

ORALL Newsletter

Ohio Regional Association
of Law Libraries

September 1985

Volume 1985, No. 3

President's Message

How time marches on! I can hardly believe it is almost fall and I'm writing my last President's Message. I have found it to be a busy and exciting year, and I look forward to continuing work with Anita and the executive board in the year ahead.

While I have enjoyed the past year, it saddens me to inform you, those who have not heard, of the passing of two of our outstanding leaders and peers: Oscar Trelles and Mathew Dee. Oscar passed away on April 22, and Matt on May 31. For our benefit, Matt left ORALL a sample of his style by submitting an article to the "Past Presidents' Column." You will find it in this issue.

By the time you read this, you will have received your election ballot and hopefully made your choice. I urge you to exercise your rights to vote. Teresa Trimboli's nominations committee has provided us with a strong slate of candidates from which to choose. If you feel strongly about the future of ORALL, and I hope you do, please remember to submit names of candidates to the nominations committee. Also please consider carefully and positively any request to put your name into consideration. While I won't deny the substantial time commitments of holding an office, the rewards of working with great people and personal satisfaction balance the equation.

In a similar fashion, I urge you to carefully answer Tom Hanley's Long-Range Planning Committee's survey. This survey

will form the basis for ORALL's plans for the future and can be an important document, not only for ourselves, but also AALL.

Again, looking toward the future, included herein you will find the promised "Committee Preference Form." Please submit these to Anita as soon as possible. As you are undoubtedly aware, Anita does not let moss grow anywhere near her person. With your cooperation, she can get a flying start on the new ORALL year.

You should also have received from Sally Holterhoff's Education Committee the ORALL Meeting Grant Application Form. If you have not done so please submit it . . . yesterday.

As you all know ORALL/MICHALL is planning a joint meeting for fall 1986. While particulars are hazy, I'm sure it will be a great meeting. We are already planning for the fall of 1987. At AALL, Anita and I were both approached by several other Chapter Presidents about a possible "super" regional meeting. This would potentially include Chapters from the whole northeastern quarter of the United States. Tentative plans would have it at the new Convention Center Hotel in Saratoga Springs, New York sometime between September 30 and November 1, 1987. Although this is, at present, simply a "dream" on our part, I'm sure Anita would like to hear your "pro or con" ideas.

In New York I was, to put it mildly, "annoyed" to hear the suggestion from some of our "national leadership" that AALL should dictate to the Chapters who our members should be. This would be done by mandatory AALL membership for all Chapter members. I humbly suggest that National would be better off developing service to Chapter members rather than threats. Most Chapters have a substantial number of members, both degreed and non-degreed, from very small libraries. AALL is not now serving, nor wants to serve, these individuals. Rather than threatening Chapter membership, which is significantly larger than National membership, AALL should improve its service and make membership attractive to all law librarians.

As a shining example of this "service" to all librarians, see Anita's and Mary McDonald's plans for us in Fort Wayne; there is, once again, something for everyone at an affordable cost. I hope you'll be there and add to our always lively discussions and program.

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Officers

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Newsletter Committee: Tom Spait, Ted Potter, Lynn Miller, Betty Busch, Terri Hardin, Jesslyn M. Chesterfield

Calendar

September 20
October 16-18
October 31
May 1986
July 1986

ALAO Annual Conference-Columbus
ORALL Fall Meeting-Fort Wayne
Newsletter Deadline-4th Issue
ORALL Spring Meeting-Cincinnati
AALL Annual Meeting-Washington, D.C.

Past Presidents' Column

by Mathew Dee, Law Librarian
Emeritus at Ohio State University

During the 1960's, the Ohio Association of Law Libraries passed through an interval of triumph and tragedy. The triumph was simple and clear: OALL survived and emerged as the Ohio Regional Association of Law Libraries which thrives today. The tragedy was more complex and, in fact, multi-faceted. Several events, crises, and personalities threatened to plunge the Chapter into inactive status. The dedication and determination of a few key members, who chose to work for the best collective interests of OALL, prevented a wounded organization from collapsing.

The founding members were still in the saddle throughout that era although some of them had lost enthusiasm for professional organization work. To their credit, they were quite willing to let newer members do the work without interfering.

In a small group, it is easy to learn the skills of willing workers. I suspect we all assessed quickly one another's strengths and weaknesses. Much emphasis was placed on lobbying efforts before the General Assembly, and most programs were tailored to help the solo librarian in a small county.

To this end, two meetings per year were organized and handled with apparent ease. It all seemed so effortless when I was in Cleveland. When I moved to Columbus (where almost every meeting was held for a few years, or maybe it just seemed that way), the perspective was less than rosy. It took a lot of hard work and planning then as now.

The greatest value of OALL was the personal associations it allowed us to cultivate, many of which grew into lasting friendships. A small group of diligent souls found a home base and branched out into national work.

Cordiality and cooperation did not always reign. One program chairman boldly invited the reigning AALL President to join us at a meeting. She reaped a whirlwind of criticism. Who needed some outsider snooping around OALL? Still, a tradition was born and the grumbles soon faded.

Tight finances were a major annoyance. We remained self-sufficient without depending on publishing companies as some had suggested. At this time, sales representatives were influential members who deserved credit for helping us through tough years. In that pre-computer age, we had a variety of program topics. Some of them were terribly dull; yet computers, too, are grim on the fifth and sixth round. The mid-'60's even saw the birth of a Newsletter.

No single element dominated among the membership. Law school staffs were important only in proportion to how much they contributed to the common goal. Librarians from large counties were accepted and judged in like manner. There were few law firm librarians in this region during those years; whatever the base of operation, recognition depended upon the willingness of the individual to work and help. Not much has changed.

Were there dominant personalities? Yes. Some achieved that distinction by hard work for OALL. Others worked at boosting themselves. We were society in microcosm.

In retrospect, we seem to have accomplished more than was apparent at the time. It was a rich slice of our lives that few seemed to regret. A shaky foundation was made firm, and a much stronger organization was left for those who followed. Some dramatic things have recently been done—dreams that we were unable to achieve. If some of the same mistakes are repeated, that is expected. I am glad I spent a lot of time and energy on OALL activities while they held my strong interest. ■

In Memoriam

Mathew Dee

Mathew Dee passed away on May 31, 1985. He served as ORALL President from 1970-1972. Mathew received his B.A. in 1953 and MLS in 1960 from Case Western Reserve University. From 1961 to 1963, he worked as Law Librarian at the Cleveland Firm of Jones, Day, Reavis & Pogue. From 1963 to 1966, he worked at the Ohio State University main library. He then became Assistant Director of the Law Library until 1972, when he became Assistant Dean and Law Librarian.

Oscar Manuel Trelles, II

by James Francis Bailey, III

Oscar M. Trelles, II, Law Librarian, Bamberger and Feibleman, Indianapolis, passed away, after a short illness, on April 22, 1985. He was 44 years old.

Oscar held his law degree from the University of Havana, Cuba, his MA from the University of Toledo, and his post-masters Library Specialist degree from Indiana University. Arriving alone in his adopted country at the age of 20, Oscar built a truly impressive record here as a law library builder and director, legal educator and administrator, library consultant, and writer and scholar. He was also a highly-cultured individual who loved fine music, good theater, the urban environment, and, of course, animated conversation. Lastly, he was a close, supportive, and devoted friend to many both in and outside the law library profession. His smile and laugh were conspicuous and contagious.

Oscar began his career as Acquisitions Librarian at the University of Michigan. He then held other posts such as Assistant Director at Toledo, Acting Director at Detroit, Director at Dayton, Nova, and finally Law Librarian at the premier bankruptcy law firm of Bamberger and Feibleman in Indianapolis. His talents were also put to good use in a number of professorial teaching positions, as well as associate dean, chief fund-raiser, and director of placement.

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The ORALL Newsletter is the official publication of the Ohio Regional Association of Law Libraries (ORALL), a chapter of the American Association of Law Libraries (AALL).

Membership: 280
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For extra copies of the ORALL Newsletter write: Constance Matts, Indiana School of Law Library, 735 West New York Street, Indianapolis, IN 46202.

For membership information contact: Paul Richert, University of Akron, School of Law Library, C Blake McDowell Law Center, Akron, Ohio 44325.

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President's Message

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Finally, I want to "Thank You" one and all for your assistance this past year. It has been an extremely rewarding experience and, as I hoped, I have had fun.

Good luck, Anita, and I hope you too "have fun."

Thank You!
AI

In Memoriam—Oscar Manuel Trellis, II

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Perhaps his greatest feat was the establishment of the University of Dayton Law Library in late 1973, where he began with no volumes, and ten months later, when classes began, had a fully organized, functioning collection of 80,000 volumes.

Oscar was one of only two persons ever reelected president for a second term in the Ohio Regional Association of Law Libraries, a tribute to his dynamic first year's leadership and his undoubted charisma. He also founded the Nova University series of comparative law conferences in South America and presided over the exceedingly well-attended meetings in Medellin (1977) and Cali (1978), Colombia. His wide-ranging spadework in much of Latin America as Executive Director of the International Association of Law Libraries, as well as the hours of time put in on drafting, planning, and correspondence, produced the very successful IALL World Congress on Latin American Law, held in Quito, Ecuador, in 1979.

Oscar was justly proud of his publication record which included an eight-year stint as Assistant Book Review Editor of the *Law Library Journal*, twelve book reviews, twelve articles in both law and librarianship published in both American and foreign law journals, two large legislative histories totaling 22 volumes of material, and a number of unpublished pamphlets and bibliographies. In 1972, he produced the first membership directory for the Ohio Regional Association of Law Libraries, a publication which has appeared annually since then. As Codification Counsel and Editor of the District of Columbia Code, he was responsible for the publication of the 1981 edition. In 1980, he was elected to Scribes, a prestigious society which recognizes distinguished publication work.

Oscar, you left us too soon. Farewell, dear friend, and keep a place warm up there for each of us.

James Francis Bailey, III
Indiana University
School of Law Library

Disasters and Insurance

by Terri Hardin

Law library insurance and disaster planning was presented by Paul S. Fu, Law Librarian for the Ohio Supreme Court, at the general session of the ORALL spring meeting.

The presentation dealt with four main areas. These included library insurance coverage, fire prevention, water damage, and asbestos damage. Mr. Fu emphasized that each disaster plan must be specific to the individual disaster, and the most important element in any plan is adequate insurance coverage. When selecting an insurance policy, several factors must be considered. Some of these include the selection of an insurance advisor and the evaluation of the library's collection and contents. To aid in the selection of an appropriate insurance policy for your library, Mr. Fu suggested a publication entitled *Insuring the Law Library: Fire and Disaster Risk Management*, 1982, by Bernard D. Reams Jr. and Erwin C. Surrency.

The next area of Mr. Fu's presentation covered fire prevention. He suggested several different fire prevention systems, such as sprinkler systems, smoke alarms, closed circuit television, and halon gas. He discussed other preventive measures and stressed that these fire prevention systems work together with insurance plans. The need for other safety precautions including the development of a good evacuation plan for your library was also discussed.

The third area of the presentation covered water damage. When dealing with water damaged materials, the most important factor is time. The books must be moved as soon as possible to stop any further damage. Mr. Fu also discussed book drying methods and the pros and cons of each method. Three

different methods were examined: (1) the air drying method, (2) the inter-leaving method, which is putting absorbent material between the leaves of a book, and (3) the freeze-drying method. The replacement cost of the damaged material, the cost of the book drying method and the number of books damaged must also be considered when restoring a library collection. A publication entitled *Procedures for Salvage of Water Damaged Library Materials*, 1979, by Peter Waters, available from the U.S.G.P.O., was suggested to aid in the restoration.

The final area covered the subject of asbestos damage. The dangers and levels of exposure in public buildings and libraries were discussed. A free booklet is available from the Environmental Protection Agency, entitled *Guidance for Controlling Asbestos Containing Materials in Buildings*. To obtain the free booklet, contact the EPA, toll free number, at 1-800-424-9065. ■

County Law Librarians and Trustees

The Ohio State Bar Association Law Libraries Committee is working on a "Survival Kit for Ohio County Law Library Boards of Trustees." This notebook of material will include: AALL County Law Library Standards, *ORALL Core Collections*, *ORALL Union List of Serials* information, model Board of Trustees Guidebooks, *Ohio Legal Resources—Annals and Bibliography and Guide 2d* (and sample User's Guides), county law library newsletters, job descriptions, ORALL placement service notices, and other materials.

The purpose of this informational packet is to assist Ohio County Law Library Board of Trustees members to understand the potential of their law libraries, the benefits of a law librarian, and the ultimate value of an organized, current law library to the judges and attorneys in their county.

A subcommittee comprised of Anita K. Shew, Teresa Trimboli, Ruth Long, and Judge Walker (Findlay) is working on this. Call (513) 867-5714 for copies of the proposal and to suggest contents.

Law Librarians, please show this to your Judges and Boards of Trustees. The OSBA Committee meeting is September 7. Let us know of any suggestions for marketing or for items to include. ■

Administrative Process

by Theodore A. Potter

One of the topics discussed by Jill Fatzler from the Ohio State University Library, at the spring meeting of ORALL was "Standard administrative processes for libraries." Her talk focused on librarians as managers and their responsibility for a variety of tasks.

Using the classic theory of management to illustrate her contention, Ms. Fatzler stated that the classic management theory posits that managers have four main functions: (1) planning, (2) organizing, (3) directing, and (4) controlling. Each step feeds into the next, to the extent that the process becomes a constant loop. From planning to organizing to directing to controlling and back to planning, the loop reinforces each step. In this way, the manager can maintain a structure within which his/her department may be evaluated. Ms. Fatzler's talk concluded with the point that as managers, librarians should become more familiar with and should begin to use the structure of management.

In addition to her talk, Ms. Fatzler distributed a short bibliography of sources on administration. (See below.) The contents are not meant as exhaustive, but for those of you interested in more sources, the *ORALL Newsletter* of December 1984 has a bibliography of management sources compiled by Tim Watts.

Standard Administrative Processes for Libraries

A Selected Bibliography

- American Library Assn. *Personnel Performance Appraisal: A Guide for Libraries*. Chicago: ALA, 1979.
- Becker, Loren B. *The First-Line Manager: A Practical Guide to the Management of People*. New York: Amacom, 1978.
- Bennis, Warren G. and others. *The Planning of Change*, 3d. ed. New York: Holt, Rinehart, and Winston, 1976.
- Bogard, Morris. *The Manager's Style Book: Communication Skills to Improve Your Performance*. Englewood Cliffs, N.J.: Prentice-Hall, 1979.
- Deegan, Arthur X. *Coaching: A Management Skill for Improving Individual Performance*. Reading, MA.: Addison-Wesley, 1979.
- Fordyce, Jack K. and Raymond Weil. *Managing with People: A Manager's Handbook of Organization Development Methods*, 2d ed. Reading, MA: Addison-Wesley, 1979.
- Francis, Dave and Don Young. *Improving Work Groups: A Practical Manual for Team Building*. San Diego: University Associates, 1979.
- Gardner, Jeffrey J. and Duane E. Webster. *The Formulation and Use of Goals and Objectives Statements in Academic and Research Libraries*. Washington, D.C.: Association of Research Libraries, 1974.
- Gellerman, Saul. *Management by Motivation*. New York: American Management Assn., 1968.
- Hamburg, Morris and others. *Library Planning and Decision-Making Systems*. Cambridge: MIT Press, 1974.
- Hirschborn, Larry and Associates. *Cutting Back: Retrenchment and Redevelopment in Human and Community Services*. San Francisco: Jossey-Bass, 1983.
- Katz, Robert L. "Skills of an Effective Administrator." *Harvard Business Review* 52 (5): 90-102 (Sept./Oct. 1974).
- Rizzo, John R. *Management for Librarians: Fundamentals and Issues*. Westport, Conn.: Greenwood Pr., 1980. ■

1985 ALAO Conference

The 1985 conference of the Academic Library Association of Ohio (ALAO) will be held Friday, September 20, 1985, at the Sinclair Plaza Hotel in Columbus. Keynote speaker Charles Dygert, faculty member at Ohio State University and President of Motivational Enterprises International, will speak on "Creating Environments for the Expression of Human Excellence." A representative from the national ACRL headquarters will be the luncheon speaker. ALAO members will lead round-table discussions and present contributed papers on many topics dealing with staff development. Conference brochures will be mailed in July to all ALAO members.

For further information contact Paul N. Warnken, Xavier University Libraries, 3800 Victory Parkway, Cincinnati, OH 45207 (513) 745-3884. ■

Member News

Andre D. Martin, University of Akron School of Law Library, has authored an article, "A Bibliography of Ohio Statutory Materials and Court Decisions, 1787 to Date." It was published in the Fall 1984 Volume 4, No. 3 issue of *Legal Reference Services Quarterly*. ■

New Members

Robin L. Aubel
Trumbull County Law Library Assn.
Courthouse, High Street NW
Warren, Ohio 44481

Fredriks D. Berger
Cincinnati Law Libray Assn.
601 Court House
Cincinnati, Ohio 45202
Send Mail to:
Paxton & Seasongood
1700 Central Trust Tower
5 West 4th Street
Cincinnati, Ohio 45202

Patricia Bolton
Capital University Law Library
665 South High Street
Columbus, Ohio 43215

Beverly Bryant, Serials
I.U. Law Library
735 West New York Street
Indianapolis, Indiana 46202

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Intellectual Freedom In Library Service

by Patti Bresnahan

Judith F. Krug, Director of the Office for Intellectual Freedom, of the American Library Association, delivered the keynote address at the May ORALL meeting. Her presentation focused on the library's responsibility to educate the public and how censorship can suppress these efforts. The First Amendment was emphasized to mean not only expression, but also access to that expression through information and ideas regardless of the medium of communication. Ms. Krug referred to librarians as "gatekeepers to the marketplace of ideas," responsible for acquiring, preserving, and disseminating materials. These activities are hindered by three sources: (1) government; (2) advanced technology; and (3) individuals.

The government is first in its attempt to limit information available to the public. Examples include confining the use of the Freedom of Information Act, classifying secret information under broader definitions, censoring government employees, censoring foreign publications, refusing entry visas for scholars and barring American travel abroad in certain circumstances, and controlling scientific research publications. Furthermore, materials that are made available are sometimes tainted by government labels that cast doubt on their validity in the public domain.

The second source affecting intellectual freedom is the result of advanced technology. Plastics and other man-made materials are inherently unstable with a life expectancy of under twenty years. Messages communicated on these forms, such as video discs, present a serious preservation problem for librarians. Also, these physical formats are easily manipulated. The librarian is faced with the question of determining whether their information contains original or "edited" messages when acquiring a collection. Another concern develops with the realization that the medium of communication has a powerful influence on the importance given to any idea. A message delivered on prime time national television will gain more recognition than an equally-valued message assigned to 2:00 a.m. on a local station. Consequently, the importance of any idea becomes a product of the time slot in which it was made available.

Finally, the third source of censorship involves attempts by individuals and groups to remove materials from libraries and schools that they believe to be improper. Figures indicate a three-fold increase of reported censorship attempts to the Office for Intellectual Freedom over the past few years. The attempts are made by the political left, as well as the right, religious groups, patriotic organizations, teachers, librarians, and parents. The reasons seem to be ageless: materials are un-American, communistic, immoral, sex is handled too frankly, or minority groups are presented unfavorably.

In conclusion, Ms. Krug quoted the words of James Madison from over 150 years ago: "A popular government, without proper information or the means of acquiring it, is but a prologue to a farce or a tragedy; or perhaps both. Knowledge will forever govern ignorance, and a people who mean to be their own governors must arm themselves with the power which knowledge gives."

Judith F. Krug's address will be published by the American Bar Association in the fall issue of HUMAN RIGHTS. ■

Academic Law Library Panel

by Constance Matts

A panel of three academic law librarians presented their views on topics of concern to all law school librarians during a Thursday session of the ORALL Spring Meeting. Janet Wallin of the University of Toledo College of Law Library spoke on "Gift Policy, Development Drives & Monetary Gifts." She explained how her law library ran a successful development fund drive using a challenge grant offered by a local foundation. The law library was required to raise \$3.00 for every \$1.00 provided by the grant. The money was raised in part by obtaining pledges from Toledo law firms. She cautioned that before announcing a fund drive, institutions should be certain that they can raise at least one-half of their goal. Ms. Wallin's talk continued with observations on the weak, used-book market. As a result of the poor resale value of used books, law librarians are very selective about the gifts that they will accept.

Carol Allred of the Chase Law School Library explored the topic of conflict resolution among staff members. Internal conflict is very destructive. It causes low morale and high tension. Some underlying causes of conflict are departmentalization, a hierarchical organizational structure, special interest groups, poorly-structured monotonous jobs, job stress, and the long-term or entrenched staff. The steps in resolving an actual problem were detailed. The guidelines developed as a result of the staff problem are printed in this issue.

"The Effect of Dropping Enrollment on Law School Library Budgets and Influencing Those Who Control the Purse Strings" was the topic presented by Thomas Hanley of the University of Dayton Law School. 1982 is the year that the decrease in first-year enrollments began. The University of Dayton has already taken a number of steps to cope with the enrollment decline. The law library has instituted levels of collection development, ranging from intensive (purchase everything in a subject area) to basic (buy only overview material). The library has had to reduce faculty and clinic collections and has prepared a list of looseleaf services that cover similar subject matter. Some lightly-used materials have been cancelled. The other Ohio law schools were surveyed and their responses to dropping enrollments were reported. Although library budgets have not yet been seriously affected by the enrollment trends, strategies for dealing with this problem were offered. ■

ORALL: A Long-Range View

by Terri L. Hardin

On Friday, May 10, 1985, ORALL concluded the annual Spring Meeting with a business meeting and a final general session presentation. The topic of the general session was "ORALL: A Look at the Past: A Vision for the Future." Speakers included Thomas Hanley from the University of Dayton Law School, and chairman of the ORALL Long-Range Planning Committee, Keith Blough from the Columbus Law Library Association, and Kathy Welker from the U.S. Court of Appeals Sixth Circuit Library.

Thomas Hanley introduced the speakers and gave an overview of the Long-

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New Members

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Miriam J. Carrigg
Ohio State University Law Library
1659 North High Street
Columbus, Ohio 43210

Cheryl Smith Cheatham, Librarian
Weston, Hurd, Fallon, Paisley & Howley
2500 Terminal Tower
Cleveland, Ohio 44113

Denice M. D'Amore
Scottenstein, Zox & Dunn, L.P.A.
The Huntington Center
41 South High Street
Columbus, Ohio 43215

Corliss C. Davis
Akron Law Library Association
Summit County Courthouse, 4th Floor
209 South High Street
Akron, Ohio 4308-1675

Janice Harju
Chase College of Law Library
Northern Kentucky University
Highland Heights, Kentucky 41076

Roger Jacobs
Notre Dame Law Library
Box 535
Notre Dame, Indiana 46556

Michael Slinger
Notre Dame Law Library
Box 535
Notre Dame, Indiana 46556

Gary D. Jensen
The Bureau of National Affairs, Inc.
1231 25th Street, NW
Washington, D.C. 20037

C. Nevada Johnson, Jr.
Medina County Law Library
P.O. Box 394
Medina, Ohio 44256

Joel S. Kent
OHIONET
1500 West Lane Avenue
Columbus, Ohio 43221

Mead Data Central
100 Renaissance Center, Suite 1636
Detroit, Michigan 48243

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ORALL: A Long-Range View

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Range Planning Committee meeting. He briefly discussed the idea of enlarging the outreach area to other librarians in our region, as well as those in other

fields. He also presented some suggestions on how to broaden the outreach area and strengthen the membership of ORALL in general. These suggestions included: (1) being aware of programs in other regions; (2) the audio-taping of future meetings for those who cannot attend; (3) the establishment of grants for programs; and (4) surveys to poll our membership about ORALL in general and reasons for participation in ORALL.

Keith Blough spoke on the past history of ORALL and why studying the past is important for the future. He referred to several studies of past ORALL programs to help determine the reasons why the programs were either successes or failures. He began with the founding of the Association in April 1949 by Virginia Engle and the reasons behind the establishment of ORALL; the continuing education of librarians was a primary purpose. He also discussed some of the successes and work of the association and the individual committees throughout previous years. It was emphasized how important the committees are to the organization as a whole. The regional association has provided its members with the opportunity to talk and exchange ideas within the profession. ORALL has been a vehicle to allow its interest to be known; in other words, ORALL has provided both positive publicity and greater visibility of its members to others in the profession. In conclusion, he also recognized several past presidents of ORALL and acknowledged their contributions to the success of the organization.

Kathy Welker was the final speaker of the session. She briefly spoke about the future of ORALL and encouraged the organization to move ahead. Ms. Welker said that the future ORALL is intertwined with the future of law librarianship. Several factors and their effects were discussed in regard to ORALL's future development. These factors included change, competition, coordination, communication, cooperation, challenge, and contribution.

In the legal system, change has resulted from the growth of cases and the need for librarians to find ways to assimilate information in the legal world. Ms. Welker briefly mentioned some trends that are going to affect the future. These included the continuing use of computers and more cooperation between fields. As a result, a more interdisciplinary approach to legal research is developing. Competition is also important. Because we are in competition with

other information brokers, we must establish an identity for others in the field. Are we information or subject specialists? An identity is needed that will help us decide how we fit into the overall picture with other information brokers. Coordination is also an important factor. Ms. Welker emphasized that, as a profession, we must coordinate resources and ideas and present a united front. These resources include common shared standards of professional ethics and responsibility. Another component for the continued growth and development is communication; there is a need for librarians to be consultants to those inside and outside the profession or organization. Education, participation and publication are all linked with communication and are basic needs for organizations and their growth.

The last three factors Ms. Welker discussed were cooperation, challenge, and contribution. Cooperation encourages change and growth. Networks have been developed as a result of the personal contacts within the membership. These networks serve as instruments to become known in the profession and in the job search process. Challenge encompasses the idea of establishing an identity as a group and presenting it to others who are both inside and outside the profession. The last area is contribution. Ms. Welker emphasized the contribution we are making to the legal profession. We are essentially a service of the profession and make information available to its members. Consequently, each of us has a role in the legal profession and this awareness must be carried forward into the future. ■

Conflict Resolution Guidelines

by Carol Allred

The purpose of these guidelines is to suggest to each library staff member feasible ways of approaching and handling problems involving co-personnel.

Various avenues for solving problems are presented; many built-in safeguards are included. Under no circumstances should a person assume that they are limited to only those approaches suggested. The important thing to remember is that problems should be dealt with.

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Conflict Resolution Guidelines

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When a problem exists, it is to everyone's best interest to work out a solution immediately and at the department level, if possible. A simple discussion of the problem can often alleviate some of the tension. The parties involved need to make every effort to resolve their differences. A reasonable amount of time should be allowed for working out conflicts.

When a person realizes that a problem exists, he/she may seek advice from the department head or the library director on ways to handle the situation. This confidential discussion will be an advisory session *only*. The department head or director will not act upon any information received during such a session. When requesting such a meeting with the department head or director, the librarian or paraprofessional staff member should make it very clear that he/she wants only advice and no action. Names of involved parties do not have to be revealed to the department head or director.

When a problem or complaint is reported to the director, i.e., in a nonadvisory session, the complaint becomes official. To avoid having minor complaints placed in personnel files, it is recommended that problems be handled early and within the department.

The person reporting the problem to the director has the choice of asking for a meeting with the director and the other person involved or requesting that the director meet alone with the other person.

These recommended guidelines provide a basic safeguard for the person wishing to report a problem. The person is provided some protection from reprisal by letting another person know about the problem. In other words, he/she has a witness.

Each person must take responsibility for his/her action. Voicing a problem or complaint will sometimes cause unpleasantness. More often, however, it helps to clear the air and improve working relationships. Confronting problems and attempting to work toward a solution is usually the best way to handle them.

Recommended Guidelines to Follow When One Person Has a Misunderstand-

ing With or a Complaint About Another Person:

1. If a department head has a misunderstanding with or complaint about a member of his/her department:

The department head must talk to the person involved. It is essential that the department head have a follow-up session with this person before ever considering bringing the complaint or problem to the attention of the director.

2. If a department head has a misunderstanding or a complaint about a member of another department:

The department head should always discuss the situation with the other department head, who will then talk to the library staff member (whether librarian or paraprofessional). It is the department head's responsibility to report back to the department head making the complaint.

3. If a librarian has a misunderstanding with or a complaint about another librarian:

The librarian should attempt to talk to the other librarian. If this is not possible or is awkward, the librarian should discuss the problem with his/her own department head.

4. If a librarian has a misunderstanding with or a complaint about a paraprofessional staff member:

The librarian should discuss the problem directly with the paraprofessional staff member.

The alternative would be for the librarian to go to either department head.

5. If a paraprofessional staff member has a misunderstanding with or a complaint about another paraprofessional staff member:

The paraprofessional staff member should discuss the problem directly with the person involved.

If this does not resolve the problem, or if this first step is not possible, the paraprofessional staff member should discuss the problem with his/her department head. If the two paraprofessional staff members are from two different departments, the department head will discuss the problem with the other department head.

6. If a paraprofessional staff member has a misunderstanding with or a complaint about a librarian:

(continued on page 8)

Court/County Libraries Concurrent Session

by Teresa Trimboli

The Court and County Libraries session of the ORALL Spring Meeting furthered the meeting's theme, "Administration in the Law Library," with presentations on time management, how to compile an annual report, and public relations for the library.

Brenda Woodruff of the Toledo Law Association addressed the problem of how to complete all necessary and expected tasks in the time allotted. The basic principles and common elements of time management include knowing oneself, clarifying goals and objectives, and organizing tasks by establishing priorities. Ms. Woodruff offered some helpful hints in meeting deadlines and completing tasks. Whenever possible, tasks should be combined, or tasks that seem impossible can be handled in segments. A time log can be useful to schedule meetings and tasks efficiently to prevent conflicts with other tasks and duties. Other hints included using spans of time to the best advantage, reducing interruptions or time leaks by making telephone calls at a particular time each day, or batching telephone calls to be returned. Her final hint was to learn to say "no," but not to your boss.

Methods of proceeding and suggestions for the compilation of an annual report were presented by Carol O'Connor of Clermont County Law Library. The annual report was described as a form of communication to encourage mutual understanding, confidence, and better human relations. In Ms. O'Connor's view, no single publication of a library can do more to enhance the library's reputation and increase its budget than the annual report. A good annual report begins by having a firm grasp on both the reason for the library's existence and the policies that are being implemented. Library activities, reference, circulation, acquisition statistics, and financial data, as well as past accomplishments and proposed projects are matters for the annual report.

The message is the most important part of an annual report, the format will help to communicate the message effectively. Keeping the page uncluttered, using a simple cover and brief headlines, avoiding in-house library jargon, keeping sentences simple and words descriptive

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Conflict Resolution Guidelines

(continued from page 7)

If possible, the paraprofessional staff member should attempt to discuss the problem with his/her department head. If the librarian works in another department, the paraprofessional staff member should feel free to discuss the problem with either department head.

7. If a paraprofessional staff member has a misunderstanding with or a complaint about a department head:

If the paraprofessional staff member cannot talk directly to his/her department head, he/she should consider talking to any librarian or paraprofessional staff member who would approach the department head with the problem. This will ensure that another person knows about the situation; that is, there is a witness.

The alternative would be to discuss the problem directly with the library director.

If the problem is with the department head of another department, the paraprofessional staff member should talk to his/her department head. If this is not feasible, he/she may go to any other librarian within either department.

8. If a librarian has a misunderstanding with or a complaint about a department head:

If this involves his/her own department head, an attempt should be made to talk directly with the department head.

The second step is to talk to the library director.

If this involves the head of the other department, the librarian should discuss the problem directly with that person if at all possible. The alternative is to talk to his/her own department head.

9. If a paraprofessional staff member has a misunderstanding with or a complaint about the library director:

The paraprofessional staff member may discuss this problem with the library director. The alternative would be to discuss this problem with the department head, who must then decide how best to communicate the problem to the director.

10. If a librarian has a misunderstanding with or a complaint about the library director:

The librarian may discuss this problem with the director. The alternative would be for the librarian to discuss the problem with his/her department head, who must then decide how best to communicate the problem to the director.

11. If a department head has a misunderstanding with or a complaint about the director:

The department head should discuss this problem with the director.

12. If a department head has a misunderstanding with or a complaint about the other department head:

The department heads should make every attempt to solve the problem themselves before doing to the director. ■

Court/County Libraries Concurrent Sessions

(continued from page 7)

are all ways of insuring that the annual report is an effective tool for determining and evaluating individual, departmental, and program accountability.

The third portion of the Court and County session was given by Diana Tripp of the Tuscarawas County Law Library. Ms. Tripp began her presentation with a definition of public relations. Public relations is the promotion of rapport and goodwill between a person, firm, or institution and other persons, special public bodies, or the community at large through the distribution of interpretative material, the development of neighborly interchange, and the assessment of public reaction. She stated that in pursuing the goal of maintaining good public relations, the public with whom the relationship is to be developed needs to be defined clearly. Beside the obvious group composed of Board members, judges, and attorneys, other establishments to be reached are the nearby public and university libraries. Contacts with these institutions can be made through newsletters and the annual report. Additional groups can be reached by having a suggestion box available in the library, sponsoring tours of the library, and giving presentations to the local bar association or other interested groups. Ms. Tripp also recommended the book, *The A B C's of Library Promotion* by Steve Sherman. This work, with some adaptations, can answer some of the public relations needs of the special library. ■

ORALL Fall Conference—The Computer Age

by Anita Shew

Computers, computers, computers. Come to Fort Wayne, October 17 through 18, to see how you might apply general business (LOTUS), library specific (INMAGIC), and law specific (WESTLAW) software to your personal computer (PC), the use of a consultant to help decide if you could enhance library services with a PC, or what an integrated system can do.

According to the ORALL Education Committee survey done in 1982 by Mel Downs, many of us had Westlaw or Lexis, some had OCLC, and very few had PC's or integrated systems. Now many more ORALL law librarians are using the Dialog data base on their Westlaw terminals, setting up to automate serials and circulation functions and looking at financial software to assist in the budgeting process. *But we're still learning!*

Come to the banquet at the lovely Botanical Gardens and welcome Roger Jacobs (dinner speaker) of Notre Dame back into ORALL. Talk shop with colleagues at the "talk tables" about specific software or problems, or how to get started.

Our opening speaker will be James Sprowl, formerly of the ABF, now at Chicago-Kent Law School. He is a recognized expert on computers and the legal profession and has spoken at past AALL programs. We are negotiating with Altman & Weil, Inc. to speak on the value of using a consultant.

ORALL members will be sharing their computer software and hardware experiences. On Friday, we will return to the break-out session format for computer-related programs. Remember the two new SIS groups we now have; Indiana and County. Contact persons are Mary Persyn and Rosemarie Chrisant, respectively. Special programs will be arranged for these groups on Wednesday afternoon.

Last, but not least, even before AALL we had planned to have product demonstrations to get hands-on experience with the data bases. (At AALL, the user's

(continued on page 8)

Placement Notices

Cleveland-Marshall College of Law
Position: Librarian, Serials/Acquisitions
Salary: Commensurate with qualifications.

Requirements: MLS from an ALA-accredited school and 1 year post Master's degree experience in serials and/or monographs acquisition. Prefer knowledge of automated acquisition, serials check-in systems, law book trade, subscription vendor services, and fund accounting.

Job description: Duties will include maintaining serial and monograph acquisition and fund accounting records for academic law library approaching 250,000 volumes. With a staff of 2.5, FTE acquires all serials, monographs, and United States Government Documents through selective depository or Documents Expediting Service (DOCEX). Occasional weekend or evening reference service. Reports to Technical Services Librarian. Will participate in implementation of automated serials/acquisitions system and work with Director, Associate Director, and/or Reference/Collection Development Librarian on library materials selection.

Qualified candidates should contact:

Professor Robert J. Nissenbaum
Director of the Law Library
Cleveland State University
Cleveland-Marshall College of Law
Joseph W. Bartunek III Law Library
1801 Euclid Avenue
Cleveland, OH 44115-2403

An equal opportunity employer.

University of Toledo, College of Law Library
Position: Weekend Public Services Librarian
Salary: \$8,687, \$8,984 after four months.

Requirements: MLS, or equivalent, and experience with Anglo-American legal materials.

Job description: A part-time position, the weekend public services librarian will provide reference service and supervise student assistants working at the circulation desk. Mature, responsible individual with ability to supervise students and to meet and serve patrons in a professional manner desired. Must be willing to work both Saturdays and Sundays as well as a half-day on Fridays.

Qualified candidates should contact:

Professor Janet L. Wallin
College of Law Library
University of Toledo
2801 West Bancroft
Toledo, OH 43606

New Members

(continued from page 6)
Mead Data Central
Eaton Center, Suite 1620
1111 Superior Avenue
Cleveland, Ohio 44114

Bryant R. Miller
86 Menlo Park Drive
Akron, Ohio 44313

Phyllis C. Post
Ohio State University Law Library
1659 North High Street
Columbus, Ohio 43210

Pamela G. Schaffner
U.S. Court of Appeals—Sixth Circuit
Library
617 USPO & Courthouse
Cincinnati, Ohio 45202

Sally Smith
Williams, Zumkehr & Welser
11 South River Street
P.O. Box 396
Kent, Ohio 44240

Maryanne Wright Stewart
Delaware County Law Library Association
Court House, N. Sandusky Street
Delaware, Ohio 43015

Carole S. Taylor, Librarian
Fairfield County Law Library
216 East Main Street, Hall of Justice
Lancaster, Ohio 43130

Yvonne Lee Tertel
Fulton County Law Library Association
210 South Fulton Street
Wauseon, Ohio 43567

Judith A. Thrift
Dykema, Gossett, Spencer, Goodnow & Trigg
400 Renaissance Center, 35th Floor
Detroit, Michigan 48243

Nancy Wareham, Executive Director
Cleveland Area Metropolitan Library System
11000 Euclid Avenue, §309
Cleveland, Ohio 44106-1799

Connie S. Whipple
Frost & Jacobs
2500 Central Trust Center
201 East Fifth Street
Cincinnati, Ohio 45202

Jay Wright, Circulation
I.U. Law Library
735 West New York Street
Indianapolis, Indiana 46202

Thomas F. Zachman
West Publishing Company
451 East Dewdrop
Cincinnati, Ohio 45240

ORALL Fall Conference—The Computer Age

(continued from page 8)

group equipment didn't all work and the place was too crowded.) We hope to provide a worthwhile experience!

Plan to attend! Mary McDonald, Local Arrangements Chairman is working hard to ensure that you have a great time! Please contact her if you have not received your mail-outs. ■

Conell '85

by Cathy Gillette, AALL CONELL
Co-chairman

CONELL '85 commenced the AALL Convention activities in New York City, on Saturday, July 6, 1985. It was another record-breaking attendance with new members coming from as far away as Switzerland, Puerto Rico, and Canada. The program began with entertaining remarks by Professor Sally Wiant, Law Librarian at Washington and Lee University and a former AALL Executive Board member. Participants were then shown the second annual presentation of an AALL-sponsored slide/tape show tracing the history and activities of its members. This slide/tape show is now available to any Chapter from the headquarters office. Later, discussion groups were assigned according to geographic area and type of library. These sessions provided the opportunity to meet other newer law librarians and discuss substantive library issues relating to their daily responsibilities. The afternoon program climaxed with an early evening cocktail reception at the Rainbow Room atop Rockefeller Center.

Attendance at any CONELL program is open to AALL members who have attended less than five AALL Conventions. Each member can attend two CONELL programs during these five years. Qualifying ORALL members are encouraged to attend a future CONELL program. ORALL members in attendance were:

James Lloyd Gates, University of Notre Dame; Michael Slinger, University of Notre Dame; Terri Hardin, Indiana University; Mary Hudson, Indiana University; Judy Thrift, Dykema, Gossett, Spencer, Goodnow and Trig; Barbara Vaccaro, Michigan State Law Library; Corliss Davis, Akron Law Library Association; Joe Fugere and Ted Potter, University of Toledo; Carol O'Connor, Clermont County Law Library; Jacki Orlando, Ohio State University; Mel Scott, Fuller & Henry; Polly Snider, Marshall & Melhorn; Greta Southard, Cincinnati Law Library Association; Tom Spaith, University of Akron Law Library; and Mary Tekancic, Lorain County Law Library.

Many thanks to the following ORALL Members who assisted as group leaders during the afternoon CONELL '85 program. They are Al Podboy, Kathy Carrick, Brenda Woodruff, and Kathy

Welker. It was good to have your assistance in this national program. ■

three rivers meet!" during the 1985 ORALL Conference! ■

Fort Wayne Invites You

Fort Wayne has experienced a revitalization in the past several years which resulted in its designation, in 1983, as both an All-American City and the Most Livable City. The new Grand Wayne Convention Center, Foellinger-Freimann Botanical Conservatory, and the Fort Wayne Art Museum have brought renewed vitality and architectural interest to the downtown area. The new Downtown Hilton, the setting of the ORALL conference, is located at the entrance to the recently-completed Calhoun Street Transmit Mall. The River Greenway Project, currently underway, has generated new parks and bike trails throughout the city, while the Headwaters State Park will add beauty and safety to the flood areas of the city.

Strategically located at the juncture of three rivers, Fort Wayne was originally inhabited by such tribes as the Miamis, Delawares, and Shawnees. To capture the city's early history, you can visit Historic Fort Wayne, which is a faithful reconstruction of the last American military post which guarded the three rivers. Daily fort life of the early 1800's is portrayed by authentically-dressed staff who demonstrate craft, daily activities, military drill, and use of musket and cannon. For historical indulgence later into the 1800's and into the life of one of America's most admired Presidents, you can tour the largest private collection of organized information on Abraham Lincoln at the Louis A. Warren Lincoln Library and Museum. The Library contains 20,000 volumes spanning every phase of Lincoln's life while the Museum provides an intriguing exhibit of the Lincoln legacy. If your historical inclinations are along more personal lines, the Allen County Public Library holds the third largest private collection of genealogical material in the United States and the finest in the Midwest. For those whose historical fantasies are spurred by the sight of a sleek Dusenberg, a short drive to Auburn, Indiana will bring you to the Auburn-Cord-Dusenberg Museum, with over 100 vintage autos representing the finest hour of auto design.

So, come explore and enjoy the history and culture of "the city where the

Freiman Square



CWRU Law Library Computer Lab

by Dan Kowall & Eve Greene

The CWRU Law Library Computer Lab houses eight IBM PC's and letter quality (NEC) and dot matrix (OKIDATA) printers that are free and available to all law students. As more students become users of the equipment, expanding the number of PC's and printers is being considered. To concentrate the many uses of computers into one area and thereby promote understanding of their capabilities, the LEXIS and WESTLAW terminals have been moved to the Lab. The day-to-day operations of the Lab are handled by a full-time Computer Lab Supervisor. Additionally, students fill in the extra hours, as the Lab is open co-extensively with the Library.

This academic year, we are instituting the use of two law student trainers who will be responsible for providing personal training on both the IBM PC's and LEXIS and WESTLAW to any law student who wants to go beyond the variety of self-help manuals and tutorial diskettes provided in the Lab. The trainers are dedicating part of the summer to improving their skills and knowledge to prepare for the new users of the 1985-86 academic year. The Law School has an active stu-

(continued on page 11)

dent group, the Computer Law Forum, which enthusiastically provides training workshops and publicity. Our goal is to make the Lab a true learning environment. We are emphasizing a variety of teaching/learning techniques and maintaining a supportive atmosphere where no question will be ignored.

In the ten months of operation, use of the Lab has broadened. The initial emphasis was on the first plateau of computer literacy and elementary word processing. Training packets were developed by the library staff to get the majority of interested students over the initial hurdle quickly. The packets include IBM's own "Introduction to the IBM PC" and the Wordstar tutorial diskettes. Now, however, the Lab has a variety of applications. In all cases except the "free software" collection, we have a strict "no copying" policy, reinforced by the "User Agreement" the students sign.

Basic word processing has expanded to include mailmerging, cover letters and resumes, spelling checking (with a dictionary augmented with legal vocabulary), idea processing (chiefly for course outlines), and automatic footnote formatting. Software includes Wordstar, Mailmerge, Footnote and Pair, Random House Proofreader, and Thinktank. We have expanded our collection to include spreadsheets for law/business applications and several data base and file managers. Packages include Lotus 1-2-3 and free software, such as File Express.

We are creating a collection of Public Domain software which may be copied. This collection includes utilities, communications, data base managers, and word processing. This allows students who own computers to save money on software and provides greater exposure to the types of software available.

We have also begun to collect Demo diskettes. Many companies produce abbreviated demonstration diskettes of their software, illustrating their basic applications. We are collecting these diskettes to show students the types of sophisticated programs (e.g. tax, law office automation) which they may encounter in practice.

As members of the Center for Computer-Assisted Legal Instruction, an organization based in Minneapolis, we receive innovative computer-assisted

instruction packages for legal education. All of the exercises and copies of the handouts are in the Lab. The first-year Research and Writing Instructors assigned the exercise, "Drafting a Complaint," which many of the students found helpful. Students have become aware of some of the other exercises through posters, our Lab Manual, and word-of-mouth.

We are interested in exchanging ideas with other Lab operators. If you have any questions or suggestions, please contact Dan Kowall, Computer Lab Supervisor, or Pat Harris, Associate Director of the Law Library. (Case Western Reserve University Law Library, 11075 East Blvd., Cleveland OH 44106, (216) 368-2792.) ■

Business Meeting Highlights

Paul Richert, Treasurer, reported that the ORALL Newsletter was creating a financial problem. Consequently, a dues increase from \$10.00 to \$15.00 was proposed and approved.

Al Podboy, President, announced the closing of the CWRU Library School in June 1986. Also, the ORALL Newsletter will be indexed in the Legal Information Management Index published by Fox Information Consultants.

The Constitution and By-Laws Committee worked on a new draft of the constitutional amendment to create special interest groups. This was voted on and approved. The changes are printed following this article.

The Legislative Committee reported that Ohio Senate Bill 44 passed the Senate Ways and Means Committee and was forwarded to the House Civil and Commercial Law Committee.

The Model Bibliography Committee report announced that the 1984 Core Legal Collection has been printed by The Ohio State Bar Association. Additional copies are available at \$4.50 each.

The Education Committee proposed a grant program for newer members to attend ORALL meetings. Suggested were grants of \$100 to \$150 to be funded by publisher donations or the treasury. After a lengthy discussion, it was determined by resolution that a trial grant would be issued for the fall ORALL meeting.

Frank Payne was nominated and approved for life membership. ■

Changes to ORALL Constitution & By-Laws

CONSTITUTION

ARTICLE XIV

Special Interest Groups

(a) The Association shall allow the creation of a special interest group by approving the written petition of ten (10) voting members. The chairperson shall be chosen by the group's constituents and will be responsible to the Executive Board.

(b) Any active member of the Association may be a member of the special interest group.

(c) Members of the group shall pay such dues, if any, as may be from time to time established by action of the members of the group with the approval of the Executive Board of ORALL.

(d) The group shall be empowered to adopt By-Laws for its own governance.

These By-Laws shall not be in conflict with those of the Association and shall be submitted to the Constitution, By-Laws and Guidelines Committee for approval.

(e) It will be the chairperson's responsibility to develop a program for the special interest group for the convention agenda.

Scheduling of meetings must be cleared with the convention program chairperson. Meetings shall be open to all members of the Association.

(f) All expenses incurred by the group shall be approved in advance by the chairperson of the special interest group and by the Executive Board of ORALL and such bills shall then be submitted to the Treasurer of ORALL for payment.

BY-LAWS

BY-LAW XII

Special Interest Groups

Section 1. In accordance with Article XIV of the Constitution the following are the current special interest groups:

a. County Law Libraries

Section 2. Reports.

The Chairperson of each special interest
(continued on page 12)

Changes to Constitution & By-Laws

(continued from page 11)

group shall submit a report to the Executive Board of ORALL at the annual meeting summarizing the activities of the group during the year.

BY-LAW VI

"The annual dues of the Association shall be fifteen dollars (\$15) for individual members..." ■

Executive Board Meeting: May 1985

The Executive Board meeting opened at 11:50 a.m., May 10th. Present were Al Podboy, Ellen Quinn, Anita Shew, Martha Cox, Wendell Johning, Paul Richert, Teresa Trimboli, and Betty Busch.

It was announced that Jerry DuPont of LLMC has agreed to produce the Guidelines and back issues of the Newsletter on microfiche at minimal cost.

The Grant Fund of \$150 was approved. The Education Committee will contact publishers for donations.

Al Podboy suggested that a salary survey be conducted. The project will be undertaken by the Education Committee and should take about one year. ■

ORALL Committee Preference Form

NAME: _____

ADDRESS: _____

I would like to serve on the following ORALL Committees.

Number in order of preference (please limit to five)

- _____ Activities
- _____ Constitution, Bylaws Guidelines
- _____ Education
- _____ Legislative
- _____ Membership
- _____ Nominations
- _____ Washington D.C. AALL Breakfast
- _____ Model Bibliography
- _____ Newsletter
- _____ Placement
- _____ Public Service
- _____ Union List

I would like to recommend _____ for membership on _____

Send to:

Anita K. Shew
Butler County Law Library Assn.
141 Court Street
Hamilton, Ohio 45011



I Need a Ride Coupon

I NEED A RIDE TO OR ROOMMATE FOR THE FALL MEETING IN FORT WAYNE, IN (CIRCLE APPLICABLE REQUIREMENT)

Name _____

Library _____

Address _____

Telephone Number _____

Limitations _____

Date Leaving/Return _____

I WOULD BE WILLING TO VOLUNTEER TO DRIVE

Name _____

Library _____

Address _____

Telephone Number _____

Limitations _____

Date Leaving/Return _____

Number of Riders _____