



2004 SEAALL INSTITUTE -- THE BASICS OF NEGOTIATING

Thursday, March 25, 2004

**Speaker: Professor John G. Douglass
University of Richmond School of Law**

Why does a law librarian need to know the basics of negotiating? Think about those times when your budget was not increased as much as you felt was necessary. Think about those times when the library staff was downsized, even though the workload continued at the same level, or even increased. How might you have been able to reach your library's goals more effectively? Professor John Douglass defines negotiation as the resolution of disputes through voluntary agreement among parties. Negotiation is often viewed as a "bargaining" process, but it involves a great deal more than the mere process of one party "bidding" against another. Join Professor Douglass and hear more about the three basic steps in principled negotiation: (1) identify interests; (2) generate options; and (3) choose options based on reason.

Professor Douglass presented a shorter version of his negotiation workshop to the Virginia Association of Law Librarians in 2002. Here are some VALL members' comments about the program. "I entered the negotiation seminar with the expectation of a dull, dry lecture. Instead, I found a professor who entered my mind and drew me into a conversation he was having with the entire room," wrote Robert L Davis of the Prince William County Circuit Court Library. Victoria W. Levy of McGuireWoods LLP explained, "I know that Professor Douglass is also a mediator, and it shows: in his style of speaking without sounding didactic, projecting the issues to listeners, and engaging the audience so everyone understands the importance of communications (verbal or not) in a negotiation setting." Past SEAALL President Terry Long of the Virginia State Law Library said, "Professor Douglass' program for VALL was abbreviated, but nevertheless it was an excellent interactive session hitting the highlights of negotiation. Every librarian could benefit from his program whether we are negotiating contracts, purchases, or a raise. It can even apply in your personal life – have you ever bought a car?" Robert concluded, "The most important lesson I learned from Professor Douglass' seminar is that negotiation must be entered with a goal in mind. And as a negotiator, I must be willing to be flexible – to be willing to give and take – to arrange and obtain the best options for reaching that goal. Otherwise, inflexibility begets intransigence, which begets losing the whole ball of wax and gaining nothing and not meeting or coming close to reaching the goal. ... **It was fantastic and stimulating.**"

Come to Richmond one day early and join your colleagues and Professor John Douglass for "The Basics of Negotiating."

(Preliminary agenda and a short biography of Professor John Douglass appear on the reverse of this institute description.)



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AGENDA

8:00 a.m.	Institute and Annual Meeting Registration
9:00 a.m.	Beginning Session
10:30 a.m.	Break
10:45 a.m.	Second Session
12:00 noon	Lunch – Atrium Balcony
1:00 p.m.	Third Session
3:00 p.m.	Institute ends

(The registration fee for the Institute is \$55.00 for SEAALL/VALL/LLSDC Members and \$70.00 for non-members. Use the Registration Form for the Annual Meeting to register for the Institute.)

John G. Douglass

John G. Douglass is a Professor of Law at the University of Richmond School of Law, where he is director of a program in lawyering skills and trial advocacy. He received the University's Distinguished Educator Award in 1999. Professor Douglass is certified as a mediator by the Supreme Court of Virginia and serves as a mediator and arbitrator of commercial disputes through the McCammon Group in Richmond. He teaches Negotiation and Dispute Resolution for the National Institute for Trial Advocacy, the Management Institute of the University of Richmond, and the Virginia Police Chiefs Foundation. He is a member of the Virginia State Bar – Virginia Bar Association Joint Committee on Dispute Resolution and a frequent lecturer at continuing legal education programs around Virginia.

Before joining the University of Richmond faculty in 1996, Professor Douglass practiced law for 15 years. As a partner in a Richmond law firm, he specialized in commercial litigation, insurance defense, construction litigation, and white collar criminal defense. He served for eight years as an Assistant United States Attorney in Baltimore and Richmond and served on the staff of Independent Counsel Lawrence Walsh in the Iran-Contra investigation. He is a graduate of Dartmouth College and Harvard Law School.



**“Virginia Is For Law Librarians”
SEAALL 2004 ANNUAL MEETING
Richmond, Virginia
March 25 - 27, 2004**

PROGRAM

Wednesday, March 24, 2004

4:00 pm - 6:00 pm Registration

Thursday, March 25, 2004

8:00 am - 6:00 pm Institute & Annual Meeting Registration

9:00 am - 3:00 pm **SEAALL Institute - The Basics of Negotiating**
Professor John Douglass, University of Richmond School of Law

2:00 pm - 3:00 pm COSELL Executive Board Meeting

2:30 pm - 4:00 pm Tours of Local Libraries

3:00 pm - 4:00 pm COSELL Roundtables

3:00 pm - 4:00 pm SEAALL Committee Meetings

4:00 pm - 5:00 pm SEAALL Executive Board Meeting

4:00 pm - 5:00 pm COSELL General Business Meeting

6:00 pm - 8:00 pm Opening Reception at the SunTrust Tower

Friday, March 26, 2004

7:00 am - 6:00 pm Annual Meeting Registration

7:30 am - 9:00 am SEAALL Breakfast and Business Meeting

9:00 am - 5:00 pm Exhibits open

9:00 am - 10:00 am **Keynote Address**

Bushwhacking the First Amendment: Patriots, Police, and Patrick Henry

Speaker: David Baugh, Esq.

Moderator: Jim Heller, College of William and Mary School of Law

Attorney David Baugh, who practices law in Richmond, Virginia, is one of the foremost First Amendment lawyers in the United States and one of the more controversial. The son of a Tuskegee Airman, Mr. Baugh is a board member of the Virginia ACLU and has represented a Ku Klux Klan Grand Dragon and a convicted U.S. Embassy bomber. Alan Dershowitz said that David Baugh deserves a place in the

pantheon of free speech heroes. You will not want to miss this Keynote Address from one of America's best lawyers and best public speakers.

10:00 am - 10:30 am Coffee Break/Exhibits

10:30 am - Noon **Programs**

B-1: Academic Freedom or Deadwood: Is Tenure Appropriate for Academic Law Librarians

Speakers: Frank G. Houdek, Southern Illinois University Law Library
 Brian Huddleston, Loyola University School of Law Library
Moderator: Susan Lewis-Somers, Washington College of Law Library, American Univ.

Is academic tenure a good thing for academic law librarians and their libraries? Tenure grants librarians who have earned it the freedom to teach, write and otherwise convey controversial ideas without the fear of job loss, other than for adequate cause or for extraordinary circumstances due to financial exigencies. On the other hand, some contend that tenure's job protection may encourage mediocrity in librarians, who may no longer have to prove themselves on the job, and may inhibit the ability of libraries to attract new librarians with fresh ideas, as tenured librarians are less inclined to seek professional opportunities elsewhere as their careers advance. Hear from speakers who will explain what tenure is and the various ways it is applied in academic law libraries; what faculty status means for librarians and how it may relate to tenure; and who will then debate the pros and cons of tenure for law librarians.

B-2: Effective Management of Employees

Moderator/Speaker: Scott DeLeve, University of Mississippi Law Library

Management curricula and library administration courses often neglect one of the central functions of management, which is to maximize the productivity of employees. Drawing from acknowledged experts such as Peter Drucker as well as personal experience, this program will present strategies and methodologies for enhancing participants' people-management skills. This program will benefit front-line and mid-level managers, both those new to the field and those who wish to review their skills.

B-3: Understanding The USA Patriot Act: Should We Fear the Expansion of the Surveillance Powers of the Federal Government?

Moderator/Speaker: Christopher A. Vallandingham, Legal Information Center, University of Florida College of Law

Since the passage of the USA Patriot Act in October 2001, many people have claimed that Congress has unnecessarily increased the powers of the federal government to conduct surveillance of U.S. citizens and non-U.S. citizens. The Patriot Act blurs the historical distinction between law enforcement and foreign intelligence-gathering. What are the possible consequences of the increased cooperation between law enforcement and intelligence? Do we really want a domestic CIA spying on people in the U.S.?

Noon - 1:30 pm Lunch

1:30 pm - 5:00 pm Exhibits open

1:45 pm - 2:45 pm

Programs

C-1: 60 Hot Law Library Tips in 60 Minutes

Moderator/Speaker: Rebecca Trammell, University of Kentucky Law Library
Speaker: Billie Jo Kaufman, Washington College of Law Library, American University

This program includes tips and ideas for the law library in the 21st century – from acquisitions to technology to staff morale to surviving in today's law library.

C-2: Site Licenses in Law Libraries: the Good, the Bad, and the Ugly

Speaker: Jim Heller, Marshall-Wythe Law Library, College of William and Mary
Moderator: Amy Osborne, University of Kentucky Law Library

You have all seen language in licenses for electronic services that appears to take away some of the rights of the library and its users. Some licenses even attempt to restrict how a library might use public domain materials. Join Jim Heller as he walks you through a license for an electronic information product. He will illustrate problematic language that is prevalent in many licenses and suggest ways to re-write objectionable language and get the vendor to accept your revised language. He will discuss the items that you want in the contract, such as regular receipt of user statistics. You will leave this program with some practical tips about how to address this troublesome issue.

C-3: Cataloging for Part-Time Catalogers

Speakers: Joni Cassidy, Cassidy Cataloging, Inc.
Karen A. Nuckolls, West Virginia University Law Library
Moderator: Terry Long, Virginia State Law Library

So you are in a smaller institution that does not have an entire department to do cataloging for you. It may be that you do your own cataloging on a part-time basis. You do not have a need to know all the minutia of AACR2 and MARC21. But you do need a refresher on the basics of cataloging so that your library can have a usable catalog. This program is for you – a quick review of cataloging basics and advice on how to catalog electronic resources.

2:45 pm - 3:15 pm

Break/Exhibits

3:15 pm - 4:30 pm

Programs

D-1: Books on Wheels: Shifting a Large Law Library Collection

Moderator/Speaker: Susan Wild, University of Kentucky Law Library

This program explains the processes necessary to shift a large library collection. The worksheets and other advice from this program could also be used for smaller shifts (i.e., less than shifting the entire collection). The processes, plans, and ideas come from the shifting of the entire UK paper collection, well over 1/4 million volumes. The speaker used student workers and completed the entire shift in about six weeks. During that time, no book was lost, and everything asked for was found.

D-2: Using Extranets to Manage Library Operations

Speaker: David H. Mason, McGuireWoods LLP
Moderator/Speaker: Hazel L. Johnson, McGuireWoods LLP

The use of extranets as a tool for law firms to work collaboratively with clients has grown exponentially in recent years. Extranets can also be used as effective tools to manage library operations, share information, and promote collaborative efforts of library staff. Just as a firm's intranet allows librarians to share information with lawyers and firm employees, extranets can be used by library staff as a fast and efficient means to share information and to better manage and document virtually all aspects of library operations. Whether your library is a multi-state operation or a single location, extranet technology offers a virtual workplace for your library staff. This program will present examples of how the libraries of a large multi-office law firm utilize extranets to share information, manage projects, and work more efficiently.

D-3: Instructional Objectives: The Key to Successful Training

Coordinator: Karen Silber, Bureau of National Affairs
Moderator/Speaker: David S. Feldman, Bureau of National Affairs

Do you design, develop, or deliver legal research training? Whether you are teaching face-to-face, on the phone, or over the web, good learning outcomes help you connect with your users before, during, and after the session. The basic foundation for any successful training, from an hour to a semester in length, is a set of realistic, practical, and engaging learning outcomes. While the skill of writing effective learning outcomes takes time and practice, this session will present basic criteria for evaluating learning outcomes.

6:30 pm Reception and Dinner -- Virginia Museum of Fine Arts

Saturday, March 27, 2004

7:00 am - 9:00 am Registration
7:30 am - 8:30 am Breakfast
8:30 am – 11:00 am Exhibits Open
8:45 am - 10:00 am **Programs**

E-1: Researching Federal Legislative History From Older Records

Speaker: Richard J. McKinney, Federal Reserve Board Law Library
Moderator: Michael Petit, Washington College of Law, American University

Many of you have read Richard McKinney's articles about doing legislative history research, including "Compiling a Federal Legislative History from Older Records" in the October 2001 issue of the [AALL Spectrum](#). Now you can hear the author, who will talk about the process and the documents available to you. The speaker will teach us how to compile federal legislative histories without the Internet and will discuss the many sources available for assembling a history.

E-2: Researching Securities Law and Bankruptcy Law

Moderator/Speaker: Timothy L. Coggins, University of Richmond School of Law Library

Speaker: Cynthia L. Smith, McGuireWoods LLP

Do you know where you can find securities act releases and other documents? How about information regarding company financial information? Are you faced with questions from your users about bankruptcy filings, interpretations of code sections, as well as explanatory information about bankruptcy? Where can you find basic information about these subjects as well as more detailed and advanced information to help your users? Cindy Smith will discuss how to locate administrative materials from the SEC and how to find company information through SEC filings. Timothy Coggins will move beyond the print world, illustrating how to do bankruptcy research on the Internet.

E-3: The Baseball Hall of Fame Library

Speaker: Jim Gates, Baseball Hall of Fame Library
Moderator: Pam Williams, Legal Information Center, University of Florida College of Law

Have you ever wondered what they do at the Baseball Hall of Fame Library in Cooperstown, NY? Well, here is your chance to hear it directly from the Library Director. Many of you remember Jim Gates (former SEALL member) from his days at the University of Florida. So, stop by and let's play ball.

10:00 am - 10:30 am Coffee Break/Exhibits

10:30 am - Noon **Programs**

F-1: Helping the People You Can't Help

Moderator/Speaker: Rebekah Maxwell, Coleman Karesh Law Library, University of South Carolina
Speaker: Russell Altman, Nelson, Mullins, Riley & Scarborough, LLP

This program covers the next steps for assisting patrons whose needs exceed the scope of a library's services from the perspectives of an academic law librarian and a reference specialist in a law firm library. The speakers will discuss how they help the users whose information requests they are unable to fill or who are (many times unwittingly) looking for assistance that their libraries are not able to provide. Many times the answer (such as it is) is simply making them aware of potential resources that might fill their needs, but the secret is conducting the reference encounter in a manner that leaves the patron feeling supported in some measure and not just "kissed off." The differences in politics between an academic and a corporate setting should make this program fun!

F-2: Consortia for Law Libraries

Speakers: Bill Beintema, COSELL
Robert Hulshof-Schmidt, SOLINET
Camille Riley, MALLCO
Jayne Williams, GALILEO
Moderator: Pamela Deemer, Hugh F. MacMillan Law Library, Emory University

There are a number of state and regional consortia out there that are doing many things. This program includes representatives from several consortia who will present the history and services offered by these organizations. They will also present information such as forming a consortium, database formation, and contract negotiations.

F-3: Towards A National Plan to Digitize Historical U.S. Government Documents

Moderator/Speaker: Mary Alice Baish, AALL Associate Washington Affairs Representative
Speaker: Judith Russell, Superintendent of Documents, Government Printing Office

Public use of the Internet to access government information is growing exponentially, paralleling the shift of the Federal Depository Library Program from a print to an almost all-electronic program. At the same time, many libraries, nonprofit organizations, and government agencies are beginning to digitize historical documents, often in a vacuum, potentially risking scarce resources in redundant digitization programs. This calls for a new role for the Government Printing Office in coordinating and prioritizing these digitization efforts and for law libraries in initiating exciting digitization projects. Join us in shaping a new national digitization plan.

12:30 pm

Optional Excursion to Jamestown Island