

## PREFACE

### A. PURPOSE

The genesis for this sourcebook was the increasing awareness of state, court, and county law librarians of not only how important our trustees' understanding of their responsibilities is, but that the best way of securing both understanding and interest is to provide trustees with more information. We thought that information could be imparted by encouraging trustees to attend law library association functions, such as workshops and national conventions. Realizing that attendance at such gatherings and educational opportunities will not be possible for most trustees, we decided that an extensive, all-inclusive sourcebook would provide an adequate alternative.

We decided at the outset of this project that the tone of the sourcebook would be descriptive, rather than prescriptive. (We originally referred to the book as a "manual," but realized that that would be inappropriate.) We wanted to inform all trustees, both statutory and voluntary, new and experienced, of the multitude of possible problems—and solutions—which can appear on the law library horizon. Financial, legal, personnel, and other types of obligations with which most trustees deal would be discussed, and possible solutions displayed. As the Board of Trustees is the entity that sets policy, we firmly believed that the process should not happen in a vacuum.

Charles Dyer has been the main force behind this publication effort. I know that hundreds of my colleagues join me in thanking him—and his trustees—for the time and creative effort which have gone into seeing the project come to completion. The Council of California County Law Librarians, especially Shirley David, also has been instrumental in taking a state-specific model and expanding it for all law libraries that have governing boards. We also appreciate the support of both the American Association of Law Libraries and Fred B. Rothman & Co. in assuring that this Sourcebook would be published as part of the AALL Publications Series.

Judith A. Meadows,  
Chair, 1991-1992  
State, Court & County Law Libraries  
Special Interest Section of  
The American Association of Law Libraries

## **B. FORMAT**

This sourcebook is published in a looseleaf format for a traditional three-ring binder, so that updates can be sent out and interfiled and that users of the sourcebook can interfile their materials pertinent to their own situations. Also, since the sourcebook will be quite long, it is likely that board presidents, committee chairs, or library directors will only distribute portions of the sourcebook at a time to board/committee members. A looseleaf format will facilitate photocopying. (It is presumed by the SCCLL/SIS that one copy per library will be sufficient. The copyright holder will allow photocopying for in-house use only.)

The sourcebook was composed in WordPerfect 5.1 for DOS with various graphic formats as needed. The samples are reproduced in machine readable form in WordPerfect using Postscript output. Conversion to other output would be simple in most cases wherein the forms are text-based. Compatibility with linotronic devices is available, too.

## **C. PHILOSOPHY BEHIND THE SOURCEBOOK**

This sourcebook is to be a fairly exhaustive book that will answer, at least initially, all the usual concerns that arise before a board of trustees or library committee that is in charge of (or advises) the type of law library that would normally seek membership in the State, Court and County Law Libraries Special Interest Section. Some of the information will be helpful to other types of libraries and their governing bodies (e.g., deans, law firm library partners), but the aim is to reach those who govern public or quasi-public law libraries and do not have the time to learn all they need to know.

The sourcebook would usually remain in the hands of the library director, or in the hands of the board president for those smaller law libraries without a professional director. Directors themselves may use the sourcebook to increase their knowledge of how to deal with their governing bodies and to advise those bodies of necessary actions they should consider. Portions of the sourcebook would be distributed as needed to other members of the board.

The authors hope that the sourcebook does not appear to be too prescriptive in tone. We aim to carry a narrative tone and will suggest by example. There are too many different situations for any prescriptive advice to be uniformly correct. By offering a variety of examples, the sourcebook enables boards and directors to pick their own methods. No prescriptive language should be taken as the official statement of either the American Association of Law Libraries or the State, Court and County Law Libraries Special Interest Section, except in those statements purposely intended to be so, such as can be found in the "Standards" section.

The Committee used formatting techniques in order to keep the reader aware of the origin of the material within the sourcebook. Textual matter written by the Committee appears in Times

Roman 11.5 point typeface. Samples from particular libraries or other sources also appear in Times Roman typeface, varying between 8 and 11 points. The originals to the samples came in a variety of formats. Some were simply typewritten in mono-spaced fonts. Others were beautifully printed with excellent graphics on very nice paper. Our intent in formatting them all to a common pattern was solely to aid the reader in identifying them as samples and to shorten the length so that the cost of publishing this sourcebook could be reduced. It was not meant in any way to be a slight to the original formats. We thank all the authors for their hard work and generosity.

For those topics that cannot be examined in depth within the scope of the sourcebook (such as collection development policies, which would need its own book for a full treatment), references to other sources are included. For those topics which are specific to each state (such as open meeting laws), sourcebook users are encouraged to find their own laws, ordinances, and so on, and to append them to the sourcebook or insert them within the relevant section.

#### **D. ACKNOWLEDGMENTS**

The sourcebook is an amalgam of three types of manuals and owes much to its predecessors. The American Library Association manual, Virginia Young's *The Library Trustee: A Practical Guidebook*, has separate chapters on various topics, authored by various experts. The California Library Association's CALTAC *Public Library Trustees and Commissioners Tool Kit* has an introductory portion, followed by copious examples, taking up two-thirds of the book. The *Minnesota County Law Library Manual* is a looseleaf formatted manual with tear out pages. Only the ALA manual was sufficiently exhaustive of topics and national in scope, but it dealt only with libraries of a substantial size. The other two, being restricted to specific states, were too prescriptive for our use, but were great examples. We believe we have taken the best of each, and we thank them for breaking ground so well.

Much of the material in this sourcebook is examples from American and Canadian libraries, to whom we owe a debt of gratitude for sharing their hard work with us. That and the various association policy statements and governing statutes are presented as they are, without editing. The narrative portions of the text have been jointly authored by the members of the Trustees Development Committee with significant input from others in the section.

The idea for this project originated in part from the nearly simultaneous production of the Council of California County Law Librarians' *CCCLL Trustees Manual*, third edition, 1992. Two of the committee members for this sourcebook, Charles Dyer and Shirley David, were also members of the four-person team that rewrote the CCCLL manual. We had hoped to borrow much of the language directly from that manual, but found once again that it was too specific and contextual. Nevertheless, we did borrow the basic outline and certain portions. In that regard, the committee would like to thank the Council for allowing its use and to thank, specifically, Pat Pfremer of the Santa Cruz County (CA) Law Library and Janis Milliken of the Stanislaus (CA)

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Law Library, who were team members for the Council, but not on this committee. In addition to actually writing some of the material found in this sourcebook, they contributed many samples.

Committee member Anita Shew collected many of the other samples found in this sourcebook. Committee member Erik Low initially drafted much of the text, drawing on his years of experience advising courts about their libraries. Committee member Anne Peters provided much of the expertise regarding public relations and fund raising. Committee members Marydean Martin and Marjorie Price contributed mightily to the editing and review process. And last, but not least, both Shirley David and Judy Meadows provided considerable direction and political guidance for this project. For all their work, the chair would like to express his thanks.

Several law library trustees and law librarians examined all or part of the text. We wish to express our sincerest thanks to Mr. Richard L. Beer, Oakland County Library Board Administrator, Adams-Pratt Oakland County Law Library, Pontiac, MI; Mr. Patrick Chenovick, Supreme Court Administrator, Supreme Court of Montana, Helena, MT; the Honorable Robert C. Coates, Judge, San Diego Municipal Court, and Member, San Diego County Law Library Board of Trustees, San Diego, CA; Mr. Victor Colebourn, Q.C., Barrister and Solicitor, Library Chair and Secretary, County of York Law Association Board of Trustees, Toronto, ON, Canada; Mr. Harlan Goan, Assistant Supreme Court Administrator, Supreme Court of Montana, Helena, MT; Ms. Barbara Golden, Head of Outreach Services, Minnesota State Law Library, St. Paul, MN; Mr. Jeffrey L. Hayes, Barrister and Solicitor, of Worthington, Fimm & David, and Member, British Columbia Courthouse Library Society Board of Directors, Vancouver, BC, Canada; Ms. Jean M. Holcomb, Law Librarian, King County Law Library, Seattle, WA; Mr. Stephen C. Lane, Esq., of Brewer, Cooney & Lane, and Member, Butler County Law Library Board of Trustees, Hamilton, OH; Ms. Annetta Lawson, Librarian, Eastside Law & Tax Library, and Member, King County Law Library Board of Trustees, Seattle, WA; Ms. Anne C. Matthewman, Librarian/Administrator, County of York Law Association, Toronto, ON, Canada; Ms. Maureen B. McCormick, Chief Librarian and Executive Officer, British Columbia Courthouse Library Society, Vancouver, BC, Canada; the Honorable Gary E. Ransom, Judge, Sacramento Superior Court, and Member, Sacramento County Law Library Board of Trustees, Sacramento, CA; Mr. Robert J. Raupp, Assistant County Attorney for Benton County, Minnesota, and Member, Stearns/Benton Counties Law Library Board of Trustees, Foley, MN; and Mr. Andrew Glenn Weiss, Esq., Chair of the Membership Services Subcommittee of the Library Committee of the Association of the Bar of the City of New York, New York, NY. Many useful suggestions came as a result of their review. The end product should not be taken as representative of the particular viewpoint of any individual reviewer.

The Committee also acknowledges a tremendous debt of gratitude to Ms. Tracy J. Lanagan, Administrative Assistant at the San Diego County Law Library, who converted most of the samples found throughout this sourcebook into machine-readable text, mostly by typing and formatting them herself. And lastly, the Committee wishes to thank the many helpful people at Fred B. Rothman & Co., including especially our editors, Sheila M. Jarrett and Lisa M. Joanis.

*Sourcebook for Law Library Governing Boards and Committees*

The Trustees Development Committee would like to hear from readers. If you have comments, please send them to us in care of AALL Headquarters, 53 West Jackson Blvd., Suite 940, Chicago, IL 60604. The committee plans to update the sourcebook as needed.

We hope you find the sourcebook useful. Best regards,

THE 1991-93 TRUSTEES DEVELOPMENT COMMITTEE

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