

# ORALL Newsletter

Ohio Regional Association  
of Law Libraries

December 1985

Volume 1985, No. 4

## President's Message

Greetings from your new president! I look forward to a fulfilling and challenging year in which all ORALL members gain professionally from their association with ORALL.

**Fort Wayne Meeting.** Kudos to program and local arrangements planners—evaluations and comments at this well-attended meeting showed that members learned much and enjoyed themselves at the beautiful new Hilton. Special thanks to Mary McDonald, local arrangements chairman, and her employer, Lincoln National Corporation, for all their support. I have cassette tapes of some of the programs which can be borrowed and/or copied.

**Committee Assignments.** Please send in your committee preference forms printed in the September ORALL Newsletter. Your willing participation in the Committee structure of ORALL will help ensure your getting the maximum benefit from ORALL. Committee Chairmen and members will be notified as soon as I receive members' preference sheets; a complete list will appear in the next Newsletter.

**Long Range Planning Survey Report.** We all owe a debt of gratitude to Tom Hanley and his Committee for their fine job in formulating the questions, tabulating the results, and analyzing the responses to this survey.

Although only 108 responded (out of 300 surveys mailed), it can be fairly said that those 108 represent members who are especially interested in the association. We appreciate very much the time you took to respond to the survey.

Between the 11% who said they never attend an ORALL meeting and the 31% who favor the AALL meetings, we may wonder whose needs we really are meeting. The 66% who do benefit from ORALL value the local and regional contacts made, local and regional discussion of issues, cooperative projects, and exchange of information through the Newsletter. The high interest in the new Special Interest Groups shows that their creation was a good step.

Looking at the suggestions for improvements, we see many program ideas [e.g., more informal meeting times, smaller group meetings, exhibits] and new project ideas [e.g., salary surveys, specific workshops during the year, cooperative ventures].

This survey report is a valuable tool for all of us. Executive Board Members and Committee Chairmen affected will receive a copy of the report. AALL has been forwarded a copy. All those who wish to receive a copy, please contact Tom Hanley, University of Dayton.

**Goals.** This coming year I would like to have ORALL provide a review of the Committees in the Newsletter so that members can know exactly what goes on and what services are really provided. One year, Marie Rehmar gave an excellent report at the fall meeting on the Union List Committee activities. Our Union List is a great service but little is known about it by the general membership.

This coming year, I would like the Education Committee to investigate and implement plans for a mid-meeting workshop on a very specific topic [suggestions on survey: government documents, microforms, serials/acquisitions]. Also, I would like to follow up on the suggestion favored by 91% of survey respondents to publish a compilation of collection area strengths within the chapter member states.

ORALL is your professional support group. I hope all of you will contribute to make it work for you. Happy holidays and a prosperous New Year to all! ■

Anita K. Shew  
ORALL President

## Officers

**President:** Anita K. Shew

**Vice President/President-Elect:** Carol B. Allred

**Secretary:** Ellen M. Quinn

**Treasurer:** Brenda Woodruff

**Executive Board:** Martha M. Cox, Paul Richert, Alvin M. Podboy (past President)

**Newsletter Editors:** Patti Bresnahan, Constance Matts

**Newsletter Committee:** Tom Spaih, Ted Potter, Lynn Miller, Betty Busch, Terri Hardin, Mary Ann S. Gilbert

## Calendar

January 8-11	AALL Midwinter Institute
January 24	Newsletter Copy Deadline—1st issue
April 23	Newsletter Copy Deadline—2nd issue
May 14-16	ORALL Spring Meeting—Cincinnati
July 6-9	AALL Annual Meeting—Washington D.C.
July 24	Newsletter Copy Deadline—3rd issue
August 1	Deadline for Nominations of Officers by Petition
September 1	Nominations for Awards Deadline
October 1-3	ORALL Fall Meeting—Grand Rapids
October 24	Newsletter Copy Deadline—4th issue

## Past Presidents' Column

by Kathy Joyce Welker

The strength of ORALL as a force that propels individual members toward professional development comes from the diverse composition of the entire membership. We are one from many. Our unity is founded in our purpose to provide research support to the legal profession. Our diversity is demonstrated by the many types of law libraries which we represent and the many different tasks that each of us performs on a daily basis. ORALL will only continue to make a substantial contribution to our professional development so long as both our unity and our diversity are appreciated and encouraged.

Over the years I have had some exposure to other regional associations where it appears that one particular subgroup such as law firm librarians or academic librarians dominate. It has been my impression that these organizations are missing out to a certain degree. If one is a member of a minority group, he or she may lack that vital feeling of connectedness which is necessary to bring people back time and time again. At the same time, members of the dominating majority are denied the opportunity to gain the wider perspective that comes from learning about other ways of looking at the problems that face us all.

The statement made by some law librarians that their situations are so very unique has always perplexed me. These same librarians often believe that opportunities for them to change from one type of library to another are not available. Why not, I ask. Are we really that different? Having myself worked as a high school librarian, an undergraduate school librarian, a law school librarian, a law firm librarian, and a court librarian, my experience has been that much of what I learned from one working situation is readily transferable to the new working situation. In fact, I believe it has been, at times, my perspective as an outsider that has often contributed to creative problem-solving when meeting new circumstances and needs. The many similarities that can be found in our various working environments serve all ORALL members as educational tools regarding the functioning of law libraries.

ORALL membership can contribute to a broader perspective due to the composition of its membership. ORALL is currently made up of three main subgroups (Academic, County and Bar, and Private)

of librarians' affiliations. Their percentage distributions (excluding commercial and unaffiliated memberships) are as follows:

Academic	40%
County and Bar	33%
Private	18%
Other (including State, Federal, Court and Public Libraries)	9%
	100%

This mix represents a generally healthy balance of affiliations and interests. We should be pleased that no one group dominates and that because of this balance we will continue to listen to and learn from each other. If our members look upon our differences as learning opportunities, ORALL can look forward to drawing strength from its diversity. ■

## Ohio Court of Appeals Unreported Cases Now on LEXIS

by Paul Richert

Presumably due to the interest of Ohio lawyers in using the numerous Ohio cases that are not officially reported, LEXIS has begun to include slip opinions for the twelve courts of appeals districts. These opinions begin in large numbers with 1981. WESTLAW announced at the fall ORALL meeting that they will begin loading the unreported decisions starting in 1985. Of course most of these opinions are already available on the *Ohio Appellate Decisions on Fiche* from the Law Library Microform Consortium and in hardcopy from Banks-Baldwin Law Publishing Co. The *Ohio Appellate Decisions Index Criminal* and *Ohio Appellate Decisions Index Civil* from Banks-Baldwin provide access to the microfiche.

In searches done on August 2, 1985, the following numbers of slip opinions were available for the Ohio Courts of Appeals.

Year	Number of Slip Opinions
1985	2712
1984	3850
1983	5522
1982	4928
1981	4712

Mead is using some of the same collectors and some different ones than Banks-Baldwin so there are likely to be some opinions available on LEXIS that are not on the microfiche and vice versa. One advantage that LEXIS has is that one can locate very recent slip opinions. The most recent one located on the day of my search (August 2, 1985) was a

July 23, 1985 slip opinion for the tenth district court of appeals. There were eighty-four opinions for July 1985 alone online and 1382 for the second quarter of 1985. The most current microfiche for *Ohio Appellate Decisions on Fiche* was for the first quarter of 1985. (However, current cases are readily available from Banks-Baldwin. They maintain an on-demand photocopying service which provides, for a nominal fee, 24-hour delivery to *Ohio Appellate Decisions Index* subscribers.) The full text search capabilities of LEXIS offer a variety of search techniques not available using traditional indexes. Of course the cost of using LEXIS is significantly higher than using the manual tools. ■

## Ohio Appellate Decisions on Fiche

Owners of *Ohio Appellate Decisions on Fiche* produced by the Law Library Microform Consortium are being polled on their preference of keeping the fiche at 24x reduction or changing to 42x reduction. LLMC is changing many of its other titles to take advantage of great space savings.

A questionnaire was distributed at the ORALL meeting in Fort Wayne to solicit ORALL members' input on the possible change in format. LLMC will print the *Ohio Appellate Decisions* the way ORALL members prefer, but they would like to sample the general feelings of current subscribers. For more information or to register your opinion, contact Jerry Dupont, LLMC, P.O. Box 11033, Honolulu, Hawaii, 96828-0033 or Anita Shew, (513) 867-5714. ■

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

Membership: 280  
Dues: \$15 per year

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

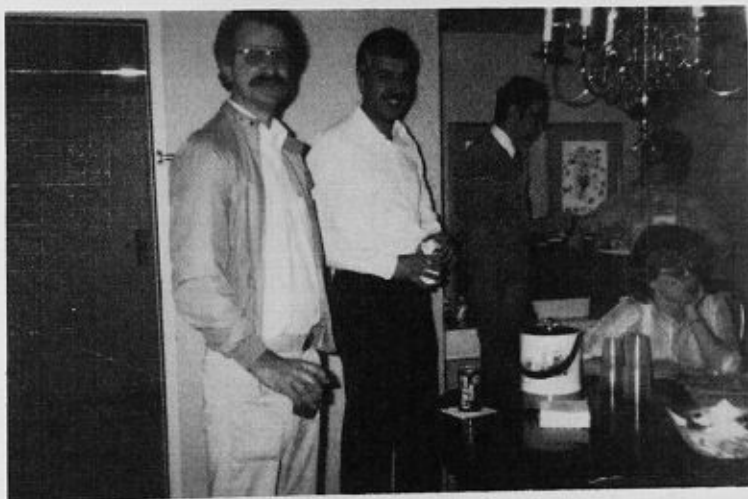
For membership information contact: Brenda Woodruff, Toledo Law Association, Lucas County Courthouse, Toledo, Ohio 43624.

The ORALL Newsletter is published and printed by The Banks-Baldwin Law Publishing Company, Cleveland, Ohio for the Ohio Regional Association of Law Libraries. All articles and opinions expressed are those of ORALL. Contributions submitted for publication are subject to editorial review.

## Highlights of ORALL Meeting in Fort Wayne



The new **ORALL executive board** of officers was installed on October 18. Pictured here (left to right) are:  
1st Row: Anita K. Shew, President;  
Carol Allred, Vice-President  
2nd Row: Ellen Quinn, Secretary;  
Brenda Woodruff, Treasurer;  
Martha Cox  
3rd Row: Al Podboy, Paul Richert



The **Hospitality Suite** at the Hilton provided a place for members to meet and chat with other members.



Members enjoyed a delicious dinner at the **Botanical Garden**, conveniently located across the street from the Hilton.  
Shown (left to right) are:  
Carol Allred, Martha Cox, Brenda Woodruff, Carol Bolin, Mary Grace Hume, Marcus Zolnier, Theodore Potter



## ORALL—County Law Libraries Special Interest Group

### Minutes of Organizational Meeting

An organizational meeting of ORALL's new County Law Libraries Special Interest Group was held on Wednesday, October 16 at the Fort Wayne Hilton. Rosemarie Chrisant, Akron Law Library Association, chaired the meeting and began by describing the results of a survey of ORALL-area county law libraries. A total of 76 responses were received from 92 libraries contacted. Forty-seven ORALL members stated that they planned to join the SIG and 14 non-members also expressed interest. The latter were mailed ORALL applications so that they would be eligible to join the SIG. 15 librarians were not interested in joining the new group. It was also announced that a newly revised directory of all the county law libraries in ORALL's geographic area (members and non-members alike) is available at 15¢ per page from the Akron Law Library Association.

A considerable portion of the SIG meeting was then devoted to the formulation and adoption of by-laws for the group. (See the boxed section of this page for the by-laws as adopted). Among the components receiving the closest attention were the statement of purpose, sub-committees, and officers. Next, copies of the proposed standards for county law libraries developed by the AALL State, Court and County Law Libraries Special Interest Section were distributed and sign-up sheets for computer users groups were circulated. Two groups are to be formed: one for persons using computers for internal administrative purposes and one for persons doing computer-assisted research. Quite a bit of interest was expressed in discussing ongoing questions and problems in these areas.

A brief report was given on the program sponsored by AALL's State, Court and County Law Libraries Special Interest Section in New York City in July. The program was entitled "Concept and Reality for All Law Libraries: Designing the Annual Report" and handouts distributed in New York were made available to the SIG. (See "The Annual Report Analyzed" on this page for a summary of the program).

Anita Shew, Butler County Law Library, announced that the manual for library trustees she has been developing

## By-Laws of the County Law Library Special Interest Group

**NAME:** The name of this group shall be the County Law Libraries Special Interest Group.

**PURPOSE:** To function as a support group for County Law Libraries and to serve as a vehicle for communication both among the counties themselves and with the parent organization with regards to the interests of County Law Libraries.

**MEMBERSHIP:** Any active member of the Association may be a member of the special interest group.

**DUES:** Members of the group shall pay such dues, if any, as may be from time to time established by action of the members with the Executive Board's approval.

**MEETINGS:** There shall be a meeting of the group, open to all members of the Association, held in connection with the regular ORALL meeting. All meetings shall be recorded by a person appointed at the meeting.

**VOTING:** All members of the special interest group present at the meeting may vote upon issues brought before them by the Chairperson. A majority vote will prevail.

**OFFICERS:** There shall be a Chairperson and a Chairperson-Elect. The Chairperson-Elect shall be nominated from the floor and elected at the annual meeting.

### SUBGROUPS:

- 1) News reporters
- 2) Legislation
- 3) Automation/Computers
- 4) Quarters/Space
- 5) Funding/Lawsuits
- 6) Membership

**AMENDMENTS:** These by-laws may be amended or repealed by the members.

will be printed by the Ohio State Bar Association early next year. Any final contributions or suggestions for the manual should be sent to her as soon as possible.

The meeting concluded with a brief discussion of correspondence received from California's county law libraries organization and with an election of officers. Rosemarie Chrisant, Akron Law Library Association, was elected Chairperson for the upcoming year. Greta Southard, Cincinnati Law Library Association, was elected Co-Chairperson/Chairperson-Elect. ■

## The Annual Report Analyzed

by Corliss Davis

The annual report as a tool for library managers was the topic of a testimonial presented by four law librarians at the SIS annual meeting in New York City this year. The testimonial covered the reasons for doing an annual report, what to include, and "living proof" examples of its use. The July 7, 1985 program, "Concept and Reality for Law Libraries: Designing the Annual Report," was sponsored by the AALL State, Court and

County Law Libraries Special Interest Section, and chaired by Anita K. Shew.

Bethany Ochal of the Orange County Law Library in California described the annual report as a "mirror of the library" and an integral part of management's function. She sees the annual report as a vehicle for communication, education, planning, program and budget justification, as well as an historical record of library activities. She even mentioned that compiling statistics for an annual report makes it easier to fill out those library surveys that come throughout the year!

Barbara Golden of the Minnesota State Law Library gave an information-packed presentation on what to include in the annual report. She began by characterizing a good report as V.I.B.R.A.N.T. (a Visual Interesting Brief Report presented Annually to the New Team). Musts to include are: the library's name, address, and phone number; staff members' names and office phone numbers; an organizational chart; a listing of library aims, purposes, and services; cooperation sought and received; an evaluation of goals for the library; and help wanted, comment, or survey forms. Barbara suggested keeping both a daily

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# Automated Legal Research Systems—Update

by Theodore A. Potter

At the Thursday afternoon session of the ORALL fall meeting, representatives of the legal databases WESTLAW and LEXIS, spoke about present and future enhancements of these systems. The first speaker was Joel Wegemer from West Publishing Company. He spoke about what users may expect to be offered on WESTLAW in the near future. WESTLAW is constantly being expanded in terms of time and services. Many of the databases will soon reach back to 1886, and the law review database has many additions. New databases will be added, including: Public Utilities Reporter, Federal Power Commission Decisions, Newspapers, Predicast, BNA Reporters (most but not all), and an insurance file in 1986. The new database which received the most response was Ohio Unreported Decisions, which will go online later this year.

Mr. Wegemer also mentioned a practice database that will be free of charge when used in conjunction with WESTLAW training. The course will be an interactive exercise online and will take about 3 hours. The course and database have been offered to a limited geographic area at this time but should be available nationwide next year. Finally, he discussed enhancements to software to help those who access WESTLAW through personal computers. WESTMATE is one such enhancement. For further information, contact your WESTLAW representative.

The representatives of LEXIS were Ms. Marianne Messer and Ms. Susan Gray. Ms. Gray spoke about the enhancements to LEXIS, which include the addition of an insurance library, as well as many Lawyer's Cooperative Publishing Company publications. She also mentioned the addition of star paging to the system which will make citing official reports much easier. For details, contact your LEXIS representative.

Ms. Messer gave a slide presentation explaining the results of a study conducted by Mead which compared manual research methods to automated research of the same problem. According to the presentation, automated research was not only faster but significantly more cost efficient, more thorough, and more current.

The last speaker was Ms. Sue Schaeftgen, a librarian from Porter, Wright, Morris & Cutler (Columbus, Ohio). She spoke about the usefulness of searching DIALOG for information outside of the realm of the legal databases. In some situations, attorneys need information from medicine, education, science, and other fields. DIALOG contains hundreds of databases and searches are billed per connect time, without extra fixed fees like LEXIS or WESTLAW. The firm uses DIALOG for many types of searches and they are quite satisfied with the results. For further information on DIALOG, contact them at 1-800-227-1927 or write to DIALOG Information Services, Inc. Marketing Dept., 3460 Hillview Avenue, Palo Alto, California 94304. ■

## The Automated Future

by Patti Bresnahan

James Sprowl, a faculty member at Illinois Institute of Technology, Chicago-Kent College of Law and a nationally-recognized speaker, opened the fall ORALL meeting with a speech entitled, "The Automation Future of the Legal Profession and Law Library Services." Mr. Sprowl began with a look at the equipment and its economics. He felt that the price of hardware will be going down and consequently there is no reason not to have a hard disk for extra storage. He recommends waiting for the new 9600 baud modem, soon to be announced, at about the same cost as the 2400 baud. Several brands of equipment, software database programs, and word processing packages were also discussed.

As a result of this technology, Mr. Sprowl sees the legal profession changing in many ways. Several jobs can now be done at once and three to four times faster with computerized workstations. Electronic mail will speed legal communications and consequently grow in popularity. The division of labor between the lawyer and his secretary will change as the lawyer finds it easier to go directly to the computer, rather than have a secretary type and retype revisions. In his relationship with the courts, the attorney will save time as the dockets are computerized and status reports can be sent electronically. Mr. Sprowl feels that 95% of the litigation can be handled electroni-

cally, saving courtroom time and appearances. Legal briefs can be written on a word processor with the potential to move from a brief into LEXIS or WESTLAW, copy the material, then back to the brief with the push of a button.

Where does the law library fit into this rapidly changing field? First, there will be a shift in the emphasis on the role of the librarian, according to Mr. Sprowl. With the vast amount of databases available, the librarian will be responsible for guiding and training the attorney to use the right one to answer his research needs. The librarian must become a technical expert in the area of research. Furthermore, with library automation and electronic mail, the librarian can assist patrons from their offices across town.

Secondly, the librarian will have to re-evaluate and reaccess the need for hard copy. Mr. Sprowl discussed the optical disk and its capability to store 30-40 volumes on a single disk. An optical disk database can be appealing to smaller libraries because the equipment is inexpensive to install and charges are per usage. Combined with a laser printer which can produce five pages per minute that will look like photocopies of hard volumes, he foresees a possible solution to the space shortage many libraries now face.

In concluding his talk, Mr. Sprowl recommended keeping up to date by reading weekly or monthly publications such as *Infoworld*, *PC Week*, or *PC World*. ■



Speaker James Sprowl presents "The Automation Future of the Legal Profession and Law Library Services."

## Automation—Getting Started Program Reviewed

by Joanne Beal

### To Advise and Consult: How and Why to Use a Consultant for Automation

*A summary of the remarks presented by Dr. B. Albert Friedman, President of TekniComp Associates, Inc., Dayton, Ohio, at the ORALL fall meeting on October 17, 1985 in Fort Wayne, Indiana.*

Using a lively and well-organized approach, Dr. Friedman examined the problems and pitfalls experienced during the selection and installation of automated systems and the benefits to be gained by engaging the services of a qualified consultant. He stated that ninety percent of computer buyers get into trouble and that the selection can be a miserable and rotten process if done poorly. He has observed offices suffering from software packages which do not manage the primary functions and which underutilize equipment. Equally frustrating is poor documentation, which can range from bad to awful. Also, the staff may not be well-trained and the vendors may provide little or no after-market support. In short, this major investment can turn into a catastrophe.

However, Dr. Friedman offered the assurance that with the aid of a consultant, an intelligent selection process is possible even for the uninitiated. The consultant possesses a specialized expertise in a rapidly advancing field and is able to concentrate on the specific undertaking of automating library and office systems. The opportunity to direct time, talents, and ability to such a consuming project is rarely available to library managers. The time and cost spent in educating a member of the staff is essentially wasted following the conclusion of the selection process. The consultant is hired on a limited basis for a fixed cost. Cognizant of continuing changes in the field, the consultant will isolate problems, deal with vendors, and present to the library's governing authority an objective report, uncontaminated by internal concerns and pressures.

Dr. Friedman suggested that to make effective use of a consultant, the client should present a clear understanding of what is to be done. There should be a written memorandum between the client and the consultant outlining the boundaries of the conversion and projecting the cost. A feasibility study should be per-

formed and an implementation schedule developed. It is important to insist upon a work plan and monitor what the consultant is doing. Maintain an ongoing relationship but do not make the consultant an extra staff person. After three to six months, arrange for a systems audit.

Dr. Friedman warned that the consultant should not be used as a surrogate manager who is making decisions. The qualified consultant should educate the client to the point where the client is comfortable making the final selection. Do not use the consultant as a scapegoat and do not think that the consultant is a mystic possessing secret knowledge. Also, a consultant should not become a budgetary ghost, but rather perform the task and exit. Importantly, the consultant should offer an honest opinion and should not act as a "yes man." Dr. Friedman advised that a consultant be selected in much the same manner as a new employee. Obtain a resume, verify references, and interview the consultant.

In conclusion, Dr. Friedman reminded his audience that "the euphoria of computers disappears very quickly if they don't work." The three words for a successful conversion are "planning, planning, and planning."

### How to Get the Best Fit; Selecting and Evaluating Software

*A summary of the remarks presented by Mr. J.J. Hayden, Computer Network Specialist for INCOLSA.*

Mr. Hayden dispelled many illusions by beginning his presentation with the statement that "there is no magic in computers." He explained that the "magic" springs from a careful analysis of existing office and library procedures and the selection of software which best performs these tasks. The desire to automate grows from experiencing irritants in the existing systems. To effectively evaluate software, the buyer must begin with a serious self-study of the systems and their problems.

Initially, the buyer must define the tasks to be automated, set priorities, and completely investigate and analyze each task. To properly perform such a study, Mr. Hayden presented the acronym HIPO which stands for Hierarchy, Input, Process, and Output. Beginning with OUTPUT, the manager should identify what the information requirements are from each system. He should define what kind of information is needed and what kind of information would be desired. The task

of identifying the source of every piece of information follows. The source equals INPUT. Following INPUT until it becomes OUTPUT is to discover the PROCESS. At this point, the value of a structured walk-through is inestimable. The manager should weigh the information needs and procedures with all involved staff. This is a vital step due to the interrelatedness of library and office functions. This activity will expose the natural sequence of the automation conversion and reveal the actual HIERARCHY of priority functions.

Matching the software to the task requires the understanding of "Hayden's Law of Fitness" which states that there is a 75% to 90% match between needs and application programs. To evaluate the utility of the software, it must be determined whether or not the deficiencies of an off-the-shelf program are fatal. To expose deficiencies, Mr. Hayden recommends that the buyer test the software with actual in-house documents and records and judge whether or not it satisfactorily performs the office function. He strongly suggests talking with several users of the package and conferring with the second level of references obtained from the first. Also, it is equally important to study the documentation, ask for clarification, and never assume capabilities. Mr. Hayden warned that the hardest thing to spot in documentation is omission.

Essentially, software should be judged by its capabilities. Ask, "Does the software satisfy all the must-haves, some of the nice-to-haves, and enough of the don't-haves to improve the specific procedure or function?" The fitness and harmony of software depends upon the level of analysis and evaluation. The magic performed by the computer begins with the quality of forethought.

### Hidden Costs of Automation

*A summary of the remarks presented by Mr. Steve Potash, President, Megabyte Computer Systems, Inc.*

Mr. Potash began by saying that in projecting the total cost of automation, only the tip of the iceberg is visible and much is hidden. The first step in avoiding surprises and clearly projecting costs is to carefully identify the automation goals and prepare a "wish list." Computer literacy is vital. The more literate the buyer, the more recognizable the goals and the fewer concealed expenses.

The greatest hidden expense is waste. There is no purpose served in converting a good, working, manual system merely for the sake of automating. It

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## Automation—Getting Started Program Reviewed

(continued from page 6)

a task can be performed more easily by hand than by computer, it will be done by hand. Also, waste is evident in software that doesn't work. It is a wise practice to request a trial period with the software. Mr. Potash suggested that to reduce cost, the buyer should be prepared to negotiate over the price. If there is to be any experimentation with the package, the buyer should request a price reduction. Also, the buyer should check the source of supplies. Many disposable items suffer a 300% to 500% mark-up. He strongly warned, "Don't buy from your vendor."

There is also a hidden cost factor in abandoning manual methods. There are personnel expenses involved in the implementation of the system and they may be more costly than the system itself. The fact that it might require up to a year to convert the system will surely detract from office production. Mr. Potash offered two alternatives; (1) to employ temporary help and (2) to engage an outside service bureau.

Short-sightedness can also contribute to waste. A computer is extremely versatile and the buyer should plan for full utility of the experiment. It is important to look ten years into the library's future to prepare goals and to plan for a systematic increase. Mr. Potash suggested that using this long-range approach will compel the buyer to look at software upgrades and to realize that no storage device is too large.

Another hidden cost difficult to estimate is inherent in the success of the system and the proliferation of hardware, software and enhancements. Mr. Potash advised that a substantial portion of the implementation budget should be reserved for upgrading. Automation is not a static process, but is ever advancing.

Mr. Potash described some of the expensive intangible costs incurred by human resistance to the conversion, such as keyboard anxiety and the fear of being incapable of performing routine tasks with a computer. He warned that even the simplest projects will not be successful if there is a negative human factor. It is important for the manager to judge the attitude of the staff during the preparation and literacy period.



Computer Demonstration

### For Quick Contact

The vendors, consultants and specialists listed below appeared as exhibitors or speakers at the ORALL fall meeting.

**David W. Bates**, Liaison Officer  
Network & Library Services Dept.  
Marketing & User Services Dept.  
Online Computer Library Center  
6565 Frantz Road  
Dublin, Ohio 43017-0702  
(614) 764-6000

**Donald F. Bogart**  
Software Marketing Center, Inc.  
4149 Winfield Road  
Columbus, Ohio 43220  
(614) 459-1782  
(Datatrek)

**B. Albert Friedman**  
TekniComp Assoc.  
1435 Cornell Drive  
Dayton, Ohio 45406  
(513) 277-4277

**J.J. Hayden**  
Computer/Network Resource Specialist  
INCOLSA  
1100 West 42nd Street  
Indianapolis, Indiana 64208  
(317) 926-3361

**Richard C. Lombard**  
Marketing/Sales Office  
Battelle Software Products Center  
505 King Avenue  
Columbus, Ohio 43201-2693  
(614) 424-6424

**Steve Potash**  
Megabyte Computer Systems, Inc.  
Chagrin Plaza East, Suite 245  
23811 Chagrin Blvd.  
Beachwood, Ohio 44122  
(216) 464-6477

**James Sprowl**  
Chicago-Kent College of Law  
77 S. Wacker Drive  
Chicago, Illinois 60606  
(312) 567-5038

**Marcus A. Zolnier**  
Orion Technologies  
100 North Woods Blvd.  
Worthington, Ohio  
(614) 436-2376

In concluding, Mr. Potash recommended that in order to reduce hidden costs, automation should be implemented in stages focusing on initial needs. He warned that the manager should never relinquish control over the direction of the project or decentralize authority. ■

### Item for Trade

**TRADE.** Approximately 980 carbonless 6 part book order forms. Worth \$55. Will trade for comparable \$ amount of light weight pin-fed catalog card stock. Contact Ellen Quinn at (216) 621-0150

## New Publication on Congressional Research

How can you get a copy of draft legislation before the bill is printed? What online legislative databases are now available? Where can you photocopy an "enrolled bill"—the archive copy that has been passed but not yet signed into law? What documents belong in the legislative history? How do you find them? Why is Congress making your life so miserable? These questions and many more are answered in a new publication sponsored by the Private Law Librarians' Society of Washington, D.C.: *A Research Guide To Congress: How to Make Congress Work for You*. The 80-page guide has been written by three law firm legislative specialists with a combined experience of nearly 30 years in Congressional research. They reveal their shortcuts through the legislative maze: who to call, where to go, and what to ask to obtain the information and documents you need. The guide includes an up-to-date analysis of online services and a comprehensive bibliography of research publications by and about Congress. The price is \$30.00. Send your order to: Jane Towell, PLL/SIS Publications, White & Case, 1747 Pennsylvania Avenue, N.W., Washington, D.C. 20006. Make your check payable to Law Librarians' Society of Washington, D.C. For more information contact Jane at (202)872-0013. ■

## A Hoosier At Cambridge

by Wendell Johnting

*Wendell Johnting, the Assistant Director for Technical Services at Indiana University School of Law Library—Indianapolis, spent the summer of 1985 on a special assignment. The editor requested that he provide ORALL members with a summary of how his trip came about and some of his impressions of the law library where he worked.*

I arrived in Cambridge, England on July 10. My purpose: to work in the Squire Law Library of Cambridge University from the middle of July through the middle of September. Also, I was to talk with Cambridge law librarians and other university librarians concerning the possibility of work exchanges with librarians from the Indiana University system.

I was visiting Cambridge for the summer on "special assignment"; that is, an informal mini-sabbatical leave. I had written to a number of law libraries in Great

Britain, New Zealand, and Australia seeking a job exchange with a fellow technical services librarian, but I received only negative responses. Several Australian librarians had written that technical processing was done by the main library, so there was no technical services librarian with whom I could exchange. The Oxford law librarian replied that one of her librarians was already on exchange in Florida, so she could not spare sending any others at this time. The Cambridge law librarian, in his response to my initial letter, stated that there were no librarians there with whom I could exchange, but if I wanted to come to Cambridge and work for three to six months (gratis), he would not object.

When I told Prof. Bailey, my director, about the status of exchanges, he suggested that I pursue a mini-sabbatical with Cambridge, since they had expressed an interest in my working there. However, we found that the wheels of Indiana University move very slowly in the sabbatical leave process, and also that I already had missed the deadline for submission of a proposal to the Indianapolis campus' Sabbatical Leave Committee.

In discussing the matter with the Dean of the Law School, Prof. Bailey discovered that faculty members are sometimes given "special assignments." These are paid leaves to investigate a problem or to do research without resorting to the complex sabbatical leave routing process. Prof. Bailey and the Dean were able to secure approval for this type of leave from the Vice-President of the Indianapolis Campus, and by April 1985 I was told to plan to visit Cambridge in the summer.

I had kept the head law librarian at the Squire Law Library informed all along of my progress toward a leave, and when I told him of the final approval of my visit, he enthusiastically supported my pending arrival. He not only made arrangements for my work experience in the law library, but he also set up accommodations for me at a college in the university.

For those of you who may be interested in the facilities, operation, and vital statistics of the Squire Law Library of Cambridge University, let me begin by saying that it is located in part of the Old Schools, a quadrangular complex which also includes university administrative offices and the university mail services. The Main University Library used to be located in the Old Schools until 1934, when it moved to a new building. When the Main Library relocated, portions of

the stacks were retained, and that part became the law library.

The Squire Law Library, until about three years ago, was a faculty library. Now, however, it is a departmental library, and the head law librarian is answerable to the Director of the Cambridge University Libraries. The Squire serves some 40 faculty of law members and around 1,000 law students from several colleges of the University. The head librarian, Keith McVeigh, is the only trained librarian on the staff; he has a law degree as well as library training certificate. The other 5½ people working there are support staff, but they are often required to perform professional tasks to keep the library running smoothly.

The law library has approximately 100,000 hard copy volumes, and very few microforms. The collection is particularly strong in, of course, English law, but is also strong in international law. A conscious attempt is made to collect a large array of materials from European Economic Community countries, and the library has solid holdings of treaties, codes, law reports, and commission reports from the many Commonwealth countries.

In the area of computer-assisted legal research, the Squire does have LEXIS. However, the terminal is located in the Librarian's office, and only the head law librarian may perform searches for the faculty or students (so much for end-user searching!).

My duties at the law library included working in technical services and answering reference queries, especially in the area of American law. When I began work, my assignments in acquisitions, serials, and cataloging were clearly clerical in nature. However, as time progressed, Mr. McVeigh learned to trust my expertise, and I was given more complex work.

I eventually was allowed to originally catalog a sizable backlog of current monographs and serials. Subject headings and classification numbers used at the Squire are based on a "homemade" system devised by Willi Steiner when he was Squire Law Librarian. (This is the Willi Steiner of *Index to Foreign Legal Periodicals* fame.) Descriptive cataloging follows common sense, not AACR2. Up until 1972, a computer-generated book catalog was issued at Squire; now, however, catalog cards are typed from information supplied by the cataloger. Although Cambridge University Libraries have an online catalog, the law library is not yet a contributing member. Late this

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## A Hoosier at Cambridge

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fall, staff who do the cataloging for Squire will be trained to input modified MARC records into the university system.

During my stay at Cambridge, I visited the Main University, Medical, and Scientific Periodicals Libraries; I also visited the Bodleian Law Library at Oxford for a day. At each of these libraries, I discussed with the librarians the possibilities of job exchanges with Indiana University librarians, and left my name and address as a contact person for further information concerning exchanges.

On the personal side, I must say that my work-visit to Cambridge was quite enjoyable. All the staff of the Squire were extremely helpful and interesting to talk with. I've made some lifelong friendships with some of the people there. I also became well-acquainted with a family in Cambridge (friends of ORALL member Brenda Woodruff). They invited me to their home for dinner many times and took me touring the countryside.

I miss the old buildings, beautiful parks, and quaint streets of Cambridge. And I miss the wonderful, though at times eccentric, English people. My hope is that in the future our library can host an English law librarian and I can return the hospitality that was shown me on my visit. ■

## Law Library and Public Library Cooperate

by Jan Ryan Novak

The Cleveland Law Library Association (Cuyahoga County Law Library) has joined the Cleveland Public Library's nationally renowned integrated computer system. By an agreement reached by the trustees of both organizations in October, the Cleveland Law Library Association will become the first non-public library member of the system, which now serves fifteen libraries in several north-eastern Ohio counties.

The Cleveland Public Library will catalog and classify the Law Library's collection of some 100,000 volumes of American, Canadian, and English legal materials. The records will form a separate law database, with format and access similar to that of the two-and-a-half-million record Cleveland Public Library Bibliographic Database. After the retrospective conversion is completed, the Cleveland Law Library Association will have online access not only to its own records, but also to those of the larger database, the circulation system, the Newspaper Index, and other contemplated future uses. ■

## Call for Papers '86

To promote scholarship...

To draw attention to newer members of AALL...

To provide a creative outlet for those who may not have participated...

A SPECIAL PROGRAM at the Washington, D.C. convention will feature the contributions of newer members.

### ELIGIBILITY:

Individuals who have been AALL members for less than five years.

### SUBJECT MATTER:

The paper may be on any subject relevant to law librarianship.

### FORMAT:

Both the traditional scholarly paper and creative work in any written form will be accepted.

### PROCEDURE:

1) By December 31, 1985, fill out the form below and submit it, with an outline or brief description of your paper.

2) By May 1, 1986, complete and submit your paper for review.

Papers will be reviewed by:

Roger F. Jacobs, Director, Notre Dame Law Library

Donald Ziengenfuss, Librarian, Carlton, Fields, Ward, Emmanuel, Smith, and Cutler, Tampa; and

Margaret A. Leary, Director, University of Michigan Law Library.

### PRIZE:

Three authors of selected papers will present their contributions at a special program scheduled for this purpose by Program Chair Alan Holoch during the 1986 Convention in Washington, D.C.

The winning authors will also receive a Certificate of Achievement.

Winning papers will be forwarded to Editor Richard Danner to consider for publication in the *Law Library Journal*.

## Application—"Call for Papers '86"

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ I have been an AALL member for less than 5 years

Yes \_\_\_\_\_

No \_\_\_\_\_

Send by December 31, 1985, with an outline or abstract, to:

Margaret A. Leary  
University of Michigan Law Library  
Ann Arbor, MI 48109-1210

## Member News

**Pamela Schaffner** has been named Deputy Circuit Librarian at the Sixth Circuit U.S. Court of Appeals Library in Cincinnati, Ohio. Most recently, she was Assistant Librarian at the U.S. Courts Library in Los Angeles, California. Pamela has her M.L.S. ('78) from the University of Illinois.

**Irene Milan** has become the Librarian for the U.S. Courts Library in Cleveland, Ohio. Formerly, Irene was the Deputy Circuit Librarian for the Sixth Circuit U.S. Court of Appeals Library in Cincinnati. Irene has her M.L.S. ('79) from Case Western Reserve University, her J.D. ('82) from the University of Akron, and is a member of the Ohio Bar.

**Linda D. Smith** has been promoted to the position of Librarian for the U.S. Courts Library in Detroit. Formerly she was the Assistant Librarian responsible for computer-assisted legal research, reference, and acquisitions. Linda has her M.L.S. ('80) and her J.D. ('82) from Wayne State University.

**James R. Voelker** is the new CALR/Assistant Librarian at the Sixth Circuit U.S. Court of Appeals Library in Cincinnati. Formerly, he was the Law Librarian for Western Reserve Legal Services in Akron, Ohio. Jim holds his M.L.S. from Kent State University ('85) and his J.D. from the University of Akron School of Law ('82). He is also a member of the Ohio Bar.

**Marianne E. Maher** is the new CALR/Assistant Librarian for the U.S. Courts Library in Detroit. Previously, Marianne was the Public Services Librarian at the Wayne State University Law Library. She holds her M.L.S. from Wayne State University ('80).

**Carol A. O'Conner**, Clermont County Law Library, has written a book review of the *Bibliographic Guide to Law: 1984*, which was published in the March 1985 issue of *Legal Information Alert*.

**Lane Fichtenau** has left the Adams-Pratt Oakland County Law Library after 11 years of service. She is now the Law Librarian at the 36th District Court in Detroit, Michigan. In December, the court will move into the newly renovated Madison Center. Her temporary address is: Lane Fichtenau, Law Librarian, 36th District Court, 600 Randolph, Room 131, Detroit, Michigan 48226. ■

## Infinity Symbol Identifies Paper

Librarians will soon be seeing the "infinity" symbol (pictured below) on the verso of the title page of new books. The symbol will identify books printed on paper which meets the American National Standard number Z 39.48-1984 "Permanence of Paper for Printed Library Materials." The National Information Standards Organization developed the guideline to combat the problem of deteriorating paper in libraries. Paper which conforms to the standard is expected to last several hundred years, in contrast to many of the papers used today. ■



## Columbus Bar Association Forms Law Library Committee

by Mollie Shemano

In August 1985, the Law Library Committee became part of the Columbus Bar Association family. The Committee has several purposes. It will be education- and service-oriented to foster understanding and cooperation between librarians, lawyers, and other law-related professionals. It also will develop and promote the growth, advancement, and improvement of the law librarian profession.

Our goals are multi-faceted. We hope to provide a forum for the involvement of area law librarians in Columbus Bar Association activities and services such as educational opportunities in substantive areas of the law. We also plan to act as a clearinghouse for personnel with an expertise in law library administration and legal research who are willing to speak to groups, act as consultants or temporary employees, and informally advise those who need assistance.

Other goals include establishing a pattern for regular meetings of law librarians, lawyers, and other law-related professionals where various topics of interest will be discussed. We also plan to assist in educating the legal community and general public on legal topics by preparing materials on legal research in specific subject areas or by a library column in *Bar Briefs* (the local bar publication).

Our membership currently consists primarily of law librarians. The meetings are open and we would like to encourage other interested parties to attend. We meet at noon, the second Wednesday of each month, at the Columbus Bar Association. Programs planned for the next few months include discussions on LEXIS, WESTLAW, and the legislative process and legislative history in Ohio. We are also hoping to work with the Young Lawyers Committee on the "Bedrock Series" in the area of legal research and writing. The "Bedrock Series" is presented to cover the basics in specific areas of law and is intended both for new practitioners and those with some years of experience but not in the specific area which is being covered.

The Law Library Committee is delighted to be a formal part of the Columbus legal community and is looking forward with anticipation to a mutually rewarding experience. ■

## AALL Education Committee Reminder

Building a law library now? Have to plan one shortly? Then this program is a must. Mark your calendar for January 8-11, 1986, to attend the AALL Midwinter Institute on Law Library Design. Co-chairmen Jim Hoover, Columbia University, and Steve Margeton, U.S. Supreme Court Library, together with Local Arrangements Chairman Richard Brown, Arizona State University, have planned an exciting program that will inform participants about the organization of a construction project and focus on law library design details.

Featured speakers include Anne H. Butler, Alston & Bird, Atlanta; Martha Nash Campos, G. Madison Company, Houston; Diana Vincent-Daviss, New York University; George S. Grossman, Northwestern University; Anita Head, George Washington University; Margaret Leary, University of Michigan, and special guest lecturer, Richard Boss, of Information Systems Consultants, Inc., Bethesda, Maryland. Details about the entire program and registration form appear in the September issue of the *AALL Newsletter* or can be obtained directly from Columbia University Law Library.

Tempe, Arizona, location of the institute, offers a wide variety of dining and entertainment opportunities, including "Old Town Tempe," the historic downtown area. Nearby Scottsdale is also replete with attractions for the out-of-town visitor. ■

# Placement Notices

## GEORGIA

**Position:** Law Librarian. Georgia State University College of Law is conducting a search for a Head Law Librarian. Will hold faculty rank. Tenure track position, but no immediate tenure available; 12-month contract with excellent benefits.

**Salary:** Competitive and negotiable.

**Requirements:** MLS and minimum of 5 years experience as professional law librarian and a demonstrative aptitude for directing a major law library.

**Job Description:** Will be responsible for all phases of library administration including budget, personnel, short and long term facilities planning, collection development and implementation of new technologies. Applications close December 15, 1985.

**Position available:** January 1, 1986.

**Qualified candidates should contact:**

Associate Dean  
College of Law  
Georgia State University  
University Plaza  
Atlanta, Georgia 30303  
(404) 658-2048

Georgia State University is an Equal Opportunity Employer

## MARYLAND

**Position:** Senior Legal Sales Representative

**Salary:** Highly competitive plus commission. Excellent benefits.

**Requirements:** MLS from accredited school, law library experience, dynamic personality, and personal ambition.

**Job Description:** Sell legal publications to law libraries in universities and firms nationwide. Attend conventions. Extensive travel.

**Position available:** January 1, 1986.

**Qualified candidates should contact:**

Judith Terrill-Breuer  
University Publications of America  
44 North Market Street  
Frederick, MD 21701

## The Annual Report Analyzed

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log book and an annual report folder to collect items for the report throughout the year. She also stressed the value of a creative use of graphics and statistics in the annual report. For example, a visually interesting graph showing expenditures or revenues can be produced using only a standard typewriter by "stacking" parentheses and underlines sideways on a page.

Testifying to their personal use of annual reports were Martha Cox of the Stark County Law Library in Canton, Ohio and Sue Wood of the Supreme Court Library in Syracuse, New York. While Martha does produce an annual report for her library, she questioned whether they are always read from cover to cover—especially by the influential peo-

ple you want to read them! As a solution to the problem, she has taken her annual report apart and used the component parts separately for greater impact. Policy statements were passed out at her circulation desk. Fliers were produced on colored paper describing available databases and their costs. Budget and equipment requests were presented one at a time to trustees at board meetings—with good results.

Sue Wood concluded the program by discussing a medium-sized law library's use of an annual report. She sees the report as an annual summation document and a means of justifying budget requests. She, too, stressed the power of statistics, especially when used in a way the reader can understand. She mentioned that the annual report can be pulled apart and used for other purposes. ■

# WELCOME New Members!

Sylvia Andrews  
One Indiana Square  
Suite 21  
Indianapolis, IN 46240

Kenneth L. Armstrong, Jr.  
Adams County Law Library  
Adams County Courthouse  
Room #207  
West Union, OH 45693

John Dutmeyer  
Allen County Public Library  
P.O. Box 2270  
Fort Wayne, IN 46801

Suzanne Gall  
Murphey, Young & Smith  
250 East Broad Street  
Columbus, OH 43215

Gallia County Law Library Assn.  
Gallia County Courthouse  
Gallipolis, OH 45631

Frank G. Houdek  
Southern Illinois University  
School of Law Library  
Carbondale, IL 62901

Carolyn Leffer  
Mercer County Law Library  
Mercer County Court House  
Celina, OH 45822

Virginia Weiss  
Licking County Law Library Assn.  
22½ North 2nd Street  
Newark, OH 43055

Barbara A. Zoodsma  
Fayette County Law Library Assn.  
Fayette County Courthouse  
Washington Courthouse, OH 43160

## Strange But True

You never know what you might find when you read the *Ohio Revised Code!*

R.C. 307.67 permits counties to construct steamboat canals to the ocean.

R.C. 317.24 allows a veteran to record his discharge from the Polish or Czechoslovakian armed forces with the county recorder.

R.C. 321.43 allows a nightwatchman to be appointed when certain county officials feel that the public money in the treasury requires guarding.

R.C. 323.151 states that "sixty-five years of age and older" means a person who has attained age sixty-four.

R.C. 717.01 allows a municipal corporation to construct pesthouses.