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OHIO ASSOCIATION OF LAW LIBRARIES

O. A. L. L. NEWSLETTER

Vol. I, No. 1

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Editor - Doris R. Fenneberg, College of Law, University of Toledo, Toledo 6, Ohio

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With this issue of the Newsletter the Ohio Association of Law Libraries inaugurates a new service which we hope will become an effective tool in rendering more efficient service to law libraries of Ohio. We will publish bits of news and information that should be of interest to all law libraries regardless of their size, type or location. The frequency of publication will depend, to a certain extent, on the growth of the Association and the interest shown in this type of service. Contributions are solicited from everyone. Send to the Editor any news that you may have as to changes in personnel, expansion of library facilities, short articles or suggestions as to what you would like in future issues.

ANNUAL MEETING AND LAW LIBRARY INSTITUTE

On September 10th the annual meeting of the O.A.L.L. was held on the Ohio State University campus in conjunction with the Third Law Library Institute, sponsored by the O.A.L.L. in conjunction with the College of Law at Ohio State. The annual meeting was held on Friday afternoon and evening and the Institute on Saturday and Sunday, September 11th and 12th. All who attended were unanimous in stating that a wealth of material was covered and a great deal of extremely valuable information was acquired. The Institute was under the able direction of Ervin H. Pollack, Law Librarian at Ohio State University. The program of the Institute covered phases of law library administration such as book selection, book ordering, handling continuations, physical arrangements of books, etc. The last session was held in the new quarters of the Columbus Law Library Association in the Court House Annex. Librarians that are planning new quarters or expansion of their present facilities would do well to visit the Columbus Law Library and discuss their problems with the librarian, Mr. Thomas R. Buker.

It was decided at the annual meeting that hereafter copies of the minutes and proceedings will be sent only to members of the Association instead of to all law libraries in the state, as has been the custom in the past. However, any member of O.A.L.L. may obtain two copies on request.

The question of topics for future meetings was discussed in detail, each member stating his or her preference. The majority favored legal research as their first preference with preparation of a library manual running a close second. It was agreed that both of these should be included in the program of the current year.

New officers for the coming year are:

President - Thomas R. Buker, Columbus Law Library Association  
Vice-President - Helen A. Snook, Detroit Bar Association Law Library  
Secretary - Helen Foley, Miami County Law Library, Troy  
Treasurer - Edna Stroh, Mahoning Law Library, Youngstown

Executive Committee: Pauline A. Carleton, Ohio State University Law Library  
C. B. McClure, Medina County Law Library, Medina  
Doris R. Fenneberg, University of Toledo Law Library

#### EXCHANGE OF DUPLICATES

At the mid-year meeting in May it was decided to inaugurate a system for the exchange of duplicates. All libraries having duplicate volumes which they are willing to exchange are requested to send a listing of such duplicates to George L. Buttafoco at Chase College Library, Elm & Parkway, Cincinnati (10). In the case of treatises the listing should contain the author, title, edition and year. Information for other material should be as complete as possible and should be forwarded on regular 8½ x 11 paper, triple-spaced between items. Send an original and a carbon copy. From these listings a composite list will be prepared and sent to those interested in exchanging their duplicates. Each participating library will be given a code number which will follow the listing. If the library listing an item is willing to offer it on open exchange only the code number will be used. If the library wishes to sell it for \$1 rather than exchange it the letter "a" will be used in conjunction with the code number (for example, 6a). If the offering library wishes more or less than \$1 the letter "b" will be used, whereupon the library wishing the material must inquire of the offering library as to the price. All correspondence in regard to such exchanges must be between the library seeking the material and the one offering it. Mr. Buttafoco will be contacted only for the purpose of listing the material.

Let's start NOW! This is your opportunity to get rid of those duplicates that have been taking up space and at the same time get something in return. Make a list and send it to Mr. Buttafoco as quickly as possible so that we can get going without delay. The program is available to all member libraries without charge.

Robert A. Mace, Chairman Committee on Exchanges.

#### INTER-LIBRARY LOANS

Although law libraries rarely lend books to persons outside the group of patrons they serve there are some libraries that are willing to lend books if the request is made through a responsible library. It is customary in such instances for the borrower to pay the cost of postage and insurance. The College of Law Library, Ohio State University, has the most generous arrangement in this respect and can be of great service to the many law libraries in Ohio. Their loan service covers all materials except current statutes, Shepard's citations, encyclopedias, digests, dictionaries and related tools. They lend treatises (except those needed

for class use), court reports and periodicals. The materials are lent for three days plus transportation time and the borrower pays postage and insurance charges. Their reference services are available to all Ohio attorneys and alumni, to the extent that time and manpower permit. Inquiries should be directed to the law librarian, Ervin H. Pollack.

#### OHIO SUPREME COURT RECORDS AND BRIEFS

For over two years, an attempt has been made to inaugurate a program of microcarding the Ohio Supreme Court records and briefs (merit cases). Originally, the yearly cost was estimated at \$90 per year for each participating library, based on an estimate of 13 participating libraries. That number was never reached and consequently the cost per library increased, which in turn decreased the number of libraries able or willing to subscribe. Since then, the over-all cost of microcarding has also risen. At present, there are six libraries that have definitely agreed to participate. If four more subscribe, the program can be initiated at a cost of \$175 per year. This is based on an average of 40,000 pages and 615 cards per year. If more than 10 participate the cost will be reduced accordingly.

What are the advantages of microcarding? To quote from the original notice sent out by Mr. Pollack in 1952:

"The advantages of having these briefs on microcards are many. The annual cost to a library of microcarding the briefs is less than the proportionate binding costs. The problem of housing the briefs is also eliminated by the microcard process, since a year's records can be reproduced on relatively few cards, totaling about 3/10 of an inch in thickness. This service also should be of interest to libraries which do not now receive the briefs and records ... Additional sets are unavailable."

"The records and briefs would be so filmed as to permit filing of the microcards either by citation, name of case or docket number. The plan is to begin this program with the current records and briefs and project it to the future. If sufficient libraries are interested, we can, at a later date, microcard the earlier materials."

Why are the Supreme Court Records and Briefs important? That may be a natural question from those who have never used them so we asked Miss Helen A. Snook of the Detroit Bar Association Library to tell us briefly of their use in her library. This is what she has to say about them:

"At the moment of this writing (October 18, 1954) the circulation record for this library shows that volumes of the Michigan Supreme Court records and briefs have been withdrawn 910 times since the first of the year. They have gone to court for use by the judges and to offices for use by practitioners. The withdrawal figure reflects only a partial use of the records and briefs here. Many volumes are used in the library each day and our photographic service delivers much material copied from them. No other set of volumes in this library can approach the records and briefs in the use value provided our membership, probably due to the infinite variety and wealth of material they contain.

"It would take a paper much longer than this short memorandum for the

newsletter to fully evaluate this class of legal material for the service it has given the law schools, the bench and the bar. The few items noted in the brief list below are offered as a glimpse only into the great field they serve:

The records provide:

1. Forms of preliminary motions
2. Forms of pleadings in every case
3. Examination and cross examination of all witnesses
4. The charges to juries
5. Opinions and verdicts of the trial court
6. Exhibits of every kind and description, such as:
  - CIO-UAW contracts with Ford, General Motors & Chrysler
  - Municipal charters
  - Bills of lading
  - Oil and gas leases
  - Photographic evidence
  - Extradition papers
  - And hundreds of others
7. Ad infinitum .

"The briefs of the appellant, appellee and amicus curiae in any case provide the attorney who has a similar case with much research already done, ably and effectively. He has, awaiting his review, a valuable list to date of all the arguments which have, or have not, impressed the Supreme Court.

"The records and briefs provide an opportunity to analyze the reasons for the affirmance or reversal of a case by comparing the record of the trial in the lower court with the Supreme Court decision. In this way they may serve in every case as an invaluable guide for the attorney in the preparation and trial of his case, and for the judge in minimizing the errors which may be claimed on appeal."

Miss Snook also quoted from the annual report of Mr. Stebbins of the Social Law Library in Boston. From the paragraph covering the circulation figures for the fiscal year 9/1/53 to 9/1/54 he says:

"The number of items circulated outside the Library was 6,448. The number of Massachusetts and U.S. briefs requisitioned from the locked vault, was 2,480. The latter item is an increase of about 17% over the previous year."

#### Why aren't printed copies available?

The rule of the Ohio Supreme Court requires 12 copies of printed briefs to be filed. Nine of these are distributed to the following libraries: Cleveland Law Library, Western Reserve University Law Library, Cincinnati Law Library, Toledo Law Association, Mahoning County Law Library, Akron Law Library, Belmont County Law Library, Stark County Library and the Supreme Court Library. Of the remaining three, one is kept in the permanent file of the Supreme Court, one is used by the Supreme Court reporter and the third is kept in the loan file. An unsuccessful attempt has been made to have additional copies filed. It appears that if the other law libraries of the state are to have this mine of extremely valuable information a microcard program is necessary.

#### Do microcards require expensive equipment?

The cost of the microcard reader is relatively modest. There are several types

on the market. One is a small, lightweight machine that can be easily carried about for use in any desired spot in the library. Others are slightly larger. Prices range from \$120 to \$223.50. The original readers use only 3 x 5 cards. There is now a larger machine that can be used for the small cards as well as larger ones. The latter are a recent development. Lawyers Co-op is now publishing L.R.A. and A.L.R. reports on these larger cards for the benefit of libraries that need to economize on space. Any investment that you make in a microcard reader will be money well spent, for in the future more and more material will be microcarded.

We suggest the following:

- 1 - If you already receive the records and briefs, consider the space that you will save as well as the trouble and expense of binding that will be eliminated.
- 2 - If you don't receive them now let the members of your board of trustees read Miss Snook's account of their value. Ask them to consider what a tremendous boon it could be to a practicing attorney, how much time and effort could be saved in research.
- 3 - If your library is willing to join the project, contact Ervin H. Pollack at Ohio State University, College of Law.

MESSAGE FROM THE PRESIDENT

To the Members and Prospective Members of the Ohio Association of Law Libraries,  
Greetings:

In Dayton, Friday, May 20, and Saturday, May 21, will be held the mid-year meeting of the Ohio Association of Law Libraries in conjunction with the annual meeting of the Ohio State Bar Association.

The mid-year meeting is a time at which a portion of the program has been devoted to the problems of the smaller libraries and particularly the county law library.

The Association itself is composed of members trained in law library science, law, both or neither. Some of the members represent university law libraries, law firm libraries, bar association or county law libraries of various sizes. Some of the members are specialists in particular fields of law library science such as administration, cataloguing, accessions, county law library financing, library planning, and some are entirely one-man operations and some serve as law librarians only a part of the time and are practicing attorneys or hold some other position within the county.

Regardless of background and training the present members, after five years of active participation, recognize the wealth of material to be gained from an exchange of ideas. There has not been a member from any library, regardless of size, that has not been able to contribute materially to our program and sometimes the very lack of experience calls for a re-examination of basic principles and results in a development of a newer, simpler and improved approach.

Past programs have included book selections; book arrangement; library cataloging; library arrangement; service to the courts, attorneys and public officials; insurance; personnel problems; and county law library financing - to mention only a few, and all have been geared to take into consideration the different sizes of the libraries as well as the difference in years of experience of the members.

To all those with any connection with a law library within Ohio or who have an interest in their development or preservation, we most cordially solicit your inquiry and attendance at our meetings. If you are so inclined, after an investigation of our organization, your individual or institutional membership is invited.

Thomas R. Buker, President

### OHIO'S LAW REVIEWS

Three important law reviews are currently being published in Ohio and every law library in the state, whether large or small, should subscribe to all three, for they give a most comprehensive coverage of all aspects of Ohio law - material that can be found nowhere else.

The oldest of these is the University of Cincinnati Law Review which began publication in 1927, suspended in 1942 and resumed publication in 1948. For some twenty years, this periodical has contained important articles on various phases of both general and Ohio law. Among some of their important articles of the past two or three years have been:

The Law Pertaining to Building Construction Bonds in Ohio  
Probative Value of an Inference Drawn Upon Another Inference, with Special Consideration of Ohio Decisions  
A Re-examination of the Ultimate Issue Rule  
Statutory Requirements for Postponing Taxes Upon Incorporating a Business Undisclosed Principals  
The Growth and Regulation of the Licensing Process in Ohio  
The Ohio Law Enforcement System  
Property Interests Subject to Attachment and Garnishment for Constructive Service in Ohio  
Secondary Boycotts in Interstate Commerce  
Unionization of Public Employees

It is published quarterly by the faculty and students and the subscription price is \$3.00 per year or \$1.00 per current number. Address: University of Cincinnati Law Review, College of Law, Cincinnati 21, Ohio.

The second Ohio review is the Ohio State Law Journal of Ohio State University. It began publication in 1935, suspended in 1942 and resumed in 1948. Since 1949 it has published a review of the legislative enactments of the Ohio General Assembly, divided into two parts, the first of which consists of commentaries on the outstanding enactments of the session and the second part, which constitutes an index-digest of all enactments whatever their general importance.

In the Autumn 1950 issue (Vol. 11, No.4) there is an excellent article on Ohio's court reports. Entitled, "Ohio's Reported Decisions: An Integrated Survey", it

was prepared by Ervin H. Pollack, Law Librarian at Ohio State University, and J. Russell Leach, Reference Librarian. Ohio court reports are bewildering and confusing, the confusion resulting primarily from duplication. This survey gives one a clear picture of the reports covering each court and the periods thus covered.

Other important articles in recent volumes:

Some Aspects of Taxation in Ohio

Ohio Trial Practice

Fiduciary Investments

Aspects of Family Law

Administrative Law in Ohio

The Uniform Commercial Code

Law and Psychology

Motorist Responsibility

Defamation - A Symposium

The recent trend has been to develop each number into a symposium on a special topic of great interest to the legal profession.

It is published quarterly by the College of Law and the subscription price is \$4.00 per year or \$1.25 per copy. Address: Ohio State Law Journal, Page Hall, Ohio State University, Columbus, Ohio.

The newest Ohio legal periodical is the Western Reserve Law Review which initiated its venture in 1949. It has proved a valuable addition, not only by the quality of its regular articles, comments on recent decisions, etc., but by its annual survey of Ohio case law. Each year one entire number is devoted to a summary of Ohio cases which have been reported in Northeastern Reporter, 2d for the preceding calendar year. It is divided into approximately 30 subjects or topics, arranged alphabetically from Administrative Procedure to Workmen's Compensation. It is therefore possible to readily ascertain important Ohio decisions in a particular field of law.

Among leading articles have been the following:

An Analysis of the Ohio Securities Act

The Evolution of Ohio Divorce Laws; Their Development to Meet Present-Day Needs.

Trauma and Heart Disease

Injury and Cancer

Expert Medical Testimony and the Medical Expert.

There have also been some rather extensive notes on various phases of Ohio automobile law - such as the assured clear distance, right of way and motorist responsibility.

The review is published rather irregularly and each volume has been slightly larger than its predecessor. Subscription price is \$5.00 per year or \$1.25 per number. Address: Western Reserve University, 11133 Bellflower Rd., Cleveland 6.

#### BOOK REVIEW

"Effective Legal Research" by Miles Price and Harry Bitner is a "must" item for every law library, large or small. It contains a wealth of information that can be found nowhere else. Every type of law book is described with much greater detail than is found elsewhere. It fills a gap that has existed for much too long. By the use

of this book a person with little knowledge of law or law books can soon assimilate a great wealth of information concerning the tools of the profession. The less you know about law books the more you need this book, and the more you know about legal research the more you will want it.

In the appendices are the following: a check list of American law reports and digests; a similar list of British and Canadian material; a list of Anglo-American legal periodicals with bibliographic information; a standard form for an appellate brief; a memorandum of law; a table of abbreviations commonly used. All of these are more up-to-date than previous lists.

Included in the book is the material originally published in pamphlet form under the title, "A Manual of Standard Legal Citations". It is extremely useful in giving the proper form for all legal citations, usually with examples of form preferred by the U.S. Supreme Court, in use by government agencies, etc. as well as suggestions as to more practical methods of citing various legal materials. It will answer the questions of an attorney who wishes to cite material that he has never cited before.

Lawyers will welcome this addition to their library and find many occasions in which it can prove invaluable. Librarians will consider it their bible. If you haven't already purchased a copy, be sure to do so.

Published in 1953 by Prentice-Hall, Inc. Address: Prentice-Hall, Inc., Order and Shipping Dept., Englewood Cliffs, New Jersey. Price: \$10.00.

#### CARE OF BOOKS

Everyone who owns or administers a law library, regardless of its size, is faced with the problem of cleaning, repairing and preserving the books. This is especially true of the old sheep-bound volumes which dry out and disintegrate unless given proper care. The following suggestions are passed along in the hope that they may prove helpful.

CLEANING - A quick and economical method of removing surface dust and grime is by the use of ordinary wall-paper cleaner. It will not remove stains or dirt that is ingrained but it will remove the dirt that so unpleasantly soils one's hands. If it is available, a tank or canister vacuum cleaner with brush attachment will remove the major part of the dust but the wall-paper cleaner will do a better job. The preferred method is to use the brush first and the wall-paper cleaner afterwards.

There are also commercial preparations specially designed for cleaning books. "Cactus Cleanser", a product of Demco Library Supplies (\$.50 for  $\frac{1}{2}$  pt.; \$.80 for 1 pt.; \$1.40 per quart and \$3.95 per gallon) cleans both the covers and the pages of a book.

PRESERVATION - In the case of leather books mere cleaning is not sufficient if the books are to be preserved for an indefinite length of time. The natural oil of the leather dries out with the passing of time and with exposure to air. Unless this oil can be restored the leather crumbles, the hinges crack, the covers come off and a total wreck results. The Bureau of Standards of the federal government has issued a pamphlet, "Preservation of Leather Bindings". This pamphlet gives formulas which the Bureau has approved for use on leather. The New York Public Library uses a formula of Lanolin 40% and Neatsfoot Oil 60%. The Lanolin is warmed, the oil added and stirred



into the lanolin and then allowed to cool. A very simple method is to apply plain Neatsfoot Oil with a brush, continuing as long as the leather will absorb the oil. Although at first the leather will be darker as a result of the oiling, it will in time resume its natural color.

There are other simple preparations which some librarians favor, such as petroleum jelly, Venetian shoe cream and even milk. Some oil the book first and then cover with a self-polishing wax. One thing is certain - leather books will deteriorate much quicker in a community that has a great deal of smoke or air pollution. Each person must decide for himself or herself which preparation to use. The Neatsfoot Oil is, of course, the cheapest and perhaps the easiest of them all. Purchased in gallon lots it is quite inexpensive.

After the books have been oiled, a dressing should be applied that will seal in the oil and retard the drying process. For this purpose some use a regular book lacquer. Others make a solution of book shellac and alcohol in equal parts. However, with the advent of the new plastic emulsions, a more effective dressing has come into popular use. This is a diluted solution of plastic cement and water. Plastic adhesive or cement is sold under various trade names: Magic-Mend (Gaylord), Norbond (Demco), Book-Saver (Delkote), Liquick Leather (by Halberstadt) etc. General Bookbinding Co., of East Cleveland, sells the plastic cement in a plain jar without a label. Their price is lower than that of the trade-name products. All of these are very similar and perform the same function.

This new plastic emulsion has a thick, milk-like appearance but when applied it dries to a perfect transparency in a matter of minutes. The dried film is both flexible and tough, with an elasticity which keeps it from chipping off or drying out. It restores old leather to a shiny "new look" and meanwhile provides a strong, flexible hinge in place of one that has cracked, or, if the hinge has not yet cracked, it will prevent its doing so. Truly it is the answer to a librarian's prayers.

Before applying a coating over the entire book it is well to reinforce the hinge of the book with undiluted plastic cement. This results in an elastic hinge which will hold the covers firmly even though the leather cracks. If the cover is already loose, or even completely separated from the book, this plastic will cement it to the book. In such a case, it is well to paste a strip of mending tape on the inside hinge to further reinforce it.

The dressing that is applied to the entire book should be diluted in a proportion of 3 or 4 parts of water to one part of cement. If the book is badly worn, a stronger solution is used, half water and half cement, or, in extreme cases it may be used undiluted. Torn spots may be pasted down with the cement. If the top of the back or spine is worn and torn from the constant wear it gets from being pulled off the shelf, it is well to reinforce it with an extra coating of the cement, or with a strip of Mystik Tape, which may be obtained from any of the library supply houses or even from the five and ten cent stores.

In the next issue of the Newsletter will be information concerning some simple repair methods.

## LIBRARY SUPPLY HOUSES

The three major library supply houses are:

Gaylord Bros., Inc. - 155 Gifford St., Syracuse, New York  
Demco Library Supplies - Box 1070, Madison 1, Wisconsin  
Remington Rand, Inc., Library Bureau - 646-650 Main St., Cincinnati 2  
1240 Huron Rd., Cleveland 15  
58 East Gay St., Columbus 15  
447 Third National Bldg., Dayton 2

If you do not have their catalogues, write for one. You may learn of many library supplies and equipment that will make your work easier.

"Book-Saver" mentioned above is a product of Delkote, Incorporated, Wilmington 99, Del.

"Liquick Leather" may be obtained from Liquick Leather, 32 Hawley St., Boston 10, Mass.

The address of General Bookbinding Co. is 1766 East 133rd St., East Cleveland 12.

Neatsfoot Oil may be obtained locally or from Sunbeam Products, Inc., 138 Main St., Toledo, Ohio.

## RECENT OHIO LAW BOOKS

Addams & Hosford - Ohio Probate Practice - 4th ed. by Judge Chase M. Davies, 1954.  
W.H. Anderson Co., 524 Main St., Cincinnati, Ohio. Price \$30.00.

Deibel's Ohio Probate Law, Practice & Forms - 5th ed., 1954. Banks-Baldwin Publishing Co., University Center, Cleveland 6, Ohio. Price \$30.00.

Schneider's Ohio Criminal Code - 2d ed., 1954. W. H. Anderson Co., Price \$32.50.

Baldwin's Criminal Practice Manual - 4th ed., 1954. Banks-Baldwin Publishing Co., Price \$32.50?

Zimmerman's Ohio Municipal Court Practice & Forms. 1954. Bobbs-Merrill Co., 730 North Meridian St., Indianapolis 7, Indiana. Price \$17.50.

Ellis' Ohio Municipal Code - 10th ed., 1954. W. H. Anderson Co., Price \$35.00.

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This concludes our maiden effort in publishing something that can be of value to the law libraries of the state. It isn't technical because we know that most of our law librarians have had no technical training. It has been written especially for the smaller library. Please give us suggestions for future issues.

Have you discovered some simple way of doing a library chore that others might like to know? Have you discovered an error that should be brought to the attention of law librarians? Do you have a question concerning law libraries to which you would like an answer? Is there a book now out of print that you would like to secure? We would be glad to list it in a section of the next issue. If you answer the above questions in the affirmative, let us know about it. Address replies to the Editor.