

*From
the President...*

Holly Watson, *Jenkins & Gilchrist P.C.*

Look out September's here .are you ready for your fall associates? You're not? That makes me feel better.

I have been wondering for several weeks now what I would write about for this month's newsletter because, truth be told, August is always a slow month around here. There aren't any hot law library events to report on, nothing really exciting happening around downtown, and nothing happening in HALL till the October seminar. Then I thought why not borrow a time-honored, space-filling trick of newspaper columnists (and David Letterman), and do a Top Ten list? I think I'm going to aim to do a Top Ten List for each newsletter (beats trying to think of something substantial to write). I welcome a similar Top Ten for Law School Beginners from one of the law school staff.

And so, in anticipation of the arrival of new crop of baby associates, I present:

Top Ten Things I Want Baby Attorneys to Know

10. "Baby attorney" is a term of affection.
9. I know more about legal research than you do.
8. I'm happy to shepardize/keycite the case for you, but I can't tell you if it's applicable to your case or not, cos I'm not an attorney.
7. You get the same desk copies as everybody else.
6. I could have saved you a lot of time if you had come to me first.
5. You're not in law school anymore you can't leave everything till the last minute.

4. Don't take your assigning attorney's word for it when he insists that a case was published in a particular year, or that she's certain a newspaper article appeared in the *Houston Chronicle* last week. They make mistakes (but you didn't hear that from me).
3. Westlaw and Lexis cost money. A lot of it. If you won't show up for training, don't cry to me when your \$5,000 search session hits the client's bill and the billing partner wants your head.
2. I can't force partners to check out library materials, but you are a different story.
1. Contrary to what you've been told, lots of things are still not on the Web.

November Meeting Changes

The November general meeting will be held *Thursday, November 14*, to accommodate the speaker. As the 6th floor conference center in the library was already reserved for that date, the meeting will be held at South Texas in Room 316, outside of the library. Detailed directions will be provided in the November meeting announcement.

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Member News...

Lynn Corbett, Research Specialist, Lord, Bissell & Brook, Chicago, appeared in a photograph in this month's issue of *AALL Spectrum*, p. 14. When queried, Lynn wrote: "At least my boss knows I attended at least one session. (She was really supposed to go but as she was on the way to the airport on Saturday her daughter went in to labor ... I was able to get a flight on Sunday so I was truly a last minute replacement.)" Lynn further wrote about being in Chicago: "I really am enjoying being so close to my dad, sis and cousins. Had a couple of rounds of company this summer and made a quick trip to Nashville to see my brother. Was in Houston over Labor Day and plan to be back for several days at Thanksgiving time. I hope to see a few fellow librarians then."

Michelle Wu, Associate Director, O'Quinn Law Library, University of Houston, authored the section on Washington DC. in *State practice materials : annotated bibliographies*, Frank G. Houdek, general editor, published by Hein this month as part of the AALL publication series.

September Meeting Program Slides Available

For a copy of the PowerPoint slides from the September meeting presentation, "Finding Energy Information in the 'Hidden Web'" by Bill Crowley, send a request to: compete@catsites.com.

*Deadline for the next issue
(November/December 2002):
Friday November 15 2002*

Directory Updates . . .

There have been no updates to the 2001-2002 HALL Directory as the new 2002-2003 Directory is in publication at press time. The new directories will be available at the October 16 Half-Day seminar and November general meeting. Contact Susan Spillman for more information at (713) 646-1718 or spillman@stcl.edu.

The Executive Librarian

(Legal and Tax Library Filing and Maintenance Service)



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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.

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Annual subscription (Jan.-Dec.) are \$15.00. Subscriptions are also included in membership dues of \$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>



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Placement News...

Pamela Jenkins, Conoco Law Library

Law Librarian. Law Librarian needed to establish and set up library for international law firm in downtown Houston (30 attorneys). Firm is moving offices in a year and needs individual that can assist with build out of new offices for the law library. Position located in Houston, Texas.

Requirements: Qualified candidate will have at least five years of library experience within a law firm or corporate legal environment, strong legal and internet research skills required, must be proficient with MSOffice, Westlaw, LexisNexis and other legal applications, degree in Library Sciences preferred but not required.

Salary: Based upon experience and education.

To apply:
Contact:
Heather Boland
(713) 522-0472 ext. 209
heatherb@globalsc.net.

Research Assistant. Large downtown law firm has an opening for a full-time research assistant.

Requirements: Candidates should have experience in legal reference, tax, securities and legislative histories. In addition to Lexis or Westlaw and Internet experience, this position also requires a great deal of flexibility in order to juggle reference assignments and ongoing detail-oriented library projects. Candidates must have above-average computer skills; familiarity with InMagic desired. Bachelor's degree required; MLS, MLIS, or library science course work highly desirable.

Responsibilities: Include reference, cataloging, inventory, and sundry library projects.

To apply:
Interested candidates should send resumes to
AccountHumanResources@akllp.com .

Loose-leaf filer. Keep It Current is looking for an experienced loose-leaf filer for Houston. Part-time, flexible hours.

To apply:
Contact:
Jeanne Harris
(713) 862-5370
or email a resume to kic4jharris@hotmail.com

Prospective Employees:

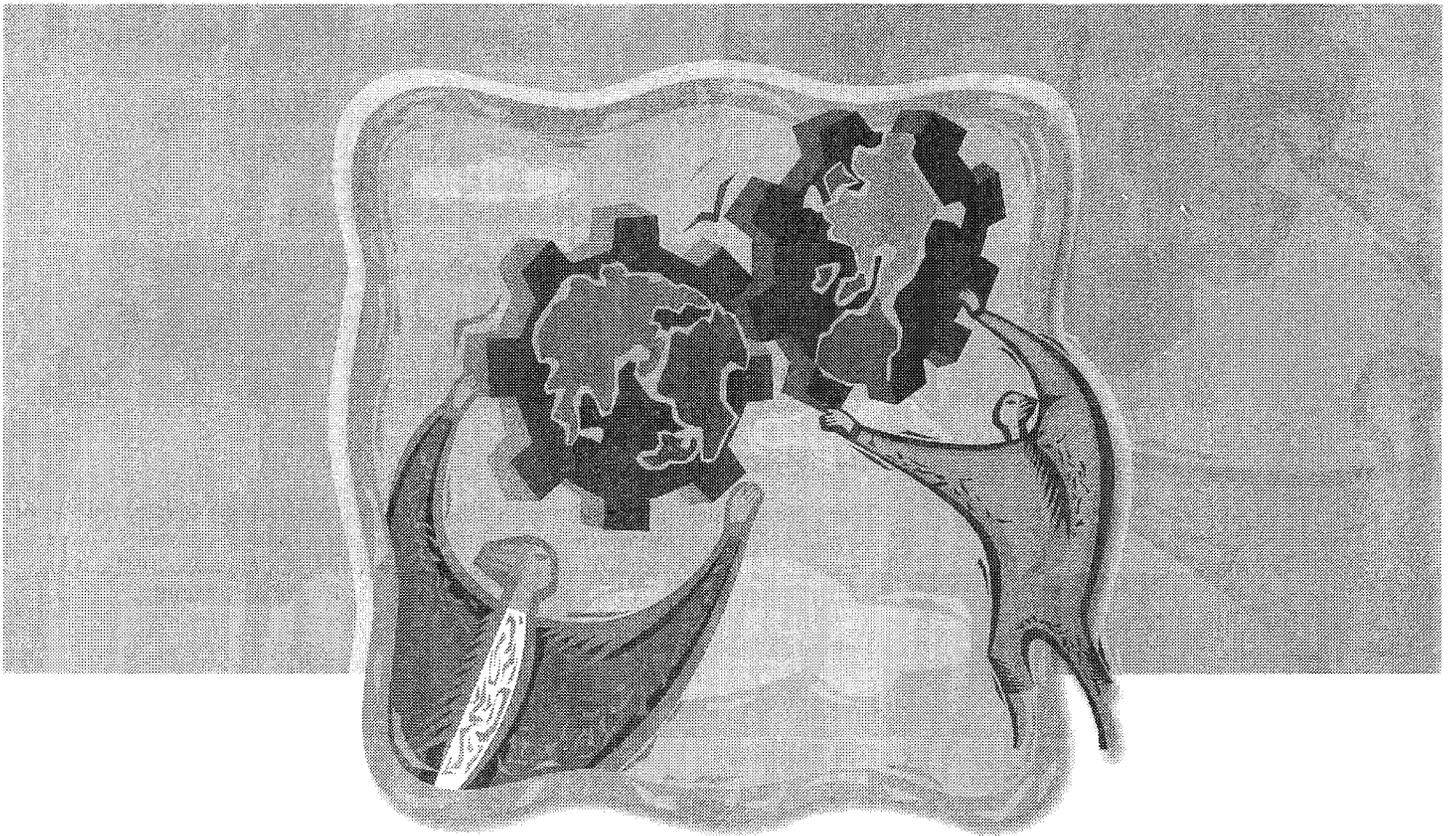
Please send self-addressed stamped (\$.37, please) envelopes (preferably, standard legal size) to:

Pamela R. Jenkins
Conoco Inc. Law Library
P.O. Box 4783
Houston, TX 77210

Please note whether seeking professional or non-professional position and indicate if interested in Internet postings for other Texas locations. Please do not include resumes.

Prospective Employers:

Please send job description, including name of contact person and any additional information about the position to Pamela Jenkins at the above address.



Unique needs, special tools

Law librarians have long recognized the legal community has unique research needs, requiring special tools to obtain accurate information. LIVEDGAR™ is a popular and powerful SEC research tool for legal professionals to conduct research, collect data and receive e-mail notification on SEC filings.

The LIVEDGAR service is easy to use and completes tasks faster, providing more timely and comprehensive legal research services for SEC information than Lexis or Westlaw. In fact, librarians have chosen LIVEDGAR at 100% of the top 100 law firms, 90% of the top 200 and 80% of all firms with more than 100 attorneys.

GSI is grateful to the librarian community for its help educating legal researchers on the uses and benefits of LIVEDGAR. GSI will continue to support librarian efforts with free on-site training and knowledgeable account representatives, toll-free access to professional researchers, useful support materials, as well as financial support of the AALL and its local chapters.

Directory of Services and Links

- Free on-site training:
bfish@gsionline.com
- Toll-free professional research assistance:
(800) 669-1154
- Additional user IDs:
www.gsionline.com/h110u
- New user accounts:
www.gsionline.com/h110a
- Suggestions and comments:
mcossman@gsionline.com

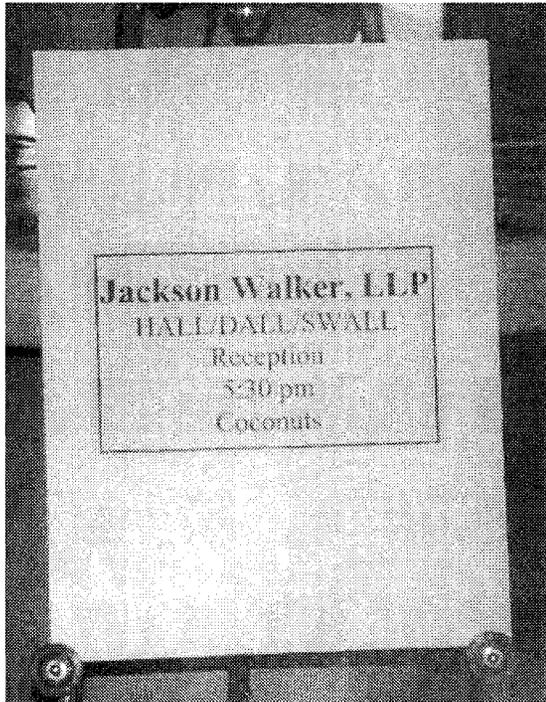
GSI is also pleased to announce the appointment of a consultant who will facilitate communications between GSI and AALL, its local chapters and the law librarian community at large.

Maggie Cossman
Law Library Relations

Ms. Cossman's background includes two-plus years of working in corporate and law firm information centers. She received her B.A. in History and Elementary Education from the University of Dallas, an M.L.S. from the University of North Texas and a J.D. from the University of Arkansas.
mcossman@gsionline.com



The right answer, right away



Sign Announcing the HALL/DALL/SWALL Reception at the AALL Annual Meeting in Orlando, complete with correct descriptive term "Coconuts".
—photo by Caren Luckie

Executive Board Meeting

Houston Area Law Librarians

Aug. 7, 2002

Jenkins & Gilchrist

Minutes Subject to Correction and Approval

Holly Watson called the meeting to order at 12:00pm. Those in attendance were Holly Watson, Catherine Whitney, Jessica Alexander, Kim Serna, Caren Luckie, Colleen Pincumbe, Terri DiCenzo, Monica Ortale, Dina Dreifuerst, Bethany Picard, and Pam Jenkins.

Old Business

There are still individuals who have not paid dues. All dues are due by the end of August to Susan Spillman or you will not be included in the membership directory. Dina brought up the idea of charging a \$5.00 late fee. All members of the board were in support of this. Holly will address this at our general meeting.

Treasurer's Report

Caren distributed the treasurer report.

New Business

If anyone is sending materials to South Texas for the archives, Mark Lambert would like to be contacted in advance so he is aware they are on the way.

Monica Ortale is currently gathering hotel information and dates for SWALL in Houston, 2004. If held in March, SWALL will be the March HALL seminar.

Holly Watson suggested posting the bylaws on our web page. Holly will contact Baye Williams in regards to this.

Committee Reports

Continuing Education: Bethany has been working hard on HALL's program schedule. On September 11, 2002, Bill Crowley will present "Hidden Energy Resources on the Internet." The October half day seminar is tentatively scheduled for October 16, 2002. Susan Skyzinski and LexisNexis will be presenting "60 sites in 60 minutes," "Gadgets Aren't Just For the Kitchen," and "IT Tips When the Help Desk Is Not Around." We will be marketing this seminar to non-law librarians as well. Bethany is still working on our November program, which is scheduled for November 12, 2002. The HALLiday party is tentatively scheduled for December 11 at 5:30pm. We are looking for a place downtown to host it. January 8, 2003, Cindi Clement will present "Smart Women Finish Rich." February 12, 2002 HALL will host a member of the AALL Executive Board. On April 9, 2002, Ruth Cox Clark will present "Current Issues in Library Certification Programs."

Bethany also discussed catering options for our general meetings. Members still have the option of bringing a brown bag lunch to all meetings if they do not want to purchase the lunch provided.

Bethany and Caren will be applying for CLE credit for our full day seminar. Holly will offer Anna Horn two free seminar admissions for Houston Public Library staff members to attend our seminar.

Vendor Relations: Colleen is working on our Brown Bag lunches. Westlaw will be hosting the October Brown Bag. Catherine Whitney has offered GSI to host a Brown Bag also.

Meeting adjourned at 1:00pm.

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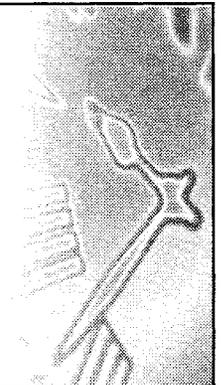
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General Meeting Minutes

Houston Area Law Librarians

Aug. 14, 2002

South Texas College of Law

Bethany Picard called the meeting to order at 12:10pm. The May minutes were approved. She welcomed guests and new members.

Treasurer's Report

Caren Luckie's report was distributed to the attending members.

Old Business

None.

New Business

Bethany recognized Barbara Szalkowski on her outstanding job with the July/August newsletter and thanked all the members for their timely submissions.

Committee Reports

Continuing Education: Bethany reviewed this year's programs which were published in the July/Aug. newsletter.

Publications: Barbara Szalkowski stated that the newsletter deadline is September 15, 2002.

Membership: Susan Spillman encouraged everyone to send in their dues. She will be working on the directory next week and it will be published soon.

Placement: Pam Jenkins reported a research assistant position at Andrews & Kurth and Dina reported that her position at Clements O'Neill is available. It has not yet been determined if Clements will be a temporary or permanent position. Dina will be staying home with her children. We will miss her greatly, but she will still be on the HALL Board.

Solo Librarians: Bob Grundy will try to resume the solo librarians meetings.

Vendor Relations: Colleen Pincumbe is working with Westlaw on our October Brown Bag lunch. She has lots of new ideas.

Meeting was adjourned at 12:20pm.

General Meeting Minutes

Houston Area Law Librarians

Sept. 11, 2002

South Texas College of Law

Minutes Subject to Correction and Approval

Holly Watson called the meeting to order at 12:09pm. The August minutes were approved. Welcomed visitors, Anna and Justin Stavinoha, thanked everyone for their support and invited HALL members to a party at their home on September 21, 2002.

Treasurer's Report

Caren Luckie distributed the treasurer's report to the attending members.

Old Business

Holly thanked South Texas librarians once again for the use of their facility. Caren Luckie reminded members to please RSVP to the meetings even if they are not purchasing lunch. This helps with planning the room and number of handouts needed.

New Business

None.

Committee Reports

Continuing Education: Bethany Pickard announced the October 16th seminar hosted by LexisNexis.

Publications: The newsletter deadline is Monday, September 16, 2002.

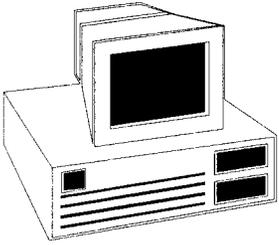
Membership: Susan Spillman announced the HALL Directory is in its final stages.

Placement: Holly Watson reported for Pam Jenkins that the following positions are available; a Research Assistant and Librarian Assistant at Andrews & Kurth, a Librarian position at Clements O'Neill, and a Librarian position at Jones Day.

Vendor Relations: Amber Darnell with R.I.A. announced a Brown Bag lunch on September 25, 2002, at Haynes & Boone in the 15th Floor conference room. Details were sent to HALL-L.

Holly Watson thanked all those chairing committees. New committee chairs are Charles Gibson, Bylaws and Terri DiCenzo, Public Relations. All committee chairs are now filled. New members were recognized at the meeting.

Meeting was adjourned at 12:20pm.



Editor's Comments...

This issue marks the end of my 10th year as Editor of the *HALL Newsletter*. Lest you be too impressed by my longevity, I will tell you that there is one other chapter or section newsletter editor with a longer tenure than mine, if I recall. However, this length of tenure is unusual in an organization (AALL) where newsletter editors are appointed by Boards to typically serve a one-year term.

The *Newsletter* has evolved over this last decade. When I first volunteered to serve as newsletter editor in November 1992, the newsletter was published 10 times a year and was already accepting advertising. We had one regular columnist, Fleeta Cunningham, who wrote a column called "Publisher's Devices" all about the ins and outs of legal publishing. Sort of our own local CRIV column. These columns became so popular that some of them were posted on Law-Lib.

Some of the HALL Board members and Committee Chairs at that time are familiar to us today: Vice-President/President Elect Virginia Davis, Treasurer and Membership Chair Patricia Huntsman, Past-President Donna Joity, Placement Chair Elizabeth Black Berry, Publications Chair Riva Laughlin. I salute these HALL members for their continued service throughout this decade.

Immediately after I became Editor, I, of course, began to make changes. By January 1993, the newsletter was published 5 times per year and my husband, John (under the name "Quality Software Concepts"), created a set of styles and graphics that are still in use today. These styles ensure that all of the issues look the same, with the same fonts, heading styles, etc., giving our collective issues an identity that is easily recognized.

In 1994, we switched to the current publication schedule of 6 issues per year. For the last 10 years, my colleagues here at South Texas have served unofficially as the *Newsletter* production team. Every issue that has inserts, a label, is folded or taped closed, was handled by a member of the staff of the library here at South Texas. I would like to take this opportunity to recognize all of my colleagues who have so faithfully assisted me during this last decade – I could not have done my job as well or as timely if it were not for them.

The final major change in format was in 1996, when we went from the stapled sheaf of pages to a stapled booklet format. Of course, other changes that are not so visible have also occurred since then: the receipt of ads in .pdf format, mainly via e-mail. The submission of columns, items and reports almost exclusively via e-mail. The submission of the newsletter issue print job via e-mail, and the printing of each issue as an original document as opposed to photocopying a hardcopy document.

All of these changes have made my job as editor easier or more interesting. But what keeps me in this job year after year is working with all of the members who serve on the Boards and Committees, and who write columns, reports, or items for the *Newsletter* issues. Getting to know so many bright, enthusiastic, hardworking professionals has been a privilege and an enjoyable one.

However, when all is said and done, the *HALL Newsletter* is *your* newsletter. If you would like to see changes, if you have an idea for a column or something interesting crossed your desk, please send it to me. The issues are only as good as you, the members, make them. The members provide the content, I just make it readable and look interesting if I can.

I know that there are a lot of you undergoing changes in your workplace: Moves; Reductions in space, in staff; Mergers of firms. Your experiences during these times are an invaluable resource for the rest of the members. If you can put your thoughts and experiences into words and send them to me for an upcoming issue, they can reach *all* the members. Less than half, and more like one third or even one quarter of the members are able to attend our monthly meetings. If you attend a meeting, please give a recap, a summary, and send it to me – your colleagues often have no other way of getting this needed continuing education.

I'm not asking for a commitment to submit something for every issue. But if every member of HALL wrote just one thing for the newsletter, we would have enough material to fill a couple of year's worth of issues at least. I would like to thank all of the members who do commit to writing something for every issue, or who contribute often, or who have ever contributed even one thing. These submissions are the backbones of the issues, and without them, there isn't much point in publishing the *Newsletter* at all. Although I can probably fill a page every month, I wouldn't want to. This is not the *Barbara Szalkowski HALL Newsletter* (even after 10 years), and I don't think anyone would want it to be.

I thank all of you for allowing me to continue to serve as Editor of the *HALL Newsletter*. Although every other month it is a time-consuming endeavor, I do enjoy it, and hopefully, you do too. Please let me know how the *Newsletter* can serve you better. Here's to another ten (!) years.

—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* circulates to approximately 200 readers, most of whom are concentrated in the Houston metropolitan area. The newsletter is printed from an electronic file directly to a Docutech printer. Ads are scanned directly to the Docutech printer to ensure a high image clarity.

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 e-mail: szalkow@stcl.edu

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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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