

NEWSLETTER

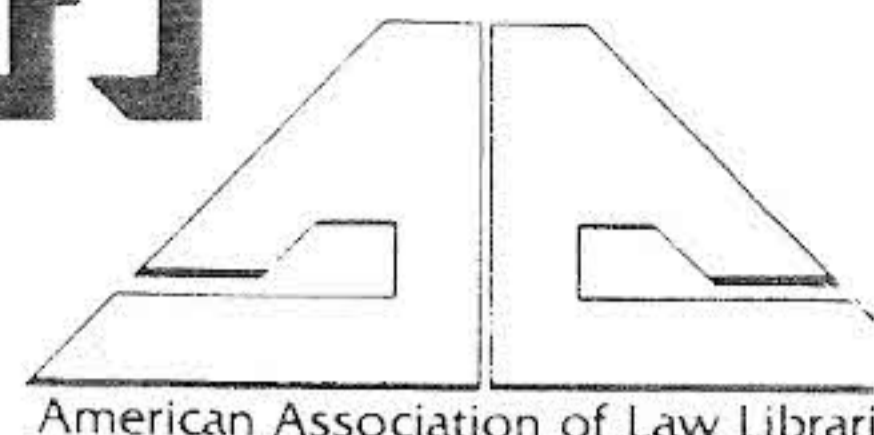
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State, Court, and County Law Libraries Section

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A LETTER FROM THE CHAIR

Virtually everyone in SCCLL applauded Joel Fishman's proposal at the annual meeting that a committee be appointed to study our section's long-range purpose and objectives. I was equally enthusiastic upon reading committee chair Marcia Koslov's recommended plan of action in the October issue of this newsletter. It strikes me as being right on target. Marcia identifies three major areas for discussion: (1) Interaction among our SCCLL members, (2) SCCLL's relationship with AALL - particularly the Academic and Private SIS's, and (3) development of contacts with related organizations.

Clearly we are seeking ways to make our views known and our influence felt. During the past couple of months I have had a great many phone conversations that convince me that a lot of us in court and bar libraries have not been taking advantage of opportunities available to us. Dan Freehling and his Program Committee for the 1988 AALL meeting in Atlanta have been hard at work since late summer lining up dozens of program topics and speakers. Several colleagues from academic and private libraries who are coordinating sessions have conferred with me about topics that require the expertise of SCCLL members and have asked for suggested speakers from among our ranks. I particularly sat up and took notice when an academic member of a large AALL committee called and said that no one on her committee knew any SCCLL people well enough to ask one to participate on their program.

Her call caused me to peruse the list of AALL committees in the August newsletter. I was a bit distressed to see that several very important ones - notably Program, Nominating, National Legal Resources, Constitution and Bylaws, and Legislation and Legal Developments - have no SCCLL members at all. Several others, including Education and Membership, have only one of us amid a list of academic and private librarians. Since quite a few AALL members serve on multiple committees, I can only assume that SCCLL people simply aren't bothering to volunteer. To make sure that the Executive Board is aware of our concern, however, I have sent them a letter urging their attentiveness to well-balanced committees as future appointments are made.

Being on a committee isn't just an ego-trip: it's a learning experience - a chance to contribute the public and bar library viewpoint and to bring back to our section information on issues that affect us and on which we should deliberate and act. Within the next several months the AALL Newsletter will carry a form inviting volunteers for 1988/89 AALL committees. By all means, complete it, and send it in. If you are chosen, your own professional development will be enriched, and all SCCLL members will be served by your representation of them.

Carol



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Appellate Court Standards Committee
David G. Badertscher, Chairman

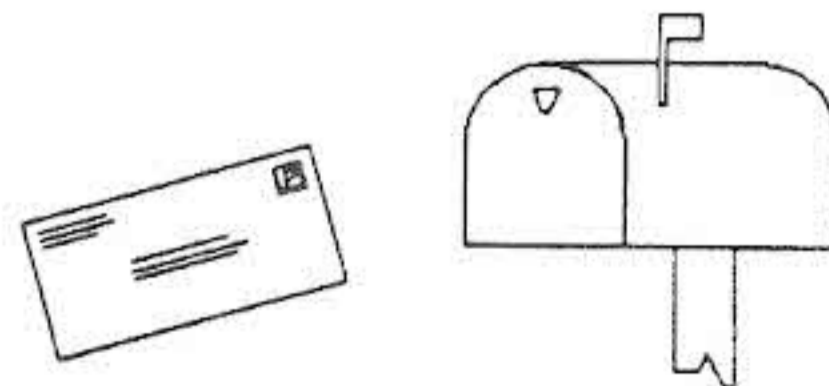
The two main projects in the Committee this year are:

- (1) finish a comprehensive revision of the standards and submit them with commentaries for final approval at the next annual meeting of AALL and
- (2) investigate the procedure for submitting our Standards to the National Center for State Courts or any other appropriate bodies for approval and adoption.

Work on the revision of standards is progressing rapidly and a new working draft is being presented in this issue of the newsletter for your comments.

A subcommittee consisting of Connie Bolden and Paul Fu (who has just joined the Committee) has been formed to work on the second project as mentioned earlier. They will be advising us as to how we should go about obtaining approval of the Appellate Court Standards from other organizations.

The following is a revision of the Appellate Court Library Standards. We ask that you please read it carefully and send your comments (good or bad) to me before February 15, 1988 so that we will be aware of your opinions when preparing the final document to be presented for your approval at the next annual meeting.



STATE, COURT, AND COUNTY LAW LIBRARIES SECTION
American Association of Law Libraries

APPELLATE COURT LIBRARY STANDARDS

The State, Court, and County Law Libraries Special Interest Section of the American Association of Law Libraries has adopted the following standards for state appellate court libraries in the United States.

I. GOVERNANCE

- A. An Appellate Court Library should be managed by a fulltime qualified law librarian.
- B. The relationship of the head law librarian to his or her superiors should be defined by law.
- C. Meetings where the head law librarian can report to his or her superiors and receive directions from them should be held on a regular basis.
- D. From its inception, planning that concerns the Appellate Court Library in any or all of the following areas should involve the head law librarian either as director or advisor: (1) Growth and development of the collection, including bibliographic and physical control for facilitating access (2) Participation in library or other information networks (3) Personnel to assist users, service the collection, and perform all administrative functions required of the library (4) Development and staffing of satellite libraries (5) Physical facilities (6) Management of library operations.
- E. The head law librarian should be kept fully informed of the policies and procedures of the court system in which the library resides.
- F. Appellate Court Libraries cannot be totally self sufficient. They should participate in cooperative activities with neighboring libraries and regional networks. Examples of activities that might be of benefit include sharing of resources, union lists, interlibrary loans, cooperative acquisitions, and shared cataloging.

II. BUDGET

- A. The budget of an Appellate Court Library should be separate and distinct from the budgets of other court operations. The budget should contain adequate funds to ensure the professional, clerical, and support staff necessary to maintain an acceptable level of library service. The budget should include funding for a complete, up-to-date collection, including non-book materials and databases. In addition, the budget should provide funding for new acquisitions and services. The budget should also provide maintenance funds for supplies and equipment to support the library staff and services.
- B. The budget is to be prepared, presented, and managed by the head law librarian with assistance, as needed, from the staff.
- C. Library expenditure levels set by the American Bar Association and the American Association of Law Schools may serve as guidelines for budgets of Appellate Court Libraries.

III. PERSONNEL

- A. The head law librarian should have a Masters degree in Library Science from a graduate library school accredited by the American Library Association and have experience in the management of law libraries.
- B. The salaries of the head librarian and all other library personnel should be commensurate with their education and experience.
- C. The head law librarian should appoint and evaluate the other library staff members.
- D. A library with 60,000 volumes or a user population of 150 should be staffed by a head law librarian and at least three professional assistants, qualified through training and experience in areas such as acquisitions, cataloging, reference including database searching, administration, and any other necessary professional functions. Sufficient clerical and secretarial personnel should also be made available to the library to support these functions and to assist the head librarian.

- E. The head law librarian and all library staff should be covered by civil service or a comparable plan in the state for career employment.

IV. PHYSICAL PLANT AND FACILITIES

- A. The Appellate Court Library should be conveniently located in the same building as the court.
- B. Shelving should be arranged in a manner that allows easy access to the collection. There should also be enough shelving to allow for five to ten years growth of the collection.
- C. Facilities should be provided for the storage of nonprint and fragile materials under adequately protective conditions.
- D. There should be suitable and adequate equipment, work space, and comfortable seating for library staff and users of the collection. Proper lighting and temperature control including heating, ventilation, air conditioning, and humidity control should also be provided.
- E. Conference rooms, photocopying facilities, and typing facilities should be provided within the library.
- F. Adequate provisions should be made for the installation and use of computer terminals, word processors, microform readers and reader-printers, audiovisual equipment, and any other devices needed to improve library services. At least one computer terminal, with a printer, to be used solely for database searching, should be located within the library. Computer terminals and printers needed for cataloging and other library operations should also be located within the library. Library policies concerning patron access to online information should be formulated and conspicuously posted at terminal locations.

