

Ohio Regional Association of Law Libraries

A CHAPTER OF THE AMERICAN ASSOCIATION OF LAW LIBRARIES

NEWSLETTER



Volume 1976, No. 1

April, 1976

OFFICERS:

| | |
|------------------|--------------------------------------|
| President | Oscar M. Trelles (513) 229-2444 |
| Vice-President | James F. Bailey III (317) 264-4028 |
| Secretary | Thomas McNinch (513) 225-4505 |
| Treasurer | Jorge L. Carro (419) 634-9921 |
| Executive Board: | Richard Beer (Term expires in 1977) |
| | Polly Richter (Term Expires in 1976) |
| | (216) 399-8811 |

Table of Contents

| | Page |
|---|------|
| Future Editorship of ORALL Newsletter..... | 2 |
| New Treasurer of ORALL..... | 2 |
| ORALL Committees (1976)..... | 2 |
| ORALL Spring Meeting (1976)..... | 4 |
| Meeting of the Executive Board..... | 6 |
| Membership News..... | 7 |
| New Members..... | 8 |
| News From ORALL Members..... | 8 |
| Positions Available..... | 9 |
| Ohio State Bar Association Annual Meetings..... | 10 |
| About our Libraries..... | 10 |
| OBAR-LEXIS..... | 10 |
| O.C.L.C..... | 11 |
| Book Ordering and Fund Accounting..... | 11 |

Starting with the next issue of the ORALL Newsletter, the Secretary of this Association will be the editor of the Newsletter. Tom McNinch, Reference Librarian at the Dayton Law Library Association and currently the Secretary of ORALL, will be in charge of the Newsletter during the rest of 1976. All news which is considered to be worthy of publication in the Newsletter, should be sent, in writing, to Tom directly. Each library is hereby kindly requested to designate a person to send news to Tom for inclusion in the ORALL Newsletter.

The Newsletter has been printing in each issue, since the beginning of 1975, a brief write up on each one of our member libraries. Please contact Tom McNinch with a one page description of your Law Library if you wish to have it published in future newsletters.

The deadline for reporting news in the Newsletter for each particular issue is as follows:

| | | |
|---------------------------|---|-----------------|
| First Monday of February | - | February Issue |
| First Monday of June | - | June Issue |
| First Monday of September | - | September Issue |
| First Monday of November | - | November Issue |

NEW TREASURER OF ORALL

Mrs. Lucille Keating, who was elected last Fall by this Association to be Treasurer of ORALL in 1976, resigned her post at the University of Kentucky on November 22, 1975. She resigned also her post as Treasurer of ORALL on the same day as she left law librarianship temporarily. We are very sorry having lost her, but we hope that she will always keep in touch and perhaps come back to this profession again.

After a thorough search for a new Treasurer, Mr. Jorge Carro, the Law Librarian at Ohio Northern University, was appointed to fill the vacant post.

Best wishes to both Mrs. Keating and Jorge Carro!

ORALL COMMITTEES FOR 1976

| | | |
|-----------------------------------|---------------|--------------------------------------|
| <u>Activities Committee</u> | Chairperson - | Jim Bailey (317) 264-4028 |
| <u>Auditor</u> | | Nancy Miller (614) 422-6691 |
| <u>Audio-Visual Committee -</u> | Chairperson - | Bardie Wolfe (216) 687-2250 |
| | | Henry Tseng (614) 236-6395 |
| | | Elizabeth Stajniak (313) 961-3507 |
| | Consultant | William Locke (716) 546-5530 |
| <u>Constitution & By-Laws</u> | Chairperson - | Nancy Miller (614) 422-6691 |
| | | Gene Teitelbaum (502) 636-4731 |
| | | Stephanie Penrod (317) 638-1313 |

- Finance Committee - Chairperson - Jorge Carro (419) 634-9921
Bernice Frank (313) 972-7895
Nancy Lyons (513) 382-2428
Mary Ann Roman (317) 638-1313
- Legislative Committee - Chairperson - Arthur Fiske (216) 861-5070
Illinois Roger Jacobs (618) 536-7711
Indiana Christine Stevens (317) 264-4028
W. Va. Alexander Creasey (304) 348-2607
Kentucky Vivian McQwon (606) 258-8686
Ohio Vivian Ballester (216) 696-9200
Michigan Peter Kempel (517) 371-5140
- Membership Committee - Chairperson Barbara Rennolet (219) 464-5461
Arthur Hohlmeier (513) 324-5871
Kate Moss (313) 858-0011
Paul Murphy (519) 253-4232
Alexander Creasey (519) 371-5140
John M. Lindsey (606) 781-2600
Betty Busch (513) 225-4505
- Model Bibliographies Committee - Chairperson Carol Bratton (513) 632-8371
Indiana Barbara Rainwater (317) 264-4028
Indiana Christine Stevens (317) 264-4028
Michigan Richard Beer (313) 858-0011
Kentucky William James (606) 258-8686
Kentucky Vivian McQwon (606) 258-8686
Ohio Virginia Capute (614) 221-4181
W. Va. Alexander Creasey (519) 371-5140
- Nomination Committee - Chairperson - William James (606) 258-8686
Betty Busch (513) 225-4505
Barbara Rennolet
(219) 464-5438
- Placement Committee - Chairperson - Richard Beer (313) 858-0011
Elmer Hess (219) 464-5000
Bardie Wolfe (216) 687-2250
Jeanne L. Zawacki
(216) 861-5000
- Union List Committee - Chairperson - John Zimmerman (513) 229-2315
Arthur Hohlmeier
(513) 324-5871
Paul Burnam (614) 236-6395
- Guidelines Committee - Chairperson - Barbara Rainwater
(317) 264-4028
Sharon McIntyre
(513) 229-2315
Arthur Hohlmeier
(513) 324-5871

1976 ORALL SPRING MEETING May 20-22, 1976

Jim Bailey, Chairperson of the Activities Committee reports that Polly Richter, Local Arrangement Chairperson and Phyllis Hartke and Stephany Mallory, Program Co-Chairpersons for this coming meeting, have prepared a most interesting program and superb accomodations without disregarding the pleasurable side of life.

Our headquarters during this meeting will be the Hollenden House Hotel, in Cleveland, Ohio. ORALL tried to be in the same hotel where the conference of the Ohio State Bar Association will be held (the Bond Court Hotel), but it had been booked for those days for over a year. The OSBA is also utilizing the Hollenden House to accomodate all its members as it is only one block away from the Bond Court Hotel.

On Thursday, May 20, 1976, there will be an Open House of most law libraries in town. This is a most unique opportunity to see the superb bar, school and private law libraries located in Cleveland.

On that same Thursday, but at night, the Broadway Show "RAISIN" will be shown in town. Everyone interested MUST notify Stephany Mallory with a check for \$8.00 (wirrtten out to ORALL), immediately.

The program as mailed out reads as follows:

ORALL SPRING 1976 MEETING

Cleveland, Ohio

May 20 - 22, 1976

HEADQUARTERS: Hollenden House
East Sixth and Superior Avenue
Cleveland, Ohio 44114
Tel: (216) 861-4100
Single: \$24.00
Double: \$34.00

LOCAL ARRANGEMENTS: Polly Richter

PROGRAM: Stephanie Mallory
Phyllis Hartke

REGISTRATION: Thursday, May 20 - 2:00 p.m. - 5:00 p.m.
Friday, May 21 - 9:00 a.m. -12:30 p.m.

PROGRAM: Thursday, May 20

Afternoon tours of the following Law Libraries, with transportation by private or public conveyance:

Cleveland-Marshall College of Law
Case Western Reserve University
Squire, Sanders & Dempsey

- 4:00 Executive Board Meeting
Dinner, at restaurant of your choice
- 8:30 Play at Hanna - "Raisin"
- 11:00 Hospitality Suite

Friday, May 21 -

- 9:00 - 10:30 Business Meeting
- 10:30 - 12:30 "Organizing your Library"
- Speakers: Roger F. Jacobs
Southern Illinois University
- James W. Shelar
Arnold & Porter
Washington, D.C.
- 12:00 - 2:00 Lunch
- 2:00 - 3:30 "Library Personnel"
- Speakers: Kathy Price
Duke University
- Dianne Witkowski
Schiff, Hardin & Waite
Chicago, Illinois
- 3:30 - 5:00 Individual Workshops
- Moderators:
- University Law Libraries -
Stephanie Mallory
Cleveland - Marshall
- Private Law Libraries -
Phyllis Hartke
Squire, Sanders & Dempsey
Cleveland, Ohio
- County Law Libraries -
Thomas McNinch
Dayton Law Library Assoc.
- 7:00 - 9:00 Reception and banquet
- 9:00 -11:00 Hospitality Suite

Saturday, May 22 -

9:00 Committee Meetings
12:00 Luncheon

Come and join us in Cleveland. The meeting promises to be a very good one!!!

MEETING OF THE EXECUTIVE BOARD

A meeting of the Executive Committee of the Ohio Regional Association of Law Libraries, called by the President, was held at the University of Dayton Law School Library at 11:00 A.M. on February 13, 1976.

Those present were:

Oscar M. Trelles, II
James F. Bailey
Thomas C. McNinch
Polly Richter

Jorge Carro and Richard Beer were unable to attend.

Publication of the ORALL Newsletter was one of the items for discussion. The possibility of having the newsletter duplicated commercially was discussed.

The President then noted a recent ruling from the American Association of Law Libraries which would permit Chapter newsletters to accept advertising. It was felt that funds from this source could offset the cost of preparing the newsletter. The matter was deferred pending study of the availability of advertisers, rates, and format.

Those present were in agreement that association funds allocated to the newsletter should be handled by the Secretary, as editor, rather than by the President.

Another item of discussion was the planning of future Spring Meetings. President Trelles stated that the meetings are held in the same city and at the same time as the meetings of the Ohio State Bar Association, but that ORALL loses the benefits of publishers' displays and the possibility of cooperative activities with the Bar because the meetings are held in different hotels. It had been learned that the Bar Association plans its meeting sites and reserves hotel space three to five years in advance. After some debate Vice-President Bailey requested that the question be put to the membership at the Spring Meeting as to whether the Executive Committee should be granted authority to plan meetings two, three, four, or five years in advance to attempt to gain the benefits referred to.

The President also announced plans for the formation of a Continuing Education Committee.

MEMBERSHIP NEWS

HELEN L. GAREE DIES

Miss Garee, 73, died Saturday, March 13, 1976 at Hanna House of University Hospitals. She was buried on Thursday, March 18, 1976.

When Helen L. Garee graduated from Cleveland Law School, she obtained a job at Cleveland Trust Company as a secretary.

She was an executive secretary at the bank in 1950 when she left to become Assistant Law Librarian at Western Reserve University School of Law.

In 1952 she became Head Law Librarian, a position she held through 1966. She then became Law Librarian and Associate Professor at Cleveland Marshall Law School. She retired last year.

She taught legal bibliography and legal writing at the Law School. She was a member of Zonta, the Inter-Club Council, the American Assoc. of Law Librarians, Phi Alpha Delta legal fraternity.

A resolution honoring Miss Garee was passed by the fraternity in 1956.

Miss Garee was also a very active member of ORALL in which she was President (in 1958) and became a Life Member in 1975. The American Association of Law Libraries also made her a Life Member in 1975.

Rest in Peace.

WILLIAM S. HEIN, SR. DIES

Mr. Hein, Sr. died suddenly on January 4, 1976 in Buffalo, New York.

Bill (as we all knew him) Hein, Sr., was the founder and President of the book dealing and publishing firm which bears his name. His career in the law book publishing world was as successful and fulminating as the classical American Dream. From a small family operated business he personally developed his firm into one of the largest and most prosperous of this country in an extremely short period of time. He was not alone however; his wife and children helped him most devotedly during all his career. That same family has assumed the management of thier business now most smoothly and successfully.

The Law Librarian profession will never be the same without Bill, Sr. and it is hard to believe that he is not with us-physically-any more.

Rest in peace.

NEW MEMBERS

Ms. Violet R. Sedlack
Law Librarian
Geauga County Law Library
Court House
Chardon, Ohio 44024

Ms. Virginia Capute
Law Librarian
Columbus, Ohio 43215

Ms. Patricia R. Kramer
Law Librarian
Hussey Memorial Library
255 West Hawthorne Street
Zionsville, Indiana 46077

Mr. John Lindsey, Law Librarian
Mr. Andrew Brann
Mr. Wayne Cardillo
Northern Kentucky State College
Salmon P. Chase Law Library
1401 Dixie Highway
Covington, Kentucky 41011

Ms. Barbara Peebles, Administrative Assistant
Ms. Loretta Cansler, Catalog Assistant
University of Dayton
Law School Library
Dayton, Ohio 45469

Mr. Wendall Johnting
Technical Services Librarian
Indiana University
Law Library
735 W. New York Street
Indianapolis, Indiana 46202

NEWS FROM ORALL MEMBERS:

Professor Oscar Trelles, II, Director of the University of Dayton Law Library, has been invited to present a paper at the August, 1976, Convention of the International Association of Law Libraries in Lausanne, Switzerland. His topic will be the significance of legal literature and documentation in developing countries with special emphasis on Latin America.

Miss Sharon McIntyre, Head Catalog Librarian at the University of Dayton Law Library, has been reappointed to the ORALL Guidelines Committee. Ms. McIntyre has also been appointed Law Librarian at the Cleveland law firm of Jones, Day, Reavis, & Pogue. She will start at her new post on June 1, 1976.

Mr. Jorge Carro, the Law Librarian at Ohio Northern University, has been appointed Director of the Law Library at the University of Cincinnati, starting August 1 of this year. Mr. Carro has been recently extensively honored at Ohio Northern University where among other distinctions he was awarded a gold medal by the Law School for his outstanding services to them.

Mr. Robert T. Beggs, the Assistant Law Librarian at the University of Akron has been appointed Law Librarian at Ohio Northern University starting August 1, 1976.

Mrs. Vivian McQuown is back at the University of Kentucky Law Library to the delight of the Law Librarian, Bill James.

POSITIONS AVAILABLE

Readers' Services Librarian Indiana University School of Law Library, Indianapolis, largest law library in the state. Position available immediately. MLS from ALA accredited school required. At least one year professional library experience required (preferably in circulation and reference work, and preferably in Law.) Position includes basic reference, supervision of circulation assistant, night desk attendant, and supplementation assistant, as well as about 15 to 20 part-time student assistants. Salary commensurates with qualifications and experience. Salary range: \$10,500 and up. Send application and resume to: Prof. James F. Bailey, III, Director of the Law Library, Indiana University School of Law, 735 W. New York Street, Indianapolis, Indiana 46202. Tel: (317) 264-4028.

Assistant Law Librarian University of Akron School of Law. M.L.S., J.D. and good academic record necessary. Will be in charge of reference and acquisitions - salary negotiable. Position available August 1, 1976. Send resume with references to B.C. Gire, Law Librarian, C. Blake McDowell Law Center, University of Akron, Akron, Ohio 44325. The University of Akron is an equal opportunity employer.

Public Services Librarian University of Akron School of Law. M.L.S. with experience in Law library preferred. Responsible for circulation operations and procedures, supervision of circulation personnel and scheduling of student assistants - salary negotiable. Position available August 1, 1976. Send resumes to B.C. Gire, Law Librarian, C. Blake McDowell Law Center, University of Akron, Akron, Ohio 44325. The University of Akron is an equal opportunity employer.

Head Catalog Librarian University of Dayton Law School Library. M.L.S. with experience in Law Library preferred. Will be responsible for all Catalog department operations, procedures and supervision of catalog department staff (one full-time Cataloger Assistant and part-time help). Salary negotiable. Position available July 1, 1976. Please send resumes to Professor Oscar M. Trelles, Director of the Law Library, University of Dayton, 300 College Drive, Dayton, Ohio 45469. The University of Dayton is an equal opportunity employer.

OHIO STATE BAR ASSOCIATION ANNUAL MEETINGS:

- 1976 - Cleveland - May 19, 20 and 21 Bond Court Hotel
1977 - Cincinnati - May 11, 12 and 13 The Netherland Hilton
1978 - Dayton - May 10, 11, 12 The Biltmore Towers (formerly the
Sheraton-Dayton Hotel)
1979 - Toledo - May 9, 10, 11, 12 The Commodore Perry Hotel
1980 - Columbus - May 7, 8, 9 The Neil House

ABOUT OUR LIBRARIES

The Cleveland State University Law Library Staff is pleased to report the following information to you for inclusion in the ORALL NEWSLETTER.

The Cleveland State University Law Library uses several different computer applications and processes in its operation. We have the OBAR-LEXIS system for computerized legal searching; we have the O.C.L.C. system for cataloging; and we use a computerized book order and fund accounting system with the University's computer.

OBAR-LEXIS

The Law Library has subscribed to LEXIS since early 1973. The Law Students are instructed on the use of LEXIS as part of their Legal Bibliography-Legal Research Course, and three classroom hours are allocated for the LEXIS instruction. During 1974-75, the Law Library Staff assumed full responsibility for the Instructional process. During this period of time, George Miller and Kathleen Sutula, third year Law Students, Stephanie Mallory, Circulation Librarian, Patricia Gordon, Acquisitions Librarian, and Bardie Wolfe, Law Librarian have shared the teaching load for approximately 360 law students each year. The day to day supervision of the LEXIS operation is by Stephanie Mallory, Circulation Librarian. Out student use of LEXIS has gone up drastically during each of the last three years. During 1973-74, the computer use for the 12 month period, July thru June totaled 844 hours and 9 minutes. In 1974-75 and 1975-76, the Law Library subscribed to LEXIS on a nine month contract rather than the twelve month contract. In 1974-75 from October thru June, the computer use for this nine month period was 1,094 hours and 28 minutes. We are presently into the 1975-76 year, and we are projecting the total use for this nine month period at approximately 1,400 hours.

The following is a three year comparison of computer use for the Fall Quarter, October, November and December.

In 1973-74, LEXIS was used a total of 178 hours and 27 minutes; in 1974-75, LEXIS was used a total of 239 hours and 23 minutes; in 1975-76, LEXIS was used a total of 371 hours and 46 minutes. The Law students are beginning to use LEXIS as an every day legal searching tool for classroom preparation and for the preparation of seminar and institute papers. In looking at the next ten years, the Law Library staff feels that the computer will play a significant role in the everyday research life of attorneys. We are pleased to be a part of the foundation of modern technology in the legal educational process.

O.C.L.C.

The Law Library has subscribed to the O.C.L.C. system since 1971. This computerized library operation is under the supervision of Patricia Ring, Catalog Librarian. Until 1973-74, the Law Library shared a terminal with the Main Library. After 1973-74, we entered our own subscription, and acquired an in-house terminal. We have been maintaining records on our use, and the following statistics indicate what we have found. In 1974-75, the Library added a total of 3,032 new titles to the collection; of this total, we located in the O.C.L.C. data bank, 2,456 titles and we had to input 576 titles; this represents a hit rate of approximately 80%. The cost for cataloging the 2,456 new titles was \$1,80 per title or a cost of \$4,420.80. No cost was involved for the 576 titles we input. Catalog cards produced during the year totalled 19,808 cards at a cost of .043¢ per card or \$851.74. Cards come in filing order with subject headings and added entries already typed on. This in itself is an significant time saver for the staff. This year we are finding approximately the same percentage of hits in the data bank. From July thru December, we have added 1,247 new titles; we were able to locate 992 titles in the data bank and we input 255 titles, or approximately 20%. For the comparative work load during the same period of time last year, July thru December, we added 1,447 new titles; we found 1,125 titles in the data bank, and we had to input 322 titles, again approximately 20%.

BOOK ORDERING AND FUND ACCOUNTING

The Acquisitions Department, which includes book ordering and fund accounting, is under the supervision of Patricia Gordon. The Law Library adapted the Main Library's computer operation to the Law Library operation. For new titles, we submit the orders to the computer facility once a week, and we receive an individual purchase order for each title submitted. The orders are sorted and then mailed to the book dealer. We receive weekly cumulative printouts of books on order; a separate printout by author, a separate printout by title, and a separate printout by order number. We have geared this system in such a way that titles are not removed from the printout until the book has been cataloged. (Thus for practical purposes, we do not have the traditional on order file that many libraries have.)

At the same time, we receive weekly financial and budget reports, reporting the expenditures and encumbrances. We have geared this financial reporting, so that when invoices have been processed for payment, that our financial and budget reports reflect this adjustment independently of whether the book has been cataloged, in order that we can know the current status of the free balance.

Since we receive a cumulative list of orders by purchase order number each week, we are able to claim outstanding orders with ease.

Regarding the maintenance or continuations, we have all of our serials divided into broad categories, such as Court Reports, Statutes, Looseleaf Services, Law Reviews and Monograph Supplements. This procedure is based on a subsidiary ledger operation, so that when an invoice arrives for a continuation, it is checked to see that the material has arrived; it is then coded for category, and the price for last year is noted. This invoice moves to the bookkeeper, who ledgerized it and notes on a separate ledger, the price comparison for the two years, and then processes the invoice for payment. Our maintenance budget has been divided by the amount we anticipate will be spent in the board category. From the subsidiary ledger, each week we report a budget adjustment to the computer facility, which in turn supplies us with the weekly financial and budget reports which includes the new title expenditures and encumbrances and the maintenance adjustment. With the constant and continuing price increase for most materials we receive, we have at our fingertips on a weekly basis, the financial data needed in order to alert ourselves to potential problems. Since a substantial number of our continuations are paid at approximately the same time each year, by reviewing the weekly financial and budget reports for the previous year with this year, we are able to buttress our arguments at budget time by including our expenditure data as compared to the price index from the Library Journal and Publishers' Weekly. We keep our own price index data by Category, and normally compile a report every month or every two months. This year, we have started an additional subsidiary ledger for continuations, to include as a separate category, the cost of postage and handling. During the past years, the subscription price for most continuations included the postage and handling. However, late last year and early this year, we began to notice that many subscription invoices began including a separate charge for postage and handling, similar to new title invoices. We have some data on this, but our findings are not complete to issue our report at this time.

Our bindery operation is under the supervision of the Acquisitions Department. We have recently adopted a pre-printed multicopy computer form includes all the non-variable information; we have to put in only the volume, year and pagination. These forms are supplied by the binder. We feel that this computer application will save us a significant amount of in-house preparation time.

We are presently working with the University Computer in order to have on hand next year, a budget analysis of Law Libraries, with a similar enrollment to us. This will include about 30 to 35 schools, and will include an analysis of library statistics.

Bardie C. Wolfe, Jr.
Law Librarian

Please, send the editor of the Newsletter information about your library. Help us to create a more substantial Newsletter.