



March 1997

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**President's Column-- Joanne Beal**

**THE FURTHER ADVENTURES OF ORALLiens ON "THE THIRD ROCK FROM THE SUN"**



The ORALLien region of the planet is beginning its annual rotation toward the sun and, meteorologically speaking, conditions are improving all around.

*"Aye, they're a grand bunch, Captain. I've observed them making preparations for some type of annual gathering of the clans. A generous lot too, I venture to say. The leadership is offering money to their fellow ORALLiens in an effort to encourage attendance at the national assembly planned for July 19 - 23 in Baltimore, on the eastern shore of their continent."*

This is true. ORALL has available at least \$500.00 to

be awarded to one or two members in an effort to defray the costs of attendance at the AALL Annual Convention in July. Applicants should complete the form that is printed in this issue of the *Newsletter* and return it to Cindy Spohr at the address indicated. The Education Committee will review the applications and award the amounts according to circumstances described and the number of Annual Conventions attended in the past. Everyone interested is encouraged to apply. Ask the regular attendees, the educational programs and the networking opportunities at AALL combine to create a function of *galactic* proportion.

While at the Convention, visit the ORALL display table in the Activities Area of the Exhibit Hall. Peruse and collect items indigenous to ORALLien culture. Add something if you like. It can easily be an interactive display for all ORALLiens.

Also, plan to breakfast on ORALLien fare at the Annual ORALL/MichALL Breakfast. At present, it is anticipated that this event will be held on Monday, July 21; however, in order to comply with AALL's "no-conflict" schedule (providing ample time for Exhibit Hall cruising), our arrangements may be adjusted somewhat. Watch for a communiqué detailing

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

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final plans. Indeed, there is much to be said for orbiting the Exhibit Hall two or three times.

The selection of the AALL program offerings is certainly diverse enough for ORALLien tastes. As a member of the AALL Education Committee, I thoroughly enjoyed the weekend conclave in Chicago during which the obedient learned from the masters and the result was an assortment of program topics ranging from library ethics, management and design, to automation and cyberspace, to changing roles and the "Morphing" of law librarians.

Like Jekyll to Hyde; Clark Kent to Superman; or even Pat Boone to Heavy-Metal Man, will the "morphing" of law librarians become the next *disturbance in the force*? Plan to attend the AALL Annual Convention in Baltimore and swell the ranks of ORALLiens who will have convened to enjoy the bounty of another world.

Joanne  
ORALLien



(Jody) Beal  
Leader  
1996-97

#### **CONTRIBUTIONS INVITED!!!**

All ORALL members are invited to submit articles, article ideas, and any suggestions to the ORALL Newsletter Editor. If you attend a workshop or other educational program, please consider writing a brief review for publication in the Newsletter. Please contact Shaun Esposito, ORALL Newsletter Editor, Univ. of Kentucky College of Law Library, 620 S. Limestone St., Lexington, KY 40506; (606) 257-8347(voice); (606) 323-4906(fax); e-mail: shaun@pop.uky.edu.

### **In Memoriam William A. Newman**

Our close-knit ORALL family lost a very special member on Sunday, January 12, 1997. Dr. William A. "Bill" Newman, Director of the Trumbull County (OH) Law Library passed away unexpectedly in his home from a heart attack.

Bill was known for his warmth, genuine spirit of friendliness, and his quick sense of humor. He willingly volunteered his services to the Association in whatever capacity was needed. His assessment of issues and their ramifications was a benefit to all.

Unknown to some was Bill's outstanding educational background. He received his bachelor of arts degree in business administration from Brooklyn College; his masters in political science from Queens College; a juris doctorate from Capital University School of Law; and his Ph.D. in library and information science from Case Western Reserve University. He had served as the Trumbull County Law Librarian for the last seven years.

Personally, Bill was an avid collector of elephant memorabilia and enjoyed listening to jazz and collecting CDS. He served in the Army Reserves until 1977 and was awarded the Bronze Star and Vietnam Service Medal while serving in Vietnam.

We will miss Bill. Many of us have already felt the loss. The members of ORALL extend to Bill's widow Mary and to their son Peter our deepest sympathy, along with whatever comfort there may be in knowing that he was respected by his colleagues and will be remembered often and fondly by his friends.

## SCANNING THE NEWSLETTERS

### Items of interest from recent local and regional law library association newsletters, compiled by Shaun Esposito:

Catherine Zimmermin, *Electronic Resistance: The Perils of "Cybarianship"*, DALL ADVANCE SHEET (Dallas Association of Law Librarians), March 1997 at 10 (discusses transition of author's firm library to one where about 90% of its research is handled electronically; offers tips and suggestions for the development and marketing of an electronic firm library).

Diane Murley, *So You Want To Coordinate An AALL Program?*, LLNE NEWS (Law Librarians of New England), 1996, no. 4 at 6 (provides suggestions and insights for proposing and coordinating AALL programs).

*Chapter Newsletters In An Electronic Age* LLAW NEWSLETTER (Law Librarians Association of Wisconsin), Winter 1996 at 3 (editorial discusses the uses and importance of chapter newsletters in today's evolving electronic information environment).

Carol Bannen, *Internet Favorites: Favorite Reference Sources of the Reinhart, Boerner Information Resource Center*, LLAW NEWSLETTER (Law Librarians Association of Wisconsin), Winter 1996 at 15 (summarizes and provides URLs for a variety of law and business related sites).

Carla Pritchett, *Electronic Bulletin Boards Revisited*, NEW ORLEANS LAW LIBRARIAN, February 1997 at 3 (provides information about the content of and method of subscribing to several law-related lists).

Julia Overstreet, *Hot Web Sites*, NEW ORLEANS LAW LIBRARIAN, February 1997 at 11 (summarizes and provides addresses

for some interesting and unusual sites).

Lisa Smith-Butler, *Developing Successful Public Relations for Libraries* SOUTHEASTERN LAW LIBRARIAN, Winter 1997 at 3 (offers tips for applying the "PR" process to library environments).

*Keeping Up With The Listservs...And The World Wide WEB*, WPLLA NEWSLETTER (Western Pennsylvania Law Library Association), January/February 1997 at 4 (variety of short columns by several authors about information available on listservs and the WEB).

Anna Cherry, *The Internet Column*, MALL NEWSLETTER (Minnesota Association of Law Libraries), January/February 1997 at 11 (offering, with a brief description, several of the author's favorite legal research WEB sites).

Randy B. Singer, *Best Bets On The Internet: Substantive Law on the World Wide WEB* SNELLA'S OBITER DICTA (Southern New England Law Librarians' Association), January 1997 at 7 (reviews a WEB page that provides links to many areas of substantive primary law).

Terry Cullen, *Beef Up Your Browser: Using Helper Applications and Plug-ins* COALL SCUTTLE (Colorado Association of Law Libraries), January 1997 at 11 (offers tips for enhancing WEB browsers through the use of "helper applications" and plug-ins which allow users to customize browser functions).

**Introducing.....**

**CAROL'S CORNER**

by Carol Parris,  
University of Kentucky Law Library

*This is the first effort at what will be a regular column of light-hearted, tongue-in cheek musings by Carol Parris, Reference/Document Delivery Librarian at the University of Kentucky College of Law Library.--editor*

In these days of ever-growing end user electronic products in law libraries as well as in law firms and homes, we law librarians are becoming more and more distressed concerning our future employment prospects. With all the commotion concerning outsourcing and downsizing of law libraries, our future looks bleak at best.

Out of that bleak portrait of things to come shines a ray of hope and promise in the way of cottage industries for law librarians. Some of us at the University of Kentucky Law Library have decided to widen our knowledge base and expand our efforts. Two words suffice: CHIA HEADS!!!! That's right, CHIA HEADS.

The Law School sits next to the Home Economics building which houses a deli and a restaurant. We hope to become the exclusive CHIA grower and supplier of fresh herbs for these two restaurants and as time passes perhaps we can expand our operation to include all the eating establishments on campus. This would be a relatively easy operation; we could each have a CHIA Head on our desk and just water and harvest occasionally. The ease of CHIA head maintenance would allow us to continue to supply a high level of reference service as well as having a decorative desk ornament.

Also, we hope to introduce an entirely new line of CHIA products for the law library. These might include but are not limited to: CHIA Book, CHIA Citator, CHIA Digest, CHIA Lawyer (may be interchangeable with CHIA Shark) and CHIA Laptop. You may view the CHIA home page at <http://www.chiapet.com> to get ideas for your own CHIA-based cottage industry or if you have any CHIA ideas or products you might like to share please e-mail me at [carol@pop.uky.edu](mailto:carol@pop.uky.edu).

Until the next newsletter, may all your reference questions be easy ones!

**APPLICATION FOR MEMBERSHIP**

**IN THE  
OHIO REGIONAL ASSOCIATION  
OF  
LAW LIBRARIES**

According to **Bylaw IV**: "Any person or institution interested in law libraries may become a member of the Association by filling out an application form provided by the Membership Committee and paying the prescribed membership fees to the Treasurer." This application form may be used to apply for membership. If you have questions regarding membership, please refer to **Bylaw IV** or ask an officer or Executive Board member.

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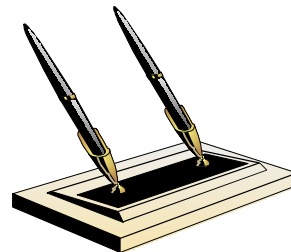
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300 College Park  
Dayton, OH 45469



# TIPS FOR CONDUCTING EFFECTIVE MEETINGS

by Donna Bennett,

Assistant Director for Collection Services & Administration, Chase College of Law Library, Northern Kentucky University

Meetings, meetings, and yet more meetings! Do you ever wonder what a workday would be like without them? So much of our work, however, is accomplished through committees, task forces, teams, as well as other groups. Because we meet for so many different reasons, and we have so many things we want to accomplish, we need to make certain that the time we devote to meetings is time well spent. Meetings which seem to go on forever and accomplish little or nothing leaves us feeling extremely frustrated. The following are guidelines to insure that our meetings accomplish their intended goal.

## **1.) Never call a meeting unless you have a specific reason to meet.**

If your department or unit is working on a new project you will need to meet originally to clearly define the project and to set deadlines, if that is possible. A follow-up meeting may be necessary to discuss problems individuals are encountering. At some point, however, meeting will simply take time away from the project, and the individual in charge of calling the group together should be on the alert to recognize when that time arrives.

In the same vein, regularly scheduled staff or faculty meetings should be canceled for the month (or whatever the time period) if there is nothing on the agenda for the meeting. Most of us can usually find something to talk about, of course, when we get together, but we need to question if that is the best use of our time if we have no specific topics to discuss.

There may be times when getting together and just talking or brain-storming about a specific issue or concern is beneficial. Being able to discern when this is needed will help to insure the productivity of any meeting.

## **2.) Determine prior to the meeting what you want to accomplish.**

Preparing an agenda is an effective way to do this. If the meeting is one which is primarily for the sharing of information, such as a staff meeting, it is a good idea to allow staff to participate in preparing the agenda. Simply posting a sheet of paper in an area available to everyone, such as near a lounge, etc., a few days before the meeting will usually suffice.

Each person can indicate their topic and their name. This is an excellent way to encourage participation in the meeting.

## **3.) Set a time for the meeting to begin and a time for it to end, and then be certain to adhere to these times.**

This will allow participants to plan the rest of their workday. If a firm ending time is known by all it also helps to remind everyone that time is limited and encourages participants to focus on the issues at hand.

## **4.) Focus. Focus.**

State the subject of the meeting or if an agenda is available the chair should provide everyone with a copy or should briefly read through it. The chair or convener is responsible for keeping the meeting moving and should not allow any one topic or person to dominate.

## **5.) Encourage participation.**

While encouraging the group to stay focused on the issues, the chair should also encourage participation from all members. Meetings which are dominated by the chair or another member of the group are seldom successful. The interchange of ideas and the sharing of information usually has a positive impact upon the success of the meeting. Encouraging participation and involvement helps to increase the commitment of each member of the group. A committed group of individuals is often a very productive group.

## **6.) End the meeting on time.**

It really is a good idea to be firm about this. In the long run it will help your group to stay focused. Be sure to summarize the meeting and its accomplishments. If a future meeting is needed this is usually a good opportunity to set the date and time.

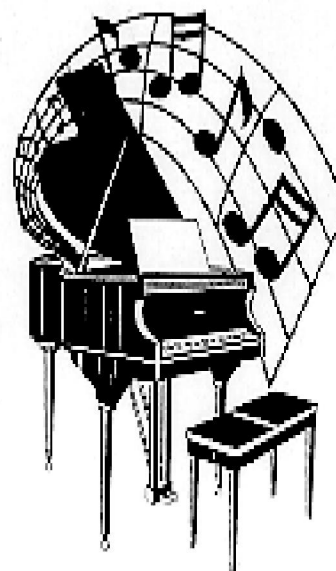
Working in groups can be very rewarding.

Following a few basic guidelines will enable us to have more enjoyable and productive meetings. A little planning can, indeed, go a long way.

## Medley of Marketing Ideas

Tired of singing the same song in your public relations products? Promoting a library's services and a librarian's skills can bewilder and perplex the best of us at times. What better place to discover a new theme, hear a different orchestration than at the **AALL Public Relations Exhibit** in Baltimore.

Sponsored by the Public Relations Committee, this annual event (formerly the Poster Session) features displays of successful promotional efforts from many creative law librarians in all types of libraries. Come to the PR Exhibit, located in the Exhibit Hall, for fresh ideas. You will have a chance to talk to the experts at scheduled times Sunday, Monday and Tuesday, and pick up samples of their work.



If you have composed something special that you think other librarians should see, please consider volunteering to exhibit your materials at this year's AALL meeting. We seek all kinds of promotional items--brochures, fund-raising ideas, posters, National Library Week celebrations, newsletters, multi-media--that sing the benefits of using and supporting our libraries. For further information and to volunteer please contact one of the co-ordinators listed below. *Let us hear from you!*

Janice Shull  
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504-568-5069 (Fax)  
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E-mail: [mschmidt@luce.com](mailto:mschmidt@luce.com)

APPLICATION FOR ORALL SCHOLARSHIP

To apply for a scholarship of \$500 to be used to help meet expenses for attending the AALL national in Baltimore on July 19 - 24, 1997, please fill out this application and return it by May 15, 1997 to:

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**Return to:  
Cindy Spohr  
LEXIS-NEXIS  
P.O. Box 933  
Dayton, OH 45401**

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**Include three letters of recommendation** from people familiar with your work, potential and need of this scholarship. Please remember that prior involvement with ORALL committees and attendance at regional meetings is a prerequisite.

1. Name: \_\_\_\_\_
2. Work Address: \_\_\_\_\_
3. Phone (Including Area Code): \_\_\_\_\_
4. Employment in Law Librarianship (Give Dates with Places): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Other Relevant Employment: \_\_\_\_\_
6. Education: \_\_\_\_\_  
\_\_\_\_\_
7. Professional Activities and Committee Memberships: \_\_\_\_\_  
\_\_\_\_\_
8. Member of ORALL since \_\_\_\_\_ Member of AALL?\_\_Since?\_\_\_\_\_
9. What percentage of your expenses will your employer pay for you to attend this meeting? \_\_\_\_\_
10. Have you previously attended ORALL meetings? If so, when? \_\_\_\_\_
11. Have you previously attended an AALL convention? \_\_\_\_\_
12. Please describe what you do in your current law library position. (For questions 11, 12, and 13, attach a second page if necessary.) \_\_\_\_\_  
\_\_\_\_\_
13. Please attach a summary of your career goal and a statement of how you will benefit from attending this meeting.

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*\*please note e-mail address correction from the Fall 1996 issue of the Newsletter*

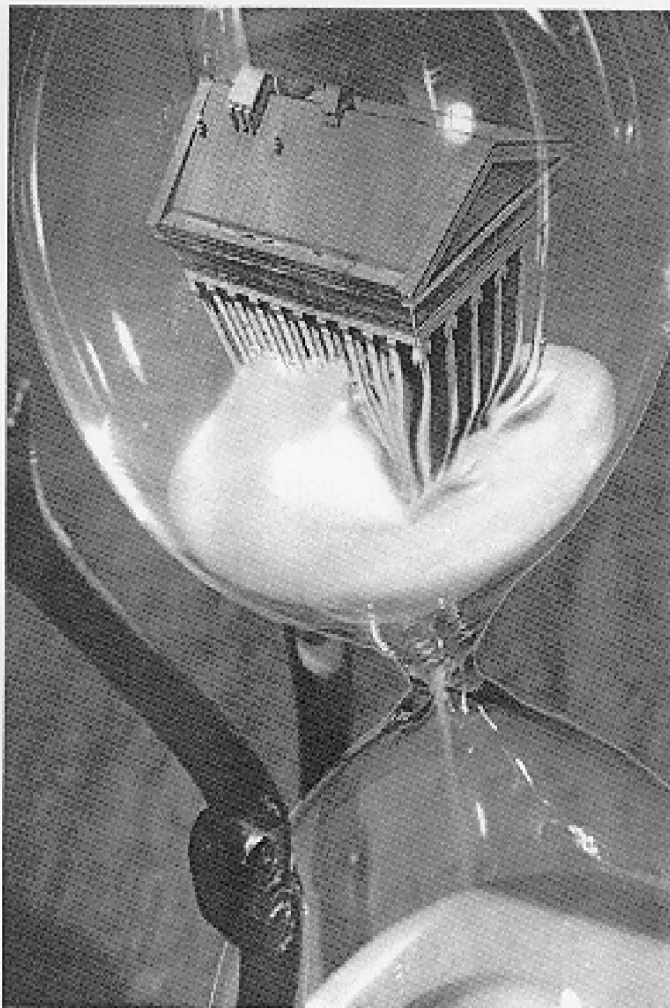




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**COUNTY LAW LIBRARIANS  
TO HOLD APRIL MEETING**

The ORALL Special Interest Group of County Law Libraries will be meeting in Findlay, Ohio on April 25 for a program and business meeting. All ORALL members are invited to attend. If you have not received a mail-out and are interested in attending, please contact Carol Suhre at (513)732-7109 or Deb Ward at (419)424-7077. The afternoon program will be presented by Bruce Boguski who will teach all those attending about stress management.



**OSU LAW LIBRARY MAKES  
AVAILABLE AALL 1996 ANNUAL  
MEETING TAPES**

The OSU Law Library, which houses the ORALL archives, has received the audio cassette tapes of the 1996 AALL Annual meeting in Indianapolis. ORALL received this set of tapes because it was the sponsoring chapter of AALL's 89th Annual meeting in Indianapolis. These tapes will be cataloged and made available to ORALL members.

Members of OhioLink should make borrowing requests through that system, others should contact Melanie Putnam at the OSU Law Library if there are any questions about borrowing these tapes.

**AALL CREATES LISTSERV FOR  
ANNUAL MEETING IN BALTIMORE**

As in past years, AALL has created a discussion list for the upcoming convention (this year in beautiful Baltimore).

*To subscribe, send a message to:*

listserv@aall.wuacc.edu

*message merely says:*

subscribe baltimore97 firstname  
lastname

**Cincinnati To Host  
ORALL 1997 Annual Meeting**

ORALL will be holding its 1997 Annual Meeting in Cincinnati, Ohio. The meeting will be held at the Omni Netherland Plaza Hotel, which was also the site for the 1991 Spring meeting. All the guest rooms have been renovated. The Omni is connected to the Tower Place shopping mall featuring Williams Sonoma, Banana Republic, and several other specialty stores. Library tours will be available, including the Public Documents and Patents Department of the Public Library of Cincinnati and Hamilton County. The Public Library is a Patent Depository Library and the department will be in newly renovated space (barring any major construction delays). Dutch Treat Dinners will also be available. Anne Abate and Carol Bredemeyer are Local Arrangements co-chairs. Kathleen Carrick is program chair.



**Calendar 1996-98**

**1997**

**April 11-14** ALA/ACRL 8th National Conference, Nashville, TN

**April 13-19** National Library Week

**June 7-12** Special Libraries Assoc. Annual Conference, Seattle, WA

**June 26-July 3** American Library Assoc. Annual Conference, San Francisco, CA

**July 19-24** American Association of Law Libraries Annual Meeting, Baltimore, MD

**September 29-October 3** Banned Books Week

**1998**

**July 11-16** American Association of Law Libraries Annual Meeting, Anaheim, California

**Newsletter Deadlines**

February 15, May 15, August 15, and November 15

**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 Anne Abate, ORALL Placement Committee Chair, by e-mail at abate@tso.cin.ix.net, or at Dinsmore & Shohl, 255 East 5<sup>th</sup> Street, Cincinnati, OH 45202-3172.

**Membership**

Membership: 303  
 Dues: \$15.00 per year  
 Non-membership subscriptions: \$10.00 per year

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

**Newsletter Information**

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**Edited by:** Shaun Esposito, University of Kentucky Law Library, 620 S. Limestone St., Lexington, KY 40506; 606/257-8347, FAX 606/323-4906. **Printed By:** Roberta K. Robertson, 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. **Please direct address changes to mailing list coordinator Tom Hanley, U. of Dayton Law Library, Dayton, Ohio 45469, or call 513/229-2444.**

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 1/8 page  
     3 /14" wide x 1 7/8" high \$30.00/issue

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