

# ORALL Newsletter

Ohio Regional Association  
of Law Libraries

September 1993

Volume 1993, Number 3

## President's Column - Carol Bredemeyer



This is my last newsletter column--well, at least my last column as your president. Writing this column four times was something I really dreaded a year ago. However, when the deadline approaches,

there always seems to be something to write about.

Many of us have recently returned from AALL in Boston and we're still gung-ho about what we can do to improve the quality of our work life. Being able to discuss library issues with other interested parties for four days can be just what the doctor ordered.

About the time the "Boston high" wears off, it will be time for the annual ORALL meeting in Cleveland. By the time you read this, you should have received the registration packet. I hope most of you will be coming. The Activities and Local Arrangements Committee have planned some great educational and social adventures for us.

Two long-term projects will become reality and you will see them in Cleveland. The Core Legal Collection and the ORALL Handbook will be distributed at the meeting. Both of these documents are the result of many hours of work.

### Officers 1992-1993

|                                |                                  |
|--------------------------------|----------------------------------|
| President                      | Carol Bredemeyer                 |
| Vice-President/President-elect | Ted Potter                       |
| Secretary                      | Beth Blondin                     |
| Treasurer                      | Susan Schaeffgen                 |
| Executive Board                | Jody Beal                        |
|                                | Sally Holterhoff                 |
|                                | [Imm. Past Pres.] Jan Ryan Novak |
| Newsletter Editor              | Susan Miljenovic                 |

Ohio Regional Association of Law Libraries is a chapter of the American Association of Law Libraries.

I'd like to thank Melanie Putnam, who has chaired the Core Legal Collection Committee, and Ted Potter, who guided the Handbook as chair of the Bylaws and Guidelines Committee. (Ted has really done double duty this year, finishing the Handbook and planning the program!)

Planning is under way for our 1994 meeting in Indianapolis. This will allow our colleagues there to do a small scale dry run for the 1966 AALL Annual Meeting for which ORALL is the host chapter. One final word about Boston--10 Ohio attorneys (including 3 non-ORALL members) took advantage of the CLE opportunity.

And finally, I'd like to thank every member who gave your time to ORALL this past year. The President can't do everything and the work of member volunteers is SO important to the success of our organization. Your time and talents are greatly appreciated and it has been a privilege to work with you.

Carol Bredemeyer  
Chase College of Law Library  
Northern Kentucky University

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## ORALL EXECUTIVE BOARD MEETS

A meeting of the ORALL Executive Board was held at the Sheraton Boston Hotel and Towers, Boston, Massachusetts on Sunday, July 11, 1993. The meeting was called to order at 4:40 p.m. Those in attendance were Carol Bredemeyer, Ted Potter, Beth Blondin, Sue Schaeffgen, Jody Beal, and Jan Novak. Sharon McIntyre was present to update the Board on the Cleveland arrangements.

The minutes of the Executive Board Meeting held on April 26, 1993 were approved as distributed.

### ORALL Fall Meeting

Ms. McIntyre and Mr. Potter updated the board on the arrangements for the ORALL meeting in November and specifically described the plans for the opening reception, luncheon and the closing banquet.

### President's Report

Ms. Bredemeyer reported that the AALL meeting next year in Seattle will include environment-related programs. The Council of Chapter Presidents met on July 10, 1993 and offered a good training program for new and incoming chapter president. She reported that the Ohio Supreme Court approved a total of 12 CLE credit hours for this AALL meeting. Indiana denied CLE credit with no comment. We had not heard from Kentucky as of this meeting. (Note: 14.5 credit hours have been approved for Kentucky.)

### Union List

Ms. Bredemeyer reported that Bruce Spenser will make a copy of the Union List tape for a minimal, if any, charge and ORALL will store the tapes for a year or two with the archived materials at Ohio State.

### Core Legal Collection

Mr. Potter reported that Melanie Putnam called Banks Baldwin regarding the publication of the Core Legal Collection. At the time of the call, Banks Baldwin said there would be no charge; however, there may be a cost now that Banks Baldwin has merged with West Publishing. Mr. Potter will ask Ms. Putnam to call Banks Baldwin and advise it that we will wait a while before sending the Collection to them for publication. Copies will be provided to members free of charge and extra copies will be available to nonmembers at \$5 above the cost to ORALL. The Board wishes to acknowledge Ms. Putnam for preparing the Core Legal Collection and to thank her for her special efforts in having a few copies available before the AALL Meeting.

### Miscellaneous

Ms. Bredemeyer commented that in the Council of Chapter Presidents meeting it was encouraged that, for financial control and responsibility, authorization for reimbursement of funds be obtained from another officer, specifically the president or vice-president so that the treasurer and another officer are aware of the financial transactions being made. When the new treasurer takes office, ORALL will consider hiring an investment counselor.

Mr. Potter asked if we need to file a Statement of Continued Existence. It is believed that this document has to be filed every five years. Ms. Blondin will check the records to determine when ORALL incorporated and when we need to file the statement to renew.

Indianapolis accepted our invitation to host the ORALL Meeting in 1994 and the Board approved.

Mr. Potter proposed we include a Town Hall Meeting during the Cleveland program to discuss extending an invitation to Michigan, Western Pennsylvania and West Virginia to join ORALL to reflect the membership of the states in the mid-eastern region.

Effective with this meeting, the minutes of the Executive Board meetings will be *summarized* in the ORALL Newsletter.

## ORALL ELECTION RESULTS

Effective at the close of the 1993 Fall Meeting, the 1993-94 ORALL Executive Board will be as follows:

President Ted Potter  
Vice-Pres./Pres.-Elect Jo Ann Fisher  
Secretary Beth Blondin  
Treasurer Mary Hudson  
Executive Board Members Sally Holterhoff  
Lucy Payne  
Immediate Past President Carol Bredemeyer

Respectfully submitted,  
Beth A. Blondin  
ORALL Secretary

## The ORALL Annual Meeting - The Cleveland Experience

Have you ever been to a trial? Do you like the theater? Are your credit cards all charged up and ready for shopping? These and many other things await you at the ORALL Annual Meeting on November 3-5 in Cleveland's Marriott Society Center. The theme of the meeting is "The Practice of Law Librarianship" and encompasses a broad range of programs, from basic cataloging to management of information systems, from uses of video in trials to what OhioLINK can do for law libraries. We're sure you will find the programs enlightening and thought-provoking and the entertainment options myriad.

In addition to the programs, the local arrangements committee, co-chaired by Sharon McIntyre and Judith Leon, has put together lots of things to do during your stay in Cleveland. On Wednesday night after the opening reception, you will have your choice of guided restaurant experiences and a list of other restaurants of interest. On Thursday night, the hotel will help us create a "Cleveland Experience" for your dining pleasure. Come prepared to eat quickly--after the banquet you will be carried away to one of the many possible trips to the theater, the symphony or other night spots of your choosing, with helpful guidance from local ORALL members. For those of you who prefer to stay at the hotel, a hospitality suite will be staffed on both Wednesday and Thursday nights after 9:00 p.m.

As many of you may have heard, the Executive Board has discussed the possibility of forming a partnership with some nearby law librarian groups. These groups include the Michigan Association of Law Libraries (Mich/ALL), the Western Pennsylvania Law Library Association (WPLLA) and law librarians from the State of West Virginia. The idea is to draw on the talents of other law librarians in our geographic region and to diversify our membership. The other groups have expressed an interest in exploring with us the possibilities and the drawbacks of forming this partnership. It would change the character of our organization but would allow the established organizations to maintain their own membership and identities. We plan to have a "town hall" meeting on Friday morning to discuss some of the issues and get the views of the members.

The fall meeting will be a wonderful opportunity to spend time with your colleagues and meet some new (and old) friends on America's North Coast. Registration packets will be sent out the first full week in September. See you there!

Submitted by: **Ted Potter**  
ORALL Activities Chair

### Document Exchange at ORALL Fall Meeting

If you have a new library guide, pathfinder, or library survey, etc., you would like to share, bring a copy of the document with you to the ORALL meeting in November. A table will be available to display the publications. The exchange and procedures include:

The sharer will provide copies gratis to requesting libraries. Leave a business card or name and address, and documents will be sent after the meeting. Larger documents may be copied to computer disks provided by the requesting libraries.

Contact **Carol Furnish** if you have questions: (606) 572-5394.



### ORALL STIPEND \$\$\$

There is still time to apply for a grant of \$150 to be used to help meet expenses for attending the ORALL Fall Conference in Cleveland.

**CONTACT:** Kathy Carrick  
Case Western Reserve University  
School of Law  
11075 East Boulevard  
Cleveland, Ohio 44106

Phone: (216) 368-2792  
Fax: (216) 368-6144

The deadline has been extended to October 1, 1993. The application form appeared in the June ORALL Newsletter on page 8.



## SPECIAL INTEREST GROUPS

### PRIVATE LAW LIBRARIES

Now that the summer is over, and we have returned from Boston and (hopefully) some sort of vacation, we can look forward to the influx of fall associates and first-year students. This is a good time to plan for 1994--reflect on our 1993 successes and failures, determine what to keep and what to change for next year.

The annual ORALL meeting this fall is November 3 to 5. We will have a golden opportunity to meet with our colleagues in an atmosphere of companionship, camaraderie and support as we outline our goals for the coming year. Many of us work in one-person libraries. Attending meetings is often our only outlet for professional growth and empowerment. Try to attend this one.

In fact, the Private Law Librarians Special Interest Group (PLL-SIG for short) will meet on Wednesday, November 3, at 3:30, following the firm library tours. Susan Hersch of Hahn Loeser & Parks has graciously offered the use of her firm as the site of our meeting. We will follow the same format as we have in the past: round table discussion on various subjects.

Al Podboy, the new Chair-Elect of the AALL PLL SIS (is that enough initials for you?!) will comment about the direction of AALL, and particularly the SIS, as well as opportunities for involvement in the national organization. I have also asked Anne Abate to tell us about the formation of the new Law Libraries Division of the Special Libraries Association.

In addition, I would like to discuss the feasibility of an idea I have had for quite a while: a one-day spring educational meeting or "institute" devoted to one particular topic--the Internet, perhaps.

Finally, I plan to appoint/nominate, select/choose/beg a new chair-elect for our SIG. I have approached someone about becoming our chair-elect, but want to wait until our fall meeting to finalize anything. Meanwhile, if you would like to volunteer for the position, please contact me at your earliest convenience. Also, if you have any particular issues or matters that you would like us to discuss, please let me know.

I would like to offer a few comments about the purpose of the Private Law Librarians Special Interest Group. The group was formed after several private law librarians met in Dayton in 1990. We felt that as an officially recognized SIG we would be able to have our particular needs addressed by ORALL.

While we wanted the formal recognition, we felt that the group should operate fairly informally--we charge no dues, we have no "official" membership list. Actually, membership is open to any member of ORALL who has a particular interest in private (i.e., firm or corporate) law libraries.

Since many of us are solo practitioners, if you will, the SIG provides us with a forum for new ideas, practical solutions to problems unique to our situations, and a network of like-minded professionals. The PLL SIG offers a friendly place to find answers to those questions that we "should" know but don't.

If you are a private law librarian, please consider attending our meeting in Cleveland. Even if you are not, but would like to know what we're doing, we invite you to join us. Hope to see you on November 3.

Paul G. Mitchell  
Marathon Oil Company  
Findlay, Ohio

### COUNTY LAW LIBRARIANS

COUNTY SIG MEMBERS--SEE YOU IN CLEVELAND!

If you have any agenda items please contact:

Pat Wheeler  
Washington County Law Library  
205 Putnam St.  
Marietta, OH 45750  
(614) 373-6623  
(614) 373-2085 FAX



## SCCLL ANNUAL MEETING

Approximately 165 State, Court and County Law Librarians/Special Interest Section members attended the annual meeting held in the historic and beautiful Boston Social Law Library, July 11. The program included a continental breakfast in the main reading room and luncheon in the building foyer.

The business meeting was called to order by Pam Gregory, Librarian, Circuit Court for Prince George's County, Md., presiding chair, who, following announcements and presentations passed the gavel to chair-elect, Anita Shew, Director, Butler County Law Library, Hamilton, Ohio.

The general program opened with "Networking Law Libraries and the Courts: LAN's and WAN's give librarians and library resources new visibility" presented by James McMillan, Director, Court Technology Laboratory of the National Center for State Courts. This was followed by a presentation by Kathy Welker, Circuit Librarian for the U.S. Court of Appeals, 6th Circuit, Cincinnati, entitled "Practical Applications & Problems of CD-ROM Networking in the Circuit Courts."

The second half of the program was in roundtable format. Participants preopted topics from two groups of subjects. Each session was 45 minutes in length and was led by a moderator who encouraged group discussion.

### Roundtable #5

"Economizing in Collection Maintenance: Balancing Costs and Benefits in the Law Library," was led by Regina Smith, Director, Jenkins Memorial Law Library, Philadelphia, Pa.

Balancing costs can be accomplished, but first we must ask ourselves:

1. What was our mission? This will help determine what we should keep and what can be eliminated.
2. Who are the primary users? The size and type of collection will vary, depending on the user group served. A judge and attorney may have different needs. You may have to determine how--and if--you must recover costs.
3. Are primary users experiencing hard times? Some firms are now downsizing and cutting their costs as well, depending on your library for materials they no longer find affordable.
4. Where does your funding come from? Whether

funding comes from courts or the public will determine what some of your services may require.

5. How are funds budgeted? Often, during budgetary crunches, the first items cut are funds for book purchases. Costs for publications increase by 10% per year.
6. Do you have floor space concerns? Is there a possibility that space will be taken from you? Your floor space may look inviting to one in need of office space. If you lose floor space, will you be required to lease space for housing your collection? It may be cheaper and take less space to discontinue hard bound volumes and purchase fiche. You may need to investigate availability to other formats.

The following hints may help in evaluating your collection and determining what publications are required to be maintained, building your collection wisely:

1. Get your staff involved. Explain the need to cut back and ask their help in cutting costs.
2. Develop your collection by reviewing the checkout items. If an item has not been used in five years, you might consider eliminating it.
3. Do not stamp publications until you are sure you have ordered them or that you really need them.
4. Review standing orders to determine if they are necessary.
5. Perhaps you do not need the second copy items you maintained.
6. If you house a collection in a judge's chambers, check with that judge to be sure it is being used. You may be able to cancel publications that are not being used.
7. Stagger updating your loose-leaf materials. Be sure to make notations on those publications which are not current.
8. Let your patrons know of items you are disposing of and offer them for sale. Donate unused items to your public library, local college, or prisons.
9. It may be cheaper in the long run to purchase hard-bound volumes than to use on-line services.

Evaluating your collection will help you determine what is used on a regular basis, and help determine what you actually need.

## SCCLL ANNUAL MEETING (Cont'd)

### ROUNDTABLE #11

"Operating a One-Professional Law Library" was led by Jean Holcomb, King County Law Library, Seattle, Washington. The focus was on ways to meet the challenge faced by the one-person library. The reality is that "big" is not always "better." The OP librarian often finds that he/she IS the team, requiring a need to be creative and willing to do whatever is necessary to meet the present needs, performing a variety of tasks.

Strategies to create a high profile and make yourself noticed include:

1. Use the budget figures to show how you have managed the financial constraints to benefit your organization.
2. Read your AALL and SIS newsletters and other professional publications. Write your own newsletter.
3. Go to as many meetings as you can. Even if you have to pay part or all of the expenses (some tax deductible?), the educational value of attending a meeting will more than pay for itself.
4. Provide reports of the meetings you have attended, the sessions you have attended, and the matters you learned to your trustees, either oral or written.
5. Prepare "pathfinders" for your patrons and survey your patrons to determine their needs.

In conclusion, the OP librarian must be adaptable to change, with the bottom line being how to stretch the dollar and how to manage strategic planning in the not-for-profit environment.

Holcomb recommended several reading resources, including "Managing the One-Person Law Library: Six Experiences," Susan Hebditch, ed., 15 Canadian Law Libraries 175-181 (1990) and "Managing the One-Person Library" by Guy St. Clair and Joan Williamson.

-- Rose Brown  
Defiance County Law Library

## It's in the E-Mail

Former ORALL and Cleveland Law Library staff member Randy Diamond sent us the following E-mail message earlier this summer:

"E-mail power surges through my networked veins--connected at last! In the loop, upgraded and digitized--I'm virtually "virtual." Today the Internet, tomorrow a microwave. Crazy? Perhaps a little, but it's not my fault. You're to blame. You created this electronic monster, tempting me with Freenet the way a stranger offers an unsuspecting child a ride. Excuse the ramblings of this pseudo-teknoid: it's like coming out of a dark cave of ignorance, shackled to prehistoric communication vehicles--the phone, U.S. mail, human conversation, all of you be gone. I'm capable of gophering, telnetting, FTPing. . ."

We're looking forward to the day when every ORALL Librarian can reach Randy's epiphany. Many of us have used Internet E-mail through the Freenets and, just recently, we lucky Clevelanders have begun to use the Internet through the Cleveland Public Electronic Library, the first public library Internet Gopher in the nation.

While nonacademic use of the Internet is growing, many ORALL Librarians are still "out of the loop." Over the past year the MAALL chapter instituted an ambitious program to promote Internet use within its region: MAALL established a discussion list for current users, a mentoring system to train new users, studied and made recommendations on options for individual Internet access, and set up a grant program to help libraries get started. MAALL's experience may well be the model for the AALL Task Force on Internet Access appointed last May. Task Force members are Jean Holcomb, King County Law Library; James Milles, Saint Louis University Law Library; and Tory Trotta, Lewis and Rocca Library.

You needn't wait for AALL's Task Force, however. OARnet's dial-up service rates are very reasonable, and Ohionet plans to offer Internet service to its members in the fall. Just do it!

--Jan Ryan Novak  
Cleveland Law Library Association



## Law Libraries on the Internet (Part I)

### Some Basic Tools, Basic Access Information and Common Uses

This article grew from a luncheon presentation organized and coordinated by Christine Corcos that the Case Western Reserve University Law Library librarians and computer services staff hosted for the Cleveland Area Law Librarians. This article highlights the introductory information on Internet access and services that was discussed at this presentation and demonstration.

### History of the Internet

Most people's initial exposure to the Internet dates to media coverage of the "Internet worm" in the Fall of 1988. But the development of the Internet actually began in 1969 as a project of the Advanced Research Projects, a division of the Department of Defense. The project began to help support military research and access to supercomputers as a system of protocols to link mainframe computers into networks. At that time it was called ARPAnet. It created regional networks to connect universities involved in military research with DOD networks. The National Science Foundation's network, NSFnet, in 1986 began connecting researchers to five supercomputer centers.<sup>1</sup> NSFnet was built on the ARPAnet's packet switching communications protocol known as IP (Internet Protocol) but NSF opened the Internet to everyone. The latest milestone in Internet governance and maintenance is the NREN legislation that is pending to create a "data superhighway" with a more clearly defined governance.

The Internet connects more than mainframes. Individual workstations are linked to other workstations or to the ever present mainframe resources. The Internet we know today links about 1.5 million computers in more than 10,000 networks worldwide. It is about doubling in size every year.<sup>2</sup> There is a common perception that most Internet users are from the academic (educational) domain and among law libraries this may be presently true. However, use is increasing most dramatically in the government, commercial and other organizational domains.

<sup>1</sup>Tracy LaQuey and Jeanne C. Ryder, *The Internet Companion: A Beginner's Guide to Global Networking 6* (1993).

<sup>2</sup>Mark Lotter, "Internet Growth (1981-1991); RFC 1296," *Networking Group Request for Comments*, Network Information Systems Center, SRI International, Menlo Park, CA (January, 1992); Tracy LaQuey and Jeanne C. Ryder, *The Internet Companion: A Beginner's Guide to Global Networking* (1993).

Internet is spreading like a contagion. Most users want to spread the word and communicate with all of their peers, not just a select group. The following highlights of how Case Western Reserve University law librarians and legal scholars make use of Internet may explain some of the phenomenon.

### Uses of the Internet

TCP/IP are the protocols that the Internet operates upon. Users use some form of TCP/IP software that we liken to communications programs such as Smartcom or Procomm. Electronic mail (E-mail), file transfer (ftp) and remote login (Telnet) are three TCP/IP applications that are the primary "building blocks"<sup>3</sup> of Internet use.

### Electronic Mail

E-mail provides a means of conveying information in digitized format to members of a interlinked networks as well as within organizations. It is not a new means of communicating within organizations. You may already be familiar with E-mail within your law firm or government agency. Internet services allow people to send their ASCII text documents outside their local area networks. It allows the message to be sent very quickly to recipients around the world as desired. What is needed includes "post office" server hardware and software with a connection to the Internet. The post office server manages incoming and outgoing messages. Client software allows users to retrieve their messages from the "post office." Server software and user (client) software is needed to operate the system. Users can usually have a choice of E-mail or mail handler software as long as they are compatible (or can be made to be compatible) with the network software.

Recipients of Internet mail include individuals with Internet mail accounts, frequently at educational institutions, many large corporations, the United States Government (including recently, the White House) and Free-Nets (communitywide network services). Several commercial online computer services provide mail services that can send mail to Internet addresses such as MCI Mail, which our Westlaw representatives use, Compuserve, and America On-Line. You may hear of other services that provide E-mail such as Bitnet and Fidonet.

<sup>3</sup>James Milles, *Internet Handbook for Law Librarians* (1993).

## Law Libraries on the Internet (Cont'd)

Mail delivery can be restricted to one designated individual, or you may choose to indicate a list of recipients or a group mailing for an E-mail list. The biggest revolution among scholars and librarians has been the use of the "listserv" discussion lists. As James Milles says in his paper for a recent AALL Workshop, "There are probably not more than a handful of law school libraries which do not have at least one active E-mail list. E-mail has become a virtual necessity; any law school without E-mail access is hopelessly out of the loop."<sup>4</sup> The use of listserv programs is an example of how Internet E-mail allows users to quickly communicate with people across the world. Listserv is one type of program that allows server computers to automatically distribute to all subscribers to a given list messages sent to the server. Bitnet lists were among the first and are still among the most popular type. Many of the Internet handbooks cover the nuts and bolts of subscribing and participating in E-mail discussion groups ("a/k/a lists"). A few of the most useful and most commonly subscribed to law library related and law related lists include:

### Bitnet Lists

GOVDOC-L@PSUVM  
INT-LAW@UMINN1  
HISLAW@ULKYVM  
Cyberlaw@WMVM1  
NETTRAIN@UBVM  
LIBREF-L@KENTVM  
PACS-L@UHUPVM1

### Internet Listserv Lists

Law-Lib@UCDAVIS.EDU  
LAWSRC-L@fatty.law.cornell.edu  
Teknoids@fatty.law.cornell.edu

There are many more lists than can be mentioned here but several Internet resources and print resources exist to collect information about Internet Lists, including the aforementioned handbook by Milles. The Cleveland Free-Net maintains a "List of Lists" under its Sysop menu (type "go sysop" from a "Your Choice" prompt).

<sup>4</sup>James Milles, "Access to the Internet: Sharing the Resources with Our Colleagues," AALL Workshop, "Moving Forward: Reconceptualizing Resources and Services in Recessionary Time" (July 10, 1993).

### File Transfer

Another Internet basic application is known most commonly by its acronym, "ftp." This procedure is used to move files between computers on the Internet. It is usually activated by typing the command "ftp" followed by the address of the machine where the desired file is located, e.g., c:\ftp ftp.cwru.edu. Ftp is used when the files of documents or programs people wish to transmit to other computers are too lengthy to send via E-mail systems. Ftp provides options to compress data files and storing certain formats besides ascii format files. This makes for more complicated use by users.

Another complication of successful ftp work is locating the existence of files you wish to transfer. Yet another complication is identifying the address of the computer where the desired file is stored. In the early days of the Internet your choices for identifying these targets for transfer were limited. Now additional technologies and more systematic widespread communication of Internet resources make this process much less confusing.

### Basic tips to locate files or ftp sites include:

- \* Check a bibliography.
- \* Use a master list of ftp sites for addresses, then browse.
- \* Social interaction--ask a colleague.
- \* Become familiar with key archives with useful information.
- \* Check previously identified sites for new files periodically.
- \* Look in a major network archive site, for example:  
ftp.nisc.sri.com  
nic.ddn.mil
- \* Use an Archie service.
- \* Explore a Gopher Server.<sup>5</sup>

Archie services and Gopher client/server systems are two of the more advanced methods for utilizing ftp applications. Archie services are searchable databases of lists of files that are available at several hundred anonymous ftp sites throughout the world. Archie only searches for the names of

<sup>5</sup>Roy Tennant, John Ober & Anne G. Lipow, *Crossing the Internet Threshold 79* (1993).



## Law Libraries on the Internet (Cont'd)

the files, not the topic of the information contained in the file. Unless you know an exact name it still may not help locate a file whose name is wildly removed from its content. Many Gopher services provide Archie connections from their menus. Gophers can also provide menu-based information of files. Gopher programmers can attach more logical names to the information and seamlessly provide the connection to the ftp site.

### Remote Login (Telnet)

Telnet is an Internet application that allows you to log in to remote systems and use them. The most common example of such systems are library online catalogs. Others include Free-Net's campuswide information systems, some gopher servers, and other online systems such as DIALOG, Westlaw, Lexis/Nexis, EPTC, and First Search. Many organizations are archiving their records in electronic form and using search-retrieval menu systems to manage the information. They may choose to provide remote login access to Internet users. When they do so, they usually require remote "guest" users to login before allowing access to the system, hence the term "remote log in." Universities and value-added service providers usually provide numerous remote log in access ports into their systems.

If you cannot connect, it usually means that all available ports are in use. Wait a few minutes and try again.

Identifying the Internet addresses of remote login hosts is aided by several developments. A system called Hytelnet attempts to provide an updated list. It is available to download from an ftp site to your local workstation, or as a service on several Telnet sites, e.g., HNSOURCE.CC.UKANS.EDU. At HNSOURCE it not only lists addresses, it allows you to link directly to that site upon pressing the Enter key. Several gophers also provide links to Hytelnet. Again, bibliographies, articles, other users, lists, and gopher servers are other ways to identify Telnet addresses.

These basic resources, with the exception perhaps of gophers, were being used three years ago, are still being used and will be used in some form three years from now for Internet work.

### Why Use the Internet?

Communication with our peers, acquiring information from others, obtaining recent documents and performing routine library work such as interlibrary loan and document delivery are the most common uses by law libraries presently. Some examples of use in the reference setting include:

- A CWRU scholar requested information on a legal document originating from the reign of Charlemagne (768-814) from an E-mail list on medieval history. Within hours a German list member responded to the discussion list with a more accurate name for the document. Minutes later a Swiss scholar responded: "Oh you mean that title! We have it in our collection. Have your librarian contact ours to obtain a copy."
- Librarians monitoring the Int-Law list or foreign gopher servers can keep the lawyers or scholars they serve apprised of new decisions or late-breaking court opinions, some which will never make the U.S. news services, such as German abortion decisions or the latest press release regarding Israeli Supreme Court decisions, or the latest version of the German commercial code, or the latest treaties.
- Librarians can post difficult reference questions to the appropriate lists after checks with their local resources yield no results. Or they can ask what method they should use to check their local resources.
- We can communicate with our vendor representatives, our catalog system user groups, our associations.
- We can take continuing education courses or participate in Human Rights conferences taking place in Vienna.
- We can communicate with the White House.
- We can obtain copies of government reports, e.g., GAO reports, OTA reports, etc.
- We can obtain free copies of recently decided federal and state cases not yet available in printed reporters.

### Utilizing Internet Resources in Interlibrary Loan Services

There are a number of practical applications of Internet resources for Interlibrary Loan (ILL). Electronic mail (E-mail) and E-mail lists, accessing various library resources and document delivery services, are some of the applications the Interlibrary Loan (ILL) department uses daily and economically, via the Internet.

Our ILL Librarian uses E-mail for low-cost communication purposes. Through E-mail she may, for example, contact patrons to clarify requests. From her desktop she can send a query and expect to get an answer within a reasonable amount of time. In the near future our patrons will be able to make their requests electronically

## Law Libraries on the Internet (Cont'd)

directly to the ILL department (by our monitoring request forms to the LAN) and any notifications or questions regarding the transactions will be sent via the patrons' E-mail. She also utilizes E-mail to communicate with ILL colleagues at other libraries. While E-mail might not be the best method of communication when an immediate response is needed, it is a very good method for the general daily exchange of information.

ILL-L is an electronic discussion group devoted to ILL concerns. The list provides a forum for discussing issues and policies as well as providing help in finding difficult-to-locate material. The list is a good way to find out what's going on in the profession, and is a means of staying on top of the issues.

The ILL librarian also utilizes library resources for ILL. Primarily, she views the online catalogs of other libraries. She can either Telnet directly to a library or go through a gopher. For example, she can connect to CARL (Denver) and search the catalog, get a call number, look at the type of material (is this something she can borrow?), and check the serial holdings if necessary (does the library have the year she needs?) or simply look at what is available in a particular field. She can also connect to other bibliographic and reference databases through the Internet. By accessing LEXIS via the Internet to verify citations, she avoids paying telecommunication charges. By searching the First System of OCLC numbers and holdings, she saves money when she inputs the request onto the PRISM system.

Lastly, anyone responsible for the search and retrieval of documents should be aware of the immense changes occurring in document delivery. There has been a general dissatisfaction with fax technology for reasons that include poor copy quality, expensive long-distance bills, thermal paper, and a lack of reduction of turnaround time. Recently, organizations have been developing alternative methods of faxing.<sup>6</sup> Each system is different, but all use digital technology to transfer documents over the Internet. The advantages for sending documents over the Internet are that it is cheaper, faster, and copies are of generally excellent quality. Case Western Reserve University, as a part of OhioLink (consortium of libraries in Ohio which includes Case) is currently exploring options for transferring documents over the Internet, and is using Internet document delivery service in some capacity now.

<sup>6</sup>The Research Libraries Group has developed Ariel, Ohio State University has developed a Network Fax Program, and North Carolina State University has developed a Digitized Document Transmission Program.

For example, we can view the tables of contents of journals (UNCOVER) and order articles via the Internet. OhioLink patrons (via the Internet) will also be able to perform "patron initiated requests" beginning this fall.

The law firms that are beginning to use the Internet are finding it convenient, economical and easy to use, both for E-mail and the search and retrieval of documents. For ILL purpose, utilizing E-mail and E-mail lists serve as valid reasons to have Internet access. But, in general, the true value of the Internet lies in one's accessing its vast library resources and taking advantage of the ever-increasing document delivery capabilities it offers.

### Accessing Other Library Catalogs

Another useful feature of the Internet is the ability to access Online Public Access Catalogs of thousands of other academic and research libraries around the world. Through use of the Telnet command, we are able to log in to remote library systems and search for titles in their catalogs from our desktop PCs. One useful source for locating the Telnet addresses of these remote systems is the History Network gopher at the University of Kansas. Simply Telnet to `hnsourc.cc.ukans.edu`, and type "history" (without the quotes) at the login prompt. From the main menu, choose "Access to Internet Resources," then choose the "Hytelnet Database" and the "Library Catalogs" option. Currently, thirteen law library catalogs are available through this system, and many more, including Case Western's, are available through the "Other Libraries" option. A typical record will include the Telnet address of the remote system, the login, directions for accessing the law library collection on the OPAC, the vendor of the remote system, and directions for exiting the OPAC. By simply pressing the return key, the History Network gopher will automatically connect you to the remote system.

Access to library catalogs is available through many other Internet resources, including the Cleveland Free-Net. We find that the ability to access remote library catalogs is a time-saving and economical way to expand the reference capabilities of our library staff.

### Electronic Journals

A new and growing phenomenon on the Internet is the "publication" of electronic journals and newsletters. For a concise guide to these Internet resources, consult Michael Strangelove and Diane Kovacs, Directory of Electronic Journals, Newsletters and Academic Discussion Lists, 2d ed. (1992). An electronic edition of this work is available from the listserv at `acadvml.uottaawa.ca`. The second edition lists

## Law Libraries on the Internet (Cont'd)

thirty-six journals currently available by subscribing to a listserv, in the same manner in which you would sign for a discussion list. When a new article is published, it is sent automatically to your E-mail account.

OCLC, the bibliographic and ever-expanding research provider, will offer subscriptions to three online electronic journals by the fall of 1993. By subscribing to their service, called EJO (Electronic Journals Online), you are able to browse the tables of contents and request articles of interest in the following journals: Electronic Letters Online, The Online Journal of Knowledge Synthesis for Nursing, and The Online Journal of Current Clinical Trials. Using their new GUIDON software interface, browsers can search the full text of the articles online, display figures, tables and equations using digital imaging, and request a copy of the article from your desktop PC. Articles are "released" within days after being received from the publisher and are available much faster than print publications. OCLC is currently negotiating with other publishers to provide access to important publications in digital format.

There is often a perception that the Internet is only used by and available to academic law librarians. This is not the case. In fact, some of the first successful widespread uses of E-mail came in the commercial sector when MCI and Compuserve provided E-mail to their subscribers in the mid-1980s. For example, MAALL users had E-mail projects under way at that time that included academic, private, court and county libraries.<sup>7</sup> The Internet now has taken over this type of communication because it does it so well. Perhaps because at its inception access to the Internet was strictly limited to military and NSF-related academic activities, a mistaken belief that it precludes non-academic use still prevails.

Another reason that its use among law firm and court libraries is limited is a concern for network security, privacy and confidentiality, though there are now hardware and software methods to preserve security.

With the development of the new data superhighway that the Internet is becoming, many commercial providers of access are now available as well as access available through the traditional network services. For instance, in Ohio our main branch of the Internet is OARnet. OARnet has recently begun promoting its services to Ohio law firms. Many commercial providers are also poised to enter this market.

A full list of nationally available services that provide network services is available in a document known as the PDIAL list. It is available via the Internet, of course. A review of the most recent list shows the following providers for the ORALL region: CICnet, ICM, JVNCNet, OARnet, PSCnet, SprintLINK, WVNet, INet, MichNet/MERIT. Limited access to the Internet is provided by some Free-Net services, such as the Cleveland Free-Net.

The range of tools you have to access Internet resources is dependent upon the services provided by your Internet provider. Some provide access to special services, some don't. Some provide E-mail services but not ftp or Telnet. Some control Telnet connections to just those resources provided on a menu system. Other services that may be provided include access to Usenet services, directory services, and white page services.

ORALL members ought to consider the model that MAALL has provided in setting forth a system to identify the best-price access for members that do not have access already through their organizations. MAALL has also set up an Internet buddy<sup>8</sup> system where more experienced users agree to mentor the more novice users in successful Internet navigation. CWRU law librarians have already offered this assistance to the Cleveland Area Law Librarians, but it would be useful to see this kind of assistance provided among other ORALL members. There are other experienced Internet users among our members and they can equally share in educating our membership. AALL is also investigating the possibility of setting up an Internet buddy system for the entire association.

Those of us who are Internet users are excited to share what we have found. We will explore some of the more advanced developments such as Gopher and other client/server systems and the World Wide Web (WWW) and will highlight some specialized legal resources in future articles.

by: **Judith A. Kaul,**  
with contributions by:  
**Doug Bell**  
**Christine A. Corcos**  
**Deb Dennison**  
**Dan Kowall**  
**Randy Wilcox**  
**Mark Zajaros**

<sup>7</sup>James Milles, *Supra* note 3, at 1.

<sup>8</sup>*Extending Internet Success to all AALL Members: Options for Connectivity: A Summary of the Report and Recommendations of the MAALL Internet Committee 1 (May 4, 1993)*



# **Good Government Runs On Good Information!**

## **Don't let it run out of fuel!**



Our democracy relies on an informed citizenry, and depository libraries provide citizens with vital government information—free of charge! This free access is becoming limited, but it's not too late to get it back.

There is at least one federal depository library in every Congressional district in the country; 1,400 libraries participate in the nearly 100-year-old Depository Library Program. Hundreds of thousands of ordinary citizens use depository libraries *each week* to:

- find reports issued by the federal government
- research the latest court decisions, federal laws and regulations
- keep informed about the activities of their elected officials
- find information crucial to the operation of their small businesses
- find out how Social Security and Medicare will affect their retirement

Ask your librarian how federal budget cuts to the Depository Library Program are threatening to limit the availability of user-friendly government information in federal depository libraries on these subjects and on many similar topics.

If you want to have continued access to the full range of government information in your local depository library, write or call your Representatives and Senators and ask them to support full funding for the valuable services of the Depository Library Program:

Honorable \_\_\_\_\_ Honorable \_\_\_\_\_  
U.S. House of Representatives U.S. Senate  
Washington, DC 20515 Washington, DC 20510

Congressional Switchboard (202) 224-3121

For the names of your Representatives or Senators, or for any other information, ask your government documents librarian.

Prepared by the Government Relations Committee of the  
American Association of Law Libraries.

## *Academic Librarians and Library/Information Science (LIS) Research: A Bibliography*

This bibliography is one result of the formation of an Indiana University Libraries Faculty Council Research Committee. This committee has been created to encourage and promote various research activities among the library faculty at the eight different campuses of Indiana University. One question this committee wished to examine was the status of "librarian-researchers" in other academic institutions. This bibliography lists recent articles and books discussing the status of library and information science (LIS) research and publication. Issues include the relationship of faculty status and research, colleague and joint research efforts, the role of research in expanding the role of LIS on campus and in society, release time for librarians with 12-month contracts, identifying a future research agenda for LIS, the impact of information technology on librarian research, developing research and publication skills, and improving organizational support for research activity by library faculty.

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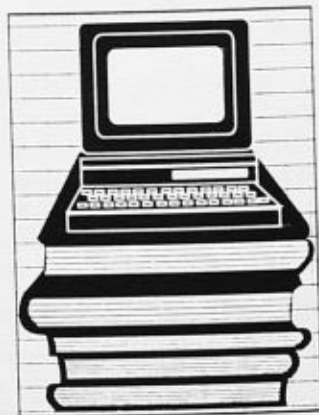
**By: Tim Sutherland, Indiana University  
Northwest Library (Gary)  
and Mahnaz Moshfegh, Indiana  
University Law Library (Indianapolis)  
August 1993**

## ALA Poster Session

A highlight of the 1993 ALA meeting in New Orleans was the 12th Annual Poster Session: "The Future is Now: Poster Sessions on Technology, Circulation and Cataloging Services, and Serials." ORALL member Mahnaz K. Moshfegh, Indiana University, was one of the experts "on display." Her presentation was entitled "Loose-leaf Reporters and Treatises Automated check-in alternatives." Mahnaz has summarized her portion of the program as follows:

"Loose-leaf reporters and treatises are issued in book format, yet they are serials in nature. Loose-leaves are brought up to date by means of separate pages that are interfiled into the base volumes. Treatises are updated by irregular supplements in several formats: separate cumulative or non-cumulative supplements, pocket parts inserted into the back cover, or releases. The irregular frequency of legal publications means that they do not suit the defined pattern set by NOTIS and that NOTIS Serials Check-in Module is not easily adapted to legal materials. Thus, there was a need for alternative choices for check-in.

"To incorporate our loose-leaves and treatises holding statements into the OPAC we have been entering all information including base volumes and the date, the latest releases updates, and/or supplements with their respective numbers and dates in our MARC holding records. This decision has provided the end-users with accurate information and with an easy and timely access to such complex materials."



## AALL NAMES NEW EXECUTIVE DIRECTOR

The American Association of Law Libraries (AALL) has named Roger H. Parent to be its new Executive Director. Parent succeeds Judith Genesen, who is retiring after serving as AALL's Executive Director for the past four and a half years. Parent will officially assume his new duties on September 7, 1993.

"The Association has had an extraordinarily effective Executive Director in Judy Genesen, and replacing her was not an easy task," said Kay M. Todd, AALL President. "However," Todd continued, "in Roger Parent we have found a worthy successor. Roger brings a rich background in both library and association work to the position, and his expertise in managing, planning, and financing a complex association will be of great benefit to AALL."

Parent comes to AALL after fourteen years with the American Library Association (ALA), where he most recently served as Deputy Executive Director/Chief Operating Officer. Prior to working for ALA, Parent held posts with the Princeton University Library, the Mercantile Library Association (New York City), the City University of New York, and the Springfield Library System (Massachusetts). He has an MLS from Simmons College.

"There is an unusual and outstanding match between the requirements for this position and my own qualifications and experience," Parent said, adding that "this opening occurs at a perfect time for me and for AALL. I am thrilled to be assuming the role of Executive Director in an association whose mission is so compatible with my background and interests."

The American Association of Law Libraries exists to promote and enhance the value of law libraries to the public, the legal community, and the world; to foster the profession of law librarianship; and to provide leadership in the field of legal information. Founded in 1906 for both educational and scientific purposes, the Association represents 5,000 law librarians affiliated with law firms; law schools; corporate legal departments; courts; and local, state and federal governments.





## NEW DIRECTIONS IN RECORDS MANAGEMENT

"New Directions in Records Management," an AALL one-day workshop on legal records management, was presented by Barbara E. Corrigan of Science Applications International Corporation and George Cuning of Price Waterhouse. The dynamic integration of their personalities allowed for a fast-paced and fact-filled workshop.

Corrigan is a senior records management specialist, and has spoken for many national meetings. She is considered an expert in the field of law practice records management. Her most recent endeavor was working with the Holocaust Museum in Washington.

Cunningham is a Senior Manager in Bethesda, Md. He has designed and installed an Olsten award-winning records management program. He has written many journal articles and is currently working on a book for the ABA entitled, "A Guide to Records Management in Law Offices."

The speakers provided handouts which were used as a guide to the workshop, and the information is incorporated here.

The first step to providing an adequate records management program is in planning. All members of the firm, support staff, secretaries and paralegals must "buy" into it. If all members are involved in the planning, the integration of the system will flow smoother. You may find that the easiest hurdle is having all parties agree that it is necessary. The second hurdle, implementation, may not be as easy for all parties to accept. However, if you have adequately planned your program, it will be accepted much more easily.

As the needs for adequate records management programs come into being, we see the roles of the various services being consolidated--such as managing files, cross-checking conflicts of interest, balancing office calendars and court dockets, and the Library and research divisions. We, as Librarians, should be able to say to our employers that we are ... "Here to help," and ... "Sorry, we cannot do it."

Most important to setting up your plan is putting it on paper. This is crucial to finding the proper software to provide for your needs. In doing so, you will be able to evaluate your needs and your client needs. You might ask yourself the questions: What do we want to accomplish? What type of interaction do we require with the client--present and future? How do our requirements interact with hardware and software requirements?

Next will come the audit step to evaluate your present system. Parts of the audit will include interviews with all employees, site review, analysis of the system, and the written report to your employer. Do not be afraid to use personal interviews and written surveys. However, NEVER violate the confidentiality of the employee who has given you the information. Focus on labeling files, numbering systems, indexing, etc. Follow up on missing items. What is your turnaround time for requested services, such as delivery of files, adding new documents to existing files, updating on-line or existing indices?

As part of the staffing questions, the type of service being provided will determine the number of people required. That could be affected by several factors as you determine the level of service you provide--files are active or inactive; the amount of responsibility staff should provide for the type of job they are doing; and if system is automated or manual. A manual process takes more staff than an automated system. Staffing ratio is one records person to 10 to 12 professionals, once automated. The more automation, the higher the staffing salaries will be. The equipment and technology add costs; however, it is usually a one-time investment and we must evaluate current costs with the benefits of automation.

In her handout "Justification for a Records Management Program," Corrigan states--

The costs incurred by the absence or incomplete nature of a records management program in a law firm will be found in the following areas:

- \* unrecoverable legal staff time
- \* unrecoverable nonlegal staff time
- \* substantial duplicating costs
- \* space and/or equipment costs

Training of the users may provide a variety of problems. Most partners and senior associates will not want training; junior associates are the ones who will be coming at all hours and will want to know how to do their research; paralegals and secretaries will be those receiving the most training. Those who say, "The system won't work!" are those who will become the most ardent supporters once they have learned it and see that it does, in fact, work.

Response time to requests for information is the "make or break" item. Files should be retrieved in 5 to 10 minutes from the time of request at the farthest point in the file room to place of origin at the farthest point in the firm. Conflict checking should be achieved within an hour.

## NEW DIRECTIONS (CONT'D)

The afternoon ended with a breakout session followed by a question and answer period. All attendees would agree that the workshop achieved its goals of providing a wealth of information and a forthright look into Records Management.

-- Rose Brown  
Defiance County Law Library



## Ohio Regional Association of Law Libraries

### Profile

ORALL is a 4-state chapter of the American Association of Law Libraries [Ohio, Indiana, Kentucky, Michigan]. It was formed in 1949 "to further the development and usefulness of law libraries and to stimulate a spirit of mutual helpfulness among law libraries of this region."

An annual conference is held in the Fall of each year. ORALL publishes or sponsors the following publications: *Core Legal Collection* [bibliographies for Ohio, Indiana, Kentucky, Michigan], *ORALL Membership Directory*, *ORALL Newsletter*, *ORALL Union List of Serials*, *Ohio Legal Resources Annotated Bibliography & Guide 3rd*.

### Placement

For job listings and further information, contact Kyle Passmore, ORALL Placement Office at U. of Akron Law Library, Akron, Ohio 44325 or call 216/972-7339.

### Membership

Membership: 270  
Dues: \$15 per year  
Non-membership subscriptions: \$10 per year

Contact: Tom Hanley, U. of Dayton Law Library, Dayton, Ohio 45469, 513/229-2444.

### Newsletter Information

The ORALL Newsletter is the official publication of the Ohio Regional Association of Law Libraries [ORALL]. Published quarterly [March, June, September, December] [ISSN: 1048-2199]

Edited by: Susan Miljenovic, Baker & Hostetler Law Library, 3200 National City Center, Cleveland, OH 44114, 216/861-7104, FAX 216/696-0740. Typed by: Diane E. Cox, Baker & Hostetler. Printed by: Deborah Bobinets, U. of Akron School of Law Library. Unsolicited contributions are encouraged; contributions submitted for publication are subject to editorial review. For extra copies contact the editor.

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Calendar 1993

September 25-October 2 - Banned Books Week.

October 7-9 - "Managing Court Libraries in the 90s,"  
Williamsburg, VA. Sponsored by the Institute for Court Management of the National Center for State Courts.  
Info: Erick Low at NCSC (804) 253-2000 or FAX (804) 220-0449.

October 14-16 - Mid-America Association of Law Libraries Annual Meeting, Little Rock, AZ. Contact Lori Weiss at  
(816) 474-6550; Fax (816) 421-5547.

November 3-5 - ORALL Annual Conference, Cleveland, OH.

1994

January 18-23 - "Preservation Planning," 1994 AALL Winter Institute, Austin, TX. Info: Martha Brown (312) 939-4764.

January 26-28 - Special Libraries Association Winter Meeting, Dallas, TX.

February 4-10 - American Library Association Midwinter Meeting, Los Angeles, CA.

Newsletter Deadlines

November 15, 1993; February 15, May 15, and August 16, 1994.

**ORALL Newsletter**

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