each set would take. Then I spent about an hour in the library labeling shelves. We carefully labeled the first boxes we packed, but after that we didn't have time; we just had to look in the boxes to see where they went.

Haphazard, but it worked. And to my surprise I've had to do very little rearranging.

I'm sure this all sounds horrible to anyone who has carried out a well-planned move, but when I think back on it, I'm not so sure I'd do it differently. It was highly disorganized and we weren't quite sure until the last day that we would get it finished, but we did. It got done, and probably with less worrying and no more problems than if we had planned it months ahead of time as we should have.

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