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ALL NEWSLETTER

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Pat Harris
Editor

Academic Law Libraries
Special Interest Section

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Deputy Librarian
Harvard Law School Library

Peter C. Schanck, Vice-Chair/
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School of Law

Ann Puckett
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SLATE OF OFFICERS 1986/87

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Southern Illinois Univ.
School of Law Library

Nicholas Triffin
Pace Univ. School of Law
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Secretary-Treasurer

Ann Puckett
Northwestern University
Law Library

Myra K. Saunders
Univ. of California
Law Library,
Los Angeles

NOMINATIONS COMMITTEE

Thanks are in order to the Nominations Committee for their work in lining up the Slate of Officers for the 1986/87 election. The members of the 1986/87 committee were Ellen Gibson, Chair, SUNY Buffalo; Rita Reutsch, Univ. of North Dakota; and Sally Wiant, Washington and Lee.

PUBLIC SERVICES CLEARINGHOUSE

Pathfinders, research checklists, bibliographies, exhibits--they are all part of service. Our patrons use them and may even need them. Our libraries must have them, so we librarians must produce them. Why not, then, get together to share these products?

In a recent conversation with Terry Martin, we discussed the possibility of a clearinghouse or publication to distribute user-oriented library handouts and exhibits to interested libraries/librarians. Materials such as How to Use ALR, Publications of the ICJ, or Parallel Cites, Online Citators, etc., etc., created for one library, may be easily adapted for use in other libraries. Besides eliminating useless multiplication of effort, it is our belief that a shared product will, over time, be a better product. Obviously, sharing material such as this would mean that the writers must be willing to forego copyrighting material.

Exhibits pose a slightly different issue: a staff may spend a great deal of time putting together an exhibit which, after being displayed at the parent institution, sits in the basement for time immemorial. Why not rotate these exhibits among participating members? A list of exhibits (including spatial requirements) could appear in this newsletter or in a separate mailing. There could be a sign up procedure and dues (to cover the cost of mailing the exhibit).

We would like to hear from anyone interested in discussing the idea of a Public Services Clearinghouse. Please send your thoughts and suggestions to us at CWRU and we will co-ordinate ideas and report any developments in the next newsletter.

Eve Greene, Reference/Research Librarian, CWRU
Pat Harris, Editor

CONVENTION NEWS

BUSINESS MEETING and ROUNDTABLE DISCUSSION

The Academic SIS will meet formally for a business meeting and roundtable discussion on Sunday, July 6th, from 2 p.m. until 4 p.m. On the agenda is a discussion of the Report of the Task Force on Long Range Planning, copies of which will be sent to the membership in late May or early June. Please plan to attend this important meeting discussing the future of our SIS.

PROGRAM AND RECEPTION

This year's program is entitled Marketing the Academic Law Library and is scheduled on Monday, July 7th, from 4 p.m. until 5:25 p.m. The coordinator is Peter Schanck and Joseph P. Grunenwald, Sherrilynn Fuller, and Dennis Stone are the speakers.

Georgetown Law Library will be hosting a reception following the program from 6 p.m. until 8 p.m. The reception is courtesy of Innovative Interfaces, Inc., the producer of Innovacq (for more information about their system see the McGeorge article in this newsletter). Please plan to attend.

WORKSHOP ON FUND-RAISING FOR LAW LIBRARIANS, Thursday, July 10, 1986. Following the same theme as the program, this workshop features a distinguished panel of speakers who will advise you how to be more successful in raising funds for your library. See the AALL Convention bulletin for details.

INDEPENDENT LAW SCHOOLS

Last year's convention marked the first time that the librarians of independent law schools met to discuss common problems and concerns unique to their schools. There are thirteen ABA-accredited independent law schools in the country. Of the thirteen, nine were represented--Brooklyn Law School, Dickinson School of Law, Franklin Pierce Law Center, John Marshall Law School, New England School of Law, New York Law School, Southwestern University Thomas Cooley Law School, and Vermont Law School.

Six topics dominated the discussion. In the discussion on Building, Library Facilities and Space, the group discovered that most of their libraries tended to have less square footage than affiliated schools. The discussion on Collection Development conversation highlighted the problem of providing access to interdisciplinary resource materials without the equivalent of a main university library. ~~Networking and increased use of non-legal databases were mentioned as possible solutions to this~~ problem. Apparently the question of Faculty Status/Tenure for Librarians varied markedly from one institution to another. However, it was generally acknowledged that universities usually had more established policies in this area. As far as Salaries and Benefits were concerned, the discussion revealed that starting salaries at the schools were comparable. However, benefits varied widely. Most of the librarians at the meeting felt that non-affiliated law school libraries are disadvantaged in terms of Automation due to the expense of computerization. Finally, on the subject of Accreditation it was generally agreed that inspectors take note of the independent status of these law schools when they visit.

Condensed from Minutes of the Meeting provided by
Joyce Saltalamachia, New York Law School

AALL MID-WINTER INSTITUTE

Concept through Construction: Mastering the Art of Law Library Design, AALL Mid-Winter Institute, held at Arizona State University, January 1986. The institute was attended by librarians from law firms, court and academic law libraries. The faculty was comprised of experts who had a wide variety of experience with library construction projects.

Margaret Leary provided an excellent description of the librarian's role in the building process. She had seen a sign describing the cast of characters involved in a building project:

"Fun" (Name of Architect)
"Money" (Name of Owner)
"Work" (Name of Engineer & Contractor)

She would have added a fourth line:

"Worry" (Name of Librarian)

We learned what we should worry about during the various stages of a law library building project. But, we also learned to transform our worries into proposals to attain the desired objectives. The librarian needs to communicate a carefully thought out building program to the architect during the pre-building stage. George Grossman provided a detailed description of topics to consider in writing a building program.

Communication between the librarian and the architect is crucial to assure that the design is both functional and aesthetic. The librarians involved in building programs need to understand the architect's design and thought process and the architect needs to understand the library's needs and functions. The key words are continuing communication.

Programs ranged from conceptual sessions on planning, design, budgets, educational in function and roles, and communication to "nuts and bolts" topic sessions on specific aspects of a building project, such as shelving, lighting, floors, micromedia centers, and mechanical engineering.

Georgia Chadwick
Jenkins, Hutchinson & Gilchrist, Dallas, Texas

The following is the first in what the editor hopes will become a series of articles that highlight projects or activities at a particular law school or products of interest to academic law libraries.

INNOVACQ AT McGEORGE

McGeorge School of Law Library became a pioneer in the computer revolution two years ago when it commissioned Innovative Interfaces, Inc. (I.I.I.) to install the Innovacq computer system for serials control. A year later, in May 1985, the acquisitions module was added and the McGeorge system began to take off. McGeorge was the second Law School to sign on with Innovacq and the fifteenth customer overall. As of March 1, 1986, only 13 law libraries in the United States use the Innovacq System. Of those, 10 are using both the serials and acquisitions modules. One, Hastings, is also testing the newest module, the online catalog.

Innovacq, an in-house computer system, was initially designed to provide a quality system for technical services operations. The serials module is a highly-developed check-in system where serials holdings can be recorded on a familiar, though online, grid card; labels can be generated for accurate marking; routing information is automatically produced; a claiming program allows automatic or "forced" claim production; and a binding program prompts bindery slips and other binding data to be provided.

The acquisitions module includes both an ordering/receiving function and an invoice processing function. These functions are interdependent; although the ordering/receiving function could conceivably stand alone, the invoice processing function cannot. The ordering function accommodates standing orders, one-time orders (flat orders), the automatic claiming of new orders, cancelling orders and, of course, receiving orders. Purchase order and claim forms are generated on a system printer. The bookkeeping function is able to ascertain, to the minute, exactly how much has been expended and/or encumbered. In addition, with careful design of the system (you design to meet your needs), it is possible to identify how much was spent by fund, by type of material, with a particular vendor, or by any other breakdown previously identified as important. A paper trail for auditors is created by posting records, including invoice registers and fund activity reports. Budget reports can be designed to fit library needs. Graphs can also be produced which are a great visual indicator of the library's current financial status.

These activities are possible, however, only with careful planning and execution during the initial stages of bringing-up Innovacq. Preplanning demands thoughtful and farsighted design and definition of the available codes, remembering both the immediate uses and anticipating future needs. Input standards must be defined and the records to be included, identified. This often means definition of what constitutes a dead or discontinued serial if these are to be excluded. Regardless of the care taken, not every contingency can be met in advance. The last standard must read "Be Flexible". Frequent team meetings/discussions are essential to adjust to system idiosyncrasies and to make changes when initial plans require adjustment.

McGeorge used a strictly labor-intensive conversion of its records as opposed to electronic transfer of records by MARC tape or other similar electronic conveyance. This was established as a priority project in May 1985 involving nearly 4000 serial records (roughly 1000 records were input during the previous year) and 4 people inputting information. The end goal was to be reached 3 months after beginning. The input was done in two phases - first to get all the records into the system, fast and dirty; then, a second, to clean them up. Both phases were to be accomplished in the three month project period. After 3 months of dedication, hard work, over-time, and tenacity, the goal was accomplished. During this same period, all our orders were commenced online and old paper files were closed. Since our

fiscal year begins in September, a pilot project for paying new orders online was initiated, while holding complete conversion of our financial activity until the new year.

Now, operating on-line fully since September, many of the joys and frustrations of working on-line have surfaced. The pure joys of the system include low to non-existent down time and fast response to problems by I.I.I. The biggest frustration for the staff was the loss of paper files. It was as if a safety blanket had been removed. Slowly, they have realized the information, once on 3x 5 cards, is still available only now at the touch of a finger and all the necessary notes can still be added to the record as before.

Quality control becomes a persistent concern. Although records are cleaned up as much as possible based on specified standards, there are always various interpretations of those standards which need identification and resolution. As software upgrades occur, the additional flexibility, while wonderful, requires some re-design and more record cleanup. It is difficult to suppress the frustration of wanting it all to be magically perfect after conversion! Instead, a new project must be planned, organized and implemented.

Invoice processing requires more specific identification of each invoiced item as each payment attaches to a bibliographic record. This can, initially, be a more time-consuming process than some institutions have had in the past. Where these items previously were simply marked received and paid, now the specific order record must be identified for accurate payment. Unfortunately, vague invoices which poorly identify items being billed can make this task frustrating. However, the time and effort means more accurate payment records, reduces duplicate payments or payment on items returned or never received, and allows for incredible manipulation of data.

The system centralizes records on all acquisition functions and presents them in a manner that everyone can quickly and easily retrieve. There is no longer a dependence on the presence of a particular staff member to obtain information on the status of an order, the receipt records for a law review issue or the current balance in an account. Nor do we need to decipher the cryptic notes/handwriting of some long-ago person nor second-guess where they may have indexed a record. The Search strategy allows multiple access points to records including author, title, subject, call number, series, etc.... Searching capabilities also allow creation of lists by multiple criteria using Boolean search techniques. Lists, such as acquisitions lists, can be produced saving hours of professional and secretarial time.

We have vastly better control over our holdings, especially in our branch locations, of which we have many. There is more consistency within and between serial records. Production is faster and provides more accurate marking than ever before. The need for separate labeling and typing functions is eliminated.

After one year of working with the system, I am still enchanted - the honeymoon is not yet over. We are currently adding terminals to meet increased demand. One will be stationed at Reference, giving Public Services direct access to pertinent Technical Services information. As usage of the system increases, projects and uses seem to multiply. We have not reached our fullest potential with the system, and, together, with Innovative Interfaces, we look forward to continued growth and development.

Suzanne Miller
Assistant Librarian for Technical Services

THE ST. THOMAS EXPERIENCE

Unlike most schools which have significant portions of their records to convert to machine-readable tape, St. Thomas University Law Library is a fairly new law library (est. July 1984). Consequently, Prof. Bardie Wolfe, law library director, has developed a different approach to traditional technical service projects such as retrospective conversion and creating an online public catalog. The collection now contains 113,000 volumes (47,000 are hard copy). There are 25 terminals which can be used to access LEXIS and the law library's online public catalog TOMCAT, which is available as a separate library on LEXIS.

To generate the machine-readable tapes for the "historical collection" from which TOMCAT is created, the library prepares brief bibliographic records for each title using RBase 4000. This product is then sent to SOLINET, which searches for exact matches, adds the library symbol and produces 1) the machine readable tape used to create TOMCAT, 2) shelf list cards, 3) book spine labels (including those for multiple copies and multiple volumes), and 4) accession lists by subject for faculty and student use. Current materials are cataloged on OCLC and added to TOMCAT.

In addition to using computers to generate TOMCAT, St. Thomas is currently using RBase 5000 for automated serial check-in, SAMNA WORD III to generate a microform cross-reference project and for budgeting purposes, and Symphony for a project on the cost of materials and projections of future expenses.

ACADEMIC SIS MEMBERS SPEAK AT ALA

Three Academic SIS members are scheduled to speak at this year's ALA Conference. The program, entitled Providing Legal Information to Non-lawyers, is sponsored by the ACRL Law and Political Science Section and scheduled for Sunday, June 29th, from 2 to 4 p.m. Glen P. Ahlers, Washburn Univ., will discuss the public information activities of AALL. Vivian Campbell, Georgetown Univ., will explain how to select a core legal collection. Robin Mills, Emory Univ., will try to define for the audience the line between providing reference service and giving legal advice.