
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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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 12

GDSIS News

TO: Government Documents SIS
FROM: Leah F. Chanin, AALL President

At the January Board Meeting the Board approved the revised and expanded bylaws of your section. Good luck in your activities this year.

Nominations

The Nominating Committee for the Government Documents SIS has submitted the following candidates for office for 1983/84:

Vice Chairperson/Chairperson-Elect

Stuart Basefsky
Documents Librarian
North Carolina State University
D. H. Hill Library
Raleigh, North Carolina

Linda K. Fariss
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Indiana University Law Library
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Susan L. Dow
Reference/Documents Librarian
College of William and Mary
Marshall-Wythe Law Library
Williamsburg, Virginia

Virginia Thomas
Documents Librarian
Chicago-Kent Law Library
Chicago, Illinois

Further nominations for the office of Secretary/Treasurer may be made upon written petition of ten members in good standing of the SIS. Such petitions, accompanied by written acceptance of the nominees, must be filed with the Chairperson of the SIS not later than May 1st. (Bylaws, Article VI, Section d). Send petitions to:

Judith Gecas
Associate Librarian
University of Chicago Law Library
Chicago, Illinois 60637

Election of officers will be by mail ballot. Announcement of the results of the election will be made at the business meeting of the SIS in Houston at the 1983 AALL Conference.

Nominating Committee
Nancy Johnson
Kamla King
Jane Strable, Chairperson

Checklist

AUDIO LAWYER is available on a subscription basis for \$ 99.00 a year from:
ALI-ABA Audio/ 4025 Chestnut Street/ Philadelphia, PA 19104.

A new 90-minute audio-cassette issued every six weeks. A unique idea!

LEGAL REFERENCE SERVICE QUARTERLY, vol. 2 no. 3 (Fall 1982), features a special section on "Government Documents"(pp. 1-94).

"Solar Energy Research Institute" by Nancy P. Johnson;
"United States Supreme Court Briefs and Records: An Updated Union List" by Gene Teitelbaum; "Developing a State Law Collection: Part I" by Leah F. Chanin.

PHOTOCOPY WARNING POSTER is available for \$ 2.50, plus \$ 1.50 postage/ handling from: Illinois Cooperative Conservation Program/ Morris Library/ Southern Illinois University/ Carbondale, IL 62901 (make check payable to: General Library Activities).

"Pressure can even get to books. Please don't use force while photocopying."



New Library Logo

On the recommendation of the White House Conference on Libraries, the American Library Association assigned a task force to design a logo to increase the public's awareness of libraries. The new symbol was adopted by the 1982 Annual Conference of the ALA to represent every library in America -- including special libraries.

The logo is now available on a number of products:

TOTE BAGS

Library Symbol Tote Bag (AE 117-002) \$7.95
14" x 14" with 25" handle.

Library Symbol Plastic Book Bags (AE118-370)
10-49 \$.25 each/ 50-99 \$.23 each.

MUGS

Blue Ironstone 12-OZ mug (AE172-007) \$4.95
set of four (AE172-008) \$18.25.

White 10-oz. Ceramic Mug (AE172-005) \$3.75
set of four (AE 172-006) \$13.95

DESK ACCESSORIES

Library Symbol Stickers (100) AE154-202 \$1.75

Paper Clip Holder (AE172-004) \$3.25

Pencil Cup (AE172-003) \$4.95

Note Paper Holder (AE172-001) \$4.95

Letter Opener (AE172-405) \$1.25

Cup, Holder & Opener (AE142-271) \$9.95

Look to Your Library Notepads (AE177-212) \$3.75

BEST SELLER

All-pro "Spinner" style yo-yo (AE172-404) \$2.50

All are available from: Upstart Library Promotionals/
Box 889/Hagerstown, MD 21740. Minimum order is \$5.00, plus postage and handling (postage and handling is \$1.50 if order is less than \$15.00, otherwise 10% of order).

WORTH REPEATING

Administrative Decisions

Penny Hazelton of the U.S. Supreme Court Library, speaking at a Government Document SIS sponsored program at the AALL 75th Annual Meeting in Detroit, cited 5 tools which she found particularly useful in finding federal administrative decisions:

1. LEGAL LOOSELEAFS IN PRINT, compiled and edited by Arlene Stern, is worth its price if for no other reason than it lets you know what is out there. Very inclusive -- listing over 1800 looseleafs. Subject index in LC format.
2. Nancy Johnson's bibliography appearing in vol. 1 LEGAL REFERENCE QUARTERLY 50. Items arranged by issuing body.
3. FEDERAL YELLOW BOOK, published by the Washington Monitor, is fairly expensive, but very useful once you get to the point of knowing what agency and department issued the decision you seek. Basically a companion to the U.S. Government Manual, it has far more names and phone numbers. Indexes internal subagencies, but not broad areas.
4. U.S. GOVERNMENT MANUAL gives very helpful descriptions of agencies. Particularly useful are: Appendix A (abolished or transferred agencies), Appendix B (commonly used abbreviations and acronyms), Appendix C (organization charts for each agency). The charts will help you narrow the field and cut down the number of calls you need to find the right person.
5. FEDERAL REGULATORY DIRECTORY, by Congressional Quarterly, has the best subject index. Organizes and helps you if you only know the broad area.

Another useful tip Penny offered was to try the general council office for an agency you are dealing with. They are usually aware of anything having legal significance that is coming out of that agency. She also suggested trying the federal agency's law library (if it has one) and also starting with the nearby regional or field office first. They may save you a long distance call.

Information Getting

At another GDSIS program in Detroit, Leila Knight of the Washington Researchers offered some advice on getting information from government agencies.

The art of obtaining information consists of six rules, she said:

1. Find the right expert. It takes the average of 7 phone calls.
2. Don't accept "I'll send you something in the mail." Try to get to know what's in their head.
3. Don't take what you get as gospel. Confirm it in several places.
4. Don't expect people next door to each other to know what the other is doing.
5. Treat information from the government as a good start only. Verify it outside.
6. Use their advocacy position. In fact, you should appeal to it.

Leila also offered some rules of research for obtaining information from government agencies. They really apply to obtaining information from anyone:

1. First impressions count -- be the bright spot in their day. Don't use "I'm a taxpayer. I pay your salary." approach.
2. Be open. Tell as well as you can why you are calling.
3. Be respectful. You are taking their time.
4. Be courteous. Be humble. Nicer you are, better you will be treated.
5. Don't overstate your knowledge. Admit your ignorance, but be a quick study.

CONT'D

Getting (Cont'd)

6. Be optimistic and positive. Don't start with "I don't think you have." Your attitude can tip the scale.
7. Be empathetic and sympathetic with their time situation.
8. Be complimentary. Do some honest flattering.
9. Don't railroad your interview. Don't ask 10 questions in rapid fire.
10. Not responding -- rephrase your question.
11. Plan on succeeding. Plan on information being there in government.

Stress

Dr. Sarah Fine of the University of Pittsburg, speaking at this summer's ALA convention in Philadelphia, offered some signs that let you know that stress is getting to you:

- When you spend the first hour of each day attempting to figure out what project has the highest priority.
- When you begin to look forward to doing the budget report because it means dealing only with numbers.
- when you begin to stop the elevator between floors to ask directions.
- When you discover you are alphabetizing and filing your junk mail and referring to the file afterwards.
- When you find yourself panicking when you can't find your business card, knowing full well that you will never remember your name and address without it.
- When you begin to have strong adverse feelings towards inanimate objects.
- When you are experiencing constant deja vu.
- When your initial response to a question at the reference desk is, "Why the ...do you want to know that for?"
- When you spend your time making lists of burnout symptoms.
- When you find that you are spending considerable amounts of time bitching about how others are not getting their work done.
- When you begin to lose arguments with yourself.
- When you think of your co-workers as a) little people, b) idiots, c) a case load, d) the enemy.
- When you begin to believe your high school years were the happiest days of your life.

According to Dr. Fine, the most effective stress reducer is to acknowledge that you are under stress. Stress is loss of control, and the antidote is to take control of a particular part of your life.

Dr. Fine recommends that people under stress 1) change their attitude, 2) do something physical or metaphysical to relax, and if all else fails, 3) change their life style or situation. In the end, she admits, the most powerful, readily available, least expensive, and extremely gratifying stress reducer is talking it out with someone.

Dr. Fine recommended a set of principles for helping someone in stress: 1) give the person permission to speak freely; 2) focus on the person, not the situation; 3) focus on feelings, not behavior; 4) don't ask irrelevant questions; 5) try to understand where the pain or conflict is; and 6) make a stress-reducing observation.

PUBLIC INTERNATIONAL LAW AND INTERNATIONAL ORGANIZATIONS: A BASIC SELECTION BIBLIOGRAPHY (U.N. DOC ST/LIB/381, Sept., 1982) is now available from: Mrs. Ann Naymik/ Public Inquires Unit/ Room GA-57B/ United Nations/ New York, NY 10017. Cost will be approximately \$1.00 plus postage. Prepayment not required.

TIME MANAGEMENT

"How can I manage my time? If I set some time aside to do something, someone is sure to need something in a hurry, and I have to drop everything. Besides, I'm still working on yesterday."

To many law librarians, their time just does not seem to be their own. There are first mountains of "routine" things that forever pile up. There are the never-ending demands for the impossible. And, if that is not enough, there are the emergencies that simply cannot wait.

Yet, law librarians have to use their time to its best advantage. In fact, next to their knowledge and skill, nothing is more important to a law librarian than using his or her time effectively.

Whether you work on a reference desk, take care of interlibrary loans, file looseleaf services, manage others, or run a one-person library, you must use your time to the best advantage to accomplish what you must.

But how do you gain control of something that would not seem to be under your control? How do you manage one of the most valuable resources?

Here are six steps:

1. First, realize how important it is for you to manage your time. Law librarians never have enough time to do everything that needs to be done. Simply put, no matter how many extra hours you put in, no matter how tirelessly you work, you simply will not finish all the things there are to do. Once you accept this, you realize that you must choose carefully what is most important.

2. The next step is to analyze your time. This may seem particularly dumb. After all, you think you know where you spend your time. But, chances are that if you keep a time log (15 minute intervals for at least 2 weeks) you are likely to discover some interesting things about the way you spend your time.

For example, those "few minutes" you take to write out a long route list instead of photocopying it really amounts to 2 full work days a year.

3. The third step is to concentrate your efforts on those time wasters over which you have control. Eliminate the things that need not be done at all. Learn to delegate. Eliminate recurrent crises by planning. Remember that every moment spent in planning saves 3 in execution. Planning makes it possible to work smarter, not harder.

4. Set priorities and concentrate on achieving them. Effectiveness means selecting the best task from all the possibilities and then doing it in the best way.

5. Remember every minute counts. Pareto's Law states that 20% of your activities can produce 80% of your results. Use waiting time effectively. Consolidate similar tasks. Remember what 5 minutes can do.

6. Get a good-book on time management. and use it (see bibliography below).

-- Bibliography

There are numerous works on time management, ranging from brief periodical articles to videotape seminars. The attempt here, however, is to select inexpensive, easy-to carry paperbacks that do an excellent job of covering the subject. While all outline the principles of time management, each does it in a very different way.

If you are serious about getting the most out of your time, you will want to purchase one or more of these titles, mark it up, and constantly refer to it. The annotations will help you select the title most useful for your own particular needs.

Bliss, Edwin C. Getting Things Done: the ABC's of Time Management. New York: Bantam Books, 1976.
Price: \$2.50.

cont'd

Time Management Books/cont'd

Alphabetically arranged guide to the principles of time management. Well-written, with clever parables and drawings, but perhaps best read after another title listed below. Good though for permanent reference.

Drucker, Peter F. The Effective Executive. (available in paperback as part of the Pan Management Series, published in Great Britain). Price approximately \$2.75.

Chapter two, "Know Thy Time", is the most concise and succinct summary of the importance and how-to of time management ever written. (Read it in conjunction with Paul Koellner's "Self-Management -- the Key to Time Management" in the November 1980 issue of Personnel Journal, p. 548.) While aimed at corporate executives, it is excellent reading for the "executive" law librarian. They will also enjoy the other chapters in the book by the guru of business management.

Lakein, Alan. How to Get Control of Your Time and Your Life. New York; Signet Books, 1973. Price: \$1.95.

A practical, no-nonsense guide. Does not want you to be a "time nut", but to "work smarter, not harder". Lively, but solid. Especially strong on setting priorities. Always remember to ask Lakein's question: "What is the best use of my time right now?"

LeBoeuf, Michael. Working Smart: How to Accomplish More in Half the Time. New York: Warner Books, 1979. Price: \$2.95.

Perhaps the most entertaining and lively time management book ever written. Excellent job of bringing to life the principles as well as the problems of implementing them. Heavy on charts and exercises. Chapter 5 on "New Attitudes for Effectiveness" deals with developing a positive attitude and overcoming time wasters like guilt, worry, fear of failure, and anger. Good reading for anyone.

Mackenzie, R. Alec. The Time Trap: How to Get More Done in Less Time. New York: AMACOM, 1972. Price: \$2.95.

Not for the "faint of heart", this textbook quality treatment provides a solid but decidedly engineering approach to time management. Its charts, graphs, tables and long numbered lists will delight analytical types but probably leave others cold.

Scott, Dru. How to Put More Time in Your Life. New York: Signet Books, 1980. Price \$2.75.

The last chance book on time management. If you are a hopeless procrastinator, if you find it impossible to motivate yourself to set priorities, if despite everything you just cannot get yourself to stop wasting time, then you need this book. Among its chapters are: "The Secret Pleasures of Mismanaging Time", "How to Get Organized in Spite of Too Many Demands" and "When Mornings are a Mess -- Clean up Your Act".

And, oh yes, if procrastination is your problem, you might like to read Jane B. Burka and Lenora M. Yuen's "Mind Games Procrastinators Play" in the January 1982 issue of Psychology Today (vol. 16 no.1) -- that is, if you ever get around to it.

Professional Reading by Krista Carlson

"The Book-of-the-Law Club". National Law Journal, October 11, 1982, p. 43.

Cafesjian, G.L. "Computer Research Center Aids West Co. Subscribers." New York Law Journal, October 12, 1982, p. 4.

Daniells, Lorna M. "Sources on Marketing." Harvard Business Review, Vol. 60, no. 4, July-August 1982.

"Federal Courts to Change Computer Research Systems." National Law Journal, November 8, 1982, p. 4.

Marke, Julius J. "Recent Legal Publications of Interest to Practitioners." New York Law Journal, November 16, 1982.

Reilly, Catherine and Goldspiel, Steve. "A Survey of Company Information Available from State Secretaries of State." SLA Business and Financial Division Newsletter, No. 61, Fall 1982, p.26.

Sloane, Richard. "Corporate Law Department, Law Firm Libraries Compared." New York Law Journal, October 19, 1982, p. 4.

Strain, Paula M. "Evaluation by the Numbers." Special Libraries, Vol. 73, no. 3, p. 165.

"What Has Three Crooked Walls and a Planter in Place of Shelving...:Your New Library Can, If You Don't Take Care When You Plan a Move." SLA New York Chapter News, Fall, 1982, p. 9.

"Will JURIS Push LEXIS and WESTLAW?" Legal Systems Letter, Vol. 2, no. 4, October 1982, p. 6.

BEST BETS

ABA Catalog

If you have ever had to find an ABA publication -- whether you have had it in your own library or not -- you know just how welcome this first comprehensive catalog of all titles available from ABA and ABF is.

The American Bar Association and the American Bar Foundation publish an incredible amount of very useful and very important publications from short pamphlets to color videotapes in every area of law. The publications are generally widely available, but it has been very difficult to identify them.

The new catalog solves this problem. Books and audiovisual materials are listed alphabetically by subject and the periodicals are listed alphabetically by sponsoring group. There is also an alphabetical title index.

While the catalog is undoubtedly an useful acquisition tool, it will also be welcomed on the reference desk.

For a free copy, write to: American Bar Association/ 1155 East 60th Street/Chicago, Ill. 60637.

State Bibliographies

Two new bibliographies have been added to AALL Government Document SIS State Bibliographies series:

An Introduction to Indiana State Publications for the Law Librarian, compiled by Linda K. Fariss and Keith A. Buckley.

Michigan Legal Documents: An Annotated Bibliography, compiled by Stuart D. Yoak and Margaret A. Heinen.

This extremely important series already includes bibliographies for California, Missouri, Virginia, Maryland and the District of Columbia.

All bibliographies in the series are still available for \$5.00 each from: Emelyn House/University of Michigan Law Library/ Ann Arbor, MI 48104. Please make your check payable to the AALL Government Documents SIS.

JURISDOCS / GDSIS

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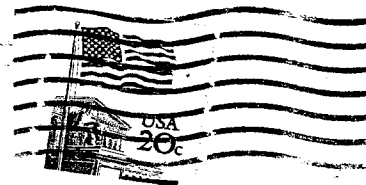
ALL contributions submitted for publication are subject to editorial review, and should be typed single spaced with $\frac{1}{4}$ inch margin on each side.

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