

From the President...

Trisha Fabugais, Gardere Wynne Sewell, L.L.P.

It's a new year that holds much promise for everyone. I hope each of you have had a good beginning so far, both at your places of employment and in your personal lives. There's a lot to look forward to this year – February will have Anne Myers, AALL Board member, speak to us at our meeting. The spring seminar is fast approaching, and will take place in March. Kim Serna is working hard on it, and we will soon have announcements for both meetings coming soon on HALL-L.

As you all know, AALL elections were done electronically this year. As chapter president, I am on a listserv for chapter presidents and vice-presidents, and electronic voting has been one of the most recent topics of late. There was an e-mail from Reggie Swanigan, Director of Information Technology for AALL. In it he relayed that the AALL election went extremely well, and the product used to conduct the electronic voting worked wonderfully. AALL is in the process of documenting and licensing the product, so it can be made available for use for all AALL chapters, SISs, and other groups. I thought the news was very exciting, and if it doesn't happen this year, there's a very good chance that next year, all of us can do the voting for the HALL officers from the comfort of our home or office.

It may seem far away, but, very soon, HALL elections will be held, and if you have an interest in serving on the HALL Board, please let Virginia Davis, Chair of the HALL Nominations Committee, know. Her e-mail address is davis@uh.edu. As Chair, Virginia will choose two other people from HALL to form the Nominations Committee, and those members will not be allowed to nominate themselves for any kind of position. The Committee will put together a slate of officer nominations that will then be presented to the members of HALL to vote on during the May Business meeting. Again, if you have a serious interest to serve on the board for next year, please let Virginia Davis know. If there is more than one candidate for a position, the Nominations Committee will put one person on the slate and the other candidate(s) can be nominated at the May meeting.

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AALL Board Member Visit

Our annual AALL Board Member visit will be at our regular monthly meeting on Wednesday, February 9, 2005 at South Texas College of Law. This year's representative, **Anne Myers**, is "returning home" to Houston after living in Charlottesville, VA, Portland, Maine, and most recently, Boston, where she is Head of Technical Services at Boston University Law Library. A 25-year veteran of the profession, she has been with Boston University since 1990 and has been very active in professional activities for a number of years.

Anne was elected to the AALL Executive Board in 2004 to a term that will run through July 2007. She received her B.A. in Spanish at Vanderbilt University and her M.L.S. from the University of Texas at Austin. Her professional activities have included serving as Chair of the Online Bibliographic Services (OBS) SIS; Chair of the Council of SIS Chairs; Member-at-Large, Vice-Chair and Chair of the Innovative User Group Steering Committee; and, until last year, OBS-SIS webmaster. For personal information about Anne, you can view her website at <http://people.bu.edu/amyers/>.

In addition to her presentation at the February meeting, there should be an opportunity to enjoy a dutch-treat dinner with Anne and other HALL members on Tuesday evening, February 8, and Anne will be touring a few law libraries on Wednesday as well. Watch for announcements of these events on HALL-L or contact Kim Serna at ktserna@jonesday for more information.

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The Executive Librarian

(Legal and Tax Library Filing and Maintenance Service)



Monika Miura

3510 Kiamesha Drive
Missouri City, Texas
77459-4413

office (281) 437-2135 mmiura@houston.rr.com pager (713) 720-8214

President's Message . . .

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On a similar vein, please be aware that HALL sponsors several scholarships/grants for which HALL members can apply. There is one for a person who is a librarian and has been accepted into law school, another scholarship for a HALL member starting his/her MLS, and another one to receive some funding for the AALL conference. You get the picture, we have scholarships/grants for HALL members, and we need your applications! Scholarship and Grant applications are located on the web site at <http://www.aallnet.org/chapter/hall/members.htm>. You will need the "members only" login and password to access the forms; contact Susan Spillman if you don't already have it or have misplaced it.

I hope each of you have a great month, and I hope to see everyone at the February meeting!

Spring Is In the Air

Kimberly Serna, Jones Day L.L.P.

The 2005 year will bring some great guest speakers and topics to our HALL meetings.

On January 12th, Tracy Everett with Littler Mendelson joined us to present "22 Essentials of Public Speaking." [Editor's Note: Tracy's handout appears on [pages 11-12](#) in this issue.]

February 9th is our annual AALL representative visit. This year Anne Myers will be joining us. Anne is the Head of Technical Services at Boston University, Pappas Law Library. (Anyone wishing to accompany Anne to dinner on Feb. 8th or hosting Anne in their Library, should contact me).

Our full-day seminar scheduled for March 9th, is to be held at South Texas College of Law. Ideas for speakers and topics should be submitted to me as soon as possible.

April 13th we are hoping to have Professor Tracy McGaugh with South Texas College of Law speak on working with Generation X & Y.

The HALL 2004-05 year will close on May 11th with our annual business meeting and election of officers.

Watch HALL-L and visit the website for more information on the seminar, as well as what's on the agenda for the rest of the HALL 2004-05 year.

Scholarships and Grants Applications Available

Judith Jackson, Harris County Law Library

The HALL Scholarships and Grant criteria and applications for 2005 are now available. HALL has funds available for members to attend library school, law school, and or the AALL annual meeting, this year in San Antonio in July. The criteria and forms for each scholarship and grant are available on the HALL website at <http://www.aallnet.org/chapter/hall/grants.htm>. The forms are available on the "Members Only" section of the website. Contact Susan Spillman at spillman@stcl.edu if you need the login and password.

Please note that all recipients of AALL grants are required to give a 10-minute presentation at the HALL August general meeting "AALL Recap". The presentation can be of the experience of the meeting as a whole or on a particular program. In addition, recipients are required submit an article of *at least 3* good-size paragraphs to the July/August 2005 issue of the *HALL Newsletter* by August 1, 2005.

All applications must be submitted to the Scholarships/Grant Chair, Judith Jackson, by Wednesday, April 6, 2005.

The *HALL Newsletter*, published 6 times a year by the HALL Publications Committee, is the official publication of the Houston Area Law Librarians. The purpose is to communicate information to its members. Send contributions, comments, news items or advertising queries to Barbara Szalkowski, Editor, The Fred Parks Law Library, South Texas College of Law, 1303 San Jacinto, Houston, Texas 77002-7000; fax: (713) 659-2217; email: szalkow@stcl.edu; or call (713) 646-1724.

All contributions submitted for publication are subject to editorial review. HALL does not assume responsibility for the statements of contributors. Views or opinions expressed herein do not necessarily reflect the views or policies of Houston Area Law Librarians. The *HALL Newsletter* is not copyrighted, however, permission should be sought from the authors and credit given when quoting or photocopying material from this publication.

Membership dues for HALL are \$25.00 a year. For membership information, contact Susan Spillman, Computer Instructional Services Librarian, The Fred Parks Law Library, South Texas College of Law, 1303 San Jacinto, Houston, TX 77002-7000.

HALL home page: <http://www.aallnet.org/chapter/hall>

Nominations Committee

Virginia Davis, University of Houston

The HALL Nominations Committee is preparing a slate of candidates for the 2005-2006 HALL Executive Board. The slate will consist of candidates for Vice-President/ President -Elect, Secretary, Treasurer, and one Member-at-Large. Nominations are also taken from the floor during the annual business meeting in May.

The right to hold office in HALL is limited to individual, institutional, and retired members. Also, the Vice-President/ President-Elect is required to be a member in good standing of AALL. All candidates must indicate a willingness to serve, have an interest in the chapter and time to fulfill the responsibilities of the position. A member may nominate fellow HALL members or themselves for any of the positions mentioned above. If more than one person is nominated for a particular position, the Committee reserves the right to select one for the slate and the other(s) can be nominated at the May meeting. Please contact any member of the Nominations Committee:

Virginia Davis, Chair
University of Houston O'Quinn Law Library
(713) 743-2310
davis@uh.edu

Riva Laughlin
Haynes and Boone, L.L.P.
(713) 547-2828
riva.laughlin@haynesboone.com

Tina Ting
U.S. Courts Library
(713) 250-5696
tina_ting@ca5.uscourts.gov

The deadline for submission of names to the HALL Nominations Committee is Monday, February 28, 2005.

Vendor Relations Forum

Colleen Pincumbe, Thompson & Knight L.L.P.

Vendor Forum presentations are provided for HALL Members to review products and learn about services of legal and business publishers we interact with today. The content of these presentations may or may not be specific to the needs of all of our libraries but these presentations help you evaluate just that. This platform is a valuable service of HALL as it not only gives you the opportunity to view a product or learn about a new trend in library research or library management, but it also helps you stay on top of the nuances of the on-line products and services we already utilize. More importantly it gets you connected with a network of product representatives and marketing individuals you might deem necessary to invite to do a presentation for your users or your library administration.

While there is not a vendor forum scheduled for January plans are in the works to bring to you something special both from Bloomberg and Thomson-West in the near future. Of course all of you will be notified of all the details when dates are finalized.



Member News...

Nano Scherrieb, Senior Librarian, Andrews & Kurth, L.L.P., was one of six honorees who received the Houston Livestock & Rodeo (HLS&R) Trailblazer Award at the Ladies' Season Box Committee Annual luncheon/style show on January 11. She has served on the Special Children's Committee for 23 years and has been a member of the Board of Directors since 1999. While Chairman, the Committee started the Top Hands Horse Show for physically/mentally challenged riders. Nano received the following in her congratulatory letter:

"We are very proud of your achievement as an outstanding volunteer. Our honorees are forward thinking, productive women who have shown their dedication to the HLS&R through their time, talent, and generosity. These impressive, highly respected women from various areas of the show continually promote the spirit of volunteerism. You are the epitome of leadership at the highest level."

Congratulations to Nano for your well-deserved recognition!

HALL Spring Seminar

Kimberly Serna, Jones Day

Mark your calendars for March 9th, 8:30am-4:30pm, to attend the full-day spring seminar at South Texas College of Law. Our confirmed speakers include Susan Skyzinski from LexisNexis (Business Civility and Etiquette), Ann Thielke from Andrews & Kurth (Health Law), Chenglin Liu from the University of Houston (Chinese SARS), and a panel discussion on "Librarians as Vendors" with Susan Skyzinski, Blythe McCoy, Catherine Whitney, and Dina Dreifuert.

As the topics and presenters are still being finalized, it's not too late to let me know if there is a topic you are interested in learning more about or if you have an interest in speaking. Watch HALL-L and visit the website for more information.

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Jeanne Harris

Owner

PO Box 1047

Austin, Texas 78767-1047

Phone: 512-474-8108

Fax: 512-474-8108

E-mail: kic4jharris@hotmail.com

Houston Phone: 713-862-5370

General Meeting Minutes

Houston Area Law Librarians

January 12, 2005

South Texas College of Law

Minutes Subject to Correction and Approval

Trisha Fabugais called the meeting to order at 12:05pm. We welcomed two new members and one guest.

The September and November minutes were approved.

Treasurer's Report: Caren Luckie distributed the monthly Treasurer's Report and reported that there is money in our account.

Old Business No old business.

New Business No new business.

Announcements

- Elizabeth Black-Berry reported that the HBA book sale was a huge success, with a record number of donated books. Elizabeth also said she went to UNT's Introduction to Information Access and Retrieval and spoke on a panel to Library School students on January 9.
- Trisha Fabugais said there will be an HBA Blood Drive in the First City Tower Building January 20th from 10:00am-2:30pm.
- Jessica Alexander reported she read in the North Texas Library School newsletter about a group of students who went to Phuket Thailand with their professor. They worked to organize a library with a Library School student from Thailand.

Committee Reports

Archives: Mark Lambert was not in attendance but sent an e-mail report which Trisha gave: "I have nothing to report besides that the HALL records are safe and secure!"

Bylaws: No report.

Continuing Education: Kim Serna said the speaker at our February 9th meeting will be an AALL Board Member – Anne Myers, Head of Technical Services at Boston University. Anne will be touring Houston libraries during her visit and will be in need of escorts for dinner out February 8th.

March 9th is our full day seminar. Speakers confirmed so far will discuss Health Law and Chinese SARS, and Kim is looking for more speakers.

HBA Liaison: No report.

Library School Liaison: Catherine Whitney had no news, but she said she had been contacted by prospective Library Students and Catherine encouraged them.

Membership: Susan Spillman was not in attendance, but Barbara Szalkowski reported that HALL now has 153 members.

Nominations: No report.

Placement: No report.

Publications: Barbara Szalkowski reported that the next newsletter deadline is January 18.

Scholarships/Grants: No report.

Vendor Relations: No report.

Meeting was adjourned at 12:15pm.

San Antonio Shops & Shoes

Monica Ortale, Co-Chair, AALL San Antonio Annual Meeting
Local Arrangements Committee



"Things are Bigger in Texas!" Just take a look at the giant sized boots outside North Star Mall. A tribute to just two of my not so secret vices, shopping and shoes! San Antonio has fabulous shopping, La Villita is next to the Hilton, a complex of 27 restored buildings on the site of a Coahuiltecan Indian Village. Each building showcases various artists. There's painting, jewelry, pottery and beautiful weavings, all unique to the region.

Just a short trolley ride down Commerce St. is El Mercado, a veritable warehouse of pottery and then there's the farmer's market. If you don't get enough to eat browsing the stalls, then head to the restaurants. Las Margaritas is my favorite, I can picture it now as the colorful waiter carries the sizzling fajitas platter, the steam streaming behind and the aroma!

But, for those with a car, head north on I-35 for about 30 minutes and be prepared to visit the mecca of all shopping. The factory outlet stores of San Marcos, hundreds of them, too many to mention, but definitely worth the trip when you consider the savings.

Ah, but I digress. For those love shopping for footwear, there are marvelous bootmakers. Try Lucchese, hand made bootmakers since 1883, or Crazy Horse custom boots both in San Antonio. For me, shopping is really all about shoes, and the factory outlet stores are an option. But, if you want something closer to the convention center, then Dillard's & the shops in RiverCenter have a wonderful assortment. When all is said and done there's nothing like relaxing at a table on the riverwalk level, watching the tourists and the riverboats, sipping a Starbucks coffee, knowing that the bags surrounding you are full of shoes just waiting for the right occasion, like, the General Business meeting.

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HALL Treasurer's Report January 12, 2005

	<u>Income</u>	<u>Expenses</u>	
Balance forward 5/31/04			\$ 5,685.89
Dues	3,550.00		
Newsletter/meeting announcements			
Newsletter ads	1,020.00		
Postage		12.59	
Postage refund from last year	167.61		
Luncheons/Meetings			
SWALL/HALL joint meeting March 2004		230.99	
HALL/DALL/SWALL Reception '04 (\$500 Jones McClure sponsorship accounted for on last year's books)	877.28	1,815.92	
Dec. 2003 (GSI – dessert)	246.88		
Jan. 2004	58.75		
Feb. 2004	.25		
April 2004	96.00		
May 2004	379.50		
Aug. 2004	331.25	324.75	
Sept. 2004	367.50	320.00	
Oct. 2004 Seminar MCLE accredited.	840.00	555.84 75.00	
Nov. 2004	472.50	433.00	
Dec. 2004	1,175.00	1,667.25	
Scholarships			
Refund AALL grant	350.00		
Administrative			
Office supplies		88.37	
Memorial gifts		75.00	
Unclaimed West funds From prior years	1,000.00		
Insurance		202.50	
Balance 1/12/2005			\$10,817.20
Caren Luckie, Treasurer Jan. 12, 2005			

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Executive Board Meeting Houston Area Law Librarians January 19, 2005 Gardere Wynne Sewell

Minutes Subject to Correction and Approval

Trisha Fabugais called the meeting to order at 11:57am. Those in attendance were Trisha Fabugais, Maggie Brown, Caren Luckie, Kim Serna, Tracy Timmons, Pam Jenkins, Barbara Szalkowski, Virginia Davis, Judith Jackson, and Mary Ann Wacker.

New Business

Visit of AALL Board Member Anne Myers – Kim said she was waiting on Anne's final flight arrangements to determine our plans for dinner and Library visits. Kim said she would send a message on HALL-L to invite members to join Anne for dinner on February 8th. Anne will speak at the February 9th meeting.

HALL Spring Seminar – Kim is working on rounding out our list of speakers for the Seminar. Possible ideas for programs are: RSS, E-Filing, and web/graphic design. Our confirmed speakers include Susan Skyzinski from LexisNexis (Business Civility and Etiquette), Ann Thielke from Andrews Kurth (Health Law), Chenglin Liu from the University of Houston (Chinese SARS), and a panel discussion on “Librarians as Vendors” with Susan Skyzinski, Blythe McCoy, Catherine Whitney, and Dina Dreifuert. We decided to increase the price of the Seminar by \$5 to \$55 for members and \$80 for non-members, and also to offer a half-day option with lunch. Scholarships will be offered to one staff member from the Houston Public Library and one staff member from the Harris County Law Library.

George Strait minority scholarship – The Board voted unanimously to pay the remaining amount of HALL's pledge (\$2,500). Caren said we have the money and will pay it within the month.

Nominations for HALL officers and Committee Chairs – Virginia Davis, head of the Nominating Committee, said she was working on a list of names for nominations. The Board discussed names of HALL members who might be willing to run for the Executive Board. There was some discussion on the meaning of “single slate” as used in the HALL bylaws, as well as a prohibition in the bylaws about people serving more than three consecutive terms in the same office.

Scholarships and Grants – Judith Jackson, head of the Scholarships and Grants Committee, said the deadline for applications would be April 6. There will be money available to assist HALL members attending law or library school, and for members who wish to attend AALL. We should make a special effort to get people to apply for grants to AALL since it will be in San Antonio. All recipients of scholarship or grant money for AALL are expected to write a report for the HALL newsletter and give a recap at the August HALL meeting.

Gift Basket – Monica Ortale suggested to Trisha we offer a Texan-themed gift basket to be raffled off at the AALL Hospitality booth in San Antonio. The Board voted unanimously to spend \$50 on this project.

HALL Table at AALL conference – The Board decided it would be a good idea to have a HALL table set up at the AALL conference. It is not necessary to staff the table, but the table would have a display with some photographs of members and activities. Some of our give-aways would be available, such as HALL rulers and shirts, as well as HALL brochures.

Updating HALL brochure – some of the information in the HALL brochure is out of date and the whole thing looks blah, so Trisha suggested it was time for an update. Mary Ann Wacker said she'd give it a try.

Meeting was adjourned at 1:05pm.

Houston Public Library Book Sale

Caren Luckie, Jackson Walker L.L.P.

It's almost time for the Annual Bargain Book Sale, organized by the Friends of the Houston Public Library. The Sale will be held on March 11-13, at the George R. Brown Convention Center. The Friends are looking for volunteers to help at the Sale. If you'd like to volunteer, please contact Marie Wise, the Sale Chair, at (713)426-3170 or marie.wise@mindspring.com. You can also contact me, and I'll send you a volunteer form. We need people to do everything from sorting and shelving (replacing books on the table) to cashiering. It's a lot of fun, especially just watching the people who are buying – they come with every imaginable (and some you'd never think of) form of “wagon” for loading their finds.

Also, if you're willing to put a poster up at your office, or anywhere else you frequent, please let me know. We have 2 sizes – a small flyer (1/3 of a sheet of 8.5" x 11" paper) and a poster (11" x 14"). They're bright yellow with black lettering – very eye-catching. Some of you have already replied to my e-mails, and I've started a list. The posters should be available in early February.

Finally, if you can't volunteer to help, please try and come to the Sale. We have lots of great books in all categories – Texana, fiction, cookbooks, history, art, children's books. Most books are priced at \$2 or less (many children's books are only \$1); Better and Best Books are individually priced at higher prices. Friday evening the Sale is only open to Friends members (memberships available at the door); Sat. and Sun. are free and open to the public (Sunday is “bag day,” \$10/bag and we supply the bags).

My thanks to the HALL members who have helped with sorting during the year!

Don't Forget!
AALL Board Visitor – Anne Myers
Wednesday, February 9, 2005

Recent Acquisitions of the Special Collections Department of the Fred Parks Law Library

Mark Lambert, *South Texas College of Law*

The **San Jacinto County Law Book Collection**, donated by the San Jacinto County Heritage Society, Coldspring Texas, in August 2004. The collection consists of 44 titles or 53 volumes, with the approximate inclusive publication dates of 1870-1915, the former date being when the county was created out of parts of four other Texas counties. The books were part of the law library recovered from the original wooden San Jacinto County Courthouse when it burned down in 1915. Subsequently a new stone courthouse was built, and apparently all new law books were acquired for the law library, and the old salvaged books were forgotten. Later when they were re-discovered the law books were donated to the San Jacinto County Heritage Society. The Heritage Society runs a museum complex including the original county jail, and eventually ran out of room for the law book collection. Some volumes show evidence of the 1915 courthouse fire, and the donation includes five titles with no previous holdings in Texas according to OCLC.

The **Professor Leonard A. Duffy Papers and Law Book Collection**, donated in September 2004. Leonard A. Duffy was a professor of law at South Texas from 1968-1997, mainly teaching property law and land titles. After Professor Duffy died in 2004, his widow, Mrs. Nola Duffy donated to the Fred Parks Law Library Professor Duffy's lecture notes, as well as his extensive law book collection consisting of 78 boxes of books, including 48 titles or 76 volumes added to the South Texas Special Collections department. The titles added to the Special Collections department include such items as *Bouvier's Law Dictionary* from 1857 and *Rapalje and Lawrence's Law Dictionary* from 1883.

There's a New Blog in Town!

Sharon J. Persons, *Co-Editor, LLNE Newsletter*

Why wait 3 months to catch up with LLNE? The editors of the *LLNE Newsletter* have created a blog to keep you up to date! This blog includes member news, LLNE updates, and tips on technology. You can view the blog at <http://llne.blogspot.com/> and sign up to receive updates through <http://www.bloglines.com> by subscribing to the RSS feed <http://llne.blogspot.com/atom.xml>. Members can also post information to the blog, using a chapter user name and password.

Please refer to the LLNE News article about RSS, "RSS to the Information Overload Rescue" in Volume 24, Number 2 (2004) on page 19, if you want to learn how to sign up for news feeds.

[Editor's Note: Would HALL benefit from a HALL blog? Are you interested in investigating what it would take to have a HALL blog? Please contact a member of the HALL Executive Board to express your interest.]

West Excellence in Law Librarianship Scholarship

Lori Hedstrom, *Thomson West*

Applications for the West Excellence in Law Librarianship Scholarships are due on February 28, 2005. The West Excellence in Law Librarianship Scholarships program encourages leadership and excellence within the profession. The program awards scholarships of \$2,500 each year to several full-time students working toward graduate-level library science degrees with a demonstrated interest in law librarianship. Law librarians pursuing library science, law or graduate-level technology or computer science degrees as continuing education within the profession are also eligible. Please see <http://west.thomson.com/librarian/scholarships/> for complete information and an application form for this year's scholarships, which are available to full-time students.

Book Review

The Lawyer's Guide to Fact Finding on the Internet

Michele A. Lucero, *Weil Gotshal & Manges LLP*

Do you ever want or need to find research information on the Internet, but feel as if you don't know where to begin? *The Lawyer's Guide to Fact Finding on the Internet* by Carole A. Levitt and Mark E. Rosch is just the resource. Two distinctive individuals have come together to create this useful tool. Levitt is no stranger to the legal research field being an attorney and former law librarian. Rosch is a marketing expert who certainly knows the Internet from his web developing skills.

This publication is a must have for all practitioners and a helpful tool for anyone in the research field. Though written specifically for attorneys, this book is a practical guide to assist anyone on the hunt for information. *The Lawyer's Guide to Fact Finding on the Internet* can be used as a ready reference tool to find what one needs effectively and efficiently. One can easily locate the best web sites in a matter of minutes. Beneficial aspects of this 600-page book include how easy it is to use, how the contents are arranged and the comprehensive content within these pages. Reviews, screen shots, information on cost and useful tips make this a one-stop answer to where to go on the Internet. The publication also includes a helpful CD-ROM, which makes it easier to come across sites referred to within the book.

This book begins with a general overview of the Internet and various features of search engines, then further narrows to discuss specific chapters on public records, medical and international law for example plus more. I have not been able to locate any resource comparable to this publication. It covers all areas of research, provides more than just a "list" of sites and will definitely help lawyers and non-lawyers alike. It is a essential resource, which will undoubtedly be useful for a long time. Written by experts and designed in a logical easy-to-use manner, *The Lawyer's Guide to Fact Finding on the Internet* is a valuable resource. If interested in purchasing, please visit the authors' website at <http://www.internetfactfinder.com/lawlib>, which will give a 20% discount to any law librarian.

The Call for Papers Has Begun



Have you been thinking of writing an article of interest to law librarians? Maybe you just need a push to get started? Whether for fame or for fortune, this is your chance to enter the AALL/LexisNexis™ Call for Papers Competition.

The AALL/LexisNexis Call for Papers Committee is soliciting articles in three categories:

- Open Division for AALL members and law librarians with five or more years of professional experience
- New Members Division for recent graduates and AALL members who have been in the profession for less than five years.
- Student Division for budding law librarians still in school. (Students need not be members of AALL)

The winner in each division receives \$750 generously donated by LexisNexis, plus the opportunity to present his or her paper at a special program during the AALL Annual Meeting in San Antonio. Winners' papers will also be considered for publication in the Association's prestigious *Law Library Journal*.

For more information, a list of previous winners and an application, visit the AALL website at http://www.aallnet.org/about/award_call_for_papers.asp. **Submissions must be postmarked by March 1.**

If you have any questions, please contact any member of the AALL/LexisNexis Call for Papers Committee, Chair, Virginia Davis, davis@uh.edu ; Renee Rastorfer, rrastorf@law.usc.edu or Patricia Wellinger, pwelling@law.du.edu

22 Essentials for the Effective Speaker

The prospect of making a presentation can strike fear in the hearts of the most able professionals. Statistics tell us we fear public speaking more than spiders. More than death! But the fact remains – more and more contracts are awarded, products bought and people hired because of the rapport established during a presentation.

Television and the Internet have changed how audiences respond to presenters. They expect a polished, virtually seamless delivery and will not accept a disorganized, rambling monotone presentation. An audience judges a speaker 85 percent on how he looks and how he sounds, and only 15 percent on what he says. So you'd better be prepared.

Here are 22 points that will help you get and keep the audience on your side.

1. Use illustrations, anecdotes or examples for openers, they gain attention. Be a storyteller.
2. Be relaxed and conversational. Be yourself. Public speaking is just a big conversation.
3. Be enthusiastic and project a high energy level, you'll be more interesting to your audience.
4. Establish and maintain good eye contact with your audience. Deliver message to each person, individually.
5. Project your voice. Use energy to avoid speaking in a monotone. That same energy will make your face more animated and full of expression.
6. Learn what your non-words are (uhm, basically, ahhh, so, like) and avoid them. Use pauses to break up your speech patterns and add emphasis.
7. Be still. Pacing, rocking and swaying detract from your speech and waste valuable energy. Stand with your feet shoulder-width apart, (or a little closer), toes front, knees slightly bent. When you move, move with a purpose (different from pacing).
8. Learn to control your nervous habits (adjusting your glasses, fidgeting, playing with rings, jingling change in your pocket), it will help you project confidence. Practice with someone or videotape yourself.
9. Stand with your hands at your sides, relaxed (not in your pockets, not behind your back, not on your hips, not perched on the sides of the podium like a bus driver). Use energy to make large, expressive gestures. Return your hands to your side. (Don't practice your gestures.)
10. When making a seated presentation or a presentation from a podium, remember there is a barrier between you and the audience. Your physical skills should go into overdrive to compensate.

11. When writing your speech, remember to whom you will be speaking. Prioritize according to their needs, not yours. Start with a stream of consciousness. Go back to each topic and ask, “So what?” and “Who cares?” This exercise will quickly get you to the meat of the presentation. Then organize points according to the audience’s interest.
12. Add visuals to help convey your message and add meaning, not just to be slick. Too many graphics detract from the presentation.
13. Present clear, concise ideas one at a time. You will appear more organized.
14. Practice! Practice! Practice!
15. Listen to yourself. Do you ramble? Do you hear yourself saying irrelevant things? Do you hear yourself saying, “Anyway...” Stop. Regroup and restart. Don’t make a bad situation worse.
16. Prepare yourself for questions. Think of the question you fear most and come up with an answer.
17. Never retreat from a question (visibly backing up), your audience can smell fear. Don’t close yourself off physically from a question.
18. Don’t be afraid to say, “I don’t know.” Remember...some expert will always be sitting in the back of the room, ready to pounce.
19. Respond to the entire group when answering questions. Don’t get into a one-on-one debate with a questioner. Remember, you’re in charge.
20. Design useful and well-ordered handouts. They must be able to stand alone as well as support your presentation. They may end up in the hands of someone who didn’t attend the presentation.
21. Distribute handouts when they will be most effective.
22. Please be aware of time constraints. Don’t abuse your slot. Practicing should give you an idea of the length of your presentation. Edit or add, accordingly.

Tracy L. Everett
Regional Client Relations Manager
Littler Mendelson, PC
2001 Ross Ave., Suite 2600
Dallas, Texas 75201.2931
214.880.8156
teverett@littler.com

Supporting New Professionals: the AALL Annual Meeting/Workshop Grants

The AALL Grants Program provides financial assistance to law librarians or graduate students who hold promise of future involvement in AALL and the law library profession. Funds are provided by vendors, AALL, and AALL individual members. Grants are awarded to cover the Annual Meeting registration fee or the registration fee for workshops presented at the Annual Meeting. Preference is given to applicants who are new to the profession and active in AALL or one of its chapters.

The AALL Grants Program began in 1952 and is one of the oldest and most successful AALL programs. More than 1,000 librarians have received funding to assist them in attending AALL educational activities. Many of those recipients are leaders in the profession today. For additional information, check out the application on the Association's web site. <http://www.aallnet.org/committee/grants/grants.asp>. In addition to AALL's grants, there are many chapters and Special Interest Sections who also offer grants to attend the annual meeting and workshops.

In 2001, the Minority Leadership Development Award was created to assure that AALL's leadership remains vital, relevant and representative of the Association's diverse membership. The Award provides up to \$1,500.00 toward the cost of attending the Annual Meeting, an experienced AALL leader to serve as the recipient's mentor, and an opportunity to serve on an AALL committee during the year following the monetary award. For additional information, check out the application on the Association's web site http://www.aallnet.org/about/award_mlda.asp

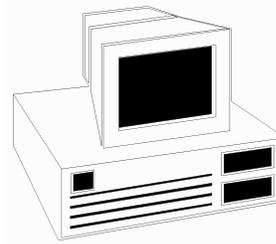
Information about the AALL Grants Committee can be found at http://www.aallnet.org/public/committees.asp?code=COMMITTEE/COM_GR.

Applications for both AALL Grants Programs must be received at the Association's headquarters by April 1, 2005.

Just a reminder!

Publication deadlines for the HALL Newsletter are:

March/April	3/15/2004
May/June	5/15/2004
July/August	8/1/2004
September/October	9/15/2004
November/December	11/15/2004
January/February	1/15/2005



Editor's Comments...

The first month of 2005 is already over half gone at the time of this writing. Time seems to fly by for all of us. However, you should not let time get away from you when you can get virtually **free money** that will enable you to attend the AALL Annual Meeting right down the road from us in San Antonio in July. Even the busiest librarian or library staff member can afford a few days in San Antonio.

You should strongly consider applying for a HALL grant to attend the AALL annual meeting in San Antonio, or, if you are a new member, for an AALL grant to attend the annual meeting or a workshop of particular interest. HALL is blessed with an excellent fiscal health, and there's no reason not to give some deserving HALL member assistance to attend the annual meeting, especially when it is so close and the cost will be most reasonable.

There is also a way to ensure that HALL will have ample funds for all grant applicants – by attending the annual spring seminar on March 9, 2005. All proceeds of the seminar are earmarked for HALL scholarships and grants, so the more people we have attending the seminar, the more easily we cover our costs and have plenty left over to send more members to San Antonio for what should be an excellent annual meeting.

If you are unable to attend the seminar but would like to contribute to HALL scholarships and grants, you may do so by simply sending our Treasurer, Caren Luckie, a contribution so designated. AALL also accepts contributions to various scholarship funds, and your colleagues here in the Houston area and all over the country will appreciate your generosity in giving back to a profession that has given you so much.

There is also no time to waste in volunteering to serve on next year's HALL Board by contacting the Nominations Committee with your interest, or by nominating a colleague who has agreed to serve. The deadline for nominations is February 28, so please contact Nominations Committee Chair Virginia Davis or one of her Committee members as soon as possible. The terrific monthly programs, like the one just a few weeks ago on speaking effectively, do not organize themselves, and all of the other activities of HALL and its contribution to the profession require willing volunteers to serve in these important elected positions. And if you are unable to serve in an elected position, be sure and consider serving on one of the many Committees that HALL has; Vice-President/President-Elect Kim Serna will be looking to appoint those positions sometime after the May election of officers and business meeting.

—*Barbara Szalkowski*



Hall Newsletter

Publication Schedule:

Jan/Feb	January 15
Mar/Apr	March 15
May/Jun	May 15
Jul/Aug	July 15
Sep/Oct	September 15
Nov/Dec	November 15

The *HALL Newsletter* is posted in pdf format onto the HALL website and is available to anyone on the Internet.

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Send us your news, please!

This is a reminder to all members, the HALL Newsletter needs your news. When you or your staff members have attended a seminar, published an article, received an award, been elected to an office, or done anything interesting, personally or professionally, please let us know! We also need to know any innovative programs you may have developed, special events you are working on or achievements you are proud of. Give Barbara a call at (713) 646-1724, fax her at (713) 659-2217, or email her at szalkow@stcl.edu , or just take a minute to complete this fact sheet.

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