



**Chapter Handbook  
and  
Procedures Manual**

**Southeastern Chapter  
American Association of Law Libraries**

1997

**Chapter Handbook and Procedures Manual**

**April 1997 edition**

**Revised August 1997**

**Revised March 1998**

**Revised April 1999**

**Revised March 2000**

**Southeastern Chapter  
American Association of Law Libraries**

## **Forms Sections**

**[section added 3/98]**

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Chapter logo







President: Sponsorship request 2

Judy Floyd-Evans  
LEXIS/NEXIS  
9443 Springboro Pike  
Miamisburg, OH 43542

Dear Judy:

SEAALL is in the planning stages for what promises to be another exciting annual meeting in New Orleans, Louisiana, March 11-14, 1998. Sue Burch of the University of Kentucky Law Library, Program Chair, and Catherine Lemann of the Law Library of Louisiana, Local Arrangements Chair, have selected a theme which reflects law librarianship in the cyberspace age:

**SEAALL@NewOrleans.98**

The generous support which LEXIS/NEXIS has provided to SEAALL in recent years has been instrumental to the success of our programming. Last year, LEXIS/NEXIS' tremendous support underwrote our unforgettable excursion to Wakulla Springs and the enjoyable seafood repast afterward. In addition, Kathy Crosslin's creativity, energy and follow through were responsible for one of our most well-received educational institutes ever! Your participation on the faculty of that Institute was yet another contribution which sets LEXIS/NEXIS apart.

I trust that LEXIS/NEXIS will continue to support SEAALL at a level at least comparable to last year's \$XXX. I also hope that you will consider joining us yourself in New Orleans. The location of this year's meeting should make it a record-breaker in terms of attendance.

I look forward to hearing from you regarding LEXIS/NEXIS' plans for support of the SEAALL annual meeting. Thank you again for your continuing support of SEAALL and law librarianship.

Very truly yours,

Donna Bausch, SEAALL President



President: Sponsorship acknowledgement 1

Kevin M. Marmion  
President  
William S. Hein & Co., Inc.  
1285 Main Street  
Buffalo, NY 14209-1987

Dear Mr. Marmion:

Thank you for your kind letter of November 6<sup>th</sup>, a copy of which is enclosed. I'm pleased to note that Dick Spinelli will be joining us in New Orleans.

Regarding Hein's contribution, the check should be made payable to SEAALL and mailed to me at the address below.

Thanks again for your continuing and consistent support of law librarianship!

Very truly yours,

Donna Bausch  
Law Librarian

Judy Floyd-Evans  
LEXIS-NEXIS  
9443 Springboro Pike  
Miamisburg, OH 45432

Dear Judy;

I am writing both to acknowledge and thank LEXIS-NEXIS for your generosity in contributing \$XXX towards the SEAALL Annual Meeting in New Orleans, Louisiana in March 1998.

LEXIS-NEXIS will be exclusive sponsors of SEAALL's gala Friday night event at the Cabildo Museum on Jackson Square, site of the signing of the Louisiana Purchase in 1803. Thanks to your support, we will enjoy a reception and dinner and enjoy the atmosphere that only the French Quarter can provide. This promises to be an evening that our members will remember for years to come, all thanks to LEXIS-NEXIS.

Under separate cover, a preliminary program is being mailed to your attention, along with exhibit details.

I certainly look forward to seeing you again at our Annual Meeting next month. Thank you again for your continuing support of SEAALL and law librarianship!

Very truly yours,

Donna Bausch  
SEAALL President, 1997-98

President: Sponsorship thank you

Kevin M. Marmion, President  
William S. Hein & Co., Inc.  
1285 Main Street  
Buffalo, New York 14209-1987

Dear Mr. Marmion:

I am writing to both acknowledge and thank you for your generosity in contributing \$XXX towards the SEAALL Annual Meeting in Knoxville, Tennessee in April.

We will use your contribution for our Opening Reception at the Knoxville Museum of Art, and we will also acknowledge your gift in our program.

Thank you for contributing to the Forty-fifth Annual Meeting of the Southeastern Association of Law Libraries! Your kindness is very much appreciated.

Sincerely,

Sue Burch, President  
SEAALL

Vice-President: Memo to program coordinator

TO: SEAALL Annual Meeting Program Committee/Program Coordinators

FROM: Donna Bausch

RE: Action Needed

DATE: November 5, 1996

We have identified an interesting array of programming for our Annual Meeting in Tallahassee, April 17-19, 1997. As coordinator of one or more programs, please take the next steps in our planning process, as follows:

You have agreed to coordinate the following program(s), tentatively entitled:

---

Program slots are 75 minutes in length.

**SPEAKER FORMS:** Forms should be completed for each speaker on your program(s). Please ask that these forms be completed by December 1.

**PROGRAM SUMMARY:** Please draft (or ask your speakers to draft) a short (50-100 word) summary of the program(s) you are coordinating. This may resemble AALL program descriptions. Forward a copy to me by December 1.

### SEAALL Committee Volunteer Form

Please complete this form to work on a SEAALL Committee. Mark your first, second and third choices for committee assignments. This form should be returned to: Donna Bausch, SEAALL President, Norfolk Law Library, 999 Waterside Drive #1300, Norfolk, Va 23510. FAX: 757-622-4406 Email: dbausch@leo.vsla.edu

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to serve on the following committees:

\_\_\_\_\_ Education and Publications

\_\_\_\_\_ Nominating

\_\_\_\_\_ Government Relations

\_\_\_\_\_ Placement

\_\_\_\_\_ Membership

\_\_\_\_\_ Program

\_\_\_\_\_ Newsletter and Public Relations

\_\_\_\_\_ Scholarship

*(Secretary Notes: Letter is on SEAALL Letterhead; reproduce on colored paper)*

19 January 1998

Dear SEAALL Member:

It is time to elect those SEAALL officers who will take office at the end of the SEAALL Annual Business Meeting on March 14, 1998. Article III, Sec. 2 of the Bylaws specifies that elections are to be held by mail ballot in February of each year. For 1998/99, the two positions to be filled are Vice President/President-Elect and Secretary. Biographical information for each of the candidates is enclosed with this ballot. The ballot is attached to the bottom of this letter.

To vote, please follow these instructions:

- Mark the ballots. Ballots not clearly marked will not be counted.
- Detach the ballots from this letter and from the Explanation of Proposed Amendment to the Articles of Incorporation.
- Return them in the enclosed pre-addressed envelope. Do not put anything else in the envelope with your ballots.
- Mail the envelope postmarked no later than 16 February 1998. Ballots received with later postmarks will not be counted.

Sincerely,

Connie Matzen  
SEAALL Secretary

Cut here and insert in pre-addressed white envelope

-----  
Vote for one candidate for each office by placing a mark on the line following the name:

VICE PRESIDENT/PRESIDENT-ELECT: Steve Hinckley \_\_\_\_\_ Terry Long \_\_\_\_\_

SECRETARY: Pauline Aranas \_\_\_\_\_ Diana Osbaldiston \_\_\_\_\_

*(Secretary's Notes: Reproduce on paper that is a different color from the Officer election ballot letter)*

PROPOSED AMENDMENT TO THE ARTICLES OF INCORPORATION

February 1998 Election

The Executive Board proposes that the Virgin Islands be added as a jurisdiction within the territory of the Southeastern Chapter of the American Association of Law Libraries. Law librarians from the Virgin Islands have attended SEAALL meetings in the past, and have expressed an interest in formally including the Virgin Islands within SEAALL. As the AALL chapter which already includes Puerto Rico, SEAALL is the logical AALL chapter to which librarians from the virgin Islands would belong.

It is proposed to amend The Articles of Incorporation, Article IV (Members), paragraph 3 to read as follows by adding the underlined language:

The Southeastern Region includes Puerto Rico, the Virgin Islands, the District of Columbia, and the following states: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia, and such other states as may be added.

In order for the amendment to pass, 2/3 of those voting must vote yes, in favor of the proposal.

To vote, follow the instructions in the Election Letter (Green paper)

Cut here and insert in pre-addressed envelope

-----  
The Virgin Islands should be added to the Southeastern Region of the American Association of Law Libraries (SEAALL).

Yes \_\_\_\_\_ No \_\_\_\_\_

*(Secretary Notes: Try to fit all candidates on 2 duplex pages; list candidates alphabetically; reproduce on a different colored paper from ballots)*

*(Editor's Note: Only one sample is reproduced here. Obviously a form should be prepared for each candidate.)*

## BIOGRAPHICAL INFORMATION

### STEVEN D. HINCKLEY (Vice President/ President-Elect)

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**Current Position:** Associate Dean for Research and Technology, George Mason University., Arlington, VA.

**Education:** MSLS, The Catholic University of America, 1989; JD, University of Toledo, 1979; BS, Grand Valley State College, 1976.

**Professional Association Activities:**

- **AALL:** AALL/Library of Congress Task force on Validity and Accuracy of Online Legal Information , 1997 to date; Program Speaker, "Managing CALR in Law Libraries," Annual Meeting, 1996; Moderator, "Net Gain: Learning to Bank on the Internet," Annual Meeting, 1995;
- 
- **SEAALL:** Program Speaker, "Connecting to the Future: Integrating Technology into the Law Library," Annual Meeting, Richmond, 1995; Program Speaker, "Prisoner Access to Law Libraries," Annual Meeting, Callaway Gardens, 1992.
- 
- **Virginia Association of Law Libraries:** Chapter President, 1988-1989.
- 
- **Publications:**
- \*Americans With Disabilities Act Bibliography\* (To be included in forthcoming book *Otherwise Qualified*).
- "The Case for Law Librarians (AALL Conference Report)," *Library Journal*, pp. 143-45 (Sept. 1, 1992).
- "Computer Networking at the University of Richmond School of Law: Preparing Tomorrow's Lawyers to Succeed in a Technological World," 9 *The CALI Report* 3,5 (Spring 1992).



Secretary: Election cover letter

*(Secretary's Notes: Letter is on SEAALL Letterhead; reproduce using colored paper)*

19 January 1998

Dear SEAALL Member:

It is time to elect those SEAALL officers who will take office at the end of the SEAALL Annual Business Meeting on March 14, 1998. Article III, Sec. 2 of the Bylaws specifies that elections are to be held by mail ballot in February of each year. For 1998/99, the two positions to be filled are Vice President/President-Elect and Secretary. Biographical information for each of the candidates is enclosed with this ballot. The ballot is attached to the bottom of this letter.

Also to voted upon at this time is a proposed amendment to the Articles of Incorporation. See the separate Announcement and Ballot (white paper).

To vote, please follow these instructions:

- Mark the ballots. Ballots not clearly marked will not be counted.
- Detach the ballots from this letter and from the Explanation of Proposed Amendment to the Articles of Incorporation.
- Return them in the enclosed pre-addressed envelope. Do not put anything else in the envelope with your ballots.
- Mail the envelope postmarked no later than 23 February 1998. Ballots received with later postmarks will not be counted.

Sincerely,

Connie Matzen  
SEAALL Secretary

Cut here and insert in pre-addressed white envelope

-----  
Vote for one candidate for each office by placing a mark on the line following the name:

VICE PRESIDENT/PRESIDENT-ELECT: Steve Hinckley \_\_\_\_\_ Terry Long \_\_\_\_\_

SECRETARY: Pauline Aranas \_\_\_\_\_ Diana Osbaldiston \_\_\_\_\_

Secretary: Minutes - Business meeting

*(Editor's note: These minutes have been shortened due to space considerations)*

(Secretary's note: The information recorded is not necessarily in the chronological order in which activity occurred. The minutes merely record what happened in a coherent manner, meaning that sometimes events are recorded under the appropriate agenda item, even if discussion occurred at another time)

SEAALL BUSINESS MEETING MINUTES  
JULY 21, 1997 - BALTIMORE, MD

President Donna Bausch called the meeting to order at 5:05 P.M.

**Introductions and Comments:**

Michael Petit thanked the Chapter for its donation to the AALL Memorial Fund in Mary Cross' name.

The chapter welcomed June Stewart, the new director of the new Appalachian School of Law in Grundy, VA.

President Bausch thanked the more than 70 individuals who have volunteered to serve on SEAALL committees this year.

**Officers' Reports:**

Secretary

The Minutes of the 1997 Annual Business meeting held April 19 were published in the Southeastern Law Librarian. A motion to dispense with the reading of the Minutes was made, seconded, and passed. The Minutes were approved.

Treasurer:

Ladd Brown reported that the Chapter is solvent, with a June 30 balance of over \$36,000. A copy of the Treasurer's Report is attached to these Minutes. The proposed budget for the 1997-1998 year has been approved by the Board.

**Future SEAALL Meetings- Sites and Plans**

• Scheduled: 1998 - New Orleans (March 11-14)

Cathy Lemann described conference and room arrangements for the Monteleone Hotel, in the French Quarter. The hotel room rate is \$135.00 for either a single or double room. The opening Reception will be at the Historic New Orleans Collection, two blocks from the Monteleone. Friday night's activity may be a "Rock and Roll" zydeco dance excursion outside of the French Quarter.

Committee Reports:

Articles and Bylaws - Jim Heller announced that an article and a bylaw adding the Virgin Islands to SEAALL's jurisdiction will be proposed.

Education and Publications - Anne Klinefelter reported that John Hokkanen has offered to host SEAALL's proposed website.

AALLNET also has space to host it. The Board needs to consider whether we want to provide links to commercial sites.

In addition, the committee will oversee the updating of the Practice Bibliography Series which covers states and jurisdictions within the Chapter, act as a clearinghouse for educational programs offered by other chapters.

Government Relations - This committee has sent a letter to the Clerk of the Tennessee Supreme Court regarding the state's proposed uniform citation system.

**New Business**

Life Membership for Steve Huang - Diane Osbaldiston read a letter from the University of South Carolina Law School Library staff proposing life membership for Steve Huang, in accordance with Article I, Section 1.e of the Bylaws. The letter was considered to be a motion, which was seconded, and passed unanimously. Congratulations, Steve.

The meeting was adjourned at 5:18.

Respectfully submitted,

Connie Matzen, Secretary

Secretary: Minutes - Executive committee meeting

*(Editor's note: portions of these minutes were deleted due to space consideration, formatting is left to the discretion of the secretary; content should be as complete as possible)*

**SEAALL EXECUTIVE BOARD MEETING MINUTES  
JULY 20, 1997 - BALTIMORE, MD**

Present: Donna Bausch, Sue Burch, Connie Matzen, Ladd Brown, Jim Heller as members of the Executive Board, and various Committee Chairs. President Donna Bausch called the meeting to order at 5:00 P.M.

**Old Business:**

Minutes from Tallahassee Board Meeting: The minutes of the April 18, 1997 Executive Board Meeting were approved as distributed for review.

1997 Annual Meeting - Tallahassee - Final Report: With 160 paid registrants and other attendees, approximately 200 were registered. After all expenses were paid, the meeting made \$7500 in profit. One outcome of the meeting for the Chapter is the new Guide for Local Arrangements, prepared by Alva Stone, which will be distributed to future Local Arrangements Committee chairs.

Future SEAALL Annual Meeting Sites: 1998 - New Orleans. Carol Billings reported for Cathy Lemann that we will meet March 11-14, 1998 at the Monteleone Hotel, in the French Quarter. The hotel rooms will be \$135.00, double or single. The opening Reception will be at the historic New Orleans Collection, two blocks from the Monteleone. Friday night, there may be a "Rock and Roll" zydeco dance excursion outside the French Quarter. It was moved, seconded, and passed that we accept NOALL's proposal for a joint SEAALL/NOALL Meeting. Profits or losses will be split according to the ratio of the two chapters' memberships as of January 1, 1988.

**New Business**

Treasurer's Report: Ladd Brown presented the Report, which is attached. The proposed budget as prepared by Donna Bausch was adopted, with one change: The amount to be awarded for scholarships was increased by \$500 to \$4000.

**Comments from Jim Heller**

Virgin Islands - As Chair of the Articles and Bylaws Committee, he proposed to draft language adding the Virgin Islands as a member jurisdiction of SEAALL. The Board approved this proposal.

Life Membership: Our criteria are not very specific, and the Membership Committee will review them to possibly require more notice of a nomination before the Board meets, as well as more information about the individual's contribution to SEAALL. Procedures might be changed to require the Membership Committee, not the nominating group, to make the presentation to the membership at the Business Meeting. During discussion, it was pointed out that more restrictive criteria actually makes it more of an honor to receive life membership, and that the membership might be polled for criteria suggestions.

Scholarships: Pam Deemer brought up discussion about what should be required of scholarship recipients; in other words, what they should give back to the Chapter for the scholarship that they receive.

Government Relations Committee: Individual members of the committee sent letters to the Clerk, Tennessee Supreme Court regarding the adoption of a uniform system of citation. A formal letter was also sent, though past the comment deadline.

**Announcements**

Law Librarian Salary Information - Request from Charlotte Corporation - First Union had just decided to hire their first law librarian and desired salary information. They called SEAALL. Donna had the opportunity to reply to this request.

The Meeting was adjourned at 6:20 P.M.

Respectfully submitted,  
Connie Matzen            Secretary

SEAALL ANNUAL MEETING SITE NOMINATION FORM

In order for the SEAALL Board and committees to adequately plan the local arrangements for annual meetings, nominations for sites are requested several years in advance. The nomination must be made by a group willing to act as the local arrangements committee, should the nomination be accepted. A representative of this group should fill out the following form and forward it to the Secretary for submission to the Board.

Proposed Site, and Year: \_\_\_\_\_

List the names, addresses, and phone numbers of those putting forth this proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why this is a great place for SEAALL to meet: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Proposed Dates (List 1st, 2d, 3rd choices, keeping in mind any conflicts with Easter or Passover):

\_\_\_\_\_  
\_\_\_\_\_

Estimated Hotel Room Rates: \_\_\_\_\_

Describe transportation options to the site: \_\_\_\_\_

\_\_\_\_\_  
-----  
=====

Send this form to: Connie Matzen  
SEAALL Secretary  
Smith, Anderson  
P.O.Box 2611  
Raleigh, NC 27602-2611

Even though SEAALL has three great meeting locations lined up, the Executive Board is already wondering where we will be meeting in the year 2001 and thereafter. The 2001 Meeting is to be a joint meeting with the SHALL Chapter. We have received several nominations for 2001. Do you know of a wonderful place in your area? Talk to your colleagues, fill out this form, and let the Board know about your proposal. To help you get started, here are the sites for 1991 through 2000:

1991 Tuscaloosa, AL  
1992 Callaway Gardens, GA  
1993 Charleston, WV  
1994 Asheville, NC  
1995 Richmond, VA

1996 Austin, TX  
1997 Tallahassee, FL  
1998 New Orleans, LA  
1999 Knoxville, TN  
2000 San Juan, Puerto Rico

**SOUTHEASTERN CHAPTER OF THE  
AMERICAN ASSOCIATION OF LAW LIBRARIES, INC.**

**FEI #58-1592266**

**INVOICE - ANNUAL MEMBERSHIP DUES**

**July 1, 1999 - June 30, 2000**

Check membership category:

**Institutional.** Any institution may designate members. Membership resides with the institution. Dues are \$20 per designee (\$200 maximum). **New members please use reverse side for address information.**

**Individual.** Anyone connected with a law library within the Chapter area. Membership resides with the individual. Dues are \$20. **New members please use reverse side for address information.**

**Associate.** Any person, company or institution anywhere, not connected with law libraries, or connected with law libraries outside the region. Dues are \$20. **New members please use reverse side for address information.**

**Student.** Anyone enrolled in library school within the region. Dues are \$10. **New members please use reverse side for address information.**

Are you a member of AALL?      Yes \_\_\_\_\_      No \_\_\_\_\_

**Current Members -** Make any necessary corrections to your entry.  
Address is used for mailing labels and for SEAALL Directory.

*	*	*	*	*	*	*	*	*	*	*	*	*
Mail form to:			Sally Wambold, SEAALL Treasurer University of Richmond School of Law Library Richmond, VA 233173									

**New Member Address Information. Please duplicate if more entries are needed.  
Address is used for mailing labels and for SEAALL Directory.**

Membership Category: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Membership category: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Membership Category: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Treasurer: Financial Statement - Quarterly

Treasurer notes: (For distribution at a chapter meeting, original may be produced on letterhead)

**Southeastern Chapter  
of the American Association of Law Libraries, Inc.**

**FINANCIAL STATEMENT  
May 1, 1995 - July 10, 1995**

OPENING BALANCE		\$ 6,658.06
ADD INCOME		
Dues	\$6,110.00	
Interest	29.74	
1995 Joint Meeting		<u>\$5,915.86</u>
TOTAL INCOME		\$12,055.60
	\$18,713.66	
DEDUCT EXPENSES		
Scholarship (1)	\$280.00	
Newsletter - Printing (1)	\$398.96	
Returned dues check	\$20.00	
Bank charge for returned check	\$5.00	
Election -- Ballot envelopes	\$16.13	
Dues invoice/Committee volunteer form		
Duplication	\$63.25	
Postage	<u>\$208.96</u>	
TOTAL EXPENSES	\$992.30	
CLOSING BALANCE		\$17,721.36
Cash at bank		

Respectfully submitted  
Kathy S. Heberer,  
Treasurer



Treasurer: Financial Statement - Annual

Treasurer notes: (For distribution at a chapter meeting, original may be produced on letterhead)

**Southeastern Chapter  
of the American Association of Law Libraries, Inc.  
ANNUAL FINANCIAL STATEMENT  
April 1, 1991 - March 31, 1992**

OPENING BALANCE		\$ 2,340.89
ADD INCOME		
1992 Conference Registration Fees	\$ 9,205.00	
1992 Vendor Support	1,450.00	
1992 Chapter Contributions	600.00	
1991 Chapter Contributions	885.00	
Dues	5,315.00	
Newsletter Advertising	325.00	
Certificates of Deposit	7,000.00	
Interest -- CD's and Checking Account	695.35	
	<u>25,475.35</u>	
TOTAL INCOME		27,816.24
DEDUCT EXPENSES		
Accounting/Tax Return	336.25	
1991 Loss-Annual meeting	299.02	
1991 Copyright Institute	729.15	
1991 Reception (New Orleans)	2,090.21	
1994 Chapter Meeting -- Hotel deposit	250.00	
Newsletter	774.70	
Postage	701.79	
Stationery	143.10	
Printing	1,003.15	
Scholarships	2,800.00	
Sundry Expenses		235.46
TOTAL EXPENSES		<u>9,363.43</u>
CLOSING BALANCES		
Cash at Bank	18,452.81	
Certificates of Deposit*		<u>3,000.00</u>
TOTAL	\$21,452.81	

### Memorandum

To: \_\_\_\_\_, SEAALL President  
From: Hazel Johnson, Handbook Editor  
Re: Handbook Editor Anticipated Expenses 1998-1999  
Date: February 28, 1998

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Following are the expenses I anticipate incurring to produce the 1998-1999 revisions to the SEAALL Handbook.

Photocopies	Complete Revision 200 pages @ .05 per page x 22 copies	\$230.00
Photocopies	Summer update 200 pages @ .05	11.00
Binders	Style undecided	50.00
Divider tabs	20 sets x .99	21.00
Postage	Initial distribution (5? X \$4)	20.00
Postage	Summer update (20 x .75)	<u>15.00</u>
		\$347.00

These numbers are dependent upon the individual costs of the type of binding chosen. I'll examine all reasonably priced options. The number of handbooks mailed will be dependent upon the number of folks who don't attend the chapter meeting. It may not be necessary to produce a summer supplement if there is no significant activity during the chapter business or executive committee meetings. I've included tax and rounded most numbers up.

Let me know if you need additional information.

**MEMORANDUM**

**TO:** SEAALL Treasurer  
**FROM:** SEAALL Secretary  
**DATE:** January 17, 1998  
**RE:** Request for Reimbursement of Expenses Associated With 1998 Ballot Mailing

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Listed below are the expenses incurred in relation with the recent SEAALL ballot mailing. Receipts are attached. Please make check payable to Smith Anderson Blount Dorsett & Jernigan and mail to Connie Matzen, Smith Anderson, Blount et al; P. O. Box 2611; Raleigh, NC 27602-2611.

Postage	\$123.45
Return Address Stamp	13.50
Plain Envelopes (Large and Small)	33.69
Photocopies of the Ballot	54.00
Photocopies of Candidates' Biographies	<u>183.47</u>
Total	\$457.84

Thanks.

### Program Committee - 1996-97

The Program Committee started early on its task of creating programming for the annual meeting to meet the needs of all of our members, whatever their area of specialization or type of library. The Committee first met at the Annual Meeting last spring in Austin to identify possible themes and program topics. Shortly thereafter, committee members ranked their preferences and a list of desired programs was identified.

Next, committee members selected the three programs they would most like to coordinate and moderate. Each committee member was allocated two programs from their lists for which they were to identify and locate speakers and refine program descriptions. Although the programs which will be held in Tallahassee differ somewhat from our original lists, it was essential that we begin this process early enough to allow time for unforeseen intervening events. Coordinators handle everything from obtaining biographical information and equipment needs from speakers to drafting a program description for insertion in the preliminary program. Service on the Program Committee is among the most demanding and rewarding available to SEAALL members.

We operated with the guiding principle that we should select SEAALL members as presenters whenever possible, for budgetary reasons. The Annual Meeting registration fee is a function of the local arrangements and program committees determining - in concert - a level at which programming and social activities can be provided at a reasonable cost to our members. Each year's annual meeting is in large part defined by its venue, both in terms of expenses and programming limitations. The SEAALL Handbook provides detailed information on dates and deadlines as well as more specific guidelines for future program committee chairs.

After a year of hard work, brainstorming and lots of creativity, persistence and flexibility from committee members, the fruits of our labors are 17 educational programs and a full day communications institute, coordinated by Kathy Crosslin of LEXIS- NEXIS.

A total of 33 speakers will be sharing their expertise during the annual meeting. Without the energy and commitment of each of the following committee members these programs would not have been possible. They will serve as coordinators and moderators at the Annual Meeting and deserve the gratitude of everyone who is in attendance at the Annual Meeting.

Rhea Ballard-Thrower (Georgia State University)  
Kathy Crosslin (LEXIS/NEXIS) Atlanta, GA  
Edna Dixon (Georgia State University)  
Thomas R. French (University of North Carolina at Chapel Hill)  
Catherine Lawman (Law Library of Louisiana)  
Ebba Jo Sexton (University of Kentucky)  
Lisa Williams (Parker, Poe, Adams & Bernstein) Raleigh, NC  
Donna Bausch (Norfolk Law Library), Chair

Southeastern Chapter of the American Association of Law Libraries  
GOVERNMENT RELATIONS COMMITTEE  
ANNUAL REPORT, 1996-97

The 1996-97 Government Relations Committee consists of Timothy Coggins (Chair), Kelly Browne, Karin den Bleyker, and Sandra Dyer. The Committee continued its monitoring and review of state legislative, judicial and administrative developments in the various states in the Southeastern Chapter. Each committee member was assigned several states to monitor. The Committee also continued the writing of articles for The Southeastern Law Librarian.

The Committee completed two major projects that started during the 1995-96 year: a Government Relations Policy for the Southeastern Chapter and a brochure discussing effective lobbying techniques with helpful hints.

Both items were reviewed by the SEAALL Executive Board and were revised based on comments from the Executive Board members. The brochure was included in an issue of The Southeastern Law Librarian; the policy has not appeared in the newsletter yet. Copies of both items will be available for distribution at the 1997 SEAALL Annual Meeting in Tallahassee. The Committee also completed a charge for itself and identified a list of eight projects that it would undertake during the 1996-97 year. The projects are listed below with notes regarding the status of the projects.

1. Complete a SEAALL Government Relations Policy. (Completed)
2. Create and distribute a brochure describing the most effective methods to participate in the political process. (Completed)
3. Monitor various publications and electronic discussions lists to state abreast of activities in various states. (Completed)
4. Team up with general state library organizations to participate in Legislative Day activities in the states. (Not done)
5. Draft form letters and inform members how to customize the letters about particular issues as appropriate. (The Committee has not completed this project, but the Committee did draft letters about pending federal legislation for the President and the Chair of the GRC to submit on behalf of the Chapter.)
6. Write and submit an article relating to government relations for each issue of the Southeastern Law Librarian. (Articles submitted for several issues, but not all.)
7. Participate with law librarians in individual states on the drafting and lobbying for proposed legislation. (Not done)
8. Present programs at the SEAALL Annual Meeting about government relations issues. (Committee, working with Program Committee Chair Donna Bausch, is sponsoring a two-part program at the 1997 Annual Meeting in Tallahassee. The program, "Speaking Up and Speaking Out: Public Relations and Lobbying Skills for Librarian," includes Sally Gardner Reed, the Director of Libraries, Norfolk Public Library, and Mary Alice Baisch, Assistant Washington Affairs Representative for AALL. They will discuss issues ranging from building a support/power base for the librarian to lobbying for legislation.

The Committee also completed a section about the Government Relations Committee for the Chapter Handbook revision. The Committee members appreciate the opportunity to serve this year and look forward to a successful program at the SEAALL Annual Meeting.

Respectfully submitted,  
1996-97 Government Relations Committee  
Timothy L. Coggins, Chair

## Information is power; knowledge is power

Americans and librarians must work with elected officials to help ensure the free flow of library materials and access to information in all formats. If we are not part of the solution, we are part of the problem. All citizens have a choice; we can work with our legislators to promote and protect information access and intellectual freedom, or we can be silent on critical issues. If we choose not to act, we will lose.

### Let's choose to act!

Write a letter. Pay a visit. Make phone call. Send a message. Voice/vote your concerns on information issues.

---

#### Letters

A letter is one of the most effective means to convey your opinions and beliefs to elected representatives. Letters do not necessarily have to follow a particular style; they can be formal or informal, typewritten or legibly handwritten. Form letters are also acceptable. An effective letter states the issue, provides good examples to support your point of view, and most of all, is free of unnecessary verbiage and emotional outpouring. Whenever appropriate, such as when writing on behalf of an institution, use letterhead paper; otherwise use a good quality writing paper. Faxing your letter can ensure receipt in a timely manner.

#### Personal Visits

Personal visits are a very powerful means of voicing your opinions. Be sure to make an appointment in advance of your visit. Make sure that you are well-informed about the issues. If your representative is not available, you should discuss your concerns with a member of his/her staff. Staff are quite knowledgeable, and they will brief the representative of their contacts with constituents. Be sure to leave your card and any written information you have prepared. Follow up your personal contact with a thank you letter.



#### Telephone Calls

A telephone call to your representative's office is an effective means of expressing your views, even if your representative is not available. Staff log the nature of the calls that are received, and they are interested in hearing your viewpoint on current issues. Time your call so that it will have the most impact.

#### E-mail

One of the most popular means of communication today is electronic mail or "e-mail." If your representative has e-mail, it may be convenient to send a message in support of or in opposition to proposed legislation. There are many resources available to find out if a legislator has an e-mail address. Do not use all capital letters when communicating via e-mail because it is perceived as the equivalent of shouting. Remember to review carefully your entire message before sending it.

#### World Wide Web

The World Wide Web or "Web" is that portion of the Internet that has the ability to link information resources and to combine text, images and sound. By using a browser you can explore resources at Web sites that contain a wealth of information from U.S. Supreme Court decisions to federal and state legislation. You may access the Web through an internet services provider.

#### Suggestions for Effective Communication

- Use the proper form of salutation and closing.
- Include your name, address, telephone number, and e-mail address.
- Be brief and to the point.
- Know the issues.
- Support your opinion with examples and reasons.
- Be informative and specific.
- Be courteous and reasonable.
- Do not be rude or threatening.

Be assured that each communication will be logged by staff. The sentiments expressed will provide information to enable your representative to interpret the opinions of his/her constituents and may determine his/her approach on a given piece of legislation.

You may communicate your opinions to a committee member if your representative is not on the committee. Although it may be frowned upon to contact a representative other than your own, at times it may be necessary to do so. In both cases, send a copy with a note to your representative.

Courtesy should be observed, as should common sense when expressing your concerns and opinions.

## Electronic Addresses

### E-mail Address

President of the United States  
president@whitehouse.gov

Vice-President of the United States  
vice.president@whitehouse.gov

### Web sites and e-mail address directories

Senate  
(includes a directory of e-mail addresses)  
<http://www.senate.gov>

House of Representatives  
(includes a directory of e-mail addresses)  
<http://www.house.gov>

The President's Cabinet  
[http://www.whitehouse.gov/WH/Cabinet/html/cabinet\\_links.html](http://www.whitehouse.gov/WH/Cabinet/html/cabinet_links.html)

xIndependent Federal Agencies and  
Commissions  
[http://www.whitehouse.gov/WH/Independent\\_Agencies/html/independent\\_links.html](http://www.whitehouse.gov/WH/Independent_Agencies/html/independent_links.html)

Federal Judicial Center  
<http://www.fjc.gov/>

Library of Congress  
Thomas (Legislative information on  
the Internet)  
<http://thomas.loc.gov/>

Four11  
(free internet white page directory)  
<http://www.four11.com/>

For additional copies contact:  
Sandra Dyer  
(919) 962-1207

## Correct address, Salutation and Closing

### President

The President  
The White House  
Washington, DC 20500

Dear Mr./Ms. President:  
Very respectfully yours,

### Vice-President

The Vice-President  
The White House  
Washington, DC 20500

Dear Mr./Ms. Vice-President:  
Sincerely yours,

### Senator

The Honorable John/Jane Doe  
United States Senate  
Washington, DC 20510

Dear Senator Doe:  
Sincerely yours,

### Representative

The Honorable John/Jane Doe  
House of Representatives  
Washington, DC 20201

Dear Mr./Ms. Doe:  
Sincerely yours,

### Cabinet Member

The Honorable John/Jane Doe  
The Secretary of

Dear Mr./Madame Secretary:  
Sincerely yours,

# **PARTICIPATE:** **BE A PART** **OF THE PROCESS**

As the nation and librarianship enter the "Information Age" access to information in all formats by all citizens remains crucial. Librarians must help to preserve this access through the active exchange of information and ideas with our elected and appointed representatives. If we do not participate in the process and communicate our needs, we risk losing access to valuable information resources.

Freedom of expression and the "right to know" do not perpetuate themselves on the basis of history alone. They are protected only as long as citizens are willing to focus energy and concerns on information access issues.

The involvement of librarians and citizens in information legislation, through elected representation, safeguards intellectual freedom now and preserves this freedom for citizens who follow us.

*Produced by*  
*Government Relations Committee*  
*The Southeastern Chapter of*  
*the American Association of Law Libraries*

2 January 2001

Karen D. Buell, Marketing Assistant  
Global Securities Information, Inc.  
419 Seventh St., NW  
Ste. 300  
Washington, DC 20004

Dear Ms. Buell:

On April 18 - 21, 2001, the second joint meeting of the Southeastern Chapter and the Southwestern Chapter of AALL will be held in Atlanta. The first joint meeting of the two chapters was held in Austin, Texas in 1996. That meeting was such a success, the chapters agreed to meet again in the future. Well, the future is now!

The SEAALL/SWALL 2001 Joint Meeting will be held in Atlanta at the Sheraton (Buckhead). The theme for the meeting is *Atlanta 2001: Southeast Meets Southwest -- Law Librarians' Odyssey*. A Pre-Conference Institute will be held on April 19. The next day, the Joint Meeting will officially start with the Opening Reception at the Carlos Museum. Friday, April 20, begins with the Chapter breakfast and business meetings, followed by the Plenary Session. The speaker for the Plenary Session will be AALL Vice-President/President-Elect. After a full day of programs, attendees will be asked to put on their thinking caps, as they try to be tops in the trivia challenge game. The meeting will end on April 21, with the SEAALL/SWALL Breakfast and a half-day of programs. Since this is a joint meeting between SEAALL and SWALL, we expect approximately 300 in attendance.

The price for exhibiting is \$500 for a 6' x 30" table (with cloth and skirt), access to an electrical outlet and one complimentary set of meal/event tickets. Telephone lines (at an additional cost) are available upon request. Program breaks will be held in the exhibit area so attendees will have many opportunities to speak with the exhibitors. The exhibit schedule will be as follows:

Thursday, April 19, 2001	4:00 p.m. - 6:00 p.m.	Exhibits Set-up
Friday, April 20, 2001	7:30 a.m. – noon and 2:00 p.m. – 5:00 p.m.	Exhibits Open
Saturday, April 21, 2001	7:30 a.m. – noon	Exhibits Open

On behalf of SEAALL and SWALL, I encourage you to consider exhibiting at the Joint Meeting. Please feel free to contact me at 404-651-4148 or at [rballard@gsu.edu](mailto:rballard@gsu.edu).

Rhea Ballard-Thrower  
Local Arrangements Co-Chair



Local Arrangements: Exhibitor equipment request





Membership: New member letter

Membership: Life member nomination

Newsletter/Public Relations Committee: Advertising invoice

# Invoice

Invoice Number:  
Date:



**The Southeastern Law Librarian -  
newsletter of the Southeastern Chapter  
of the American Association of Law  
Libraries**

To:

Ship to (if different address):

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
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**THANK YOU FOR YOUR AD!**

**Please send payment to:**

SEAALL Treasurer  
University of Kentucky Law Library  
620 South Limestone Street  
Lexington, KY 20506-0048



Program: Budget/Expense Report

**SEAALL Annual Meeting Budget/Expense Report**

**Income & Expense Statement**

**Income**

*Institute Registration*

Member	25	45	\$1,125
Non-Member	8	55	\$440

*Annual Meeting Registration*

Member	201	135	\$27,135
Non-Member	23	160	\$3,680
Student	3	45	\$135
Per Day	5	30	\$150
Late Fee	4	25	\$100
Opening reception	25	21	\$525
Luncheon	12	26	\$312
Cabildo reception	32	33	\$1,056
<i>Total</i>			\$34558

<i>Exhibitor Registration</i>	12	350	\$4,200
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<i>Contributions</i>	6000		\$6,000
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**TOTAL INCOME** **\$44,858**

**EXPENSES**

Meals, Events			\$28,517
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Local Arrangements			\$3,019
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Meeting Expenses			\$3,500
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Outside speakers			\$2,106
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**TOTAL EXPENSES** **\$37,142**

**PROJECTED PROFIT**

**\$7,716**

## EXPENSE DETAIL

### *Meals, Events*

Breakfast & Break - Thursday	35	16.55	\$579
Breakfast & Break - Friday	200	17.76	\$3,552
Breakfast - Saturday	185	11.7	\$2,165
Break - Saturday	200	2.85	\$570
Friday lunch	239	27.87	\$6,661
Friday lunch flowers			\$419
Thursday reception	240	20.56	\$4,934
Cabildo fee	1000		\$1,000
Cabildo reception	240	29.11	\$6,986
Caterer extras			\$1,001
Band			\$650
<i>Total Meal/Events</i>			\$28,517

### *Local Arrangements*

Printing	544		\$544
Postage	507.78		\$508
Name tags, supplies			\$200
Photocopying	850.5		\$851
Tote Bags	240	3.82	\$917
<i>Local Arrangements Total</i>			\$3,019

### *Meeting Expenses*

A/V Charges			\$2,537
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### *Contributions*

Mathew Bender	1700		
WestGroup	1300		
Lexis/Nexis	2000		
Gaunt	250		
Hein	450		
Rothman	300		
<i>Total</i>	6000		\$5,800

<i>Exhibitors</i>	12	300	\$3,600
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### *Outside speakers*

Hotel	3	152	\$456
Airfare			\$750
Honoraria			\$750
Food, etc.			\$150
<i>Total</i>			\$2,106



**SEAALL/NOALL Registration Form**  
 SEAALL@NewOrleans.98  
 March 12 - 14, 1998

**Name:** \_\_\_\_\_  
 \_\_\_\_\_

**Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

SEAALL member? Yes \_\_\_ No \_\_\_ NOALL member? Yes \_\_\_ No \_\_\_

Is this your *first* SEAALL meeting? Yes \_\_\_ No \_\_\_

**Full Registration** (Includes educational programs; Opening Reception; Friday breakfast, lunch and evening at the Cabildo Museum; Saturday breakfast; and all breaks. *Please check if you prefer a vegetarian selection for the Friday Luncheon.*\_\_\_\_\_.)

Type	Fee	Amount Submitted
SEAALL/NOALL member	\$135	_____
Non-Members	\$160	_____
Students (no meals)	\$45	_____
Late charge for registrations postmarked after February 16, 1998	\$25	_____
	Subtotal:	_____

**Per Day Registration** (Educational programs only; tickets to social events may be purchased separately.)

Per Day, all categories \$30 \_\_\_\_\_

**Per Event / Guest tickets**

Event	Number	Total
Opening Reception	___ @ \$21	_____
Friday Breakfast & breaks	___ @ \$15	_____
Friday luncheon	___ @ \$26	_____
Friday Reception at Cabildo Museum	___ @ \$33	_____
Saturday Breakfast	___ @ \$12	_____

**Total Payment enclosed (payable to SEAALL)** \$ \_\_\_\_\_

Please check the programs you plan to attend so we can determine the room size needed:

Friday March 13, 1998:

Concurrent Session: A-1 \_\_\_\_\_ A-2 \_\_\_\_\_  
 Concurrent Session: B-1 \_\_\_\_\_ B-2 \_\_\_\_\_

Concurrent Session: C-1\_\_\_\_\_ C-2\_\_\_\_\_  
Concurrent Session: D-1\_\_\_\_\_ D-2\_\_\_\_\_  
Saturday March 14, 1998:  
Concurrent Session: E-1\_\_\_\_\_ E-2\_\_\_\_\_  
Concurrent Session: F-1\_\_\_\_\_ F-2\_\_\_\_\_

Mail this registration form and above payments **postmarked no later than February 16, 1998 to:**

SEAALL Registration  
Catherine Lemann  
Law Library of Louisiana  
301 Loyola Ave.  
New Orleans, LA 70112

Cancellations postmarked by March 1, 1998 will receive a full refund.  
**No refunds after that date.**

### **Law Libraries Tours: Thursday March 12, 1997**

There will be walking tours of law firm and court libraries in the downtown area. Meet in the Monteleone Hotel lobby promptly at 3:00 p.m. The law libraries at Tulane Law School and Loyola Law School will be open for touring from 2:00 to 4:00 p.m. They are located in the Uptown area, a street car ride and short walk away. Directions will be available. There is no need to register in advance for these tours.

## **Postmark Deadlines**

**Hotel reservation** to Monteleone Hotel by February 11, 1998

**Annual Meeting registration** by February 16, 1998

**SEAALL Institute Registration** by February 16, 1998

**Last Day to cancel Meeting or Institute registration for full refund:**  
**March 1, 1998**

**1998 SEAALL INSTITUTE  
POWER & INFLUENCE: TACTICS FOR SUCCESS**

*Thursday  
, March 12, 1998 from 8:30 am - 3:00 pm  
Monteleone Hotel*

This Institute focuses on building a power base from **within** and **outside** one's organization. The morning session will focus on strategies for within our organizations. Success comes to those who seek it and the ability to influence others is a skill that allows you to achieve your goals. The Institute will teach you how to achieve personal and organizational objectives in the face of competition. Scarce resources and turbulent times require that librarians understand the power structures of their organizations so that their proposals will be heard and understood by decision makers.

The afternoon session will focus on building "external" coalitions--getting those folks who have influence on the decision makers help with the library's advocacy campaign. Building a network of library advocates is both easier and harder than one might think. Easier because everyone who benefits from library service is a potential advocate, harder because building a network requires constant communication and cultivation to keep advocates motivated and active. This program will show how to design a message that sells, how to identify and recruit powerful allies, and how to maintain your advocacy network.

**FACULTY:** **Abigail Hubbard, PhD**, teaches courses in organizational behavior, environment and culture in the College of Business at the University of Houston and **Sally Reed** is the Director of the Norfolk Public Library and ALA Board Member.

**Registration Fee** is \$45 for SEAALL members; \$55 for non-members. This includes all program materials, a continental breakfast and coffee break; lunch is "on your own". Payment should be by check or money order made out to SEAALL and sent, with the completed form below, to: **SEAALL Registration, Catherine Lemann**, Law Library of Louisiana, 301 Loyola Avenue, New Orleans, LA 70112

**POSTMARK DEADLINE is: FEBRUARY 16, 1998**

\_\_\_\_\_

NAME \_\_\_\_\_

INSTITUTION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Are you a SEAALL member? Yes \_\_\_ No \_\_\_

SEAALL Annual Meeting

TO: \_\_\_\_\_, Speaker

FROM: \_\_\_\_\_, Program Coordinator

Thank you for agreeing to speak at the 1997 SEAALL Annual Meeting in Tallahassee, Florida. The meeting will be held from April 17-19, 1997. Program slots are 75 minutes in length and you will be sharing the podium with \_\_\_\_\_.

You will speak at the following program:

Title: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete the attached speaker information form and return it to me (your coordinator) by December 1. Thanks again for agreeing to speak, and I look forward to seeing you in Tallahassee in April.

**SEAALL Annual Meeting  
April 17-19, 1997  
Tallahassee, Florida**

**Speaker Information/Acceptance Form**

Speaker Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Title of program: \_\_\_\_\_

Equipment needed: \_\_\_\_\_  
\_\_\_\_\_

SEAALL members, whose expenses will not be reimbursed, should make their own travel and hotel arrangements. Please remember that you are eligible for the SEAALL Lucile Elliott Scholarship to defray your conference expenses. The deadline for application is November 15, 1996.

Travel arrangements: We will make air reservations for outside speakers. Please contact Alva Stone with your travel plans by January 30, 1997. Alva Stone can be reached at Florida State University College of Law Library at 904-644-2881; Fax: 904-644-5216; E-mail: atstone@law.fsu.edu

Hotel arrangements: Ms. Stone will make reservations for speakers who are not members of SEAALL. SEAALL will pay for lodging, travel and meeting registration for outside speakers. Speakers are responsible for other incidental expenses.

Expense reimbursement: Outside speakers should submit authorized reimbursable expenses to Ms. Stone by April 30, 1997. Please note that the meals which are included as part of the conference registration are not reimbursable.

Brief biographical sketch:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Speakers warrant that their presentation and handouts are their original creations and that a) they have not been published elsewhere, or 2) if previously published, necessary permissions have been secured.

Return this form to your program coordinator by December 1, 1996.  
Program - Speaker form

**SEAALL/SWALL 2001 Joint Meeting**

**Speaker Form**

**Name of Program:** \_\_\_\_\_

**Program Coordinator (name, address, and affiliation):** \_\_\_\_\_  
\_\_\_\_\_

**Program Format:** \_\_\_\_\_

**Room Set-up:** The default set-up will be a table in front for the speakers to sit. Audience in chairs/rows facing the speaker table. If you prefer a different room set-up, please indicate it here. \_\_\_\_\_

Computer projector is needed. (Computer will not be provided.) Live internet connections will not be provided. ? Other type of AV equipment is needed, please indicate here. \_\_\_\_\_

**Please estimate likely Speaker-Related Expenses:**

Name of Speaker	Affiliation	SEAALL or SWALL member	Expenses
		Yes No Honorarium (indicate amount)	N/A Airfare (indicate travel cities) Housing (indicate number of days) Meals (indicate number)
		Yes No Honorarium (indicate amount)	N/A Airfare (indicate travel cities) Housing (indicate number of days) Meals (indicate number)
		Yes No Honorarium (indicate amount)	N/A Airfare (indicate travel cities) Housing (indicate number of days) Meals (indicate number)

Please return form to Rhea Ballard-Thrower, Local Arrangements Chair, by December 8, 2000. You can e-mail the form to [rballard@gsu.edu](mailto:rballard@gsu.edu) or mail it to Georgia State University Law Library, P.O. Box 4008, Atlanta, GA 30302-4008.

**Southeastern Chapter  
American Association of Law Libraries  
Annual Meeting**

**Speaker/Non-Member Expense Report**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Meeting Attended:** \_\_\_\_\_

* DAILY EXPENSES	SUN	MON	TUES	WED	THUR	FRI	SAT	
<b>DATES of TRAVEL</b>								<b>TOTALS</b>
MEALS Breakfast								
Lunch								
Dinner								
HOTEL								
TRAVEL Taxi, Bus, Shuttle								
Airfare (Coach)								
Parking & Tolls								
Mileage** FROM: TO:								
Car Rental Must have prior approval								
OTHER Use reverse								

SIGNATURE \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

Make Check payable to: \_\_\_\_\_ MINUS ADVANCE \$ \_\_\_\_\_

Address: \_\_\_\_\_ TOTAL DUE / REQUESTED \$ \_\_\_\_\_

**APPROVED:** \_\_\_\_\_ **APPROVED:** \_\_\_\_\_  
SEAALL PRESIDENT SEAALL VICE-PRESIDENT

\* Receipts MUST be attached for any expense over \$10  
\*\* Total miles @ 29 cents per mile

**RETURN TO:** Donna Bausch, Law Librarian, Norfolk Law Library, 1300 Dominion Tower, 999 Waterside Drive, Norfolk, VA 23510 or  
**FAX: 757-622-4406**

**Explanation of "Other" Expenses:**

DATE	DESCRIPTION	AMOUNT
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**TOTAL**    \$ \_\_\_\_\_

**Receipts MUST be attached for any expense over \$10**



Program Committee: Program evaluation

**SEAALL 1997 ANNUAL MEETING  
Program Evaluation**

**A-1:**

**But I Like The Card Catalog & My Old Smith Corona...**

David Shipley, Dean, University of Kentucky College of Law  
(Moderator and Coordinator, Ebba Jo Sexton, University of Kentucky Law Library)

Please **circle** the applicable number below.

Disagree strongly (1); disagree (2); uncertain (3); agree (4); agree strongly (5)

1. Program objectives were explained clearly.  
12345
2. The program met the stated objectives.  
1 2345
3. The presentations were well paced and understandable.  
12345
4. The audiovisual materials enhanced the program.  
12345N/A
5. The time allotted for the program was appropriate.  
12345
6. Sufficient time was reserved for questions and they were answered thoroughly.  
12345
7. Meeting facilities were adequate and comfortable.  
12345
8. Program content will be useful in my work.  
12345
9. General comments to aid future SEAALL program planners:
10. Which speaker(s) on this program would you recommend to future program planners?
11. What programs/events would you like to see next year in New Orleans?

Program Committee: Preliminary program

**SEAALL@NewOrleans.98  
Preliminary Program**

**Thursday, March 12**

8:00 am - 8:30 am Registration  
12:00 pm - 6:00 pm Registration  
2:00 pm - 3:00 pm COSELL Board Meeting  
3:00 pm - 4:00 pm COSELL Computer Services Roundtable  
3:30 pm - 4:30 pm SEAALL Board Meeting  
3:00 pm - 5:00 pm Library Tours  
4:00 pm - 5:00 pm COSELL Public Services Roundtable  
4:00 pm - 5:00 pm COSELL Technical Services Roundtable  
5:00 pm - 6:00 pm SEAALL Committee meetings  
5:00 pm - 6:00 pm COSELL General Business Meeting  
6:00 pm - 8:00 pm Opening Reception & Mentor/Mentee Gathering -- Historic New Orleans Collection

Dinner on your own

**Friday, March 13**

7:00 - 8:15 am Continental Breakfast

8:30 - 9:45 am Session I

A-1. Generation X and Legal Education

Billie Jo Kaufman, Nova Southeastern University Law Library, Ft. Lauderdale, FL

Why can't students be like we were perfect in every way? Who are the students we call 'Generation X'? How are they affecting legal education? Get an intriguing and often humorous glimpse into why students and faculty aren't the way they used to be -- and find out if we need to change the way we think and act to be more effective educators.

A-2. Employment Law

Robert McKnight, Esq., Murphy & McKnight, New Orleans, LA

Mr. McKnight will focus his presentation on the latest resources and research tools to help you answer your patrons' questions on labor and employment issues. He will also delve into the general rights and responsibilities we all have as employees and employers. Come discover the challenges we face when working through the employment law maze.

10:00 -11:15 am Session II

B-1. Censorship@Your Library - Update

Timothy Coggins, University of Richmond School of Law Library; Rhea Ballard-Thrower, Georgia State University College of Law Library; & James Hashek, Esq., Roberts, Katz & Boudier, New Orleans, LA

On June 26, 1997 the US Supreme Court decided that the Communications Decency Act was unconstitutional, declaring that the Act was so broad and poorly defined that it violated the free speech of adults. Bruce Ennis, the attorney representing the American Library Association and others in the case, called the Court's decision the "legal birth certificate of the Internet." Censorship isn't just about the Internet. There are many other attempts to restrict access to materials and to make librarians "porno cops." How do these issues affect law libraries? Should there be restrictions placed on books and the Internet? Are law librarians sufficiently involved in this issue, or is this simply an issue for public and school librarians? One law librarian will address censorship issues generally and what has happened since the CDA decision. An attorney will discuss his perspective of censorship based on his involvement with a school censorship case in Louisiana; and another law librarian will discuss how the use of the Internet to access "pornography" has directly affected her law school library.

B-2. Training, Teaching and Whatever Happened to Reference?

Cynthia Jones, Phelps Dunbar, New Orleans, LA; Amy Osborne, University of Kentucky College of Law Library; and Mike Smith, U.S. Court of Appeals for the Fifth Circuit Library

This program will offer insights into how to handle the pressures and time constraints of training staff and student workers, as well as teaching law clerks and law students. When we also devote a couple hours a day to giving reference assistance, how do we make it through each day?

The speakers will share their time and energy management techniques, as well as divulge their creative ways of dealing with a demanding clientele attorneys, judges, law clerks, law students and law faculty. They even manage to keep up-to-date with Internet resources and technology! Join this high-powered panel for a fascinating look at their coping skills in their fast-paced library worlds!

11:45 - 1:30 pm LUNCH at the PLIMSOLL CLUB, 30th Floor, World Trade Center  
Remarks by ANNE GRANDE, AALL Treasurer / Sponsored by Matthew Bender\*

2:00 - 3:15 pm Session III

C-1. Creative Marketing

Hazel Johnson, Law Library Services Consultant, Richmond, Virginia; Connie Matzen, Smith, Anderson, Blount, Dorsett, Mitchell & Jernigan, Raleigh, North Carolina and Kathy Crosslin, Kilpatrick Stockton, Atlanta, GA

Survey results indicate that a majority of law librarians market library services through traditional methods like job performance. While providing optimal library services is a primary means of marketing, efforts to be deemed professionals and equals among the attorneys, administration, and faculty must be creative and effective. This program examines innovative ways to market librarians as professionals outside of the traditional library environment

C-2. Medical and Legal Libraries: Organizational Partnering & Reconstruction

Herb Cihak, University of Kentucky College of Law Library and Janet Stith, University of Kentucky Medical Center Library

Is your organization prepared to confront the information technology challenges which the twenty-first century poses? Should your organization change? What can your organization change into? What results can be expected from organizational partnering and reconstruction? Leadership principles, a liberation philosophy, and creation of a learning organization can transform any organization. Learn from two information transformation professionals who used key leadership principles to bring about a change-supportive environment in their libraries, as well as replaced delegation and empowerment with liberation as a foundation for organizational reconstruction.

3:30 - 4:45 pm Session IV

D-1. Second-Lining in the Land of Dreams

Bruce Raeburn, Hogan Jazz Archives, Tulane University

Join the curator of the Hogan Jazz Archives at Tulane University for an exploration of New Orleans' multi-cultural jazz heritage and an examination of current developments with the city's efforts to preserve the jazz heritage. Illustrations will include video clips of the first jazz recording, "Kid" Ory performing a creole song and a marching band in a 1929 Zulu parade.

D-2. Electronic Dissemination of Court Opinions

Catherine Lawman, Law Library of Louisiana; Holliday Osborne, Emory School of Law Library; and Kay Guillot, U.S. Court of Appeals for the Fifth Circuit Library

Federal and State courts have begun to publish their opinions on the Internet. Kay Guillot and Catherine Lawman will discuss some of the problems and solutions encountered in the publishing process. Holliday Osborne will discuss the Federal Court Finder page maintained at Emory. The Internet is a new frontier and provides new, exciting possibilities for making information available to the general public. Electronic publication of materials has required the courts to make decisions on formatting, how much material to make available and more. This presentation will provide a look at how law librarians assist the courts to make electronic information available.

6:30 - 9:00 pm Dinner/Reception Cabildo Museum Sponsored by Lexis/Nexis\*

**Saturday, March 14**

7:30 - 9:00 am Continental Breakfast & Business Meeting Sponsored by West Group\*

9:15 -10:30 am Session V

E-1. Technology, the Library & the MIS Department

Ben Cowgill, Esq., Woodward, Hobson & Fulton, Lexington, KY

Information Technology is "IT" -- the one thing that lawyers everywhere are scrambling to acquire. Everyone wants IT, but who is responsible for getting IT? And once IT arrives, who is responsible for maintaining IT? This presentation will explore the opportunities and challenges facing librarians in a brave new world where IT is ubiquitous.

E-2. Louisiana's Uncommon Legal History

Dr. Judith Kelleher Schafer, Associate Director of the Murphy Institute of Political Economy and Visiting Associate Professor of Law at Tulane University; Dr. Mark F. Fernandez, Associate Professor of History at Loyola University; and Dr. Warren M. Billings, Distinguished Professor of History at the University of New Orleans.

Long avoided by trained historians and left to law professors who emphasized its uniqueness, the study of Louisiana's legal history is now experiencing a renaissance. Three of the leaders who have broken new ground with their own research, as well as encouraged a cadre of budding legal history scholars, view the law as inextricably intertwined with culture and society. The panel will discuss how Louisiana law has shaped and been shaped by beliefs, class, gender, race, power, and economics.

**LUCILLE ELLIOTT SCHOLARSHIP  
CONTINUING MEMBER SCORE SHEET**  
(SEAALL member for more than 3 years)

Applicant's Name \_\_\_\_\_

(1) Participation in and service to profession \_\_\_\_\_  
(award maximum of 30 points)

(2) Intended use of scholarship \_\_\_\_\_  
(award 30 points for SEAALL activity)  
(award 25 points for AALL institute, library  
or law school expenses)  
(award a **maximum** of 20 points for other activity)

(3) Financial need (lack of employer assistance) \_\_\_\_\_  
(award maximum of 30 points)

(4) Letters of recommendation \_\_\_\_\_  
(award maximum of 10 points)

(5) Previous SEAALL Scholarships (deduct 5 points \_\_\_\_\_  
for each previously awarded scholarship)

TOTAL POINTS: \_\_\_\_\_

Award scholarship? No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \_\_\_\_\_

Reviewer's name \_\_\_\_\_ Date: \_\_\_\_\_

**LUCILLE ELLIOTT SCHOLARSHIP  
NEW MEMBER SCORE SHEET**  
(SEAALL member for 3 or fewer years)

Applicant's Name \_\_\_\_\_

(1) Participation in and service to profession \_\_\_\_\_  
(award maximum of 15 points)

(2) Intended use of scholarship \_\_\_\_\_  
(award 40 points for SEAALL activity)  
(award 35 points for AALL institute, library  
or law school expenses)  
(award a maximum of 30 points for other activity)

(3) Financial need (lack of employer assistance) \_\_\_\_\_  
(award maximum of 35 points)

(4) Letters of recommendation \_\_\_\_\_  
(award maximum of 10 points)

TOTAL POINTS: \_\_\_\_\_

Award scholarship? No \_\_\_\_\_ Yes \_\_\_\_\_ Amount \_\_\_\_\_

Reviewer's name \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix**

**[Section Added 3/98]**



**SOUTHEASTERN CHAPTER OF THE  
AMERICAN ASSOCIATION OF LAW LIBRARIES  
GOVERNMENT RELATIONS POLICY**

**July, 1996**

**I. INTRODUCTION**

The South Eastern Chapter of the American Association of Law Libraries began in 1937 when a group of ten law librarians from four North Carolina law libraries met to form the North Carolina Law Librarians Association. Later the group was joined by law librarians from South Carolina and became the Carolina Law Librarians. In 1939 it changed its name to the Carolinas Chapter of the American Association of Law Libraries. The group continued to broaden its membership and become the South Eastern Chapter of the American Association of Law Libraries (SEAALL) in 1954. SEAALL is a non-profit, professional organization devoted to promoting law librarianship and developing and increasing the usefulness of law libraries. Its more than 500 members work in Southeastern United States libraries, serving government officials, the bench, the bar, legal scholars and the lay public.

Law libraries and their users are affected by a broad span of public policy concerns ranging from the development of state and national information infrastructures and the dissemination of government information to intellectual freedom and intellectual property. SEAALL members are responsible for ensuring that federal, state and local legal information resources are developed, managed and shared effectively.

**II. GOVERNMENT INFORMATION POLICY**

Accessible government information is both an essential principle of a democratic society and a valuable resource created at taxpayer expense. Timely and equitable access to government information is the cornerstone of SEAALL's Government Relations Policy. SEAALL supports nondiscriminatory access to information for all library users.

**A. Freedom of Information**

Public inspection of government records under public records laws is the foundation for citizen access to state government information. Public records laws must be amended periodically to ensure that government information is available in a timely manner and in a format useful to the requestor. Legislation and regulations governing exemptions from public access should strike a careful balance between citizen access to government information and legitimate privacy interests.

**B. Privacy**

The public's right of access to government information must be balanced against individuals' concerns about revealing personal information held in government files. Privacy laws will help insulate sensitive personal information from a world of interconnected databases.

**C. Dissemination of Government Information**

Federal, state and local governments have a duty to disseminate government information to their citizens. Government information should be available to the public at no or low cost in both traditional and electronic formats. Any revenue garnered by governments from the sale of public information should be reinvested in the infrastructure which delivers the government information to the public.

The commercial sector plays an important role in the dissemination of government information. Citizens are served by a diversity of information providers, and no public or private entity should enjoy a monopoly over any body of government information. Nor should any entity limit the dissemination of government information through exclusive contracts, resale restrictions or other restrictive trade practices.

**D. State Depository Library Programs**

State depository libraries operate under a statutory obligation to make government information available to the public. State Depository Library Programs should provide for a system of equitable, effective, no fee, efficient and dependable access to and dissemination of government information from all branches of government in a variety of formats. As state governments move into the electronic environment, depository libraries are increasingly important channels through which citizens access legal information. With the increased creation of government information in electronic format, many state agencies share in the dissemination of government information. To ensure that state government information is disseminated through depository libraries, SEAALL believes that each state should establish and maintain a strong, central authority with the ability to promulgate and enforce agency compliance with relevant laws, regulations and policies.

**E. Government Tax Policy**

IRS tax policy on the treatment of business inventories has shortened dramatically the inventory life of most book titles. Many publishing companies reduce inventories to minimize tax liability. This development has caused books to be produced in smaller runs and to go out of print more quickly, making it more difficult for libraries to obtain the books that they need for their collections. SEAALL supports legislation to create an equitable tax policy which takes into account the special inventory requirements of the publishing industry.



### **III.LEGAL RESOURCES**

SEAALL members can provide leadership and guidance in developing and managing state legal resources. Coordinated action is needed to build specialized legal collections and interlibrary service networks. SEAALL supports timely and equitable access to legal resources regardless of the format in which the information is fixed, as well as efforts to develop appropriate technical standards for information technology.

### **IV.INFORMATION TECHNOLOGY**

#### **A.Information Infrastructures**

SEAALL supports the development and integration of the National Information Infrastructure (NII) and similar state information infrastructures to take advantage of the nation's information, communication and computing technology resources. The development of the NII and state information infrastructures should ensure broad public access to electronic government information by providing low-cost access for all citizens regardless of income or geographic area. SEAALL believes that the development of an open network architecture system will ensure broad public access. The right of fair use and the noncopyrightable nature of federal and state government information paid for by taxpayers should be maintained in the electronic environment.

#### **B.Telecommunications**

No modern law library can operate without telecommunication services. Cataloging utilities, electronic bulletin boards or computer-aided legal research all depend upon electronic data transfer. SEAALL is concerned the rising telecommunication costs may limit access to information. SEAALL supports a regulatory environment that fosters an efficient and economical flow of electronic information to and from libraries. In particular, SEAALL urges lawmakers to guarantee affordable telecommunications rates for libraries.

### **V.FEDERAL AND STATE SUPPORT FOR LIBRARIES**

#### **A.Conferences**

SEAALL supports periodic federal and state conferences and similar forums to evaluate library services. Following each conference, appropriate resolutions adopted by the conferees should be communicated to national and state government officials for their review and implementation.

#### **B.Library Funding**

Libraries are critical to the well-being of society. SEAALL supports full funding of access programs such as State Depository Library Programs and public law libraries to promote public access to legal materials.

### **VI.PRESERVATION**

The high acid content of most paper produced since 1850 has reduced drastically the life of books, resulting in the deterioration of significant law library materials. Libraries must help preserve the intellectual content of these valuable resources.

SEAALL supports efforts to establish and fund preservation activities. Initiatives such as preservation photocopying, microfilming and data scanning are needed to reformat information fixed on brittle paper. De-acidification programs will limit further loss of paper documents. Preventive measures, notably policies promoting the use of permanent alkaline paper, will curtail the spiraling cost of preserving the human record.

Leaders in library, government, industry and academic circles must design and deploy coherent strategies for preserving and archiving electronic information.

### **VII.INTELLECTUAL PROPERTY**

#### **A.Copyright law**

SEAALL affirms that the primary purpose of copyright law is to promote the creation and dissemination of knowledge and supports laws that promote an equitable balance between the rights of information users and the rights of copyright holders. Revisions to and interpretations of the copyright law should maintain this balance by interposing the fewest obstacles to the broad distribution of ideas in all media and formats.

#### **B.Public Domain Status of Government Publications**

SEAALL supports a general prohibition against copyright protection for government works. Similarly, SEAALL opposes any copyright-like royalty arrangements that restrict the flow of information from the government to the public.

The text of primary legal materials such as judicial or administrative decisions, statutes and regulations must remain in the public

domain. SEAALL opposes any proposed revisions to or interpretations of the copyright law that limit access to primary legal materials.

## **VII.INTELLECTUAL FREEDOM**

### **A.Censorship**

SEAALL supports the dissemination by libraries of materials on all subjects and opposes censorship in any form. The chapter endorses the American Library Association's Library Bill of Rights.

### **B.Confidentiality**

SEAALL supports the passage of strong state laws protecting the privacy rights of library users.

## **IX.CONCLUSION**

SEAALL supports a pro-active program to inform its members of current issues and to assist government decision makers in developing laws and policies consistent with this Government Relations Policy.

*Approved by the Government Relations Committee July 3, 1996  
Adopted by the SEAALL Executive Board July 21, 1996*

### **Time line SEAALL Articles & Bylaws**

*Editor's Note: The official version of this document is maintained by the Secretary.*

1954SEAALL is formally constituted from the North Carolina Association of Law Libraries

1966Constitution is amended to include West Virginia in the geographic boundaries of SEAALL

1982-83?Bylaws are amended to provide for a one year term for the president

1984At the business meeting of July 2, the bylaws are amended to provide for Associate Membership for those residing outside the southeastern region.

1986At the business meeting of April ?, the bylaws are amended: 1. To establish that if dues are not received within 3 months of the due date, newsletter subscriptions will be suspended; 2. To separate the offices of secretary and treasurer, and to give each office a two year term; and 3. To establish a mail ballot for amendments to the constitution and bylaws.

1988At the business meeting of June 27, the constitution was amended to include the Constitution & Bylaws Committee and the Newsletter Committee among the standing committees.

1989On April 7, 1989 SEAALL became incorporated and the Constitution and Bylaws were replaced with new Articles of Incorporation and Bylaws.

1990At the spring business meeting (date?), the by-laws were amended to provide for student members.

1990At the business meeting of July 22, 1. All references to the constitution were replaced with the word articles. 2. Clarity was provided as to who could hold office. 3. Provision was made to notify the membership of amendments to the articles and bylaws through publication in the newsletter. 4. The ability of part-time workers to be members was clarified. 5. The right to vote was extended to all members.

1992At the business meeting of July 20, captions were added to articles and bylaws sections to make labeling of the sections uniform. Two substantive additions were made: 1. The provision that the president of SEAALL must also be a member in good standing of AALL. 2. All changes in the articles and bylaws must be forwarded to the chair of the AALL Constitution and Bylaws committee.

1995At the July business meeting two amendments were made: 1. The bylaws were amended to change the dates of the election of officers so that the officers would be installed at the SEAALL Annual Meeting. 2. The Articles were amended to include the District of Columbia in the SEAALL geographic region.

1998In a mail ballot in February 1998, Article IV was amended to include the U.S. Virgin Islands in the SEAALL geographic region. At the July business meeting, life membership requirements in the Bylaws were modified and provision was made for the addition of 2 members at large to the Executive Committee.

## **IRS Letters**

**[Section Added 3/98]**