

jurisdocs

newsletter of the aall government documents sis

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JURISDOCS seeks to provide librarians with useful and current information on government documents in the areas of law and legislation. Unless otherwise noted, the opinions expressed are not those of GDSIS or of AALL.

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Title 44 Revision: JOHANNA THOMPSON/ Delaware Law School library/ Wilmington, DE
19803.
AALL EXECUTIVE BOARD LIASON: SUE DYER.
AALL Representatives to the GPO Depository Council: Nancy Johnson & Johanna Thompson.

JURISDOCS

Editor: LARRY CHEESEMAN/ Connecticut State Library/ Hartford Law Branch/
95 Washington Street/ Hartford, CT 06106.
Assist. Editor: KAY TODD
BUSINESS MANAGER: LINDA FARISS/ Law Library/ Indiana U./ Bloomington, IN 47405

MEMBERSHIP

Membership in AALL is a prerequisite to joining GDSIS. Active individual members and designated institutional members of AALL may affiliate with GDSIS upon payment to AALL of an annual fee of \$5.00. For information about becoming a member of AALL contact: American Association of Law Libraries / 53 West Jackson Boulevard / Chicago, IL. 60604 (312)939-4764.

SUBSCRIPTION AND CONTRIBUTION INFORMATION ON PAGE 24



The GD/SIS will be sponsoring a number of programs and meetings at this year's convention in Detroit. We are pleased with the variety and depth of the events. They are as follows:

REFERRAL SERVICES IN FEDERAL, STATE AND CANADIAN GOVERNMENTS

Monday, June 14 7:30 - 9:30 PM Mackinac East Room

Speakers will focus on "people resources" - experts in agencies, individuals, consultants, etc. - who can assist law librarians in locating facts, documents or other information. When a printed reference source is unavailable or cannot provide the needed information, frequently an individual in government can help. Speakers will cover three areas: United States (federal) - Matthew Lesko, Chairman of Washington Researchers; State - Mary Redmond, Principal Librarian for Legislative and Governmental Services, New York State Library; and Canada - Pamela Hardisty, retired from the Canadian Library of Parliament. Each speaker will discuss what kinds of "people resources" can be used, sources used to locate them, relevant characteristics of government, on-line services, etc.

IN SEARCH OF THE ELUSIVE ADMINISTRATIVE DECISION

Tuesday, June 15 2:00 - 4:00 PM Mackinac East Room

The panel will discuss the legal requirements of the publication of administrative decisions and how to locate them. The term "administrative decisions" will be taken in the broader sense of any administrative action that has legal significance. Special emphasis will be given to the less known administrative decisions.

Jeffrey Lubbers will discuss what the federal agencies are required by law to publish in the Federal Register or otherwise make available to the public. He will specifically discuss the requirements of the Administrative Procedure Act, the Freedom of Information Act and the Government in the Sunshine Act.

Nancy Johnson will discuss her two bibliographies, Government Printing Office and commercial sources, of administrative decisions, reports and orders. These are any administrative actions which have legal significance except for rules and procedure manuals.

Penny Hazelton will discuss the various reference tools and methods used in locating administrative decisions.

Thomas Fleming will discuss the various types of administrative decisions and how to locate those which come from the Department of Commerce.

DOCUMENTS UPDATE

Wednesday, June 16th 2:00 - 4:00 PM Cabot Room

This is an annual program bringing together several panelists to discuss in detail the current and future events affecting documents and their access to law library users. This year's panelists include: William Barrett, Deputy Public Printer, Government Printing Office; Frances Buckley, Detroit Public Library, Former chair of GODORT; Stewart Basefsky, Documents Librarian - North Carolina State University, Chairperson of the Citation Reform and Revision Committee of the GD/SIS; Johanna Thompson, Delaware School of Law Library, member of the Depository Library Council. Moderator: Judy Gecas, University of Chicago Law Library.

BUSINESS MEETING

Tuesday, June 15th 8:00 - 9:00 AM

Discussion will include the activities of the past and coming year, as well as the results of the election of officers for 1982/83 and a vote to change some sections of the by-laws.

NEWS FROM THE CHAIR

Letter from the Chairperson:

I have received a number of letters regarding the announcement in the December AALL Newsletter concerning the distribution of the Federal Register and administrative decisions in microfiche format only. Since this is of interest to all of us, I felt this letter to be an appropriate way to speak to these concerns.

With the printing of the June 30, 1981 GPO List of Classes, the GPO indicated that the Federal Register as well as all administrative agency decisions were scheduled for conversion to microfiche format only. Soon after the issuing of this publication, a notice was sent on Shipping List 429 stating that the listing of the Federal Register as available only in microfiche was an error and its publication would continue to be available in paper. Because of the obscure correction many people missed the notice. The Depository Library Council has been informed that there are no plans to convert the Federal Register to microfiche only format and GPO recognizes the need for the Federal Register to be available in paper.

The administrative decisions were slated for conversion to microfiche format only. However, because of the outcry from depository librarians and the recommendation of the Depository Library Council, GPO tried in earnest to catch and change all those administrative decisions that had not already been converted. Most of the decisions will continue to be available in paper format and this includes all major agency decisions.

The House and Senate bills will continue to be available in microfiche format only. Although some librarians registered concern, most felt with improved indexing techniques, the microfiche format was acceptable.

I hope this has cleared up any confusion over the issue. William Barrett, the GPO Deputy Public Printer, will be speaking at our Documents Update program in Detroit. Any of the membership that wishes to voice further concerns regarding the microfiche conversion of materials should plan to attend.

Colleen K. Pauwels
Chairperson

State Bibliographies

Bibliographies of government publications are being prepared for Michigan, Ohio and Indiana for this year's convention. Michigan is being prepared by Georgia Clark, Detroit School of Law Library. Ohio is being prepared by Melanie Solon-Kochheiser, Ohio State University College of Law Library. Indiana is being prepared by Linda Fariss and Keith Buckley, Indiana University School of Law Library, Bloomington.

Members attending the business meeting on Tuesday at 8:00 a.m. will receive them free of charge. Following the convention these bibliographies, together with those prepared for previous conventions, will be available through the SIS Secretary/Treasurer for \$5.00 each.

New Superintendent of Documents

Raymond Mason Taylor has been appointed Superintendent of Documents of the United States Government Printing Office. Named by Public Printer Danford L. Sawyer, Jr., the 49-year-old Taylor is a native of Washington, North Carolina, and is currently serving as Assistant U.S. Attorney for the Eastern District of North Carolina.

From 1964-77 Taylor was Marshal and librarian of the Supreme Court of North Carolina. He subsequently was in the private practice of law as a specialist on the Law Information industry. During 1976 and 1977, he served as project director of the Federal Judicial Center Study of Federal Court Libraries. In this capacity Taylor conducted a nationwide study of the law research facilities of the Federal Courts. His 2-volume report entitled Federal Court Libraries was published last year. Taylor has written and lectured extensively in the fields of law and librarianship. He is credited with conceiving legislation making State Appellate Court Libraries eligible for designation as depositories for government documents. He also played a major role in the development of Federal Trade Commission guides for the law book industry. Since 1967 Taylor has taught law courses at the University of North Carolina. He has received undergraduate and law degrees from the University of North Carolina and is a certified law librarian.



NOW AVAILABLE

ANNUAL STATE DOCUMENTS BIBLIOGRAPHY SERIES

1. THE STATE OF CALIFORNIA : AN INTRODUCTION TO ITS GOVERNMENT PUBLICATIONS AND RELATED INFORMATION .1979
2. A LAW LIBRARIAN'S INTRODUCTION TO MISSOURI STATE PUBLICATIONS. 1980.
3. SELECTED INFORMATION SOURCES FOR THE DISTRICT OF COLUMBIA . 1981.
4. AN INTRODUCTION TO MARYLAND STATE PUBLICATIONS FOR THE LAW LIBRARIAN. 1981.
5. A LAW LIBRARIAN'S INTRODUCTION TO VIRGINIA STATE PUBLICATIONS. 1981.

AVAILABLE FROM:

Patricia M. Aldrich
660 Merchants Bank Bldg.
11. South Meridian
Indianapolis, Ind. 46208

PRICE: \$ 5.00 each

- ALSO -

DEPOSITORY COLLECTION MANAGEMENT: INFORMATION PACKET 1978

AVAILABLE FROM:

Colleen Pauwels
Law Librarian
Indiana University Law Library
Bloomington, Indiana 47405

PRICE: \$ 5.00

DOCUMENT NEWS

The Bad News

Continuing Federal budget cuts are not only decreasing the availability of government documents, they are changing the way librarians go about their daily business. Each day seems to bring more bad news from Washington.

On the one hand, these cutbacks significantly increase daily workloads. For example, announcements like those of the Copyright Office that it will no longer mail copies of proposed regulations means that the Federal Register must be scanned daily to learn of impending changes early enough to comment upon them.

Likewise, GPO's announcement that the mailing list (not the publication itself) of the Selected US Government Publications would be discontinued means that the Monthly Catalog or the microfiche GPO Sales Publication Reference File will have to be searched on a continuing basis.

Federal budget cuts also mean dramatic increases in costs and even greater delays in getting government publications. For example, government offices that produce publications will become increasingly reluctant to provide them free of charge because in order to have GPO distribute their publication, they must guarantee sales of a certain level or agree to buy back remaining copies. Having to get copies from GPO will mean a longer procurement time.

The extent of the increased cost of government publications is best exemplified in recent price increases in the Federal Register, which went from \$75 a year to \$300 -- a fourfold increase.

Another dramatic change will come in the growing trend of government agencies to publish in microforms only. While libraries welcome the space savings, they must also deal with the equipment and increased staff time needed to help patrons to use them.

The Good News

In contrast to Federal cutbacks which have reduced the availability of government documents is the increasing access to government documents online.

DIALORDER, a service available to the 13,000 subscribers of Lockheed's DIALOG, provides online access to the GPO Sales Publication Reference File. Publications can then be ordered directly from GPO, significantly reducing the time needed for order processing.

WESTLAW has also added a new Code of Federal Regulations data base covering titles 25 and 26 CFR. The remaining titles are expected to be added soon.

Innovative Approach

Many approaches to marketing government documents have been tried, but perhaps none quite as innovative as that being done by the Pittsburg division of the US Postal Service.

In an effort to reach those who are taken in by phoney weight-loss programs and earn-at-home schemes, they are placing fake ads in the classified section of local newspapers in Pennsylvania and West Virginia.

When a consumer writes in, the Postal Service writes back (returning the poor dupe's postage as well), explaining that the ad to which he or she has just responded is similar to many ads that the postal inspections division has found to be fraudulent. Also enclosed are booklets warning about dubious mail order enterprises. To date, about 350 have responded to the ads.

Federal Register Shrinks

The Reagan administration does have a statistic to brag about. The last page of the December 31, 1981 issue of the Federal Register was 63,553 -- 23,000 pages less than in 1980, the last full year of the Carter Administration.

According to statistics released by the Office of the Federal Register, there were 15,300 pages of final rules in 1981, compared to 21,092 in 1980. There were 10,433 pages of proposed rules in 1981 compared with 16,276 in 1980. Why then did the price of a 1981 subscription increase 4 times -- from \$75 to \$300?

CHECKLIST

BIBLIOGRAPHIE DES OUVRAGES SUR LE DROIT DES ETATS-UNIS d'AMERIQUE EN LANGUES ETRANGERES: PARTIE FRANCAISE (Bibliography of Works on the Law of the United States in Foreign Languages: French Section), 33 pp, is available free upon request from: the Library of Congress/Law Library/Washington, DC 20540.

Second in Law Library of Congress bibliographic series of works on the law of the U.S. in foreign languages.

CIS/INDEX HIGHLIGHTS ceases publication with volume 12, number 12 (covering congressional publications issued in December 1981).

The reason: "When Highlights was begun in 1970, it was intended to alert readers to the availability of important new congressional committee publications, particularly those that were non-depository items and in short supply. However, the proportion of non-depository items has dwindled over the years, while the costs to write, print, and mail this free newsletter have increased significantly".

CANON LAW COLLECTION OF THE LIBRARY OF CONGRESS: A GENERAL BIBLIOGRAPHY WITH SELECTIVE ANNOTATIONS, compiled by Dario C. Ferreira-Ibárra, is available for \$11.00 from the Superintendent of Documents/U.S. Government Printing Office, Washington, DC 20402 (stock no. 030-000-00123).

Historical list of the Law Library of Congress' rich canon law holdings arranged according to subject. A comprehensive and functional reference book on this important source of the Western legal tradition.

FEDERAL REGISTER DOCUMENT DRAFTING HANDBOOK: A HANDBOOK FOR REGULATION DRAFTERS is available for \$1.75 from: Superintendent of Documents/U.S. Government Printing Office/Washington, DC 20402 (stock no. 022-001-00088-4).

Handbook designed to help Federal Agencies prepare documents for publication in Federal Register. Reflects recent changes in regulatory development procedures.

GOVERNMENT BEST SELLERS is available free of charge from Information USA/1000 Connecticut Avenue, N.W. #9/Washington, DC 20036.

Lists many unique and interesting publications of GPO, the Consumer Information Center, the National Technical Information Service and other government agencies.

LIST OF CFR SECTIONS AFFECTED (1964-through 1972): A RESEARCH GUIDE, 2 volumes, is available for \$15.00 (vol. 1, titles 1-27), and \$14.00 (vol. 2, titles 28-50) from: Superintendent of Documents/US Government Printing Office/Washington, DC 20402 (stock no. 022-003-94233-5 for vol. 1, and stock no. 022-003-94234-3 for vol. 2)

Tables enable you to find the precise text of CFR provisions which were in force on any given date between 1964 and 1972.

"MATERIALS AND METHODS FOR ILLINOIS STATUTORY RESEARCH: 1981 UPDATE", by Mary Redmond is featured in the January/February 1982 issue of PLL Newsletter (vol. 4, no.3), pp. 25-31.

Includes price and order information for Illinois Legislative-related publications.

NATIONAL FIVE DIGIT ZIP CODE AND POST OFFICE DIRECTORY, 1982, 2118 p. is available for \$9.00 from: U.S. Government Printing Office/Superintendent of Documents, Washington, DC 20402 (stock no. 039-000-00265-5)

-OLOGIES AND -ISMS: A THEMATIC DICTIONARY is available for \$55 from Gale Research Book Tower/ Detroit, MI 48226.

Useful little book of specialized words ending in -ology, -ity, -ism, -ic, -graphy, -metry, -philia, -mancy, and some 24 other suffixes. Includes index of the more than 3000 words defined.

cont'd

Checklist / cont'd

PERSONAL COMPUTING/HOME COMPUTERS is available free of charge from: Reference Section/Science and Technology Division/Library of Congress/10 First Street, S.E./Washington, DC 20540.

Bibliography of texts, dictionaries, handbooks, periodicals and representative journal articles. Part of the very useful LC SCIENCE TRACER BULLET (ISSN 0090-5232) series.

PUBLIC LAW REPORTER, bi-weekly, is available free of charge from: Public Law Reporter/Congressional Information Service/PO Box 30056/Bethesda, MD 20814/800-638-8380, or 301-654-1550.

Each issue contains brief descriptions of the provisions of new laws, plus a checklist of all the laws enacted to date by the US Congress. Part of the Congressional Information Service newly formed Legislative History Service.

SELECTED BIBLIOGRAPHIES (Circular R2b), March 1982, is available free of charge from: Copyright Office/Library of Congress/Information and Publications Section LM-455/ Washington, DC 20559.

TRANSNATIONAL CONTRACTS IN THE SWISS DRAFT STATUTE AND IN THE GENERAL EUROPEAN CONTEXT, compiled by George J. Roman, 106p, is available free of charge from the Library of Congress/ Law Library, Washington, DC 20540.

Includes a bibliography and index.

Space Planning

AUTOMATION, SPACE MANAGEMENT AND PRODUCTIVITY: A GUIDE FOR LIBRARIES, 221p, by Elaine and Aaron Cohen, is available for \$35 from RR Bowker Order Department/PO Box 1807/AnnArbor, MI 48106.

Practical guide to incorporating automated systems into the library environment. Topics include: general space planning and interior design concepts; physical planning for electrical systems; furniture and equipment purchasing and placement; the library's manager's role in the planning, problem solving, and staff training process, and more.

DEVELOPING MICROFORM READING FACILITIES, 198 p., by Richard Boss and Deborah Raikes, is available for \$39.95 from: Microform Review, Inc./520 Riverside Avenue, Dept. B/Wesport, CT 06880.

Provides simple and practical guidance. Includes chapters on selection and maintenance of equipment and a glossary of micrographics terminology.

PRIVACY IN PUBLIC AND SEMI-PUBLIC PLACES is available free of charge from GF Business Equipment, Inc./229 East Dennick Avenue/Youngstown, OH 44501.

Explores the importance of privacy and suggests ways of communicating personal space boundaries.

To Our Readers / an apology

Due to lack of funds, the April issue of JURISDOCS was not able to be published. The next issue will be: vol. 5 no. 1 (Fall 1982).

BOOK REVIEWS

Coping with Difficult People

"This is a book about impossible people and how to cope with them". Who are these Difficult People? They are the people we quite frequently encounter in our libraries. They are, for example, the hostile patron or co-worker, the indecisive vacillating boss, or the overagreeable (but do-nothing) subordinate.

In fact, a list of the "Difficult People" might well remind you of some of the people you work or deal with daily.

There is the infamous hostile-aggressive trio -- the Sherman Tanks, the Snipers, and the Exploders. These are the people who habitually try to bully and overwhelm by attack, or who constantly make cutting innuendos and not-too-subtle digs, or who throw tantrums if things do not go their way.

There are the Compleat Complainers who gripe ad nauseam, but who never try to do anything about what they complain about. There are the silent and unresponsive Clams who respond to every question or every plea for help with a yep, a no, or a grunt. There are the Super-Agreeables, who are often personable and who are always reasonable and supportive in your presence, but who do not produce, or who act contrary to the way they have led you to expect.

There are the Negativist Wet Blankets who when something is proposed are almost certain to reply with "It won't work". The Know-It-All Experts are those "superior" people who believe, and want you to recognize, that they know everything about everything. "They're condescending, imposing (if they really do know what they're talking about), or pompous (if they don't), and they will likely make you feel like an idiot".

And finally, there are the Indecisives, who stall major decisions until the decision is made for them, or who cannot let go until everything is perfect -- which is never.

But, in addition to helping you identify the Difficult People, this book shows you how to understand them and most importantly, how to cope with them in specific, concrete and step-by-step ways.

Coping With Difficult People is "must" reading for anyone who must deal with these Difficult People, and is one you will find yourself referring to over and over again. While it is especially recommended for managers -- particularly new managers or those making the transition to administrators -- Anyone on the staff who must deal with these people will find it invaluable.

Bramson, Robert M. Coping with Difficult People. New York: Anchor Press/Doubleday. 1981 (\$11.95, but available at lower prices at Barnes & Noble, etc.).

You Can Negotiate Anything

Despite its mass market promotion and its sometimes witty and whimsical style, this is a serious and important work -- one that meets a serious and important need not now being met in traditional library or law school curriculum (see review in the 1981 American Bar Journal 1154-6).

Most importantly, it is not a book of "dirty tricks", intended to help you manipulate, intimidate, or put something over on the other side. Rather, "mutual satisfaction should be your goal and the means of achievement -- collaborative Win-Win negotiation". And at the same time, this book teaches practical hard-nose skills that will keep you from becoming an unsuspecting victim in Soviet-style, win at all costs negotiations.

You Can Negotiate Anything examines the three crucial variables in all negotiations: power, time and information. It will teach you that you have more power sources at your fingertips than you realize, and that even a weakness can sometimes be used as a negotiating lever.

Among some of the down-to-life situations discussed are: when to use or not use a telephone for negotiation, how to handle an IRS audit or to deal with a traffic cop who is about to give you a ticket, and more.

In short, this is a book that will be useful and of great value to both lawyers and librarians, and it is highly recommended for all law libraries.

Cohen, Herb You Can Negotiate Anything. Secaucus, New Jersey: Lyle Stuart, Inc., 1980. (\$12.00, but available now in paperback)

REVIEWS

Styles of Thinking

While "This is a book about how to make fewer stupid decisions", it is also about how to get along better with people who just think and do things different from you. It achieves both by helping you learn something very important about yourself -- how you think about things.

Its central thesis is that there are five basic styles of thinking and that the particular style (or styles) you use determines just how you approach problems and make decisions.

What makes this book so incredibly helpful in understanding your own style and the style of others is the I_nQ questionnaire, a series of 18 questions designed to help you identify your preferred mode of inquiry.

Once you have identified your preferred style, you can become a more versatile problem solver by identifying your own blind spots and by learning to use other styles when they would be more appropriate to the situation. By understanding other styles, you can learn how to influence and communicate better with others.

But what are these styles?

The least frequently found style is the Synthesist -- the great speculators whose motto is "what if...?" Syntheists know that people really do disagree, and tend to be interested in conflict as an opportunity to exercise their creativity. They like change, often for its own sake, and are best in controversial, conflict laden situations. If you know someone who is always coming up with "far out" solutions and who never seems to go along with the group, he or she is probably a synthesist and should be paid attention to.

The Idealist, the most frequently found style, on the other hand, doesn't enjoy conflict. They like to take a broad view of things, are future-oriented and pride themselves on their high standards. They are often seen as helpful, supportive, open, trustworthy and useful. Their chief liability is their high standards, which may keep them from seeing more practical approaches.

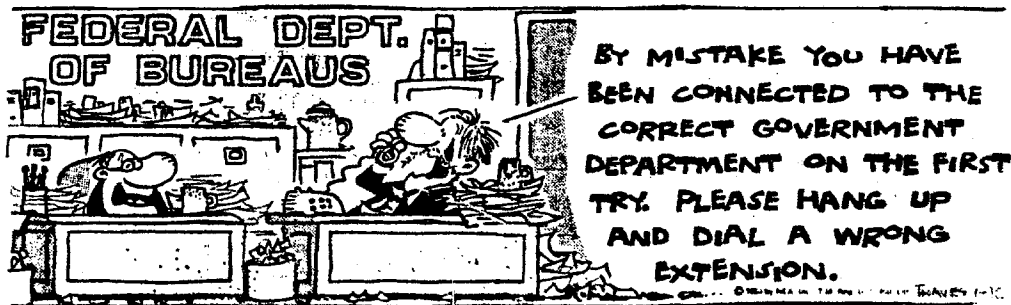
The Pragmatist's motto is "Whatever works". To Idealists, they may appear superficial, lacking in standards, erratic and even irrational. They use the piecemeal approach (one step at a time), look for the quick payoff and are great at tactical thinking. Their greatest strength is adaptability -- their willingness to cut their losses and try another approach.

The Analyst is careful, logical, methodical and pays great attention to details. If you want someone to plan the moving of your library, get an Analyst.

The Realist's motto is "facts are facts". To them, agreement and consensus are most important and highly valued. They are orientated toward concrete results. They have a strong need to achieve, to move and to be in control. Realists like to get down to specifics. Their greatest liability is that they often come across like stubborn, unimaginative blockheads.

Styles of Thinking is highly recommended for anyone who must make good decisions and work in committees or groups.

Harrison, Allen F. and Bramson, Robert M.
Styles of Thinking. New York: Doubleday,
1982. (\$13.95, but \$11.85 at Barnes & Noble).



BEST BETS

Book Reviews

A frequently overlooked source of extremely timely book reviews is U.S. Law Week.

Almost every week in its "News in Brief" section, under the subtitle "Books" you will find a one or two paragraph (approximately 200-300 word) review of a recent book. Titles reviewed cover virtually every area of the law and are from many publishers.

Examples of some recently reviewed titles are:

United States Government Manual. 50 USLW 2357 (12-15-81)
Supreme Court Practice. 50 USLW 2158 (9-15-81)
Attorney-Client Fee Arrangements: Regulation and Review. 50 USLW
2370 (12-22-81)
Association Law Handbook. 50 USLW 2385 (1-5-82)
American Lawyer Guide to Law Firms. 50 USLW 2465 (2-9-82)
Treaties and Alliances of the World. 50 USLW 2498 (2-23-82)
Copyright Book; A Practical Guide. 50 USLW 2546 (3-16-82)

Executive Orders

One of the most difficult problems working with Presidential E.O. is determining how they have been amended. Codification of Presidential Proclamations and Executive Orders helps you determine the latest text of an Executive Order without extensive research.

Arranged by subject matter, this edition contains E.O. issued or amended from January 20, 1961 to January 20, 1981.

Special features include a comprehensive index and a table listing each Executive Order issued during the 1961-1981 period, along with any amendments, an indication of its current status, and, where applicable, its location in this volume.

Codification of Presidential Proclamations and Executive Orders is available for \$10 per copy from: Superintendent of Documents/US Government Printing Office/Washington, DC 20402 (stock no. 022-002-00097-0).

Free Directory

A handy pocket size directory listing the names, titles, office and telephone numbers of 1,798 persons in key government positions. Includes the White House, independent and regulatory agencies, Congress and the Judiciary.

For a copy, send a large, self-addressed, stamped (37¢) envelope to Bubba Garner/Hill and Knowlton/1201 Pennsylvania Avenue, NW/Washington, DC 20004. No phone calls please.

Legislative Infopacks

The Library of Congress' Congressional Research Service (CRS) has prepared 3 infopacks on tracking Federal legislation:

How to Follow Current Federal Legislation and Regulations
Excerpts from Basic Reference Sources for Congressional Offices
(Rept. No. 80-216-C) (JK 1052)
The Legislative Scene (Rept. No. 81-8C)(JK1000A)

Contact your Senator or Representative for copies. (They are not available directly from CRS.)

JURISDOCS / GDSIS

CONTRIBUTIONS

Contributions, comments, news items or inquiries about or for publication in JURISDOCS should be addressed to:

Larry Cheeseman
58d Mount Laurel Drive
Wethersfield, CT 06109

ALL contributions submitted for publication are subject to editorial review, and should be typed single spaced with $\frac{1}{4}$ inch margin on each side.

SUBSCRIPTIONS

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Linda Fariss
Law Library
Indiana University
Bloomington, Indiana 47405

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