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POST-CONVENTION ISSUE

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Questions or comments should be addressed to the editor or appropriate contributing editor.

EDITORIAL POLICY

The TECHNICAL SERVICES LAW LIBRARIAN will carry reports or summaries of the convention meetings and programs of the TS-SIS and OBS-SIS, act as the vehicle of communication for SIS committee activities, and carry current awareness and short implementation reports. TSLL usually will not publish substantive articles.

Subscriptions are available from the editor at $4.00, prepaid; checks should be made payable to: American Association of Law Libraries.

EDITORIAL DEADLINES

<table>
<thead>
<tr>
<th>Issue date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>October 7</td>
</tr>
<tr>
<td>February</td>
<td>January 15</td>
</tr>
<tr>
<td>May (Pre-convention)</td>
<td>April 7</td>
</tr>
<tr>
<td>August (Post-convention)</td>
<td>July 15</td>
</tr>
</tbody>
</table>

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Melody Lembke, chair, called the meeting to order at 10:30 A.M. She introduced Jacqui Paul, vice-chair/chair-elect, and Wendell Johnting, secretary-treasurer. The minutes of last year's business meeting in Houston were accepted as published in volume 9, number 1 (August 1983), of the TECHNICAL SERVICES LAW LIBRARIAN.

Johnting presented the treasurer's report. The financial statement of May 1, 1984, indicated income of $1,287.00, a balance carried forward from last year of $689.83, and expenses of $658.62, leaving a balance of $1,324.51.

Next the results of this year's election of officers were announced. Marilyn Nicely (University of Oklahoma) was elected vice-chair/chair-elect, Patricia Callahan (University of Pennsylvania) secretary-treasurer, and Sue Welch (College of William and Mary) and Jill Mubarak (Kindel & Anderson) members-at-large. A motion to destroy the ballots was passed.

Chair Lembke announced there were 324 members of the SIS this year. She urged the membership to get involved with standing committees and to volunteer for projects within the SIS; the best way to participate is to indicate one's interests on the annual survey that is sent to each member. The chair uses the survey to select committee members and volunteers for programs.

Lembke then announced the meetings sponsored by the Technical Services SIS for this year's convention: the Needs Assessment Survey, Cooperative Collection Development, Serials and Series in Law Cataloging, and Electronic Transmission of Orders.

Next the chairs of standing committees gave brief reports concerning the work of each group during the year.

Lembke thanked the chairs for their reports and stated that another way to get involved in the SIS is within the Heads of Cataloging of Large Law Libraries and Heads of Acquisitions of Large Law Libraries. This year these groups are discussing which institutions should be included in "Big Heads"; after that they will begin the work of identifying and solving problems in their respective areas. Lembke stated that anyone may attend the meetings, regardless of inclusion within the group. Evelyn Smith of the Heads of Cataloging of Large Law Libraries and Merle Slyhoff of Heads of Cataloging of Large Law Libraries gave reports concerning the activity of each group.

The TECHNICAL SERVICES LAW LIBRARIAN, Lembke reported, is currently not included as part of the dues of the SIS. A survey of members indicated that the majority want the newsletter to be included as part of the dues. However, due to the cost of producing and distributing the TSLL, it still will be sent only on a subscription basis. Michele Finerty, TSLL editor, presented information concerning the publication. TSLL currently maintains 273 institutional, corporate, and individual subscribers. The subscription price of $4.00/year has been adequate to cover the copy, postage, and supply expenditures. TSLL is now posted at first class instead of third. Also, separate billing for the new volume has proven more effective than sending a renewal invoice with the newsletter itself.

Lembke reported that, starting in early 1984, issues of the TSLL will be indexed in Legal Information Management Index. In the area of retrospective indexing, Grace Fleeman from George Washington University has volunteered to index volumes one through
nine of TSLL. A motion was passed to empower the executive board and newsletter editor to decide how the retrospective indexing should be accomplished and the method of distribution.

Lembke stated that the Preservation Standing Committee has been incorporated into the bylaws. She also sought input from the membership as to how the bylaws should be distributed. After discussion, a motion was passed that the bylaws be included in the next membership directory.

Jacqui Pau, vice-chair/chair-elect, reported suggestions from members that will be used in planning next year's SIS program. They are:

1) a discussion group on work-flow, not only among cataloging, acquisitions, and serials, but also the interaction between Technical and Public Services.
2) a workshop on serials conversion from kardex to automated check-in.
3) a discussion group on how we are dealing with AACR2.

Paul also indicated the time and place of the next executive board meeting, and said that another survey would be sent next year to each member to solicit participation within the SIS.

Marilyn Nicely reported the plans for the institute on cataloging to be held at Cornell University in 1985. The institute will be dual-track. It will include cataloging of materials and management of information. It is unknown how much overlap there will be between the two topics.

Lembke stated that the results of the 1982-1983 survey indicated that the membership preferred that the TECHNICAL SERVICES LAW LIBRARIAN be the forum for the both Technical Services and On-Line Bibliographic Services Special Interest Sections. Some discussion followed regarding a possible name change of TSLL to reflect the broader scope of OBS-SIS. However, the general consensus of those in attendance was that no name change to TSLL should occur.

Lembke relinquished the chair to Jacqui Paul. Paul thanked Melody for all her hard work this past year, and as well the members of the executive board. The meeting concluded at 11:30 A.M.

TS-SIS
Cataloging and Classification Committee
Minutes
July 2, 1984
Janis Johnston
Indiana University, Bloomington

Diane Hillmann chaired the Cataloging and Classification Standing Committee meeting, at which approximately 25 people were in attendance. Phyllis Marion reported on the activities of CC:DA and the Law Classification Advisory Committee. CC:DA has approved a list of uniform titles for the constitutions of Southeast Asian and African countries which will be published in CSB. Phyllis advised the committee to recommend a replacement for her position on CC:DA when she steps down next year. She also reported that LC has finished a preliminary document on cataloging looseleafs and will begin discussion on cataloging replacement volumes in sets. The Law Classification Advisory Committee will review plans for the development of the remainder of the "K" schedule. Phyllis distributed a preliminary draft of the plan for completion.
Next, suggestions for projects for the coming year were discussed. Volunteers were sought for proposed projects to continue to compile names of constitutions for European and Latin American countries, and to compile a list of tribal corporate body names for use in cataloging American Indian material. Marilyn Nicey of the University of Oklahoma distributed a questionnaire to be used in program planning for the 1985 pre-conference institute on cataloging at Cornell. Several ideas were discussed, with more discussion to follow at a brainstorming session scheduled for later in the convention.

Larry Dershem of San Diego County Law Library briefly reviewed the development of his publication of KF. He plans to continue updating KF and will be working on other subclasses as well. Larry was presented with a certificate of appreciation by Diane Hillmann on behalf of the committee.

TS-SIS Preservation Standing Committee
Patricia Denham, Chair
University of Cincinnati

Annual Meeting, July 3, 1984

The annual meeting of the Preservation Committee was held from 7:30-9:00 A.M. Due to the early hour and several conflicts, including the Fun Run, only nine of the most faithful members attended the meeting. However, we did accomplish a great deal.

The speakers bureau, begun last year, will be expanded to include information such as distance willing to travel, and fees charged (if any). Speakers will be asked to submit resumes which will also be kept on file. When complete, the list of names will be sent to chapter presidents.

Two members will look into writing a column on questions and answers on preservation concerns for the AALL Newsletter. Disaster preparedness policies of various types of libraries will be collected and analyzed for the information most necessary to be contained in such a policy. A model policy which can easily be tailored to individual libraries will be written. A liaison with ALA's Preservation of Library Materials Section will be explored. We are tentatively planning a program for 1985 on book construction: paper, binding, and printing techniques.

It was decided generally that we will concentrate our efforts at trying to reach those librarians who have expressed an interest in preservation rather than trying to reach all the members of AALL. We don't want to spread ourselves too thin. After the committee is more settled, we can expand our efforts. Please contact me at the University of Cincinnati if you would like to get involved in the committee.

Administration of the Library Preservation Program

Sally Buchanan, the conservation officer at Stanford University since 1979, discussed the steps involved in the administration of the library preservation program. First, assess the collection. Examine the uses of your materials. Second, determine your priorities. Since you can't care for everything at once, what is the most important? Third, look at funding sources. Funds must be committed before you begin. Explore grants, gifts and endowments. Fourth, consider your staffing options. The staff needed may be available in-house. At one library all staff members devote a portion of their time to preservation. Fifth, educate the staff, director, funding agencies, and patrons. Sixth, evaluate your progress. Keep statistics on increases in funding, hours worked, etc.
Ms. Buchanan stressed the need to examine current practices you may not associate with "preservation," such as how you use your commercial binder, how basic repairs are handled, how books are shelved, and how you enforce a no-foods policy.

Workshop on Preservation of Library Materials

John Dean, Chief Conservator and Collections Maintenance Officer at Johns Hopkins University, led the workshop on preservation held on Thursday, July 5, 1984. The morning session dealt with details of setting up a preservation program and the decision-making process in identifying materials for treatment.

Mr. Dean warned us to be wary of library suppliers selling "archival" and "acid-free" materials without defining the terms. It's best to buy conventional binding supplies. He also told us that it is not wise to pull books off shelves for treatment if nothing can be done immediately. Identify them and put them back on the shelves.

Since most use of periodicals comes before they are bound, Johns Hopkins has developed a new method for processing them in-house. The cost per unit is 30c. A description of the process, which they also use for all paperbacks on receipt in the library, is described in "The In-House Processing of Paperbacks and Pamphlets," Serials Review, October/December 1981. Most of the conservation work at Johns Hopkins is done by students. Trucks of books with the same problem are given to them to work on. No creativity is allowed. All decision making is done by librarians. Mr. Dean warned that temperature and humidity varying a great deal is more damaging than a continuous temperature of 75°.

The hands-one demonstration in the afternoon included encapsulation of documents, construction of Mylar sleeves for books in substantially good condition, and marginal materials cases designed to provide stable security to damaged materials on the shelf. Mr. Dean mentioned that by doing minor repairs well and quickly, a level of credibility is formed for the library. Handling a small program of minor repair work well may make it easier for you to win approval for a larger program. A cassette tape of the workshop will provide much more information than can this synopsis.

Executive Board

Executive board members of the Preservation Committee for 1984/85 are: Willis Meredith, Harvard University; Katherine Tooley, University of Tulsa; and Diana Vincent-Daviss, New York University.

TS-SIS Discussion Group:
Serials and Series in Law Cataloging

Betsy Ginkel, Moderator
University of Maine

Working from a set of examples and problems, the discussion group focused on four areas: how to choose the correct form of series name when various forms can be found; the problems of determining if a series exists; examples of complex numbering for serial titles; serial qualifiers when uniform titles are required. Ben Tucker, LC, had been contacted regarding the examples of inconsistent treatment of series titles, so after discussing each one, LC's reasons for treatment were explained. The handouts provided a good springboard for additional discussion on general questions such as:

- whether most libraries choose to catalog peripheral materials that come as part of a subscription to a looseleaf service (e.g., P-H federal taxes report bulletin)
The new #s field being introduced in the 760-787 linking entries for uniform titles

-the merits of ignoring qualifiers when filing cards for such series titles as "Occasional papers"

The room was packed, and many of those who attended were more than willing to share their ideas on how to handle the common and all too frequent problems of cataloging legal serials and series. Copies of the discussion group handout can be obtained from the AALL office. For a brief outline of LC's responses to the problems, and AACR2 rule numbers to refer to, please contact Betsy Ginkel.

TS-SIS Serials Committee
Donna Hirst
University of Iowa

Annual Meeting

The Committee business meeting was held late Wednesday afternoon and, despite the approaching banquet festivities, 25 people attended. Betsy Ginkel, Chair, began the meeting with an overview of the past year's activities. Results of the survey were distributed and discussed. The survey was sent to 75 technical services librarians in November. 53 librarians responded. The purpose of the survey was: 1) to determine serials policies and practices in various libraries, 2) to find out how many libraries have or are planning to have automated serials check-in, and 3) to get project and program ideas and volunteers. A full report of the survey results will be published in a future issue of TSLL.

Plans for the coming year were discussed. The listing of title changes published in TSLL was discussed; Donna Hirst will continue to compile them for 1984/85. A program is being planned for 1984/85 on the conversion of a serial check-in file from a manual kardex to an automated system. The program will include work flow, the need for duplicate check-in, and experiences from several types and sizes of libraries. Experiences with integrated and stand alone systems will be covered on both micro and mini computers.

The need for a clearinghouse for information on automated serials check-in systems was discussed. Janice Anderson (Georgetown) and Lynn Randall (Maine State) will establish the initial information.

As a result of survey responses, the group plans to have a discussion during the 1984/85 business meeting on procedures for handling superseded volumes. Kaye Stoppel (Drake) will compile information for the discussion.

The ANSI Standard for Serial Holdings Statements and the USMARC Format for Holdings and Locations drafts were discussed. An ad hoc committee will study the documentation and submit comments if the drafts appear to require revision to accommodate legal serials. The committee includes Richard Amelung (St. Louis), Chair, Robert Connell (Connecticut), Donna Hirst, Lorna Tang (Chicago), and Mary Ann Van Cura (Hamline).

Following the business meeting, Kaye Stoppel and Marilyn Nicely (Oklahoma) gave an interesting program on the MAALL Union List of Serials project. Kaye discussed the development of the project and methodology of creating the list including a discussion of choice of bibliographic records, use of the OCLC union listing system, LDR's, and quality control. She used Drake for examples of local procedures. Marilyn then discussed the project from the perspective of the Agent/Coordinator discussing planning, scheduling, problems, and cost. Last, but not least, the benefits of their project were discussed. The project has facilitated ILL and cooperative acquisitions, and off-line products are now available.
Title changes

The following serials changed title recently and were caught by the University of Iowa acquisitions staff:

- APLA quarterly journal.
  - Changed to AIPLA quarterly journal, v.12, no.1- 1984-

- Bulletin.
  - Changed to American Intellectual Property Law Association. AIPLA bulletin, Jan./Feb. 1984-

Association of American Law Schools. 
- Association Information.
  - Changed to Association of American Law Schools. Association handbook, 1984-

Australian digest, digest of cases.
- Changed to Australian digest, digest of laws, 1982-

Bell journal of economics.
- Changed to Rand journal of economics, v.15, no.1- Spring 1984-

CU journal.
- Changed to Journal of the American Society of CLU, v.38, no.1- Jan. 1984-

Commerce Clearing House. 
- Federal Tax return manual.
  - Changed to Commerce Clearing House. Federal tax compliance manual, 1984-

Clements. U.K., the Commonwealth of nations, a directory of governments.
- Across the seas.
  - Changed to Clements' international report, May 1984-

Immigration monitoring report.
- Changed to Georgetown University Law Center Immigration law reporter, Fall, 1983-

Journal of Insurance.
- Changed to Insurance review, v.45, no.1- Jan./Feb. 1984-

Law & Policy quarterly.
- Changed to Law & policy, v.6, no.1- Jan. 1984-

Macroscope merged with Transition to form World policy forum, v.1, no.1- Spring 1983-

Mental disability law reporter.
- Changed to Mental and physical disability law reporter, v.8, no.1- Jan./Feb. 1984-

Nebraska journal of economics and business.
- Changed to Quarterly journal of business and economics, v.22, no.4- Autumn 1983-

New York (State). Crime Victims Compensation Board. 
- Report.
    - 15th-1981/82- [Iowa missing 14th report]

New York (State). Dept. of State. 
- Committee on public access to records. Report to the legislature on the open meetings law.
  - Changed to N.Y. (State). Dept. of State. Committee on Open Government. Report to the governor and the legislature on the freedom of information and open meetings law, [8th]- 1983-

Rapports de pratique de Québec.
- Changed to Revue de droit judiciare, v.1, no.1- 1983-

Texas. Attorney General's Office. 
- Digest of opinions.
  - Changed to Texas. Attorney General's Office. Index to the opinions of the Attorney General. 1982-
    - Frequency changed from quarterly to annual.
    - Format changed from loose-leaf to paperbound.

Title insurance industry.
- Changed to Title insurance industry statistics, 1982-

United Nations Procedures Conference. 
- Report.
  - Changed to United Nations Issues Conference. Report, 1984-

UCLA - Alaska law review.
- Changed to Alaska law review, v.1, no.1- Summer 1984-
The 1983/84 Acquisitions Committee meeting was held Tuesday, July 3, at 7 A.M. Old business included a report on the collection of acquisitions department forms, job descriptions, and collection development policies. Ten requests were made for information during the year, and to date, 7 have been filled. As the packets of information are too large to make copies of all the material, the packets are sent to the requesting library, with a note to return as soon as possible.

During the year, Mary Ertl compiled a survey on handling gifts. The results will be summarized in a future issue of TSLL, with a full report to be given at next year's meeting. Sue Welch has begun work on a list of automated acquisitions users. This list will also appear in a future issue of TSLL. Margaret Axtmann finished compiling the statistics on her survey of files maintained in acquisitions departments, and reported her findings at the meeting. She is considering publication of her findings, possibly in Law Library Journal.

The Acquisitions Committee sponsored a program entitled "Cooperative Collection Development: The Past as Prologue" at this year's convention. Representatives of 4 cooperatives spoke on their respective groups. An informative discussion group was held the following evening. Robert Buckwalter at Harvard Law Library served as the program coordinator. A discussion group on the Electronic Transmission of Orders was jointly sponsored by the Acquisitions Committee and the Committee on Relations with Publishers and Dealers. Approximately 65 librarians, vendors, and publishers participated in the discussion lead by Merle Slyhoff.

The handling of gifts and duplicate materials will be presented as a short panel/discussion during the next year's committee meeting. Topics discussed as possible programs for the 1985 convention were joint programs with the Committee on Relations with Publishers and Dealers on the ordering of foreign materials, and a full program on the electronic transmission of orders. A workshop is also being discussed with the Readers Services SIS on the impact of new technology on collection development.

Margaret Axtmann will serve as the acquisitions columnist for TSLL. Cabinet members finishing their second terms in 1985 are Margaret Axtmann, Mary Ertl, and Sue Welch.

Heads of Acquisitions Departments of Large Law Libraries 1983/84 Meeting
Merle Slyhoff
University of Pennsylvania

The annual meeting was held Sunday, July 1, at 9:00 A.M., with 32 participants representing 28 libraries. A survey was conducted during the year in order best to determine the methodology to be used in calculating the Big Heads group. The survey was sent to the top 25 schools by total collection size and book budget expenditures. It was decided that the top 31 schools, including the Bar of the City of New York and the Los Angeles County Law Library, comprise the core group of Big Heads. A combined budget and volume count were used to determine the top 31. The libraries in the core group will be contacted and an in-depth survey of the institutions' acquisitions departments will be compiled.
Discussion at the meeting centered on the ordering of foreign materials. The names and addresses of various vendors were shared, and it was suggested that a list be compiled of foreign vendors. The idea was turned over to the Committee on Relations with Publishers and Dealers. Also, information concerning the handling of foreign orders or specific vendors for "hard-to-reach countries" will be published in the acquisitions column of TSLL, or the Publications Clearing House Bulletin. A program on the ordering of foreign materials was sent to the Acquisitions Committee and the Committee on Relations with Publishers and Dealers for consideration. A topic for discussion at next year's meeting will be chosen later in the year.

Needs Assessment Survey
Catherine Tierney
Boston University

OBS-SIS and TS-SIS co-sponsored a well-attended program entitled "Needs Assessment Survey: Slaying the Unknown Dragon." The TS-SIS program co-chair, Victoria Trotta (USC) moderated the program.

Dr. Martha Hale, from USC School of Library and Information Management, provided a philosophical framework to consider over the course of preparing for, conducting, and finalizing the report of the automation needs of an institution. Dr. Hale reminded the group that the scope of concerns of a top level administrator (law school dean, managing partner, etc.) is necessarily broader than those of the director of any library that reports to that administrator. This difference in operational scope should be carefully considered by the librarian when planning and focusing the report of the constituency needs.

Nancy Kitchen, Director of the Law Library at Pepperdine University, addressed the administrative issues that she had to face when conducting a real needs assessment project for Pepperdine. Paula Knecht, Head of Technical Processing, spoke of the practicalities of statistics collection, communication among staff, and analysis of manual procedures. Both Kitchen and Knecht advised that advanced preparation of administrators and staff through professional reading, computer literacy courses, and contacts with other librarians experienced in this level of automation planning was extremely valuable in developing or enhancing confidence in the success of the project. They suggested that at least one year's worth of statistics in a number of areas be kept in advance: number of purchase orders, claims, cancellations, invoices received/paid; serial titles received, claimed, checked in, bound; number of circulations over time, at peak hours, at multiple locations.

The speakers concluded by mentioning some side benefits of the project; communication among the librarians throughout the university, enhanced credibility of librarians within the university, and increased self-confidence within the library staff. They assured the audience that after the extensive amount of work on this project over a relatively intense time frame, they feel confident in knowing what are their needs and the needs of their users. They encouraged the audience to contact them if they wished further information. Copies of Pepperdine's Needs Assessment Report are available from AALL Headquarters.
Suzanne Thorpe, chair of OBS-SIS, presided over the business meeting in San Diego. The minutes of the 1983 meeting in Houston, which were published in vol. 9, no. 1, of TSLL were approved. The chair reported on the year's business, including programs planned for the convention and the election of officers. This was the first year the section conducted a mail ballot. The chair thought we had profited by having officers elected early. Suzanne Harvey (University of Puget Sound) was elected vice-chair/chair-elect; Regina Wallen (University of Santa Clara), was elected secretary/treasurer; and Dennis Benamati (Aetna Life and Casualty) and Donna Hirst (University of Iowa) were newly-elected members-at-large.

Suzanne reported that at the board meeting the report of the Ad Hoc Committee to Study the Future of OBS had been discussed and a program on on-line catalogs for smaller law libraries had been suggested.

Pat Callahan, secretary/treasurer, reported that the section began the year with a balance of $1435.12, had an income of $805, and incurred expenses of $78. The balance as of May 31 was $2162.12. The section has 322 members, up from 277 in 1982/83. Kay Stoppel, chair of the OCLC Committee, and Renee Chapman, chair of the RLIN Committee, reported on the work of their committees.

Michele Finerty, editor of TSLL, informed the membership that TSLL began the year with $912.77, had an income of $1084, and incurred expenses of $932.81, for a current balance of $1063.96. The newsletter is now sent first class, since third class mailing resulted in delays of a month in delivery. Grace Fleeman (George Washington University) has volunteered to index TSLL.

Ermina Hahn reported on the results of the report submitted by the Ad Hoc Committee to Study the Future of OBS. The report is a working document meant to solicit the reactions and suggestions of the members as to how the section can better serve its members. A discussion of the report followed. Concerning the mission and goals of OBS, Ermina felt that publicity is important, since some members don't understand what the section does. She felt that it is important to attract people through programs that address public service concerns.

It was decided to limit the focus of the section to bibliographic databases, rather than include LEXIS and WESTLAW. The final decision was that the section should be concerned with local and national on-line bibliographic databases. Changing the name of the section was also discussed. Frances Woods moved that the name should not be changed at present and the motion carried.

Next, the structure of the OBS was discussed. Ruth Funabiki (University of Idaho) said that there were nine or ten libraries interested in forming a WLN Committee. This would not require a bylaws change. The members voted to form such a committee. Publicity for the section was discussed next. Cath Tierney felt that publicity is important, since public services people have to learn to use on-line catalogs. We have to start by doing one-on-one publicity in our own libraries. Donna Hirst (University of Iowa) felt that RLIN, OCLC, and WLN committees should try and get public services people to become active.
Suzanne Harvey moved that the recommendation to form a users' services committee be deleted. The motion carried. Melody Lembke (Los Angeles County) suggested that there should be an active standing committee for publicity, rather than a formal committee. Suzanne Harvey asked whether the chair can appoint an ad hoc committee on publicity. The chair answered that it can be done. Ermina Hahn suggested that new members should receive a letter of welcome outlining the scope of the section and telling members how they can participate. It was decided to form an ad hoc committee to deal with publicity. This would include both publicity to new members and an effort to increase the membership of readers' services people.

Evelyn Smith, as incoming chair, asked people to volunteer to help with publicity. Sue Roach (J.A.G. Library) volunteered. Cath Tierney (Boston University) suggested that members not in attendance at the business meeting be notified so that they could volunteer. After discussion as to whether the section should generate its own three-four page newsletter, it was decided to continue to use TSLL, but to send at least one mailing (including a copy of the bylaws) to all members so that they would know that they were members of the section.

The chair moved on to new business. Dick Danner (Duke), editor of the Law Library Journal, wanted the members to be reminded that LLJ needs material for publication. Evelyn Smith then took over as chair and told the group that the section did not have any firm programs for next year. Cath Tierney suggested that a program be done on the Linked Systems Project. After some discussion it was decided to present this to the program chair, along with a proposal for a program on on-line catalogs for smaller libraries. It was decided that rather than include vendors in the latter program, people who are using the systems should be contacted to speak. Jacqui Paul said that many small libraries in the New York area are already using such systems. There being no further business, the meeting was adjourned.

OBS-SIS OCLC Committee
Annual Meeting
July 1, 1984
Kaye Stoppel
Drake University

The meeting was chaired by Kaye Stoppel. Frances McNamara, representing OCLC, Inc., reported on recent and prospective additions and changes at OCLC. She addressed topics of special concern such as the merging of holdings to eliminate duplicate records, pricing and offline products for the union list of serials and answered specific questions about the new M300 Workstation. Responding to a comment, the chair discussed the Mid-America Law School Library Consortium Union List of Serials which utilized the OCLC Serials Subsystem. She mentioned that it was to be more fully described at the Standing Committee on Serials meeting.

Richard Amelung (St. Louis University) spoke about the Enhance project which allows certain selected libraries to update non-serial records in the system. St. Louis University Law Library is the only law library chosen. Richard discussed the possibilities of the system and expressed his willingness to update those records which St. Louis holds and which are pointed out as faulty.

At the close of the meeting, Richard was designated chair of the OCLC Committee for ensuing year. Comments and suggestions for the work of the committee and its annual meeting should be addressed to him at St. Louis University.
Kayle Gapen, lead-off speaker (and soon-to-be director of libraries, University of Wisconsin-Madison), described the MARC formats and how they are changed. MARC is a standardized format for communicating encoded data between computers. Since data in a machine record is a continuous stream of characters, the parts have to be identified explicitly for machine manipulation. The format structure includes a leader, a record directory and variable fields. The leader is the first 24 characters and provides information about the ensuing record, such as its total length. The record directory show what variable fields are in the record and their location. There is a twelve-character record directory for each variable field. The variable fields can consist of three-digit tags which identify the field, two-digit indicators which give additional information about the field, two-character subfield codes which identify data elements, the data itself and a field terminator.

LC is responsible for creation of the MARC format and has primary responsibility for making changes to it. MARBI (Representation in Machine-Readable Form of Bibliographic Information), a joint committee of the Resources and Technical Services Division, the Reference and Adult Services Division, and the Library and Information Technology Association of ALA, functions as an advisory committee to LC on the MARC format. Because the process of making changes to the MARC format is lengthy, LC has recently taken more authority to act in a timely manner on proposed changes, and a blue ribbon committee has been appointed to review the makeup and working of MARBI.

Michael Shelley (Chief of the MARC Editorial Division, LC) described how MARC records are created at LC. There are six steps in the workflow at LC: 1) in process identification—a technician creates a brief machine record; 2) descriptive cataloging—a professional librarian creates a typewritten worksheet with descriptive cataloging information; 3) subject cataloging—a librarian adds subject headings and an LC classification number to the worksheet; 4) decimal classification—a classifier adds a Dewey Decimal Classification number to the worksheet; 5) MARC record verification—a technician, working from the worksheet, inputs data created in steps two-four and adds MARC tags, indicators, codes, etc.; 6) distribution—new records are added to the file distributed weekly to MARC subscribers. Technicians who do MARC coding use MARC Conversion Manuals as guidelines. The manual for Name Authorities is now available is now available, and the manuals for Books and Series Authorities will soon be available from LC's Cataloging Distribution Service.

Peter Ward (Peter D. Ward, Inc.) described some possible uses of MARC records. Date of publication, language and geographic codes in records can be used to help with collection development decisions. Lists of publications in looseleaf format, of festschriften, of books in particular foreign languages, and subject lists are other examples.
and a panel discussion of Wednesday afternoon. The discussion group on Tuesday had a very good turnout. The crowd was broken into two parts. The leaders separated and alternated between the two groups. Dave Brunell (FEDLINK), with an assist from Tom Steele, started with one group and then moved to the other halfway through the meeting. Pat Rempel (University of Alberta) and Richard Dick (OCLC) reversed the groups they were with. The panel program on Wednesday was also very well attended.

Penny Hazelton, San Diego program chair, indicated that the program had the greatest number of people responding that they were going to attend when they returned their registration forms. We certainly had an excellent turnout, especially when we had to compete with beautiful weather, a lovely location, and the Fourth of July holiday all in one.

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OBS-SIS RLIN Committee
Business Meeting
July 1, 1984

Renee Chapman
University of Iowa

Lee Leighton (Harvard) is the Law Program Committee's representative to Bibtech's Subcommittee on Bibliographic Standards and Control. Lee gave a brief presentation of the subcommittee's current projects. The subcommittee has submitted to Bibtech the following: 1) a proposed standard for cataloging machine-readable data files (MRDF); 2) a proposed standard for the AMC (Archives and Manuscript Collections) format; 3) a proposed standard for the base level cataloging of scores and sound recordings.

Donna Hirst (Iowa) gave a presentation on the Schroeder questionnaire and the way the questionnaire affected automation planning at the University of Iowa. It was stressed that the questionnaire could be used as a starting point when writing an automation needs assessment document for a library.

Diane Hillmann (Cornell) gave a presentation on the issues raised by the Schroeder report. One issue of concern is that the report seems to make the assumption that distributed processing will mean local control of one's records with the central data mode maintaining one bibliographic record. If this scenario is in fact a goal, problems can be forecasted. Quality control in the RLIN data base has always been associated with the ability to select from a variety of sources of cataloging for the same bibliographic entry. Other issues discussed were: 1) updating the master bibliographic record; 2) a timeline for distributed processing developments; 3) the concept of automatic resume from the local data files to the RLIN data mode.

Jan James (RLG) presented a status report on current projects at RLG. Specifications for non-books clustering should be completed and implemented by the end of the year. A grant was received to fund the development of an IBM/PC as an RLIN terminal for RLIN libraries. Interim authority searching, phase I of the Linked Systems Project, should be implemented by the end of the summer. The new rate structure was presented, the most newsworthy item being a flat rate of .78 per maintenance transaction during peak time, and .48 for off-peak maintenance. Also of interest was RLG's plans to "phase out" the tagging training folder.

Renee Chapman was asked to serve as chair of the standing committee for another year. The meeting was adjourned at 5:30 P.M. If you have any concerns or opinions regarding algorithm for non-books clustering, I would be interested in hearing from you. The same if true for MARC field 350, which I am attempting to have changed to a non-printing field (as it was in RLIN 1).
Members of the standing committee will be contacted within the next few months in order to gather information on the cataloging policies of each of the RLIN law libraries. Cath Tierney (Boston University) has offered to distribute a questionnaire and compile the results for the membership. A possible result of this effort could be a shared cataloging project.

Heads of Cataloging Departments in Large Law Libraries
Discussion Group, July 2, 1984

Evelyn L. Smith
University of Michigan

The meeting opened with a brief discussion of scheduling the annual meeting. Last year the meeting was rescheduled from Wednesday morning to Monday evening. Several people did not learn of the rescheduling until Wednesday morning and were unhappy to learn that they had missed the meeting. If the meeting is ever changed from the announced time again, the chair is responsible for seeing that each member is notified.

It was decided that membership would be limited to the original 22 members. The chair, Evelyn Smith, had used the original mailing list of 22 during 1983/84 rather than the "present 22 members plus the next three largest law libraries," as was decided at the 1983 meeting, because of her uncertainty about whether to include microforms in determining the size of the library and because statistics of non-academic libraries are not readily available. It was feared that a change in membership would lead to constant and continuing justification of decisions concerning inclusion or exclusion.

The statistical survey will be conducted again this year. Separate figures will be requested for: 1) books and non-books cataloging; 2) LC, member, and original cataloging; 3) monograph and serial recataloging. The extent of backlogs in linear feet will be requested; a number-of-titles estimate will be attempted next year. Serials and monographs retrospective conversion statistics will be included. Diane Hillmann (Cornell) and Jim Larrabee (University of California, Berkeley) will work on a standard definition for collecting statistics in 1985/86. The difficulty of educating administrators in problems of productivity and quality was discussed. Some sort of program or discussion on the subject at the AALL or AALS meeting was suggested, but no action was taken.

No one other than Evelyn Smith was nominated chair for 1984/85. She submitted to peer pressure and consented to serve for another year.