

# ORALL NEWSLETTER

OHIO REGIONAL ASSOCIATION OF LAW LIBRARIES

MARCH, 2022

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## ***President's Column – Ashley Ames Ahlbrand***

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Happy almost-Spring, everyone! As the weather begins to warm (or if you're in Indiana, at least, volley between freezing and warming and refreezing and rewarming!), the song birds start to pipe up, and even the masks start to come off (for better or worse), everything begins to feel fresh and renewed – is that what motivates us into spring cleaning? Whatever the impetus, I have spring cleaning on the brain, and I thought I would use my column in this issue to do some spring cleaning of sorts with regard to ORALL activities, by way of some news and reminders.

**ORALL Committees are off and running!** Thank you to everyone who volunteered to serve on an ORALL committee this year. The [Committee Page](#) on the website has been updated, so if, like me, you occasionally forget what committees you're serving on, log onto the ORALL website and check here for the committee rosters. This is also a good place for committee chairs to check and see who their Board Liaison is; if your committee has any questions

or ideas to take to the board, your Board Liaison is a great resource to consult.

**Advocacy Update:** The Indiana General Assembly just last week passed [S.B. 131](#), to adopt the Uniform Electronic Legal Material Act. I sent a letter on behalf of ORALL to the Indiana Senate Judiciary Committee in early January, advocating for the bill's passage, and ORALL Government Relations Committee member Ben Keele testified before the committee in January as well.

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# ORALL

## Ohio Regional Association of Law Libraries

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### Membership

**Members: 285**  
**Dues: \$20 per year**

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### Newsletter

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### **Profile**

ORALL is a 3-state chapter of the American Association of Law Libraries [Ohio, Indiana, Kentucky]. 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 each fall. ORALL publishes or sponsors the following publications: *Core Legal Collection* [bibliographies for Ohio, Indiana, Kentucky, Michigan], ORALL Membership Directory, ORALL Newsletter, Ohio Legal Resources Annotated Bibliography & Guide 3rd.

## **President's Column *continued***


The enrolled bill will next be presented to the governor for signing; he sends every bill to the Indiana Attorney General to ensure the content is legally acceptable before signing, but with any luck, Indiana will join the list of UELMA states in the near future.

**ORALL Forums:** In lieu of a listserv, our new ORALL website utilizes forums for association communication. If you haven't checked them out yet, please do. Just as with the listservs, we have a General Forum, County SIG Forum, and Private Law Library Forum. To post a message, use the Create Topic button, and if you see a topic in the forum that you want to follow, you can subscribe to the topic to get updates. When someone posts to an ORALL forum, the message you receive in your inbox is to the title of the post; to read the full message, click on the link in your email, which will take you to the ORALL website to view the full post and any responses. To learn more about forums, check out [this tutorial](#). By default, the website sends you forum updates as a daily digest, which is different than we're used to with the listservs, but you can update that in your own account preferences if you'd prefer to get new posts in real time. Just click on the profile icon in the upper-right of the web page, and click on View Profile. At the top of your profile page, click on Email Subscriptions, then click Edit. This will show you what forums and topics you have subscribed to; next to any/all of those, you can use the dropdown menu to switch your notification preferences from Daily to Immediately (or Weekly). You can also un-check the box next to any of these subscriptions to stop receiving notifications on them. Just don't forget to hit Save when you're done. This is also the part of the website where you can make changes to your Profile and Privacy settings. If you have any other questions about the ORALL website, feel free to reach out to Jennifer Mart-Rice, our fantastic ORALL webmaster, [ORALLwebmaster@gmail.com](mailto:ORALLwebmaster@gmail.com).

**Got News? Please share!** We love to hear about what's going on at ORALL member libraries and what's on our members' minds. If you have news or ideas to share, consider writing up a short article for the ORALL newsletter! We always welcome your content. Send your article ideas and any questions you might have to any member of the newsletter committee: [Susan Boland](#), [Jennifer Mart-Rice](#), [Shara Parkomaki](#) (Board Liaison), or [Paul Venard](#) (Newsletter Editor & Committee Chair).

And as always, if you have any questions or ideas for the association at large, I am all ears and would love to talk with you! Feel free to reach out to me anytime at [aaahlbra@indiana.edu](mailto:aaahlbra@indiana.edu). Happy spring cleaning!

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## New Librarians in ORALL Libraries

**Indiana University:** Jackie McCloud has joined the Ruth Lilly Law Library at the Indiana University Robert H. McKinney School of Law as a Research and Instructional Services Librarian. She received a J.D. from the University of Akron School of Law and an M.L.I.S. and B.A. from Kent State University. Prior to joining the law library, she was a digital Content Specialist for OverDrive, Inc. in Ohio. Her past academic appointments include serving as the Head of Electronic Resources and Computer Services at the University of Iowa Law Library and as the Digital Content Services/Reference Librarian at the Cleveland-Marshall College of Law Library.

**University of Dayton:** Ashley Russell is the Assistant Director of Law Library Public Services at the University of Dayton School of Law Zimmerman Law Library and the Director of Student Life at the law school. Prior to her new role at UDSL, she was an Adjunct Professor and a Visiting Assistant Professor in the Academic Success Program, teaching courses such as Learning Skills Lab, Criminal Law Lab, and a skills-focused Remedies course.

Professor Russell graduated with her Masters of Science in Library Science from the University of Kentucky. She received her law degree from the University of Dayton School of Law. She received her Bachelor of Arts degree in Political Theory and Constitutional Democracy from Michigan State University.

Before joining UDSL, she was a Research Consultant for LexisNexis, a computer assisted legal research company. She taught students, faculty and attorneys how to conduct effective online legal research.

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## **ORALL Throwbacks**

Thanks to Jennifer Mart-Rice, following are articles from March from 30, 20 and 10 years ago. Hopefully you enjoy this look back at some history via the ORALL Newsletter



March 1992 Newsletter, page 12

Public Telecomputing & Legal information by Anne McFarland, University of Akron Law Library

An area of concern to many law librarians is the increasing limitation of legal information online databases for all law library's patrons.

To date, the only bright spot for these patrons is the community telecomputing – or Free-Net – concept. ORALL members who attended Tom Grundner's presentation at the meeting in Akron in October 1990 heard directly about this concept from its originator. The December 1990 ORALL Newsletter carried a report on that representation.

The Free-Net concept is important enough to merit further discussion. There are now five active Free-Nets, four in Ohio and one in Peoria, Illinois. Committees

have been formed in at least a dozen other locales, from Chicago to Helsinki to Singapore to Akron.

In May 1991, Letters to the Fourth World, the first newsletter of the National Public Telecomputing Network was published. The NPTN is the vehicle designed to be the umbrella for the local Free-Nets, in much the same way as the Public Broadcasting System is the umbrella for the individual public television stations and National Public Radio is the umbrella for the individual public radio stations.

Tom Grundner's one sentence philosophy of NPTN is: "We believe that everyone in a society has a right to access the primary information resources of that society via the best means available."

Certainly that philosophy is congruent with that of most librarians. Indeed, two of the Free-Nets are housed in libraries, namely the Medina Free-Net at the Medina Public Library and the Heartland Free-Net in Peoria, Illinois.

The original Free-Net is the Cleveland Free-Net, and it is an excellent example of how legal information can be made available to the public. In conjunction with CWRU and EDUCOM, NPTN is involved with Project Hermes, which makes US Supreme Court opinions available to any Free-Net user. Another major project is the provision of the opinions of the Ohio 8<sup>th</sup> District Court of Appeals to Free-Net users. There is also a component called the Congressional Memory Project, which contains the text of major federal bills.

As a community service, a number of lawyers volunteer to field legal questions and to post the answers on Free-Net. They will not provide advice on specific problems, but they will answer general questions on the law. This exchange is the example of both the vitality of the Free-Nets and the importance of the volunteer component.

An Organizing Committee for an Akron Free-Net has just been established. The Committee will rely heavily on The Bluebook: a guide to the development of Free-Net community computer systems, and the help that NPTN can give. Anyone interested in the mechanics can talk with Anne McFarland at the University of Akron [email and phone removed].

# Back in 2002...

March 2022 Newsletter, pages 1-2

President's Column: Talk and Listen by Ellen Quinn

One of the purposes of ORALL is the “stimulation of a spirit of mutual helpfulness and cooperation among law libraries of the Ohio region.” To me that means, networking, meeting, talking, debating, whether as part of a meeting program or over dinner or refreshments with my ORALL colleagues. Talking and listening to others, whether our families, teachers or colleagues are important ways for us to learn. Programs can spark an idea, start you on the road to learning, or introduce you to a new concept, but the dynamic environment of live conversation with intelligent and interesting people can reinvigorate your work, help you work through a problem, or just make you feel better about your life, career and current employer. Sometimes you learn more from a post-program discussion among colleagues than you do from the presentation itself! This method of learning has strong grounding in the theory of adult learning that states, “the adult learner is self-directed and desirous of a very active learning environment.” A lively discussion of work related issues among ORALL colleagues seems to fit this model perfectly.

I have sometimes heard other librarians say that they cannot justify attending a meeting just for the social opportunities. Somehow employers or the cost benefit analysts among us think that this is not valuable - that it is goofing off. It has been my experience that these are the contacts and interactions that mean the most to me and have had the greatest benefit to my employer(s). Over the past 20 years there have been only a handful of AALL and/or ORALL programs that have made a big difference in my life but the many colleagues I have talked to, had dinner with, or hung around with talking in a hotel lobby have helped me more. I recognize the reality of justifying meeting attendance based on program offerings and I also don't want you to undervalue the educational value of a good meeting program. Instead I want to emphasize the importance of working and building professional relationships.

In Robert D. Putnam's book Bowling Alone, he states, “the core idea of social capital theory is that social networks have value, i.e. “social contacts affect the productivity of individuals and groups.” His book seeks to explore the reasons for the decline in civic involvement (which includes professional associations such

as ours). The main identifiable culprits contributing to this trend are the pressures of time and money - particularly with two career families, suburbanization or urban sprawl, the privatization of leisure time - i.e. television, and what he calls the generational change - the observable trend that we are less involved than our parents or grandparents.

Therefore if you agree that talking and listening to other law librarians is a valuable activity, we must work together to counter this trend toward disengagement. Attend a meeting, go to a program, ask questions, talk to your colleagues, and instead of going to your room after the meeting to watch TV, go to the bar with your fellow ORALLiens - have a soft drink or a beer - and talk. It will help your career and our organization.



March 2012 newsletter, pages 4-7

BURIED ALIVE...OR NOT: Records Retention in Ohio County Law Libraries by Kathleen Dugan

I should probably knock on wood, but in the nine (9) years that I have been employed at the Cleveland/Cuyahoga County Law Library, we have never received either a subpoena or a public records request. That is probably a good thing because, until recently, we did not have any formal policies or procedures in place to address third-party requests for documents. However, due to the creation of the Cuyahoga County Law Library Resources Board ("CLLRB") in 2009, and the relatively recent changes to our County's form of Government from commissioners to an Executive and Council, I felt that I at least needed to create a written policy to manage the maintenance and destruction of public records at our CLLRB. Little did I know how many steps would be involved in creating such a policy, but with the assistance of our County Archivist, I was able to draft, submit, and obtain multiple layers of approval for our brand new Records Retention Schedule, also known as an RC-2.<sup>1</sup> From what I have learned, there is an art to creating a records retention schedule that you can live with and which will not turn you into a hoarder. There were also some significant changes to the

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<sup>1</sup> Our RC-2 can be found at the following link on our website:  
<http://clevelandlawlibrary.org/Public/membership/librarypolicies.html>



rules for local government records programs that occurred in September 2011 that I had to follow when I created our policy.<sup>2</sup> If you are interested in the process I went through, this article may help you create your own RC-2.

Like all counties, Cuyahoga County is driven by many policies and procedures that I had to learn when I became an official county employee a few years ago. As examples, our county maintains formal policies and procedures for hiring and firing, purchasing, and inventorying equipment. Each agency, department, or court is also required to create its own records retention policy or schedule that a) separately identifies the types of records it receives and creates, b) describes the media formats in which these records exist, and c) designates corresponding time tables or “retention periods” for archiving or destroying each record type.

Although our CLLRB has only been in existence for a few years, it is amazing how many records we have already been accumulating in various media formats. Thankfully, despite being unable to throw away or recycle anything until recently, we are not buried under our own paperwork yet. When I consider the types of documents we receive and create, they can be broken down into three (3) major categories: routine agency records; unique library records; and statutory CLLRB records. Examples of routine print documents that we have received include: letters; invoices; payroll records; statistical reports; and a lot of junk mail. Typical print records that we have created include: correspondence; annual budgets; fiscal and statistical reports; contracts; time cards and other personnel documents; and requisitions, purchase orders, and vouchers. All of these records must be scheduled separately on an RC-2.

As a library, we also receive and create documents that are unique to our industry. As a result, I listed and created retention periods for records relating to cataloging, interlibrary loans, and reference and research requests. While you might not think they belong on an RC-2, I was also advised to list publications such as books, newspapers, law reviews/journals, and AV materials that we buy for our library. That way, we can conveniently dispose of updates or superceded copies on the pre-determined basis set forth in our RC-2 without having to exhaust administrative protocols for one-time disposals.

In addition to these types of records, the legislation which created county law libraries in Ohio gave us all extra responsibilities for which we generate very specific records. These would include creating and maintaining agendas and minutes of CLLRB meetings as well as records relating to approval requests and other decisions on purchases of legal resources for and by county agencies pursuant to O.R.C. §307.51. As a result, I created separate categories for these records on our library’s RC-2.

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<sup>2</sup> In addition to changing the procedures for records retention, HB 153 from the 129<sup>th</sup> General Assembly amended some of the existing procedures governing scheduled and one-time records disposal. The following page in the Ohio Historical Society’s web site provides more detailed information and a link to the new law: <http://www.ohiohistory.org/resource/lgr/>

In identifying and listing the foregoing records on our RC-2, I realized that we created many of them originally as digital records such as word processed documents, spreadsheets, faxes, or emails. Some of these records also involved double layers of electronic creation if they were later exchanged by fax or email. The issue of faxes and emails deserves special comment because they admittedly confused me at first. Based on several sample records retention policies I reviewed, I originally listed them as types of records, just like telephone messages or time sheets. However, our local Archivist advised me that our County treats faxes and emails as forms of electronic media for multiple types of documents such as correspondence and mail. Stated otherwise, correspondence and mail can come in print format, such as a written letter you receive in the mail, or a letter you receive in the body of an email or as an email attachment. As a result, our RC-2 addresses retention periods for correspondence and mail in both print and electronic formats, and neither faxes nor emails are separately listed as record types.

The sheer number and variety of records and formats you receive and create may initially deter you from creating your own RC-2. However, you do not have to start from scratch, and neither did I. For ideas on how to list routine records, the Ohio Historical Society provides several excellent guidelines and suggestions, including a County Records Manual (Revised May 2000) and a Sample Library Retention Schedule for public libraries.

<http://www.ohiohistory.org/resource/lgr/publications.html>).

You may also be able to obtain sample policies from other departments or agencies in your county and county law libraries throughout Ohio. To help me get started, I obtained sample RC-2 forms from our Common Pleas Court and Clerk of Courts, as well as several county law libraries, including those in Lake and Summit counties. Recently, the Consortium of Ohio County Law Libraries also prepared its own RC-2. Finally, our local County Archivist provided many good suggestions about preferred Cuyahoga County methods for listing records and choosing retention periods.

Once I had gathered all of my data, I entered it into the Microsoft Word version of the RC-2 that is provided on the Ohio Historical Society's web site. This form provides columns for Schedule Number, Record Title and Description, Retention Period, and Media Type. Two (2) additional columns are for use by the Auditor of State or Ohio Historical Society during the final stages of the approval process. There is no magic to creating schedule numbers, which are simply a combination of a year and a number (e.g., 11-1, 11-2, 11-3 in our case). Almost every sample RC-2 I reviewed listed records in alphabetical order so I did the same, and the only two (2) media formats I was instructed to use were paper or electronic, the latter of which includes CDs, DVDs, and flash drives. The column for retention periods was the most difficult to complete because I had to compare standard recommendations, local county practice, and the realities at our law library, and

then come up with final retention periods that all required signatories would approve. However, I learned that you can always make retention periods longer if you have the room to store the records.

Pursuant to applicable standards and local county practice, some records can be disposed of once the information is superseded, obsolete or replaced or no longer of administrative value. However, some records cannot be disposed of while no litigation is pending; others cannot be disposed of until an audit has been conducted by the Auditor of State. There are also special time frames for disposing of documents related to contracts and insurance policies, but other documents such as annual reports and budgets must be retained permanently. From my own experience dealing with personnel issues for former employees who need to confirm dates of employment for OPERS, we decided that we need to keep employee personnel records permanently. Finally, probably one of the most important steps we took that bears repeating was to schedule all of our publication purchases with a retention period of only 30 days after obsolescence.

Something to remember is that even though your approved RC-2 provides that you may dispose of certain records after, for example, 2, 4, or 6 years, you can decide to keep them longer. Simply stated, designating a defined retention period for a record only establishes the minimum time frame you have to save a record; it does not require an affirmative act on your part to dispose of the record by the date listed.

Once you have your form completed and signed, it will presumably have to go through the same process as ours did. My first step was to present it for approval at a hearing of my local County Records Commission. Next, the Ohio Historical Society signed off and checked the boxes beside a few documents for which I will have to file another form called a Certificate of Records Disposal (RC-3) prior to disposal. That was to be expected. Finally, the Auditor of State granted its approval, and our RC-2 became official. Although this process seemed complicated and time-consuming, we are now able to manage our public documents with certainty.

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## **NEW ORALLian Member Quick Introductions**

In an effort to get to know some of our new(er) librarians, the Newsletter Committee offers the below questions that will hopefully lead to some sharing we can do in future newsletters. While these questions were originally intended for our new(er) members, anybody should feel free to submit their answers.

1. A brief statement of your name and (new) title/position.
2. A small headshot or fun photo if you would like.
3. A few fun facts about yourself:

- a. Hobbies/what you enjoy doing in your free time and/or favorite things to do.
- b. What you are currently reading (or listening to).
- c. An accomplishment that you are most proud of or a favorite quote or best advice you have received.

You can send replies to Jennifer Mart-Rice at [jennifer-mart-rice@uiowa.edu](mailto:jennifer-mart-rice@uiowa.edu)

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### ***A Note from Your Newsletter Editor (and a Cry for Help?)***

For the second consecutive newsletter, we have a very sparse offering. As Ashley indicated in her President's Column, we no longer have the listserv, and we are wondering if that is perhaps part of the issue for getting the word out on the call for articles. In March, a call for articles was posted in the Forums of our new Web site as well as on our Facebook page. Aside from what is contained above, there were no other submissions.

Our committee has been in discussions amongst ourselves, with the Executive Board and the Internet & Social Media Committee, in order to determine how to increase participation and make sure the Newsletter is serving its purpose.

At present, it may just be that people are still discovering the ORALL Forums. Also, it is impossible to ignore the toll that COVID has taken on our librarianship and attempts to remain "normal". Whatever the reason, we are now asking all members of ORALL for their input as we continue to push for submissions.

Our next newsletter will be published in June 2022. After that, we have newsletters scheduled for August 2022 and December 2022.

If you ever have any questions, concerns or ideas, please e-mail me at [pvenard1@udayton.edu](mailto:pvenard1@udayton.edu).