

# STATE, COURT & COUNTY LAW LIBRARIES



NEWSLETTER

Volume 17, Number 2

Spring 1991

SERIALS

JUL 31 1991

CITY OF WASHINGTON  
GALLERIE LIBRARY

## Chair's Message

Although I did not attend, I hear from our members that the Conference in Williamsburg went very well with 150 participants. Thanks to Carol Billings and other members of the Section for all of their work on the conference.

Judy Meadows, Vice Chair, is working on the program for the Convention. It will deal with strategic planning and will take up most of the scheduled time. In fact, we will carry on the program until 2:00 p.m. I hope many members will attend since it is vitally important that this strategic planning workshop be implemented in light of the AALL Strategic Plan that is available in the AALL Newsletter for all to read.

I have had the opportunity to be "inspected" by Edgar Bellefontaine of the Social Law Library on behalf of the local bar association. The Bar wanted an outside consultant to evaluate the Library's needs for the coming decade before it decided to try to implement any monetary assistance. Since most county law libraries do not go through this process, I wish to provide you with the major topics covered in Edgar's report because each of you may wish to think of how an evaluation report on your library may be used by yourself to determine future goals and objectives.

Edgar did an excellent job in preparing his report which is divided into the following parts: introduction, patrons, governance, budget and funding, hours, the collection, patron study areas, patron service areas, staff work areas, capital improvements, collection development, personnel, salary scales, staff structure, and Appendixes on materials to be converted to microform, retention guidelines, proposed floor plan, collection development lists for the purchase of additional state administrative codes, looseleafs and periodicals.

Other libraries have sometimes had similar studies performed for their commissioners or boards. You may want to keep it in mind if you feel that sometimes you are hitting a brick wall in developing goals and objectives. By having an outside person come in and inspect or evaluate the Library

the outside consultant serves as a valuable voice to what you already know are the major problems that you are facing. It often gives more status and importance by having an outside expert say it for you. Although some of the report has already been implemented, the major costs of capital improvements and monies for collection development and space problems will not be alleviated very soon.

What is happening at your law library? Do you have any questions, ideas, plans, successes or failures that you would like to share with members of this special interest section? If so, submit your articles or questions to the co-editors Kathy Coon and Regina Smith.

*Joel Fishman, SCCLL Chair  
Allegheny County Law Library*

**Computer Technology SURVEY deadline  
June 15, 1991.**

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## MESSAGE FROM THE EDITORS

We recognize that this issue of the newsletter is long overdue, please accept our apologies. The next two issues will be sent out prior to our annual meeting.

We were delighted to see the topic of our upcoming program in July. As newsletter editors, we would like to receive input from the membership regarding what they would like to see in the publication.

What is the purpose of our newsletter?

Should it be a 2-4 page current awareness bulletin?

Is it necessary for us to reprint continuing education or membership information that is already listed in the AALL Newsletter?

Should we have one long article on a particular topic in each issue?

Should we have a theme each year and have information on that topic in each issue?

Should surveys be included as part of the newsletter, or as a separate mailing?

Let's start the planning process early with respect to our newsletter and perhaps some of you could send us your ideas, so we can incorporate them into our next newsletter. We were short on material for this issue, so we included some of our own material but we're sure that you will tire of hearing about Jenkins in each newsletter.

Regarding this issue, the Committee on Automation has a survey for you to complete. Please be sure to return it to Larry Hood by the June 15th deadline. Also, Mary Miles Prince and Donna C. Wair have an excellent report of an informal survey of state law libraries. In addition, we have a new feature, the SHARE column.

We look forward to hearing from you.

Your editors,

Kathy Coon  
Maria Sekula  
Regina A. Smith

## STATE COURT COUNTY LAW LIBRARIES OFFICERS, 1991

### CHAIR

*Joel Fishman*  
*Allegheny County Law Library*

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*Judy Meadows,*  
*Montana State Law Library*

### SECRETARY, TREASURER

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*San Diego Law Library*

*Brenda Woodruff Kelley*  
*Toledo Law Association Law Library*

*Ann Fessenden,*  
*U. S. Circuit Court of Appeals,*  
*8th Circuit Library*

### IMMEDIATE PAST CHAIR

*David Badertscher,*  
*NY State Supreme Court Library*

## 1990-91 SCCLL COMMITTEE CHAIRS

### Newsletter Co-editors:

*Kathy Coon, Jenkins Memorial Law Library*  
*Maria Sekula, Social Law Library*  
*Regina Smith, Jenkins Memorial Law Library*

### Committee on Alternative Sources of Funding:

*Edgar J. Bellefontaine, Esq., Social Law Library*

### Committee on Automation

*Larry Hood, Dallas County Law Library*

### Committee on Nominations:

*Carol Meyer, Cincinnati Law Library Association*

### Committee on Statistics:

*Pamela Gregory, Circuit Court Library for*  
*Prince George's County, MD*

### Committee on Standards:

*Sandy Marz, Washoe County Law Library*

### Committee on Strategic Planning:

*Marcia Koslov, Wisconsin State Law Library*

## ANNUAL MEETING IN NEW ORLEANS

"A Workshop on Assessment and Evaluation of Your Organization" is the topic for this year's State, Court, and County Law Libraries annual meeting in New Orleans. After a short business meeting, a facilitator will work with the SIS to begin a strategic plan for the section. This will provide a working model that participants can take back to their libraries. The format will include a "brain storming" session and small break-out groups.

This workshop will be held on Sunday morning, July 21, 1991. It will run longer than previous years and include a deli-style lunch. Look for your registration form in next month's newsletter.

## SURVIVING YOUR FIRST AALL CONVENTION

If you are new to the American Association of Law Libraries and are eagerly anticipating attending your first convention in New Orleans, plan to attend CONELL on the Saturday before the convention begins. CONELL? What's CONELL? Just one of the best convention events for the new law librarian. CONELL stands for the Conference of Newer Law Librarians and means exactly what it says. Attendance is limited to those AALL members having five years or less experience and attending their first or second convention. The one day program has been structured specifically to introduce newer law librarians to the organization and leaders of AALL and to other law librarians at similar career stages. During the morning, AALL activities and programs will be discussed, along with presentations on the state of law librarianship today and the state of the art of conventioning. And, true to all AALL functions, the fun part has not been forgotten. The afternoon will feature social events designed to introduce New Orleans and provide each attendee with the opportunity to meet their colleagues from across the country. If you want to get in on the action, watch for your AALL convention mailing and register for CONELL.

### A Few Rules for Success

- Face reality as it is - not as it was, or as you wish it to be.
- Be candid with everyone.
- Don't manage, lead.
- Change before you have to.
- If you don't have a competitive advantage, don't compete.
- Control your own destiny or someone else will.

Source: Jack Welch, CEO, General Electric.

## PRESERVATION

It isn't just for old books.

by Regina A. Smith, Library Director  
Jenkins Memorial Law Library

Jenkins is a lending library, and it circulates approximately 30,000 items annually. Law firms and those in solo practice are able to save thousands of dollars annually by borrowing materials from Jenkins, rather than purchasing and maintaining them for their own libraries. When we purchase a book, it is our hope that it will remain in circulation for many years. We handle preventive maintenance in-house and also send books out to be rebound on a regular basis. The average cost to rebound a book is \$20 and we spend \$7,000 annually for rebinding.

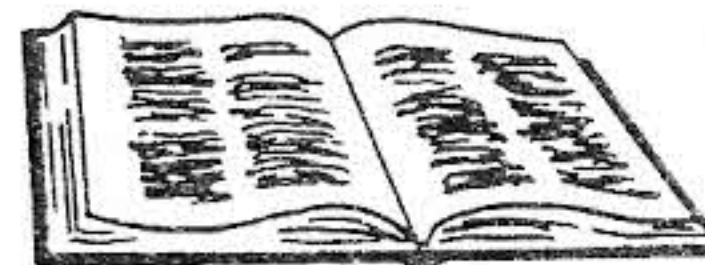
When we think of preservation in libraries, we most likely think of rare books. However, preservation is doing everything possible to extend the life of a book. This is particularly true with current materials. If we wish to preserve them for future generations, we must take measures now to insure that they last. It would be impossible to deal with all of the facets of preservation in this short article, however, I would like to take this opportunity to make library users aware of what has become a distressing trend.

Our borrowers are slowly destroying our books. They aren't doing this deliberately, rather thoughtlessly. Books are returned with messenger slips taped or stapled to the covers. Books have paper clips and post-it notes still in them. Some borrowers turn pages down at the corner to mark the book. These actions contribute toward the premature deterioration of books. When we remove a note taped to a book, often part of the binding comes along with it. Paper clips tend to cause some pages to rip, as do post-it notes.

I cringe when I walk through the library and see someone carrying several books to a photocopy machine and they are open, one stacked atop the other. This causes the bindings to break. Many of our repairs are to mend the top of the spine, as patrons pull the books off the shelf from the top. Our collection receives heavy use, and every little measure that we can take now will prolong its usefulness.

We need your assistance in educating the members of your firm and those who use the library on a regular basis that they should exercise care when using library books.

[This article is from the Jenkins Newsletter. Perhaps it will be helpful for those who are experiencing similar problems. Feel free to reprint.]



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## A NEW FEATURE:

### Super Handy Advice for Running your Enterprise

The editors started this column in response to the roundtable discussions at our last meeting in Minneapolis. The main idea is to share problems you may encounter when running your State Court and County Law Libraries. Kathy Coon formulated this "Problem". It is our hope that you will SHARE problems and solutions for future issues.

*Dear SCC Law Librarians:*

*My law library is open to the public. I have a patron who comes in daily to read the New York Times. He sits near the reference desk and the staff complains that he smells awful. Other patrons move when he sits near them but have never registered a complaint against him. I have advised the reference librarians to go into their offices if it is offensive to them when he is here. (If the library is busy, this doesn't work.) Can I do anything to get rid of this patron and not worry about a lawsuit? Our "Library Standards of Acceptable Behavior" is enclosed.*

*Signed,*

*Clothespins on our Noses.*

#### LIBRARY STANDARDS OF ACCEPTABLE BEHAVIOR

The standards listed below are intended to support library operations by clarifying and delineating acceptable behavior. Clear standards encourage constructive solutions to problems.

The Law Library provides facilities where patrons can study, obtain information and pursue research. Library users must be protected from unreasonable interruption or distraction, from concern about their personal privacy or personal safety and from any other intrusion on their ability to concentrate or to use the library satisfactorily.

Staff must be able to provide service unimpeded by harassment, abuse or other undue stress.

Behavior becomes unacceptable when it impinges on

the rights of others, when it could result in injury to oneself or others, or when it could result in damage to the facility or equipment.

The following behavior and activities are specifically prohibited.

- Smoking
- Food or Drink
- Verbal Abuse/Harassing Patrons or Staff
- Disruptive Behavior which Disturbs Others
- Drunk or Disorderly Conduct
- Leaving Children Unattended
- Animals (except guide dogs)
- Sleeping
- Sitting or Lounging in Aisles
- Misuse of Library Property
- Loud Talking or Noise from Radios/Cassettes
- Soliciting
- Obscene Language/Threatening Gestures
- Voyeurism/Flashing
- Weapons
- Loitering
- Bathing/Washing Clothes

Any activity or behavior not specifically cited above, that is detrimental to library use, will not be tolerated. Offending persons will be asked to modify their behavior or leave the library. If they refuse, the police will be called.

The rules set forth in this policy are in addition to, and do not supersede, the requirements and prohibitions applying to every person under Local, State and Federal Laws and Regulations.

Please take a few moments to SHARE. Next month we will print suggested solutions to the "aromatic problem" and we will publish a problem that someone in the SIS has sent to us. We welcome everyone's problems and solutions. Send to Kathy Coon or Regina Smith at Jenkins Law Library, 841 Chestnut Street, Suite 1220, Philadelphia, PA 19107.

