



ORALL Newsletter

Ohio
Regional
Association
of
Law
Libraries

August 1981 / Volume 1981, No. 2

Editor's Note

The ORALL Newsletter is looking for ways to improve its format and content.

You are invited to send news-worthy items, masthead suggestions and short articles to make this publication a more viable communication medium for the organization.

The publication committee members are urged to send copy about the activities of their respective committees.

Anyone with information they want included in the next issue of the newsletter should send it to:

Mrs. Loree Potash
Case Western Reserve Univ.
Law Library
11075 East Blvd.
Cleveland, Ohio 44106

Officers

President:

Cathy Gillette

Vice President/President Elect:

Lane Fichtenau

Secretary:

Deborah Cannady

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Robert Begg

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Loree Potash

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President's Message

Our recent Columbus gathering was a job well done by all. Thorough planning contributed to a successful and beneficial program. I was pleased with the positive comments from our new as well as older ORALL members. It was great to see so many familiar faces returning for this meeting. Ms. Phyllis Marion, our guest speaker, assisted by ORALL members, presented an excellent program on AACR 2. I appreciate your volunteer spirit and effort.

I would like to express my views on some chapter issues and bring you a few announcements. Last fall I was overwhelmed by your requests for committee assignments. Some of you have not fulfilled the committee charges and only a few months remain for action. It is important for ORALL that we work together to determine our future. We need to study what committees should be doing and to revise committee guidelines for future ORALL activities.

The Public Access to Legal Information Committee is well on its way to carrying out its two year objective. Now is the time for Ohio members to meet with their local public librarian and to become

familiar with the legal materials in their local public library collection.

Finally, how many Ohio members have been frustrated by no longer receiving Ohio slip laws directly from the Ohio Legislature? If you would like a change in the current distribution systems write your legislator.

All of you are aware of AALL National Convention held in Washington, D.C. in June. However, you may not be aware that our chapter has submitted two invitations to host the 1987 AALL Convention. We will know in January 1982 whether Cleveland or Indianapolis have been chosen as a site.

Lane and I attended the second annual Chapter President's Breakfast on June 30, 1981. It was a great opportunity to compare notes on chapter concerns. One item planned by our Executive Board is an ORALL Service Award. Other AALL chapters already have instituted this means of member recognition.

Mark your calendars now for our 1982 ORALL meetings in Cincinnati and Indianapolis, as well as October 15-16 in Akron.

Have a good summer!

CALENDAR OF EVENTS

Sept. 17	MICH/ALL fall meeting, Southfield, Michigan
Oct. 15 - 16	ORALL fall meeting, Akron, Ohio
Nov. 15	ORALL Newsletter deadline, December issue

Editorial

The multiplicity of continuing education programs at national, local and institutional levels presents the intelligent, dedicated law librarian with a difficult choice of where to spend limited time and money. As evidenced by the AALL Education Committee's survey on continuing education programs, questions about format, sponsorship, content, cost and control of programs are still unresolved. In addition, the conflict between offering programs dealing with technological changes, management techniques and specialized services and broadening one's general and legal knowledge is unsettled. A possible answer to the continuing problem of how a practicing librarian can learn and renew his or her skills was suggested by Joseph Cotton Dana, LJ Oct. 15, 1933, p. 815.

1. Read
2. Read
3. Read some more
4. Read anything
5. Read about everything
6. Read enjoyable things
7. Read things you yourself enjoy
8. Read and talk about it
9. Read very carefully, some things
10. Read on the run, most things
11. Don't think about reading, but
12. Just read.

ORALL Spring Meeting

ORALL met in Columbus, May 7-8, 1981 at the Christopher Inn. The meeting was well attended. The meeting centered on cataloging and new technology. The keynote speaker was Phyllis C. Marion who spoke on AACR 2. Break-out sessions included Phyllis C. Marion, chairing the discussion on cataloging; James F. Bailey, chairing the discussion for law library administrators; and Duncan Webb, chairing a discussion for public service librarians. Friday morning's session was spent at the new OCLC facility in Dublin, Ohio. There, ORALL members were acquainted with OCLC facilities and services to libraries. Friday afternoon's session included a panel with Kyle Passmore discussing RLIN; Lorraine K. Lorne discussing LAWNET and Marilyn Kramer discussing ON-Line Catalogs. Richard Palmer was the final speaker, with his appraisal of Computer Output Microfiche Catalogs.

Marx Law Library Move

by Pat Keller

Construction of the new building for the Marx Law Library at the University of Cincinnati is proceeding on schedule. Final completion is

due for April 1982 to coincide with the 150th anniversary of the University of Cincinnati College of Law. The new building, which will eventually surround the old structure, has been under construction for two years.

All library materials, as well as

offices, were recently moved into the new section. Except for microforms and the reserve section, the

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Dues Invoice

Payment for your 1981 membership in the Ohio Regional Association of Law Libraries is now due. Membership includes subscriptions to the ORALL Newsletter and the ORALL Directory.

Your check for ten dollars (\$10.00) should be made payable to ORALL. Please fill out the form below for the Directory and send the form and your check to:

Robert T. Begg
ORALL Treasurer
Taggart Law Library
Ohio Northern University
Ada, Ohio 45810

Name _____

Institution _____

Address _____

Phone Number _____

Member News

Theodore Artz, University of Dayton Law Library, participated in a workshop on legal reference work for the Miami Valley Health Sciences Libraries in April.

Mark Dinkelacker was appointed Circulation Librarian at Marx Law Library, College of Law, University of Cincinnati.

Tom DuFore was appointed LEXIS/Reference Librarian at C. Blake McDowell Law Center Library, University of Akron.

Martha Esbin, Law Librarian at Shumaker, Loop and Kendrick, published *Description prescription*, an article about writing job descriptions for librarians, in 3 *PLL Newsletter* Jan./Feb. 1981.

Margaret Wallhead retired from the Lorain County Law Library on Dec. 24, 1980. She had been head librarian for thirty-three years.

LAW LIBRARY JOURNAL

A search is on for a new editor of *Law Library Journal*. With Lorraine Kulpa's resignation as editor, a replacement is sought for this demanding and responsible position. A letter of application sent to Roger Jacobs, Pres.; Penny Hazelton, Chair. Adv. Committee; Sue Dyer, Connie Bolden or Pat Kehoe will suffice, initially, to cause an individual to be considered.

ORALL MISC.

ORALL appeals to members with artistic talent to submit designs for a new logo, letterhead, masthead and stationary. If you have ideas contact President Cathy Gillette.

ORALL liason to the Ohio State Library Foundation, Matthew See, will be giving up the post after 5 years of service. Anyone who would like that position contact Cathy Gillette.

The Nominating Committee and the Executive Board are investigating the possibility of ORALL establishing a service award. The award would be given to an individual who has shown professional commitment to libraries, leadership in ORALL, and deserves special recognition for their contributions.

Nominations

The Nominating Committee has chosen the following slate of nominees for 1981-82 ORALL officers.

Vice President/President-Elect:
Robert Begg

Treasurer: Alvin Podboy

Executive Board Member:
Wendell Johnting

In choosing these individuals an attempt was made to balance such concerns as location, service to ORALL, and types of libraries.

Lane Fichtenau will become President for the 1981-82 term. Deborah Cannady will continue to serve as Secretary. And Cathy Gillette and Anita Shew will serve on the Executive Board.

ORALL by law 10, section I states:

(c) *Additional nominations may be made upon written petition of five active voting members in good standing submitted to the Secretary no later than August 1 of the year. Such nominations by petition must be accompanied by the written acceptance of the nominee.*

(d) *The Secretary shall prepare an official ballot, including nominations by petition. A brief biography sketch of each nominee shall appear on the ballot. By September 1 the Secretary shall mail a copy of the ballot to each voting member of the association. Ballots shall be marked, sealed in plain envelopes and returned to the Secretary before September 30. The candidates receiving the largest number of votes shall be declared elected and the results announced at the business session of the annual meeting.*

AALL NOMINATIONS

The Nominating Committee is soliciting nominations for the office of Vice President/President-Elect and Executive Board. One candidate for Vice President and two each for the two Executive Board positions will compose the slate. Send nominations to:

Annette Butler, Chairperson
AALL Nomination Committee
Alston, Miller & Gars
1200 Citizen's & Southern National Bank Bldg.
Atlanta, GA. 30303

ORALL ARCHIVES

The ORALL Archives were established in 1969 when the Board appointed Nancy E. Miller of the Ohio State University College of Law Library as archivist and instructed her to purchase a three-drawer legal size filing cabinet to house the Association's Records. The secretary was to be instructed each year to collect committee reports and to forward these reports with copies of the minutes to the Archives at the Ohio State University College of Law Library.

The Archives presently contain a file of *Proceedings* of meetings 1949 to date. Within these files are copies of programs, minutes, Committee and Treasurer's reports. From 1949 to 1965, these records with a transcript or summaries of speeches were mimeographed and distributed to the membership. Duplicate copies of these records are filed in folders for individual Committees.

The archivist is presently taking an inventory of the *Proceedings* to photocopy documents to complete these committee records and to set up a separate file of minutes for both business and executive committee meetings.

In addition to the *Proceedings*, the Archives contains a complete file of the *Newsletters* and what correspondence from 1950 to date the various presidents have deposited with the Archives.

The records of Viola Allen, the Association's first Treasurer, are yet to be sorted and filed.

The archivist has set a goal to get the Association's records in A-one order by December 31 so that they can be transferred to another location. She is approaching the age of three score and ten and believes sincerely that these records should be entrusted to another - one who has a respect for the past as well as an eye on the future.

Marx Law Library

(Continued from page 2)

entire collection is in its permanent location. Library "offices" are temporarily in one large area of the third floor with bookcases as partitions. After the old building has been transformed, we will move into our new offices.

PUBLIC ACCESS TO LEGAL INFORMATION

Committee members were charged with producing a survey of public and academic library legal materials; developing workshop formats; working on a guidebook-bibliography; doing PR efforts through local bar associations and other library organizations; and following up on projects in Michigan, Indiana and Kentucky.

A meeting of the Joint Task Force of ORALL and OLA (Ohio Library Association), formed last year, was held in Cleveland on March 20, 1981. To promote continuity Anita Shew was named Chairman; budget requirements were discussed; and a draft of the Ohio survey was received. Possible places for conducting training workshops for academic and public librarians were suggested.

After this meeting, the survey, ably prepared by Martha Cox, was sent from the OLA office to 350 public and academic libraries in Ohio. The survey results will provide a basis for a guidebook (with annotated bibliography) and workshops. Public and academic librarians had to identify primary legal sources in their collection, become aware of referral resources and review their legal reference policies. Almost 50% were returned.

Full survey statistics will be sent to all Task Force members. Full results, analysis and potential uses are being prepared for an OLA Roundtable Session in the Fall and will appear in a future ORALL newsletter. My thanks to a hard-working committee and especially Martha Cox for drawing up the survey and helping collate the results. Copies of the survey and results are available from Anita Shew, Task Force Chairman, Butler County Law Library Courthouse Annex, Hamilton, OH 45011.

ORALL/MICH/ALL BREAKFAST

On June 29, 1981 in Washington, D.C. a joint chapter breakfast was held during the AALL national convention. Despite the early hour about fifty people attended the meeting. Cathy Gillette made a few announcements. A tentative topic for the Akron meeting is library space planning and design. Cincinnati will host the spring meeting.

Ohio Unreported Cases Project Getting Underway

by Paul Richert

The Ohio Unreported Court of Appeals Case Service is designed to make more readily available the Court of Appeals' cases that are summarized in *Ohio Bar*, *Ohio Criminal Summaries*, and the *State Defender's Report*. Bringing summaries to the attention of law students, professors, attorneys, and lawyers means they will need to consult the full opinion of relevant cases. Currently this requires writing or calling and often mailing a check to get the opinion from the relevant court or the Ohio Supreme Court Library. This slows up and discourages using the case summaries in research.

So far, twenty libraries and firms have subscribed to the project and opinions of eleven of the twelve courts of appeals are being collected. Each district court of appeals will form a separate series since most users are interested in their local opinions. Every month the opinion of each district will be put on microfiche in alphabetical order by plaintiff last name. These will be continuous pagination of each district for the year. No indexing or other editorial feature is in preparation at this time. Ultimately, of course, tables of cases, docket number table, and subject indexing would be very helpful. Banks Baldwin is actively looking at creating a subject index keyed to the service.

It is estimated that it will cost about \$15.00/month to receive 2,400 pages a month of unreported court of appeals' opinions.

The question may be asked why make available unreported opinions for research? The basic reason is that attorneys, researchers, and writers cite them. During the last three years Ohio law reviews have cited unreported court of appeals' cases 115 times. Ohio local treatises have cited them 224 times. Clearly lawyers who use treatises, law reviews or the summary services need better access to these cases.

The project is being coordinated by The University of Akron School of Law Library. Filming is to be done by the Law Library Microform

Consortium to their exacting standards. Currently Law Library Microform Consortium is making sample microfiche for evaluation. Banks Baldwin is also developing a sample index based on some opinions. These activities should be completed in 1981. The anticipated starting date for the service is January 1982 and by then a decision should be made by Banks Baldwin whether they will develop an index to the service.

At the May 1981 ORALL meeting the following resolution was passed.

Resolved that the Ohio Regional Association of Law Libraries commend:

The University of Akron
School of Law Library

Cincinnati Law Library Assn.

Dayton Law Library Assn.

Hancock County Law Library
Assn.

Stark County Law Library
Assn.

Toledo Law Assn.

Mahoning Law Library Assn.

Cleveland-Marshall College of
Law Library

Columbus Law Library

Trumbull County Law Library
Assn.

Butler County Law Library
Assn.

for their efforts to launch the *Ohio Unreported Court of Appeals Case Service*. And that the Association endorse this publication venture as a worthwhile development to improve access to legal information in Ohio.

If you have any questions or wish to participate, please contact Professor Paul Richert, The University of Akron School of Law Library, Akron, Ohio 44325.

THE LINCOLN NATIONAL LIFE INSURANCE COMPANY LAW DEPARTMENT INFORMATION SERVICES

Fort Wayne, Indiana

by Jo Ann Aufdenkamp

When The Lincoln National Life Insurance Company adopted an all electronic office, the first full department to utilize it was the Law Department. This meant the Law Department got in on the ground floor but it did mean we had to go through several stages of learning different commands and functions for the computer as we were using it as the software underwent changes. And for all of us it meant getting used to sitting at a terminal in our office looking at our documents on a screen which showed 22 lines none of which could be over 79 characters wide. The AOS includes a work processing segment, a business communication segment, and a segment for information files.

The work processing segment is used for key stroking documents which can be turned into hardcopy on a printer. I use it for creating articles, letters, or News Letters to the staff about new publications, articles, LEXIS updating sessions, etc.

The business communication segment is used to get these News Letters out to the staff electronically. I set up routing lists of any group, such as Committees I am on, or professional staff, and then send the document off electronically to all persons on a routing list. I also use this segment to create notes (to an individual or to a group such as a Committee). This means I can create my communication when the ideas are on my mind, and they can read them whenever they have time. When you log onto the system, the first thing that appears is your In-tray which is a list of all persons who have sent you notes or documents that day (except for those you have deleted or filed) so you find your communications quickly and easily.

I came in as an Administrator of Information Services to set up an Index for Law Department memoranda. In order to learn more about the System and the computer, I set up computer files for the Library's records so they would now be

accessible through the AOS terminal. For all of these tasks I was going to be using the information management segment. The library records I put on were for checking in serials, for recording payments for publications, for binding records, for lists of cassettes we have, etc.

I set up one file for checking in all serials which are received annually or more frequently because they could utilize effectively a record which had a separate item (a separate unit of a record which has a unique name like JAN) for each month of the year which could be subdivided by weeks. I set up a separate file for checking in all titles which are received annually or less frequently because you would not need a breakdown for each month of the year and hence didn't have to create a separate item for each month. This made a smaller file for the computer and meant you had fewer items to view on the screen when adding new information to the record. I set up a payment record file for each serial title. I also set up a separate file for all payments made for one time titles. I set up another file for all serials going to the bindery. And another file for all cassettes in the library.

I also used this segment for setting up a file of all upcoming continuing legal education programs which members of the CLE Committee decide other staff members might be interested in attending. I also set up a file of serial titles and their major subject area.

For these last two files, I defined a Report format and a program which created a display on the screen so the staff could go into their terminals and from their desks view the CLE programs and the periodicals by subject (two separate operations).

After the Index was in operation, the data processing department designed a menu (display on the screen of various files which are accessible) of the Index component, the CLE component, and the Serials component so staff members could go

into that and look at any of them by subject.

It has been exceedingly useful to use the computer for pulling out the record you want, by rearranging any file by whatever component you want searched (frequently of serial in the checkin file, publisher in the payment record, etc.), sorting the files in any way you want, etc., when working with the library files. And for files which were designed for the Department staff, they can view the lists from their desks.

COMPACT SHELVING

by Lynn S. Connor

The Marion County Law Library moved to new (and then spacious) quarters in 1977. At that time, Janis Johnston had the foresight to realize space would be at a premium before long and installed compact shelving to help alleviate that future crunch.

Our library is located in one room, with roughly 1,658 square feet. The collection then was less than 12,000 volumes. It has since grown to approximately 14,000 volumes. Compact shelving accounts for the 75% of our 2,860 linear feet of shelving. As Janis foresaw, space is at a premium; without compact shelving we would simply have to do away with half our collection.

One of the major objections to compact shelving I've heard is the possibility of patrons being squashed by the shelves. Our shelves are equipped with an audio warning system: should the shelves start to close on someone, they simply scream. Seriously, the shelves move easily and can be stopped by reaching out with one's hand or foot. More importantly people don't spend a lot of time in those shelves. The compact shelving houses the National Reporter System and most of the very large sets (C.J.S., Decennial Digest, etc.). There's little browsing. Several aisles can be opened at once. Congestion does occur, but not often.

All in all, compact shelving has been a very positive experience for us.

DAYTON LAW LIBRARY INSTALLS LEXIS

LEXIS, the computerized document retrieval system from Mead Data Central (MDC) was installed at the Dayton Law Library. The Board of Trustees of the Dayton Law Library Association approved the installation for a six month trial period beginning April 1, 1981, following an in-depth examination of computerized legal research.

Use of the LEXIS system is reserved for members of the Dayton Law Library Association and library users designated in O.R.C. 3375.55. All users must have attended at least one instructional seminar on search strategy and logic conducted by a representative of MDC. Following completion of the Seminar an identification number was assigned each user.

The library absorbed the costs of installation of the terminal, seminars and instructional material, and the standard monthly rate for equipment and communication. MDC requires each entity (firm or sole practitioner) using the terminal to pay a \$50.00 charge each month they utilize the system plus an additional charge for search time. MDC approximates the average search cost at \$2.00 per minute. On a monthly basis the law library sends a bill of all computer charges to users invoiced from the monthly statement received from MDC.

Searches are not performed by library personnel for telephone requests. Upon request assistance is available to the user in operating the terminal keyboard, but not in formatting specific searches.

SURVEY OF COLLECTION DEVELOPMENT POLICIES

by Pat Keller

Recently I conducted a survey of 25 law school libraries on their collection development policies. Eighteen of the libraries are in ORALL. Questionnaires were returned from 14 libraries; 11 of those have current policies.

The questionnaire results show the policies date from 1969 to February 1981, with the majority being written in the last 3 years. More than half of the policies were written in less than two weeks. Possibly more time was spent in planning before the writing. The Head Librarian wrote the policies in 5 of the 11 libraries. In three instances a committee of librarians and faculty were involved; in one library a committee of librarians only; and in another the Head Librarian and the Dean.

Nine of the questionnaires were completed by librarians who either were personally involved in the writing the policies or contributed suggestions. Eight of them felt that

the right number of people were involved in their particular situation. One librarian had some criticism of the way his library's policy was written, saying it was done too quickly and that members of the faculty should have been consulted. The degree to which the policies are consulted varies from frequently (4) to occasionally (3) to rarely (4). In eight libraries, all the librarians are aware of the policy and have access to a copy while in three libraries that is not true. In eight cases, the librarians feel that their policies are successful in meeting their objectives.

In analyzing the results, it seems that most of the policies were written in the easiest way: with only one person involved and in a very short period of time. However, policies written by a committee with several people contributing suggestions over a longer period of time would seem to be the ones referred to the most often.

Placement Notices

INDIANA

Assistant Law Librarian for Public Services. Valparaiso University. Requirements: MLS and JD from accredited schools. Duties: Primary responsibility for administering an active public services staff, and participation in the school's legal research and LEXIS training programs. Some responsibility for collection development and book selection. Salary: Competitive. Available: Applications accepted until June 1, 1981. CONTACT: Professor Matthew P. Downs, Law Librarian; Valparaiso University School of Law; Wesemann Hall; Valparaiso, IN 46383.

KENTUCKY

Director of the Law Library. Northern Kentucky University. Requirements: MLS or equivalent degree and JD or LL.B degree, as well as substantial administrative and academic experience. The position carries academic rank on the law faculty, thus evidence of ability to meet College of Law standards of research, publication, and professional service leading to tenure is required. Salary: Commensurate with qualifications. Available: Immediately. CONTACT: Professor Kamilla Mazanec, Chairperson; Faculty Recruitment Committee; Northern Kentucky University; Chase College of Law; 1401 Dixie Highway; Covington, KY 41011.

MICHIGAN

Legal Staff Librarian. General Motors Corporation. Requirements: Law and Library Degrees from accredited schools, plus 2-3 years reference/administrative experience; some exposure to foreign/international materials would be helpful. Salary open. Starting date is as soon as possible. CONTACT: Lorraine A. Kulpa, Legal Staff Librarian, 14-224 General Motors Building, 3044 West Grand Blvd., Detroit, Michigan 48202, or call collect (313) 556-4070.

MINNESOTA

Law Librarian. Hamline University School of Law is seeking applications and nominations for the position of Law Librarian. The Law School has full ABA approval and occupies a new law center. The library consists of 140,000 volumes and equivalents, including over 50,000 microform volumes, and a WESTLAW terminal. Responsibilities: The Law Librarian is responsible for the overall planning, administration and evaluation of all library services, including supervision of acquisitions, cataloging and processing, circulation and reference (involving application of computer technology), and budget preparation and management. Qualifications: The position requires an M.L.S. and J.D. Degree, as well as substantial administrative experience in a law school library. The position carries academic rank on the law faculty. Therefore, the candidate must provide evidence of meeting the standards of research, publication, and professional services that would lead to tenure. The person should possess effective communication skills as well as

knowledge of legal scholarship including the use of legal data bases. Salary is commensurate with experience. Starting Date: August 1, 1981. Deadline for application: June 30, 1981. CONTACT: Len Biernat, Associate Dean, Hamline University School of Law, St. Paul, Minnesota 55104 — An equal opportunity, affirmative action employer.

MISSOURI

Government Documents Librarian. Washington University Freund Law Library, St. Louis. Available July 1, 1981. Masters in Library Science from A.L.A. accredited program essential plus experience with U.S. Government publications and depository collections. Knowledge of legal bibliography is desirable. Responsibilities include service as government documents librarian, supervision of the law library's depository collection, supervision of full time clerical assistant and student employees, and maintenance of depository materials and records. Other special duties include supervision of the law library's micor-materials collection and the Neuhoff Rare Book Room. Salary commensurate with qualifications. Equal opportunity and affirmative action employer. Send resume to: Professor Bernard D. Reams, Jr., Law Library, Campus Box 1120, Washington University, St. Louis, Missouri 63130.

Reference-Reader's Services Librarian. Washington University Law Library, St. Louis. Available June 1, 1981. Masters in Library Science from A.L.A. accredited program essential plus some knowledge of legal bibliography. Responsibilities include service as a legal reference librarian, maintenance and supervision of circulation desk and reserve collection, supervision of full time circulation/reserve clerk, supervision and scheduling of student pages, direction of shelvers and maintenance of general collection, training for LEXIS, and control of interlibrary loan, including the OCLC ILL sub-system. Salary commensurate with qualifications. Equal opportunity and affirmative action employer. Send resume to: Professor Bernard D. Reams, Jr., Law Library, Campus Box 1120, Washington University, St. Louis, Missouri 63130.

NEW YORK

Head of Technical Services. State University of New York at Buffalo. Requirements: MLS from an ALA accredited school and a minimum of two to three years' experience in law library technical services. Graduate degree in an area relevant to law librarianship and OCLC experience are desirable. Duties: Administers all phases of technical services operations in the Law Library, including acquisitions, cataloging, serials, card production, filing, binding, and end processing; assists the Law Librarian in preparing the budget, compiling statistics; coordinating priorities with the teaching and program needs of the Law School as applied to technical services activities; and coordinates technical services operations with those of the

Public Services and Documents/Audio-Visual Departments. Salary: Commensurate with qualification; faculty status at the rank of Senior Assistant/Associate Librarian. CONTACT: Ms. M.E. State, University Libraries Personnel Officer; State University of New York at Buffalo; 432 Capen Hall; Amherst, N.Y. 14260.

OHIO

Head Law Librarian. Case Western Reserve University. Requirements: JD, MLS. Significant law library experience including administration. Duties: Responsibility for the administration, short and long range planning and development of the Law Library, and teaching a course of legal bibliography. Salary: Competitive. Available: July 1, 1982. CONTACT: Professor Arthur D. Austin, Chairman Search Committee; or Simon L. Goren, Law Librarian; The School of Law; Case Western Reserve University; 11075 East Blvd.; Cleveland, OH 44106.

Assistant Law Librarian. The University of Akron School of Law, Law Library, is accepting applications for an Assistant Law Librarian from persons with a Degree of Master of Science in Library Science and good academic record. Experience desirable. Duties: Secondary Reference and Implementation of computer assisted legal research program. Salary competitive. Starting date- September 1, 1981. Send Resume and three references, with authorization to contact, by August 1, 1981 to Assistant Professor Paul Richert, Law Librarian, the University of Akron School of Law, Akron, Ohio 44325. Position is a 12-month contract appointment, with general faculty status. The University of Akron is an equal opportunity/affirmative action employer.

Associate Law Librarian. The University of Dayton School of Law is seeking an associate Law Librarian. Candidates must hold both an MLS and a JD and have experience in all phases of Law Library operation. The Associate Law Librarian will assume substantial responsibilities in the general administration of the Law Library and its staff. In addition to his/her responsibilities as Associate Law Librarian, the person selected will head the Reference/Circulation Department and participate in the Legal Research and Writing Program. Other teaching opportunities are available for the appropriate person. The University of Dayton Law Library presently has approximately 150,000 volumes and equivalents housed in a spacious, modern facility adjacent to the Law School. The professional staff now consists of five Librarians. Substantial collection and staff development are expected in the next several years. Salary and benefits will be commensurated with the person's qualifications and experience. Closing date for this opening will be March 15, 1981, or when filled, if later, and the starting date will be negotiated. For further information contact either Professor Jose D. Coutin, Director of the Law Library (513) 229-2444, or Associate

Dean Kelvin H. Dickinson, Chairman of the Search Committee (513) 229-3211, University of Dayton School of Law, Dayton, Ohio 45469.

Head Cataloger. The University of Dayton School of Law Library is seeking a Head Cataloger. This individual should have the M.L.S. and 1-3 years of experience in cataloging. Experience in LC classification; LC subject headings, and AACR II is desirable. OCLC experience and other technical processing experience and legal coursework are also desirable. Duties: Supervise and coordinate all aspects of cataloging. As head, is responsible for monographic and serials cataloging and classification and supervision of support staff. Salary commensurate with experience. Deadline for applications is May 1, 1981 with employment beginning July 1, 1981 or as soon as possible thereafter. CONTACT: Professor Jose D. Coutin, Director, Law Library, University of Dayton, 300 College Park, Dayton, Ohio 45469. Phone: (513) 229-2444.

Law Librarian. Toledo Law Association. Requirements: M.L.S. from ALA accredited school. Two to three years law library experience. Familiarity with LEXIS or WESTLAW desirable. Responsible for overall administration and operation of county law library. Salary commensurate with experience. Available immediately. CONTACT: John Callahan, 645 National Bank Building, Toledo, Ohio 43604.

PENNSYLVANIA

Associate Law Librarian. University of Pennsylvania. Requirements: JD, MLS, administrative and supervisory experience, preferably in a large law school library. Duties: To assist Librarian in all phases of library administration, including collection development, planning the use of space, budget administration and the supervision of Public and Technical Services. The library has launched a book acquisition program to strengthen its holdings in various legal and law-related subjects in support of the law school's expanding curriculum. Included in that curriculum is a series of interdisciplinary courses. Hence, extensive knowledge of legal literature is essential. Familiarity with basic writings in a broad range of law-related subjects is highly desirable. Available: July 1, 1981. CONTACT: Richard Sloane, Law Librarian and Professor of Law; University of Pennsylvania Law School; 3400 Chestnut Street; Philadelphia, PA 19104.

Employers please send complete job description including requirements, duties, salary, date of availability and name of contact.

For an up-to-date list of available positions or if you have a job opening that needs to be listed, please contact:

Ellen M. Quinn

Chairperson, ORALL Placement Committee

Hahn, Loeser, Freedheim, Dean & Wellman
800 National City - E. 6th Building
Cleveland, Ohio 44114