



ALL

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NEWSLETTER

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Gail Laster
Editor

Academic Law Libraries
Special Interest Section

Fall 1988

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DEADLINES

Articles for the Winter issue must be submitted to Gail Laster (at UALR) by Dec. 1, 1988.

Articles for the Spring issue must be submitted by May 15, 1989.

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Notes from the Chair

It's hard to think of what to say in this, my first such, column. Right now I'm preparing for class tonight (I teach legal research to our night first year students) and thinking about the ABA statistics, due next week.

I believe that our programs in Atlanta were well attended and appreciated. I managed to attend all but one, and found them to be stimulating and informative. This year, Don Dunn is in charge of programming for our SIS, and he has already submitted some great ideas to Mark Estes, who is in charge of programs for Reno. If you're interested in volunteering to work on programs, contact Don, at the Western New England School of Law.

Regarding future "directions" of our SIS, many of you have agreed with what Frank Houdek, our past chair, and I have proposed--to make one of the goals of our SIS to serve academic law library administrators as best we can. In pursuit of this goal, we plan a meeting of directors in Reno. Directors, you will be receiving a questionnaire from us regarding this meeting in the next few weeks. Haven't you thought it odd that we directors, who in some ways constitute a significant group of AALL's membership, have not gotten together at AALL (at least, not within memory of lots of us)? Judith Wright will be planning this meeting. We hope to see you there.

To those of you who have felt that we were abandoning past directions, relax. It's not true. We plan to continue the roundtables, and hope to strengthen them. You will notice that all of our roundtable leaders have contributed material to this issue (thanks Ed, Kay, Merle, Nick and Penny).

Thanks also to Frank, for the fine job he did last year, Elisabeth Jackson, for her continuing good work on our minutes and finances, and to Robin Mills and Nancy Johnson, for their lavish reception (how can we possibly top it next year)?

I encourage you to respond to the various requests for action in this newsletter. Now that we have charted a course for our SIS, we must summon our energy to follow it.

Lynn Foster

ALL SIS BUSINESS MEETING MINUTES

Chair Frank G. Houdek called the meeting to order. The Minutes of the 1987 business meeting were approved as published in the section's Newsletter. Secretary/Treasurer Elisabeth Jackson read the Treasurer's Report which was accepted as read. Ms. Jackson announced the election results: Donald Dunn was incoming Vice-chair/Chair-elect.

Lynn Foster, Vice-chair/Chair-elect, reported the ALL Newsletter operations had been moved to her Library. The deadlines for each issue are August 1, December 1, and May 15. If anyone wishes to telefax material, the number is (501) 371-

0167. Call Ms. Foster at (501) 371-1071 before transmitting material; the telefax shares the line with WESTLAW and the connections must be switched.

Mr. Houdek thanked Ms. Foster and Gail Laster for stepping in at the last moment and producing the last two issues of the newsletter for 1987-1988.

Mr. Houdek gave the Chairperson's Report for 1987-88, highlighting the gala reception at Northwestern, the education programs, the Roundtable activities, and the continued strength of the membership which totals well over 300 people.

Ms. Foster described the educational programs which the Section sponsored at the 1988 annual meeting. A workshop on interlibrary loans was offered on Saturday. Program offerings covered academic law library inspections; strategic planning for the library manager; developing a model reader services department; cooperation with the main library in the area of Automation.

Nancy Johnson issued an invitation to all to attend the Section's Reception, co-sponsored by Emory and Georgia State University Law Libraries and held at the Emory Law Library. Mr. Houdek thanked Ms. Johnson and Robin Mills for the work done and financial commitment from both their libraries. Donations had also been made by University Publications of America, Information Access Company, Readex Microprint Corporation and Dialog Information Services.

Don Dunn, incoming Vice-chair/Chair-elect, thanked the Section for the vote of confidence and asked for ideas for programs for the coming year. Mr. Dunn would like to hear from Section members if they feel there is potential in developing the issue of expectations on the quality of life for academic law librarians.

Nancy Carol Carter reported on the planning for the Workshop for Law Library Directors at the American Association of Law Schools annual meeting. A change of format is being sought and this Section is invited to submit ideas for programs and format to Bob Berring, Leah Chanin or Dick Danner. It was suggested that the effort to work with law school deans at the workshop be dropped, to offer a compact program of information to the deans, and to open the meeting to and involve associates and deputy directors as well as directors.

Under Old Business, Mr. Houdek noted that promotion and tenure documents collected and distributed on an ad hoc basis by the Section have now been published in the AALL Occasional Paper Series.

The Mentor Project, which had been started by the Section under Ann Puckett, had been transferred to CONELL at their request. The program had doubled since Chicago, with 116 mentors/mentees involved in Atlanta.

Sandy Coleman forwarded a request for liaison from the Law and Political Science Section of the Association of College and Research Libraries. Ms. Foster will investigate this request and determine if we are interested in the relationship. Ms. Coleman offered the additional information that, after checking the membership list of both Sections, 100 people are involved with both. ACRL wants to develop a more active membership of law librarians. Ms. Coleman brought copies of the last two issues of the LPS Section newsletter for those who were interested.

Mr. Houdek reported the Executive Board of AALL wants more people to participate in the nominating process for officers, and he proposed the Section nominating committee be asked to solicit nominees from our membership.

The AALL Executive Board sought the recommendation of the Section as to the interest of academic law librarians in the establishment of a depository of academic law library newsletters, as proposed by Gonzaga. The proposal would require \$500 in seed money from the Board. Mark Folmsbee of Gonzaga stated that the AALL Archives currently collects chapter newsletters but there is no mechanism for the systematic collection of all academic newsletters being produced. Gonzaga proposes to collect all academic law library newsletters, store them, respond to requests for information, and make salient features available to the membership, possibly through AALL newsletters. Information is needed on the format and frequency of newsletter publication. In a profession that is changing rapidly, the newsletters serve as a menu for change and a system for information flow. Eventual transfer to an electronic mail system is envisioned.

A discussion followed. When Mr. Houdek asked for a show of hands of those who would like to see this proposal implemented, a large number of people responded.

Mr. Houdek raised the issue of the future role of the Section. He spoke to his difficulty in identifying a focus for the group. The membership is large, with diverse interests, and it is hard to direct attention to a particular goal or focus. The round tables were established to accommodate these diverse interests, but are limited to those who can attend the annual meeting.

Mr. Houdek suggested that Section could direct its focus toward law library administration, as the one area which is not covered by other special interest sections such as those for Technical Services or Readers Services. Mr. Houdek had found positive response to this idea in his discussions with other members, with some reservations. In clarification, he noted that library administration is not equated with library directors. Personnel issues, stress management, budget preparation are examples of topics which are concerns of all professionals. Further, he stressed that a basic purpose of the Section - representation of all Academics in mutual issues, such as in the resolution of academic status presented to the AALL membership at the 1987 meeting - would not be abandoned under his proposal.

Ralph Gaebler expressed a concern that the Collection Development Roundtable be continued as it is an area unrepresented by any other group. Mr. Houdek responded that the Roundtables would continue as long as interest continues, as they meet diverse needs.

Ms. Carter wished to know how the new focus would change Section activities, as she sees law library administration as the current focus. Mr. Houdek responded that the focus might affect future publications and surveys of the Section. Barbara Bintliff asked for information about AALL's plans for reorganization. Pat Kehoe responded as an outgoing member of the Executive Board. The Board has deferred further discussion of structure pending further study by the Special Committee on Organizational Structure. The study will focus on formal structure, excluding the special interest sections which, along with the local chapters, are to be feeders to AALL. A conference has been funded for chapter and SIS chairs to identify and work on problems, and share expertise.

Penny Hazelton added that the Committee had struggled with the notion of subject and library-type special interest sections. One of the perceived reasons for the existence of "type" sections is to get many people involved in the mainstream of the Association. A suggestion has been made to have "type" seating on the Executive Board. Ms. Hazelton asked the Section's members to think about this suggestion and pass comments on to Board members.

In response to Ms. Coleman's question about the scope of administration going beyond academic law libraries, Mr. Houdek responded the Section would not disband but focus on this subject for some period of time. Peter Schanck commented on the competing visions of the Section in the last couple of years. It has had an exclusionary focus on academic law libraries while addressing issues which have a broader audience and are not met by other narrowly focused sections. Some of these issues are collection development, fees for services and teaching in library schools.

Mr. Houdek expressed his gratitude for the comments on the future role of the section and asked that further comments and ideas be directed to Ms. Foster or to him.

Ms. Foster announced that she has asked Judy Wright to plan a separate meeting of academic library directors for next year's annual meeting. Ms. Foster asked anyone with program ideas to contact Mr. Dunn.

The meeting adjourned to Roundtable discussions on Library Administration, Middle Management, Collection Development, Teaching in Library Schools, and Fees for Services.

Respectfully submitted

Elisabeth S. Jackson

COLLECTION DEVELOPMENT ROUNDTABLE REPORT

The Roundtable discussion on Collection Development held during the Business Meeting of the Academic Law Libraries annual meeting in Atlanta centered on policy matters. The group discussed the use of written collection development guidelines. Most of the members present noted that the guidelines were either not in existence or not of much real value in making daily decisions about acquisitions. The group considered the establishment of a clearinghouse for collection development policies, however, firm plans in this area were not made.

The group also considered methods for tracking purchases by categories and vendors. Most libraries rely more heavily on impressionistic feelings than on hard statistical recordkeeping. Certain methods for automated spreadsheet tracking was discussed. The conversation then turned briefly to the publication trends of certain vendors.

Ed Edmonds

FEE-FOR-SERVICE ROUNDTABLE

The Fees-for-Service Roundtable met again this year following the Academic Law Libraries SIS meeting. Although there were fewer members in attendance than last year, enthusiasm was high. In addition, a number of interested members not at the meeting have expressed an interest in the group. As the idea of fee-for-service/access is still new among law libraries, it was agreed that we need to establish a clearinghouse for those needing basic information. The first goal is to create a list of academic law libraries currently involved in some type of access/fee structure. We plan to publish a list of schools, noting public or private status, with a contact person in a future AALL Newsletter. A librarian planning to implement a policy would then have a resource to consult for information. If your library has an access/fee structure, we want to hear from you. Please send your library name, phone number, contact person, and whether a public or private institution to:

**Merle Slyhoff, Media Services and Attorney Services Librarian,
University of Pennsylvania,
Biddle Law Library,
3400 Chestnut Street,
Philadelphia, PA 19104-6279,
Phone (215) 898-9013.**

The Fee-for-Service Roundtable wants to meet the needs of libraries currently using policies and those thinking about starting a policy. But we need to know the type of information you need. In a future issue we will include a short bibliography of books and articles on this subject. Anita Morse, University of New Mexico, is compiling a survey of academic law libraries to determine the extent of access/fee policies in use. The Roundtable hopes to work with Anita on this survey, and the results will be published. We want to hear from you with your ideas or suggestions. Send any comments proposals, complaints, suggestions to Merle Slyhoff at the above address.

Merle Slyhoff

MIDDLE MANAGEMENT ROUNDTABLE

Ten librarians attended the Middle Management Roundtable discussion at our Atlanta meeting. The majority of our discussion centered on employee performance evaluations and interviews. We learned that procedures and practices for conducting performance appraisals or evaluations varied considerably among the libraries represented. Although it is not possible to accurately understand all

academic law library evaluation practices from the libraries represented in the discussion group, an observation was made that libraries with large numbers of employees tend to have more formal evaluation practices. Some libraries affiliated with state institutions are required to use standard evaluation forms and evaluation time frames.

After discussion such questions as, Who in your library receives performance evaluations? Who does the evaluating? How seriously is the evaluation process taken? Are compensation decisions directly tied to the evaluation? Do you use standard or uniform evaluation forms? Is there follow-up on goals discussed in evaluations? We turned our focus to tips and suggestions that help make performance appraisals meaningful and productive. Suggestions included the following:

- If applicable, explain that performance evaluations are regular occurrences for everyone in the library. (you are not being "singled out")
- Evaluation should be conducted by immediate supervisor.
- Schedule evaluation interview in advance in a private setting.
- Complete evaluation form in advance. Give employee at least 24 hours to review supervisors written evaluation.
- Establish goals with employee either in advance or together at the evaluation.
- Be sure of the facts.
- Discuss employee's good and strong points first.
- Be cautious not to overrate.
- Listen.
- Suggest ways to improve when discussing weak points.
- Give copy of evaluation to employee.

At the end of the roundtable discussion we decided what sort of activity our roundtable will focus on this year. We agreed to focus on law library staffing patterns. There appears to be an understandable but wide variety of ways academic law libraries are organized to handle or accomplish similar tasks and responsibilities. (For example: Who does your loose leaf filing? Who do they report to?) It was suggested as a point of departure that we collect organizational charts or descriptions from other libraries and distribute them among those who attended the roundtable. It is now time for us to put our intentions into practice. Please send a copy of your library organization chart, annual report, or other information which might help us understand staffing patterns to me at Northwestern. Thank you.

Kay Andrus



LIBRARY SCHOOL TEACHING

ROUNDTABLE REPORT

A group of eleven academic law librarians met on June 26 after the Academic Law Libraries SIS business meeting to discuss teaching in library schools. Penny Hazelton (Washington) led the discussion in place of Randy Peterson, who had a conflicting meeting. We learned a lot from and about each other by describing our varied interests in library school education.

Penny discussed a survey of law librarianship courses taught in library schools which she had recently completed. In addition to attempting to identify faculty who teach these courses, Penny identified six schools with joint JD/MLS programs and twelve library schools offering a concentration or specialization in law librarianship. After some discussion, it became clear that several of these specialty programs were not actually staffed or in full operation. Penny will work to refine her survey and its results. She plans to publish her findings. Penny will provide any interested person with a list of those who teach law librarianship courses in library schools.

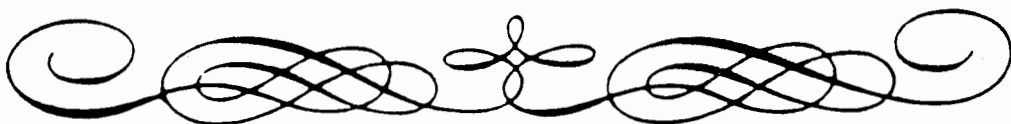
Several of those who attended the discussion volunteered to work on some on-going projects.

Sara Ellen Robbins (Brooklyn) and Melanie Solon (Ohio State) both agreed to collect course syllabi from library school teachers. Karen Foti (York University) will collect information about law librarianship courses taught in Canadian library schools. Virginia Wise (Michigan) agreed to gather descriptions of the various fieldwork/internship/practicums offered by library schools in the law library setting. Penny will look into the possible financial support of students at the AALL Meeting besides the reduced registration fee. Tickets to the social/meal events, like the opening reception, opening luncheon and banquet, might be provided at no charge.

Other areas of discussion were (1) a reminder about the AALL Committee on Educational Policy, which is drafting a statement about the education of law librarians for ALA and (2) balancing the course load in library school between specialized law librarianship courses and regular curricular offerings.

Overall, the participants enjoyed the chance to discuss an issue important to all of us. Other projects may be formulated during the coming year. The one clear message is that we don't know enough about who teaches law librarianship courses, why legal bib courses aren't standard at all library schools, how they are taught, how the specialized courses are packaged, how this teaching fits into recruitment of talented students into law librarianship, or how AALL can help shape the future education of law libraries.

Penny Hazelton



LIBRARY ADMINISTRATION ROUNDTABLE

Grant Writing

The Library Administration Roundtable began its discussion around the issue of grant writing. Members advocated organizing a short workshop or program on that subject. We commiserated about the poor relations between university development offices and law libraries and resolved to write to our development officers and make them aware of our existence and interest in receiving notices concerning the availability of grants for library development and services. We also talked about the problem of coordinating grant requests with the university's library system. Finally, it became apparent that most of our libraries need to do more work on long range planning so that our development needs can be well defined and specified to development offices, and to the law faculty as well.

Long Range Planning

As we started to talk about long range planning, we realized that those few of us who do it do much more than an ad hoc report as needed to fulfill an ABA or AALS self study requirement. We found that when a law school does long range planning (which is rare) it frequently forgets to include the library in its work, just as we often fail to include top law school and university administrators in our own long range planning.

In order to learn from each other, we decided, to collect into one repository as many long range plans as we could, together, with documents or a short narrative that could tell us how the long range plan solved the following questions:

How did the Law School go about developing its long range plan?

How was the Library included in the Law School's plan?

How did the Library develop its long range plan? What assumptions were made, on what basis; were law school faculty and administrations involved in the planning process; how was the library's plan dovetailed into the university's long range plans, etc.?

How, if at all, did the Library coordinate its long range planning with the university library?

Pace Law Library will serve as the repository/clearinghouse of all long range plans. Please send whatever narratives and long range plans you have to:

Nick Triffin,
Pace Law Library,
78 North Broadway,
White Plains, NY 10603.

I will analyze and abstract them for publication in a future ALL Newsletter. Plans sent confidentially will not be identified by name of authors or law school. The purpose of the repository is to develop and publish an optimal strategy or checklist for the development of long range plans and to make avail-

able for review by others such plans as are sent with no restriction on their release.

Short Range Plans for Roundtable

Roundtable members interested in writing for the newsletter on grants or on long range planning, or on any other roundtable related subject (how about the new statistical data diskette system for the ABA statistics reports--or how about setting up a resistance group to stop the mandatory collection of meaningless volume counts, etc.) should submit articles directly to Gail Laster. What programs would you like to see in 1990? Feel free to submit your ideas to the newsletter. We are all active in a variety of roundtable related areas. Let's use the roundtable to spread our expertise around and make it useful to others.

I look forward to hearing from you and to receiving long range plans in the short range future.

Nick Triffin

RENO RECEPTION

Robin Mills and Nancy Johnson, at Emory and Georgia State respectively, have set a very high standard with the Atlanta reception. Those attending enjoyed the food and drink while touring the Emory Law Library, watching "Just Ask," the delightful video introduction to the library, and listening to music.

Our SIS is very fortunate to already have a location for the Reno reception. It will be held at the National Judicial College, a school for trial judges, on the campus of the University of Nevada. Clara Kelly, the librarian, will be planning the reception. It is scheduled for Monday evening, and will be held on the patio, which is only a few steps from the library.

Our thanks to the College and to Clara, for agreeing to be hosts. This reception will afford an educational opportunity as well as a social one, to see the library of this unique institution.

NEWS RELEASE -- UNIVERSITY OF ARIZONA

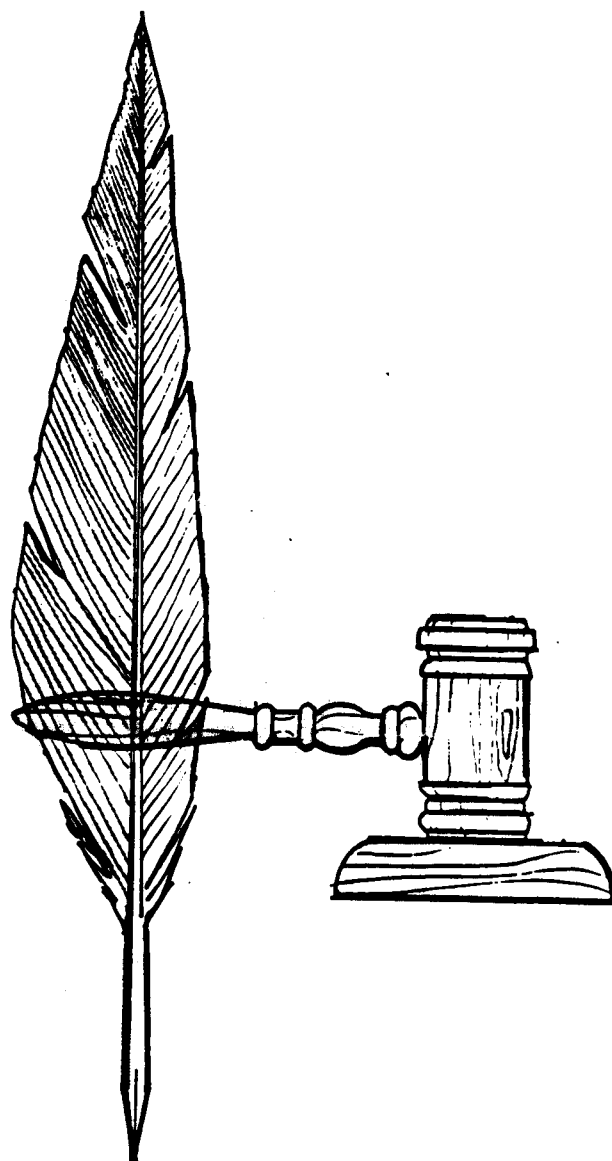
The University of Arizona College of Law Library has prepared a Publication Manual providing guidelines for the production of all library-generated publications and the release of information about College of Law Library activities. Copies of the Publication Manual are available at cost. Anyone interested in obtaining the Publications Manual or more information on the Publications program at the College of Law Library may contact:

Publication Committee
% Karen Norvelle
University of Arizona
College of Law Library
Tucson, AZ 85721

The Law Library has also completed a document outlining procedures in both Technical Services and Public Services which are presently automated, and those to be automated in the future. Flow charts and a section which lists minimum requirements for functions to be automated, such as the public catalog, are included. An appendix to this document includes a report on a proposed computer lab, and recommendations for an automated serials control system and fax equipment. The document includes the necessary technical specifications to automate each aspect of library operations.

Copies of the Automation Manual are available at cost. Anyone interested in obtaining the Automation Manual or more information on the work of this Committee may contact Bob Genovese at the above address.

Staff members Arturo L. Torres and Francisco Avalos, have been awarded a research grant by the University, which will be used to complete their work, Latin American Legal Abbreviations: A Comprehensive Spanish/Portuguese Dictionary with English Translations, to be published by Greenwood Press in early 1989.



Reference Questions "Bank"

Sally Wiant contacted us in August, in her capacity as member of the ABA's Committee on Libraries. Last year the ABA conducted a pilot project with volunteer libraries which were undergoing their ABA inspections. The libraries distributed user surveys and participated in "cite checking" exercises designed to evaluate available reference and ILL services. Several libraries have asked for more rigorous "testing" in regard to reference service.

The committee thinks this is a good idea. Sally would like to establish a bank of difficult reference questions, strategies for answering them and answers, to be used as part of the self study process, or by any library interested in evaluating its reference service. She has contacted our SIS and the Reader Services SIS for help in establishing this bank.

Barbara Bintliff at the University of Colorado has agreed to chair a committee to collect such questions and forward them to Sally. If you are interested in serving on such a committee, or have questions to submit, contact Barbara at 303-

492-7534. The committee has a deadline in early December so submit your questions this fall.

ALA Liaison

Joan Howland, Deputy Director of the Law Library at the University of California at Berkeley, has agreed to serve as our liaison to the Law and Political Science Section of the Association of College and Research Libraries of the American Library Association. Joan will be attending ALA meetings and speaking unofficially for the Academic Law Libraries SIS. In turn, she will report to us on ALA-ACRL-LPSS activities. Thank you, Joan!

Bibliographic Opportunity

The AALS Committee on Curriculum and Research has proposed a research project to AALL: a complete, seminal bibliography on legal education. Unfortunately, the Committee has no money to fund

the project (where have you heard this before?), and wondered whether AALL would want to fund it. It has been suggested that bids for the project be solicited, and that perhaps AALL and AALS could pick the winning bid. Our SIS is supposed to review this idea. This just crossed my desk last week, and it's a bit difficult to ask your opinions through the newsletter, so I'm going to take the next step and just ask whether anyone is interested in compiling such a bibliography. Apparently, NYU has published a bibliography annually, over a span of years, in the Annual Survey of American Law, but AALS is interested in a lengthy article or book that contains everything.

Is anyone out there interested? This could be a good opportunity to "make your name" as a bibliographer. If you need more information you can call me, or call Alan Holoch, at 614-292-6691. We must notify the Executive Board at their next meeting, so please contact me by Oct. 15.

Lynn Foster

Are you interested in volunteering at the Reno convention? The Reno Local Arrangements Committee needs volunteers to assist at registration and during the annual meeting. Fill in the form below and return.

RENO LOCAL ARRANGEMENT VOLUNTEER FORM

Name _____

Firm/Institution _____

Address _____

Telephone () _____

What would you like to work on, in particular? _____

Will you be attending the Reno Annual Meeting? ___ Yes ___ No ___ Uncertain

Return to:

**Ms. Sandra Marz, Chair
Local Arrangements Committee
Reno Annual Meeting
Washoe County Law Library
Court House, Box 11130
Reno, Nevada 89520**