NOTIS at the University of Minnesota................ page 4
Northeast regional conference................... page 5
T-shirts and buttons rated a success............ page 6
Bindery survey results......................... page 6

Program reports

"The Binding Decision"............................... page 7
"Authority Control - Online"....................... page 9
Message from the NEW OBS Chair................ page 10
Message from the NEW TS Chair................... page 12
NEW COLUMN! Acquisitions Q & A................. page 23

JUN 07 1983
Brigham Young University
Law Library
The TECHNICAL SERVICES LAW LIBRARIAN will carry reports or summaries of the convention meetings and programs of the TS-SIS and the OBS-SIS, act as the vehicle of communication for SIS committee activities, and carry current awareness and short implementation reports. TSLL will not publish substantive articles. Subscriptions are available from the editor at $4.00 per volume, prepaid; checks should be made payable to: American Association of Law Libraries.

ISSN 0195-4857
1986/87 SIS OFFICERS AND COMMITTEE CHAIRS

OBS-SIS

Chair:
Margaret Maes Axtmann
Cornell University

Vice-Chair/Chair-Elect:
Janice Anderson
Georgetown U. Law Center

Secretary/Treasurer:
John P. Bissett
Washington and Lee U.

Advisory Committee:
Dennis Benamati
U. of Connecticut Law Library
Rhonda Mittan
Los Angeles County Law Library

OCLC Subcommittee:
Christine Corcos
Case Western Reserve

RLIN Subcommittee:
Caitlin Robinson
University of Iowa

WLN Subcommittee:
Suzanne Harvey
University of Puget Sound

TS-SIS

Chair:
Michele Finerty
Orange County Law Library

Vice-Chair/Chair Elect:
Robert Wolven
Columbia University

Secretary/Treasurer:
Janis Johnston
Indiana U. Law Library

Members at Large:
Jolande E. Goldberg
Library of Congress Law
Lynn Randall
Law & Legis. Ref. Library

Acquisitions Committee:
Joan Howland
U. of Calif., Berkeley

Cataloging & Class. Committee:
Regina Wallen
Santa Clara University

Preservation Committee:
Linda Nalnis
Georgetown U. Law Center

Serials Committee:
Kaye Stoppel
Drake University
EDITOR'S NOTE

In this issue we welcome a new columnist, Marilyn Nicely, Technical Services Law Librarian at the University of Oklahoma Law Center Library. Marilyn's column is entitled "Acquisitions Q & A" and begins on page . The column is a combination of question and answer and short articles on acquisitions topics. Marilyn needs your puzzling questions and well as your solutions so please give her your support.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>July 22</td>
</tr>
<tr>
<td>November</td>
<td>October 15</td>
</tr>
<tr>
<td>February</td>
<td>January 15</td>
</tr>
<tr>
<td>May</td>
<td>April 15</td>
</tr>
</tbody>
</table>

Contributors can also telefax their items to me at 412-648-1352.

***********************

WAITING FOR YOUR LOCAL SYSTEM TO COME UP?
NO NEED TO WASTE TIME. ...

The NOTIS system at the University of Minnesota Libraries was supposed to come up in the fall of 1986. As those things go, it didn't come up. (In fact, this is May, 1987, and it's still not up!)

The necessary hardware, huge IBM 3270's, had been delivered and stood rather idly on most people's desks. Only the two professional catalogers in our library had been using a PC until then, mostly for word processing. Due to space limitations of their desk area, they had to ditch the ol' typewriters and started to use WordPerfect for everything. Hence, doing their original cataloging via the PC became simply a necessity!

In a somewhat tedious, but one-time effort, we set up a separate document of the RLIN "Blank Input Screens" for books and serials, leaving the fixed and variable fields blank, of course. Each time we catalog a new title "from scratch," we call up the screen, fill in the appropriate data (which are verified and checked in the various authority files prior to or during this creative process). We then print it all off for the data entry person to input into RLIN. This makes for a neat copy for
him to work from—much neater than those handwritten or typed copies with red ink marks all over that he used to get from us.

The idea has caught on! All catalogers who are doing original cataloging are now using their PC for that purpose. This has had some positive "side-effects": no more typewriter repairmen and annual cleaning sessions; we have all become more familiar with the IBM keyboard; our real and unreal "fears" of computers are gone; we have the illusion of already cataloging "online," which will make the transition to the real stuff somewhat earlier; and—the rest of the technical services staff has started to experiment with their PC's as well, even if it's only to practice their typing skills via LETTER INVADERS....

Submitted by: Susanne Nevin, Cataloger, University of Minnesota Law Library.

**LAW LIBRARIANS NORTHEAST REGIONAL CONFERENCE**

On October 8-10, 1987, the first Law Librarians Northeast Regional Conference will be held in Albany, New York. The theme of this conference, which will be a meeting shared by a large region of AALL chapters, from New England through Michigan, is "Information: the Lawyer/Librarian Connection."

Margie Axtmann, Program Chair, has included a number of programs of particular interest to technical services librarians. On Thursday afternoon, there will be a program dealing with advice on cataloging the small law library, deciding when to catalog, when to use standardized classification and subject headings, and so on. There will be a program on managing the technical services department, and one that will review some of the problems and conflicts that occur between technical services and public services, with discussions centering on when these problems can be corrected or prevented.

Some other areas to be covered at the conference are automation projects undertaken by law librarians, with practical information on how they were accomplished; commercial database management systems used in technical services, public services, and collection development; and a panel presentation by some well-known law librarians, including Albert Brecht, on "What AALL Can Do for You -- Or Is It the Other Way Around?"

The registration fee for this conference is $75 for participating chapter members and $85 for non-participating chapter members ($10 more after September 7). This fee includes meal tickets for most meals on Thursday - Saturday. The conference will be held at the Americana Inn in Albany (518-869-8100), and room rates are $74.50 for a single and $84.50 for a double. Local arrangements chair Judy Westhuis has provided for a number of activities that one can sign up for, such as an evening at the Saratoga Harness Track.
Those who have not received a conference mailing and who are interested in attending should contact Liz Barrett, at Harris, Beach et al., The Granite Building, 130 E. Main St., Rochester, NY 14604, for a registration form.

Submitted by: Janice Anderson, Georgetown University

**TS-SIS T-SHIRTS AND BUTTONS UPDATE**

T-shirts and buttons with the now-classic TS-SIS logo were sold at their grand opening during the AALL 80th Annual Meeting in Chicago. T-shirts are still available at $5.00 each and are in two colors: royal blue and maroon with white ink, varying sizes. Buttons are available at $1.00 each, are 2 1/4 inches round and are available in two colors: yellow and light blue with black ink. These highly sought after, one-of-a-kind, collectors items are priced right and look sharp! Buy two for the price of both!!

**PROBLEM:** I brought 96 T-shirts and 100 buttons with me to Chicago. I returned with 21 T-shirts and 63 buttons. That's the good news. The bad news is that I turned in paltry $188.00 to AALL headquarters. I should have turned in $412.00 to headquarters on that fateful Thursday! I truly have a problem here. Listen, folks, if I can't account for the missing $224.00, I am going to be asked to take the stand. People are wising-up to the patriotic-tears-syndrome too. Merle. . . I may need you as a character witness.

**SOLUTION:** Respond, please, all you librarians who helped me out in the sale of these items. If you're wondering how you managed to return to your home after the convention with more money than you left with, or your chest of drawers won't close like it used to, then check it out and contact me.

Brian Striman, Sales Mgr./TS Librn., University of Nebraska, College of Law Library, East Campus, Lincoln, NE 68583-0902 (402-472-3547)

**BINDERY SURVEY. . . BINDERY SURVEY. . . BINDERY SURVEY. . .**

Last winter a survey on law library binding activities was conducted by a sub-group of the Serials Standing Committee. The group was composed of Robert Connell, Mary Hudson, Sue Welch and myself. Our thanks to everyone who responded to the survey.

The survey was sent to 340 law libraries and 112 were returned. The typical responding law library binds around 900 volumes a year with a budget of about $6,000. This library pays $8.00 per volume for pending periodicals, under $4.00 per volume for paperbacks, and $6.00 per volume for rebinding. The typical law library has a binding backlog caused predominantly by missing periodical issues. The average turnaround time for bindery shipments for our typical library is 4 weeks.
In general, most law libraries responding seemed to be doing a good job of managing bindery activities. Over 90% of us feel we have adequate staff and budgets to keep up with current binding. Also, 103 of the 112 respondents indicated that they were satisfied with the services provided by their commercial bindery. This speaks well of the commercial bindery industry but may also indicate some naivete on our part. The survey results highlighted the continuing problem of replacement of missing issues and the maintenance of multiple manual records.

If you would like a copy of the complete survey results please contact: Janis L. Johnston, Kresge Law Library, University of Notre Dame Law School, P.O. Box 535, Notre Dame, IN 46556.

PROGRAM REPORTS

THE BINDING DECISION: OPTION, STANDARDS, AND PRACTICES
PATRICIA DENHAM, UNIVERSITY OF CINCINNATI

The program, "The Binding Decision: Options, Standards, and Practices," was given on Monday, July 6, 1987 in Chicago. It was jointly sponsored by the Preservation and Serials Standing Committees and was very well attended.

Janis Johnston, Associate Director for Technical Services at the Kresge Law Library of the University of Notre Dame, chaired the subcommittee of the Serials Committee which did a survey on binding practices in law libraries last winter. Her hand-out showed the results of the survey. Janis described the typical respondent as having a binding budget of $6,000, binding about 900 volumes, paying $8.00 for periodicals, $4.00 for paperbacks, and $6.00 for rebinds. Most binding departments have backlogs, usually due to missing issues, do very little in-house binding, do not have contracts with their binders, and have a turn-around time of four weeks. This typical library has not done a preservation survey but does some intentional preservation binding.

Over 90% of the libraries responding have an adequate staff and budget to keep up with current binding. One hundred and three of the 112 libraries are satisfied with their binders' services. Does this only speak well of the commercial binders or does it indicate that librarians need to learn more about binding?

Sally Grauer, Executive Director of the Library Binding Institute and editor of the New Library Scene, spoke to us about LBI, including its book testing laboratory. The Library Binding Institute has become an unofficial clearinghouse of information about preservation in recent years thanks to the New Library Scene.
Sally also discussed the new 8th edition of the *Standard for Library Binding*. It took more than two years for librarians, binders, suppliers, experts in other fields to write the *Standard*. She emphasized that the document should be thought of as not the end of a project but a beginning since it will be constantly updated. For instance, ALA has charged a task force with creating a companion to the *Standard* which should be ready later this year. The *Standard* specifies the methods and materials suitable for library binding. It gives many options for librarians and binders to work with and is written in plain, easy-to-understand English. (The Standard is available for $5.00 prepaid from Library Binding Institute, 150 Allens Creek Road, Rochester, New York 14618).

The old Class A binding does not actually exist anymore. This is because there is no one type of binding which is appropriate in all instances. Flexibility must be taken into consideration. Binders are trying to become part of the solution, not part of the problem. Certified Library Binders are dedicated to preserving and improving bound volumes for library use.

Jan Merrill-Oldham, Head, Preservation Department at the University of Connecticut Libraries, Storrs, was one of the authors of the Library Binding Institute *Standard for Library Binding*. Jan told us that for many years librarians were satisfied with the bindings from library binders then suddenly realized a few years ago that the books don't always "work," (i.e. they don't stay open by themselves). The new approach to library binding is to create protection for the textblock without changing it. This is accomplished by recasing which is simply a matter of the binder cleaning off the spine, relining it with new polyvinyl acetate adhesive and a new strong spine lining, making a new case and putting it on the volume. The openability of volumes recased will be as good as it was before the procedure or it will improve. This is accomplished by the removal of the old adhesives which inhibit the flexibility. Recasing will cost more than the typical oversewing due to the labor involved in cleaning the original spine. This is true of any procedure which has to be handled in a special way. It is extremely important to find out how your binder cleans the spines in recasing. If they do not do a lot of recasing, they may not do it as efficiently as they could. Many of the options in the *Standard* are not currently in use in some binderies and will not be implemented immediately unless librarians push for them. We need to learn about the new technologies.

The University of Connecticut Libraries has their serials bound flush with the bottom of the case, in contrast to the typical method of leaving 1/8". This puts less of a strain on the hinge, the weakest part of the binding. Since this is written into their contract, it is done automatically by the binder.

The University of Connecticut Libraries also have a no-trim policy which means that the end papers have to be trimmed by
hand. Binderles which work with libraries doing this have developed clipping machines.

Jan talked about the importance of user groups in association with binderles. They should be established to work with the binders, to look at new technology.

This report, unfortunately, cannot discuss all the options which Jan talked about, due to space limitations. I urge you to purchase the audiocassette of the program for more information.

AUTHORITY CONTROL IN THE ONLINE ENVIRONMENT
SUE WELCH, COLLEGE OF WILLIAM AND MARY

Over 215 attendees heard three speakers describe their experiences with vendor tape processing as the first step in sound authority control for any automated system. Michele Dalehite, Assistant Director for Program Development, Florida Center for Library Automation, discussed authority control generally, why it is still important for collocating information in an automated system, and the difference between authority control and authority work. She pointed out that authority work is an intellectual process, that the human factor is always required. However, batch processing of a library's archival tapes by a vendor can clean up many existing authority problems, particularly outdated name and subject headings. Vendors can do one to one flips if a linking authority record is present. They can flip outdated subdivisions, which are almost impossible to locate manually, and they can provide updated reporting as new name changes occur.

Guidelines for specifications to tape processing vendors include:

* A schedule to be adhered to by both parties is important.

* Obtain five to ten references and send them the same questionnaire/checklist.

* Develop a cost analysis form. Test records should be sent to all vendors being considered. It is important to prioritize desired specifications, since no vendor can probably meet all of them.

* Spend plenty of time determining the local data your system requires. Some degree of manual review by the vendor of actual printouts is highly desirable.

* What source does the vendor use for its authority files and how current are they--if LC, how frequently updated?
The second speaker was Alva T. Stone, Cataloging Librarian at Florida State University Law Library. FSU is one of several Florida state libraries sharing the NOTIS system. The main library and law library share an authority file. Ms. Stone described the use of Blackwell/North America as their tape processing vendor, and provided a detailed handout showing vendor successes and failures. A number of legal examples demonstrated that the vendor showed a high success with correcting misspelled words, spelling out abbreviations, "flipping" invalid name/subject forms to valid forms, and catching inconsistencies during a manual review/editing process. The main problems were that a flip will not occur if the invalid form is not present in the LC authority record, and that the vendor's subject authority file was not up-to-date in 1986 at the time FSU was having tape processing completed.

Ms. Stone also spoke briefly to problems that may exist when two libraries share one authority file. Should both libraries be allowed to change existing and create new authority records? (Yes) A form needs to be developed for reporting conflicts between libraries. Should a strict MARC Authorities Format be required for original authority records, and, if not, which elements are required? What about series? It was agreed that ongoing authority maintenance was a whole other topic that was important in itself.

The last speaker, Ed Weissman, has been responsible for authority control planning for the Cornell University libraries automated system, (originally to be BLIS, now NOTIS) and works closely with the Law Library. He described his experience with UTLAS as the tape processing vendor for Cornell. At the time UTLAS was selected, two major considerations were frequency of updating subject authority records and the ability to index series tracings and to perform the special service of changing all 490 fields to indexable 8xx fields.

ON-LINE BIBLIOGRAPHIC SERVICES SIS
MESSAGE FROM THE CHAIR
Margie Axthmann
Cornell University Law Library

As a long-time member of this SIS (from the early OCLC days), I am pleased to have this opportunity to serve as your Chair. I am concerned that the SIS has reached a standstill, and I hope to work this year to revitalize the membership interest. We need to examine who we are and where we are going. The bylaws revision effort started last year is not just a chance to clean up some procedural details; it will redefine our goals and objectives and force us to think about the work of our committees. Janice Anderson will be continuing the examination of the bylaws this year, and we will be presenting a revision for vote at next year’s annual meeting. All members of the section
were sent a copy of the current revision in June. Please take the
time to reflect on the changes and communicate your thoughts to
Janice.

Program planning for next year is well under way already,
with preliminary proposals due to the Program Chair by August 1.
The early date also means earlier decisions, and I will report
more on our program plans in the next issue of TSLL. Thanks to
all of you who submitted program ideas and suggestions. Anyone
who is interested in coordinating a program should get in touch
with me immediately.

The response to my short spring survey was not overwhelming
-- 88 responses from a membership of 435. One question that
warrants continuing discussion concerns local systems. Should the
OBS/SIS expand its role to include local systems? Most
respondents and the majority of the members I talked to in
Chicago think that it should. This is an important issue for OBS
and other Special Interest Sections, and I welcome your thoughts
on this matter. Please call or write to me if you have an opinion
and did not respond to my survey.

The joint directory for OBS-SIS and TS-SIS has been mailed
to the members of both sections. If you are a member of one of
the sections and have not received your copy, please contact Jack
Bissett at Washington and Lee Law Library. The time involved in
preparing a directory is enormous, and I want to thank Suzanne
Harvey for putting it together and Jack Bissett for having it
reproduced and mailed. If you have comments on the usefulness of
the directory, please send them to me or Michele Finerty.

Once again, I want to encourage you to become involved in
the work of the OBS-SIS. We need the support of the members in
order to serve your needs. The OCLC, RLIN and WLN committees are
chaired by Chris Corcos (Case Western), Caitlin Robinson (Iowa)
and Suzanne Harvey (Puget Sound) respectively. Contact them if
you are interested in working with the utility groups. An ad hoc
committee on local systems will be appointed to study ways in
which local systems can be incorporated into our charge. Let me
know if you are interested in serving on this committee. My phone
number is 607-255-5862, and I would love to hear from you.
Technical Services SIS is off to a running start. Discussion of program proposals for the 1988 meeting in Atlanta went on throughout the convention in Chicago.

Standing Committee chairs for 1987/88 are:

- Acquisitions - Joan Howland (Berkeley)
- Cataloging/Classification - Regina Wallen (Univ. of Santa Clara)
- Preservation - Linda Nalnis (Georgetown)
- Serials - Kaye Stoppel (Drake)

Committee appointments were made on the basis of the membership surveys returned to me last January, in which the members indicated if they were interested in serving on a committee. However, if any member of the SIS has an idea or issue he or she would like addressed, please contact me or the appropriate committee chair. Ad hoc committee chairs are: Jean Pajerek (Cornell), Committee to Study Member Involvement; and Cecilia Kwan (Univ. of California, Davis), Bylaws Committee.

The Nominating Committee for 1987/88 is comprised of Mary Lu Linnane, Chair (De Paul), Larry Dershem (San Diego County), and Elaine Sciolino (Finley, Kumble, Wagner). The committee will prepare the 1988/89 slate for publication in the February, 1988 issue of TSLL. Any member who would like to propose the name of a possible candidate should contact the committee.

In Chicago, past and present TS-SIS chairs met as a body for the first time to discuss strengthening continuity in the section from year to year. Three members of that group will be creating a TS-SIS Chair's Manual for just that purpose. They are: Gayle Webb, Chair (Riverside County); Melody Lembke (Los Angeles County); and Merle Slyhoff (Univ. of Pennsylvania).

**TS-SIS General Business Meeting**
**Minutes**
**July 6, 1987**

Merle began the meeting by showing the TS-SIS t-shirts and said that the t-shirts can only be sold at TS business meetings, committee meetings and the TS reception at DePaul. T-shirts are $5.00 and buttons are $1.00.

Merle asked Penny Hazelton to give a report as the TS AALL liaison. Penny recommended that everyone should participate in the AALL comprised document on membership issues which came out of the straw ballot vote earlier in the year. She reported that she
has been appointed to a committee chaired by Kay Todd, to study the organization and structure of AALL committees. This committee will study the relationships between the SIS's, the AALL chapters and AALL. Restructuring will include limiting the size of committees. Suggestions from members can be sent to Penny Hazelton or Kay Todd regarding committee structure and relationships within AALL.

Merle then asked for corrections to last year's minutes. There being none from the membership, Merle requested the following corrections be made to those minutes: Change Margaret Axtmann as being Chair of the Ad Hoc Committee to Study Member Involvement to Jean Pajerek as Chair of that committee, and the other change, to delete Margaret Axtmann as TSLL column editor for acquisitions. Margaret had resigned from that position and no one filled in as column editor for the year. Merle said there will be a columnist for the acquisitions column this coming year. Motion to accept the minutes passed.

Brian Striman then gave the Secretary/Treasurer report. As of May 31, 1987 the section had 461 members, with some discrepancy still unresolved by headquarters, concerning revenue monies and numbers of section members. Current year income of $3920.46 with expenditures of $1096.84 and expected estimated expenditures to July 6, 1987 of $1005. leaving a balance of $1820.00. Election results were reported for the 1987-88 TS-SIS Board. Michele Finerty, Chair; Bob Wolven, Vice-Chair/Chair-elect; Janis Johnston, Secretary/Treasurer; Lynn Randall and Yolande Goldberg, Members-at-Large. Motion to destroy the ballots passed.

Merle reported a discrepancy between the number of TS members as sent to her from headquarters and the number of address labels she received for her "June TS update." There were 408 members on the address labels and a total of 461 members when dividing the amount of subscription revenue by $5.00. Headquarters assured Merle they will not subtract the revenue money for the 461 members. Merle said that Sandra Coleman, Chair of the SIS Council is aware of problems with SIS membership numbers with headquarters and will bring up these problems in the SIS Council meeting during the convention.

A reminder of the TS reception at DePaul University Law Library was made by Merle. This is the first such reception and is sponsored by Innovative Interfaces, Inc. and she urged everyone to attend. She also thanked Mary Lu Linnane from DePaul for hosting the reception.

Merle requested that each TS committee chair not report their educational program activities when giving their reports, since TS committees have worked on and are sponsoring 8 programs and 2 workshops during the 80th Annual Meeting. Those programs are listed in the meeting guide.
Merle gave the report for Acquisitions Committee after asking if Joan Howland was at the meeting. The Committee was inactive this year under the Chair of Leonette Williams. Merle said Leonette apologized for this inactivity, and said that there were things that kept coming up during the year that prevented the Committee from getting off the ground. Under the new chair, Joan Howland, there are 3 program and 2 or 3 project ideas that are now being looked at for next year's annual meeting. Anyone who wants to help the Acquisitions Committee should contact Joan.

Regina Wallen gave the report for the Cataloging and Classification Committee. The Subcommittee on Laws, etc. has been disbanded after many years of hard work, with the result of their work, questions on how to qualify the heading and recommendation on the use of the heading Laws, etc. was sent to the Library of Congress. Regina reported that Evelyn Smith, representative to MARBI, is starting a project on caption abbreviations for the MARC holdings format. These abbreviations will provide the standard for the holdings of legal materials in MARC format. Reggie said that that was the end of her report since the Cataloging and Classification sponsored educational programs were not to be reported. Melody Lembke then spoke briefly about LC not having done anything with the Subcommittee's recommendations on the use of the heading Laws, etc. nor getting any specific guidelines on the use of qualifiers for the heading from LC.

Pat Denham reported that response to the Preservation Committee's survey on Law Library preservation surveys was good and revealed that most law libraries have not surveyed their library with respect to the condition of their collections. More detailed information about the Committee's findings are in the May, 1987 issue of *TLL*. Diana Vincent-Daviss had started a clearinghouse at NYU Law Library on preservation policies and planning and disaster plans of other law libraries. For information on what other law libraries have done and are doing in areas related to preservation, contact her. Pat mentioned that her Committee has done alot in the 4 years she has been Chair and that she is stepping down in that capacity, as the new Chair, Linda Nainsis.

Reporting for the Serials Committee, Kay Stoppel reported that a Subcommittee chaired by Janis Johnston conducted a survey on binding practices. The results of the survey will be presented during a program this afternoon. Lorna Tang headed the Ad Hoc Committee to Study ANSI and MARC holdings. The Committee studied drafts of holding statements for non-serial items, resulting in the incorporation of legal references.

Michele Finerty, Chair of the Ad Hoc Committee to Study Bylaws mentioned that there are some proposals for changes in our bylaws. A ballot will be sent out to the TS membership in the coming year concerning these changes. One of these bylaw changes depends upon what happens during this year's AALL general business meeting concerning membership status. Another change
concerns use of the word ex-officio in article 6 section 1. And the last change deals with wording in Article 9.

Merle then opened up for discussion that our SIS consider increasing the number of Members-at-Large from 2 to x number of Members-at-Large per x number of TS members, to better represent the diversity of law libraries in the Section. Merle stated that more Members-at-Large could increase the "outreach" type of activities and to foster greater member involvement as directed by the Chair. Richard Amelung asked whether simply raising the numbers of Members-at-Large will more adequately represent our SIS members as well as what, if any, problems would develop concerning how the Members-at-Large will be selected. Merle said that this year the Nominating Committee was asked to find candidates from across the country as well as type of law library and that the election ballot for 1987-88 officers reflected a wider range of type and size of law library. Merle mentioned that historically, our SIS has been heavy on the academic side. Then the Tech Services Librarian at Davis, Polk and Wardwell (New York, NY), who said she is the Private Law Libraries liaison to TS-SIS spoke about the just-forming PLL TS-SIS. This newly formed group is just at the beginning stages to determine how many TS librarians there are in private law libraries and what is the scope and nature of problems and conditions particular to their element of PLL technical services. Discussion between the PLL TS-SIS liaison and other members in TS-SIS at this meeting revealed several concerns within each group: the concern that TS librarians in private law libraries have a vastly different core of problems due to the nature of private law libraries, and the concern that TS-SIS wants to represent and serve all tech services librarians in all types of law libraries. Merle said that the issue of proliferation of subsections within the SISs is currently being looked at by AALL. It was suggested that some statement be drafted for inclusion in the AALL newsletter Presidents column concerning this issue and urging greater active member participation in the larger SISs and the concerns and problems of specialized SIS groups within each type and/or size of law library.

Merle turned the discussion back to the Members-at-Large and increasing their numbers issue. After discussion, the current number of TS-SIS Members-at-Large remains at 2. Merle said next year's chair of the TS-SIS Ad Hoc Committee to Study Bylaws is Cecilia Kwan and that there should be a member-wide questionnaire regarding Members-at-Large of TS-SIS, and using TSLL as a vehicle to inform TS members of this issue.

Then Merle asked for a report from the Ad Hoc Committee on Member Involvement Chair, Jean Pajerek. Jean reported that Margaret Axtmann organized a TS-SIS logo contest; Brian Striman had t-shirts and buttons made with the new TS logo and will be sold as a method of promoting the Section; a new informational TS-SIS brochure was made and will be distributed and made available in a variety of ways; a TS-SIS mentor program was
organized and coordinated by Jean Pajerek; an article appeared in TSSL detailing the Section's background and goals, and Cindy Larter, editor of TSSL, included membership solicitation forms in TSSL. Jean also mentioned that she and Ann Puckett, from the Academic Law Library SIS mentor program, discussed combining the mentor programs and perhaps giving the mentor programs over to CONELL. Merle said that she attended the Academic Law Library SIS meeting, their numbers of mentees and mentors was less than the numbers of mentees and mentors from TS-SIS, which she said made her realize how good the TS-SIS promotion was. Merle also said that the mentor program would be an excellent program for the AALL Educational Director to coordinate.

Cindy Larter gave the Technical Services Law Librarian newsletter (TSSL) report. She said TSSL began the fiscal year with 299 subscriptions and with new subscriptions and some subscriptions being canceled, ended the fiscal year with 307 subscriptions. The columnists for next year will be: Description, Melody Lembke and Rhonda Mitton; MARC Remarks, Evelyn Smith; Serials, Jean Pajerek; Classification, Cecilia Kwan; and Acquisitions, Marilyn Nicely. The Editorial Board Members will be Cindy Larter, Michele Finerty, Alice McKenzie, and Jacqui Paul, as OBS representatives and Heija Ryoo and Gary Vander Meer as TS representatives. Cindy reported the total balance at the end of the fiscal year for TSSL was $669.27. She also mentioned there are 3 positions open for next year for TSSL: Preservation and Subjects columnists as well as a new business manager are needed. The business manager position is a new position that was approved at the Editorial Board meeting. The business manager is also subscriptions manager and is responsible also for printing and distributing each issue. The deadline for the next issue of TSSL is July 22, 1987.

Evelyn Smith, MARBI representative, (a new liaison position this year) gave her report. She said that MARBI is currently working on MARC format integration which is currently only in the discussion phase. Format integration is the creation of a single format from the 7 formats we currently use. Evelyn will send more detailed information on this in TSSL. She reported certain MARC fields being looked at for improvements and deletions and that we should watch for new MARC updates coming soon.

Lee Leighton, CCDA liaison, reported that the new Chapter 9, revised draft for the cataloging of computer files is now in print and is available for purchase. He warned that this draft does not have appendices and other helpful sections and so if anyone has trouble while using the draft, to call him. Some of the activities of the CCDA include: approving the LC and British Library Association agreement to modify place names of the British Isles. They used to use county names and now they will use the names of the constituent countries. There were several important changes in the rules for serials and serials titles.
Ben Tucker from LC is trying to get an LC rule interpretation for guidelines on use of capitalization of names of laws, to treat them like proper names.

Merle thanked the Nominating Committee for their work this year. Members of this committee were: Peter Enyngl, Chair; Regina Wallen and Mary Hudson. They did an excellent job of getting a good cross-section of law libraries on the election ballot.

In other matters Merle spoke about creation of a TS-SIS manual for the office of Chair. This manual will help the new Chair avoid making the same mistakes which may have been made previously by past Chairs and to create continuity and uniformity of procedures and responsibilities of that office. Michele Finerty will begin this manual by holding a meeting of past TS chairs during the convention. Also, AALL is doing something new with the TS-SIS liason to the AALL Executive Board this year; in the past, SIS liaisons were AALL Executive Board members, but now, starting at end of this convention, the SIS Council Chair will serve as the liason of all the SIS chapters to the Executive Board. This should improve communication to the Executive Board about SIS concerns and ideas. Next years pre-convention institute program on basic cataloging will be co-directed by Carol Nicholson and Jamie Miss Dunn. Merle expressed concern to Joan Howland, the incoming Chair of the Education Committee, that the TS-SIS has not been involved in helping to plan and direct these institutes (like the basic acquisitions and now the basic cataloging institute). Joan assured Merle that communications will improve in this regard.

Merle then turned the meeting over to the 1987-88 TS-SIS Chair, Michele Finerty, who began by reporting that out of the 410 TS-SIS membership surveys sent several months ago, only 122 were received. Using the results of these surveys, 90 TS members were appointed to committees. This does not preclude any member who wishes to work on a committee. Michele urged interested members to contact the appropriate committee chair to request to be on a committee. The member survey is also a tool to determine member interests and ideas and what programs they would like to see. In the fall of 1987, Bob Wolven will be sending out the member surveys. Michele urged everyone to give some thought about their involvement and to share comments and ideas on the membership surveys and returning them prior to the deadline.

Michele said that the TS-SIS Chair manual will be put together with the help of Merle, Gale Webb, and Melody Lembke.

Michele has received 6 educational programs and will be attending a program committee meeting and those programs will be looked at then consider what next year's programs will be. Michele asked if there were any comments or questions before adjournment.
Evelyn Gardner, from Creighton University Law, expressed concern about the lack of recording of the basic institutes and workshops (recording them in either video or audio format) Merle said that is also a pet peeve of hers as well. Some of the problems may be the result of hotel union contracts which will not permit recording of events in the hotel unless the work is done by them. This issue is being investigated by the Publications Committee and the Education Committee. The SIS Council realizes this is a problem and will be working on it.

A motion to adjourn the meeting was approved.

Respectfully submitted,

Brian D. Striman
Secretary/Treasurer
7/19/87

OBS-SIS General Business Meeting
Minutes
July 5, 1986

Officers present: Pat Callahan, Chair; Margie Axtmann, Vice Chair/Chair Elect; Elizabeth W. Matthews, Secretary/Treasurer.

Pat Callahan called the meeting to order at 2:00 p.m. She requested that the members present approve the minutes of the 1986 business meeting, which had been published. After correction of the fact that there was an OCLC Subcommittee meeting scheduled for the 1986 convention, the minutes were approved. Elizabeth Matthews announced that there are 435 members, and gave the Treasurer's report. Costs during the year included those of printing, duplicating and mailing: 1986 membership directory; survey for the joint directory; survey of interests; ballots, and bylaws to all members. There was a total of $3,644.28 in the SIS treasury, after debits of $615.21 as of July 1, 1987. She also announced the results of the SIS election. Janice Anderson, of Georgetown University Law Center was elected Vice Chair/Chair Elect; Jack Bissett, Washington and Lee University, Secretary/Treasurer. The Advisory Committee members elected were Dennis Benamati, University of Connecticut, and Rhonda Lawrence Mittan, Los Angeles County Law Library.

Janice Anderson, Chair of the OCLC Subcommittee announced the scheduled meeting for 1987, where there will be some update information. New OCLC software and hardware can be seen in the exhibit area. Suzanne Nevin reported on the RLIN Subcommittee, and announced that the Subcommittee was seeking a new chairperson. There was no WLN Committee report. Suzanne Harvey will be the Chairperson.
Margie Axtmann gave the Vice Chair/Chair Elect report. She named Alice McKenzie as the new board member for the Technical Services Law Librarian. Cindy Larter, current editor, reported that a business manager is needed for subscriptions, renewals, printing and financial reports. There are 296 subscriptions, 24 new subscriptions and 13 have been canceled. A balance is on hand of $669.27. The column on description will be provided by Melody Lembke and Rhonda Mttan; MARC Remarks, Evelyn Smith; Acquisitions, Marilyn Nicely. There are openings for Preservation, Subjects and Automation columnists. Editorial advisors are Cindy Larter, Michele Finerty, Alice McKenzie, Jacqui Paul, Heija Ryoo, and Gary Vander Meer. Guidelines for the TSLL are under consideration, a draft will be constructed, with suggestions for recommendations and changes.

A brochure describing Online Bibliographic Services Special Interest Section is on display in the exhibit area booth this year. The joint OBS/TS SIS Directory will be issued soon, possibly by mid-July. It is being compiled by Suzanne Harvey, who had reported some delay due to loss of computer data. The directory will include symbols denoting bibliographical utility membership and local systems.

The program, "Authority Control in an Online Environment" was announced for Wednesday, July 8 at 10:45.

There was discussion that the Special Interest Section initiate a dialogue with persons interested in local systems, and that there might be a Committee or Sub-Committee providing a forum, with the possibility of a column in the TSLL as an outlet for information on system enhancements and vendor information. Margie Axtmann reported that in the 88 responses to the interest survey for 1988, an overwhelming majority had wanted a specific committee or overall "umbrella" for local systems.

Margie Axtmann who is Chair of the Committee to Study the Bylaws appointed Janice Anderson and Kyle Passmore as members of the committee. The draft of the Bylaws, prepared by the Chairperson, and distributed by the Secretary to all members, was discussed briefly, Axtmann noting that it was not to be voted at this meeting. In the draft, the charge has been rewritten, procedure revised, as has terminology regarding sections or committees. Member input is invited to refine the draft. The vote on amendments will be scheduled for the meeting next year, since it cannot be done by mail.

Suggestions for potential topics for 1988 included, Use of CD-ROM in the Technical Services Environment (perhaps with co-sponsorship by the Automation and Scientific Development Special Interest Section); and Design of Online Catalog Displays and Local Systems. There is the possibility of a workshop on the MARC holdings format, but there was some discussion that the probable delay in publishing the format might make it more difficult to plan such a program. The TS-SIS Serials Committee is interested
in co-sponsoring such a workshop. There might be interest in an "Ask the Experts Fair," with TS-SIS and possibly the Automation and Scientific Development SIS. There is an ever-present need for information on online systems, local systems, and CD-ROM. A further suggestion was made regarding a program on Expertise and Consultants, and in initiating cooperation with Automation and Scientific Development SIS. Other suggestions were invited.

Pat Callahan requested any new business. Permission to destroy the ballots was moved, seconded and voted. The meeting adjourned at 2:50 p.m.

Heads of Cataloging in Large Law Libraries Discussion Group
Minutes
July 7, 1987
Robert Wolven, Chair

The meeting was convened at 7:35 a.m.

Statistics were again discussed. It is becoming difficult to compute consistent productivity figures due to different methods of reporting by the members. Some report separate figures for recon records and for recon staff. Others report separate figures for recon records, but are unable to accurately estimate the amount of staff time spent on recon. Since recon records generally take less time to prepare than new cataloging, it becomes difficult to make meaningful comparisons among libraries. There seems to be little prospect of resolving this problem.

The usefulness of the productivity measures was questioned, but several members expressed support for them and noted that comparisons of one library's productivity over several years are still useful.

Some library directors have expressed an interest in meeting with members of the group to discuss the meaning and use of the statistics. There was widespread support for this idea, and agreement that next year's AALL convention would be a logical occasion for such a discussion. Diane Hillman and Lee Leighton will work on reducing 6-7 years of data to a comprehensible form, including historical comparisons, and will work with Bob Wolven and the new chair on setting up a meeting.

Phyllis Post volunteered to undertake the statistical compilation for 1986/87 data.

A discussion of revision and proofreading occupied most of the meeting. There are many variations in the amount that takes place, in when it is done, and in who does it. Most members at least proofread records after input, with about one-third using professionals, one-third using high level clerical staff, and the rest using a combination. Many also proofread and/or revise
records prior to input. Several noted that the amount of revision depends on the particular staff concerned, with experienced, reliable staff less likely to have any substantive review. The usefulness of having several staff members involved in revision was also noted.

Several peripheral issues were discussed, including use of non-professional staff in classification, acceptance of LC and member-copy call numbers, difficulties of on-line cataloging for non-typists, and changes in revision procedures that are needed with the adoption of on-line catalogs.

The general topic of maintenance was discussed, with interest focusing on the transfer of maintenance activities to local systems and the likely impact on networks. Several members indicated that they are in the process of formulating policies in this area, and others expect the issue to arise soon. All agreed that this would be a good discussion item for next year.

Plans for using the LC classification for foreign and regional law were discussed briefly. About half of the members have no plans to use this classification, noting the difficulty of changing long-established systems and large collections. Of those who will use LC, most will do so only in part (for specific countries or European regional law only), and only prospectively, without reclassing older material.

A question was raised about shelving split collections whether to group by classification (LC vs. other) or by country, regardless of classification. LSU had originally attempted to shelve by country, but found too much confusion in shelving and locating materials, and is now changing to shelving by classification scheme.

The implementation of the new LC rule interpretation for Laws, etc. was largely deferred for discussion elsewhere. Most members did say that they will attempt to comply, in the interests of maintaining standards and being able to use LC copy. They will usually modify existing records on encounter, rather than through a systematic review.

Discussion of the cataloging of Lexis/Westlaw files was also largely deferred. It was noted that there will be an RLG LPC committee to study this issue in the coming year. Lee Leighton noted that cataloging of computer files had generated considerable interest at ALA, but that no one was talking about remotely-accessed files. Few if any members present viewed this as a matter of pressing interest in their libraries.
Written summaries of automation, recon, and other developments were distributed either with the agenda or at the meeting. For lack of time, there was no further discussion at the meeting.

Phyllis Post was elected chair for 1987/88. The meeting was adjourned at 8:50 a.m.

Report of the AALL Representative to the
ALA Committee on Cataloging:
Description and Access
Lee Leighton, Harvard Law School Library

During the past year I represented the American Association of Law Libraries at two meetings of the American Library Association, Resources and Technical Services Division Committee on Cataloging: Description and Access. Those meetings were held in conjunction with the ALA midwinter meeting in Chicago in January 1987 and the ALA annual convention in San Francisco in June 1987.

The Committee considered the final group of rule changes before the consolidated reprint of AACR2 is published in 1988.

The final version of a new chapter of AACR2 on computer files was approved and has been separately published by ALA.

The Library of Congress and the British Library Association agreed to modify their practice of qualifying place names in the British Isles. From now on, local place names will be qualified with the name of the country (England, Scotland, Wales, etc.) rather than the county. CC:DA approved the change, and it will be a new rule in the upcoming consolidated reprint.

Several changes were made to the rules concerning title changes for series and serials. The rule change reduces the instances of title change by ignoring the changes in representation of words, for instance, numbers represented by numerals or spelled out in letters and symbols such as the ampersand replaced by the word "and."

Capitalization of the names of laws in titles was simplified as well in cases where the cataloger is unsure of the official name of the law. In those cases, only the initial word would be capitalized, and the cataloger would not have to search for the actual name of the law.

There will be a CC:DA sponsored program on the new consolidated reprint at the next ALA annual convention in New Orleans.
Acquisitions
&
A

By Marilyn K. Nicely
Oklahoma Law Center Library

This is the beginning of a new column for Technical Services Law Librarian. The focus is on acquisitions and the format is an informal question and answer forum which will also include short articles on topics of interest written by law librarians who volunteer or who are drafted. The way the question and answer format will work is that readers will send in the kind of question they would ask if they knew who to ask or if they were willing to run up the phone bill with a long distance call.

The question will be included in this column with an answer from the columnist or simply as an open question directed to the readership. Readers with information may share it through the column or may reply directly to the questioner. The columnist will check with the questioner to find out if there were any direct responses and summarize these in the next column. Responses to the columnist will also be reported.

To begin, let me pose 2 questions.

Q: Our library collects only a small number of foreign publications and these are mostly Commonwealth (Australia, Canada, Puerto Rico, New Zealand, Scotland, England, Ireland). Can anyone recommend jobbers for both serial and monographic works? We would like to be invoiced in U.S. dollars and would like to use as few jobbers as possible.

Q: Does Juta in South Africa permit orders through a jobber or is Juta a must order direct publisher?

(Marilyn Nicely, University of Oklahoma Law Center Library, Norman 405-325-4841)

An early topic to be covered in this column is "Cooperative Acquisitions in Action." Does anyone have any information on their experience with a cooperative acquisitions project they would like to share? If so, please contact the columnist. You can either write it up yourself or be interviewed. Are there any topics you would like to recommend? If so, contact the columnist. Please do not hesitate to send helpful hints or bright ideas that others might wish to try. Let us begin a dialogue on this non-electronic bulletin board dubbed Acquisitions Q & A.

Marilyn K. Nicely
Oklahoma Law Center Library
University of Oklahoma
300 Timberdell Rd.
Norman, OK 73019
(405-325-4841 direct telephone number)
MARC REMARKS
Evelyn Smith
University of Michigan

By far the most important matter considered by MARBI at the ALA annual convention in June was format integration. Format integration is an effort to make a single bibliographic format out of the seven which exist now (books, serials, visual materials, archives and manuscripts, maps, music, machine-readable data files). Holdings and authorities are not bibliographic formats, and are not included in this integration effort. There are a number of reasons for creating a single format. The most important is so that non-textual serials can be adequately described. At present, for example, the serial aspects of a machine-readable data file which happens to be a serial cannot be described in the MRDF format. Creating a single all-purpose bibliographic format means allowing all fields to be used for all forms of material. Before MARBI takes that step, it wants to remove inconsistencies, ambiguities and redundancies. It must decide field by field whether the field is a useful one which should be validated for all forms of material or whether the field should be made obsolete.

A discussion paper on format integration was considered at these MARBI meetings. LC will now draw up formal proposals which will be considered at the next MARBI meetings in January. If those proposals are accepted, the MARC formats will be changed and the utilities--OCLC, RLIN, etc.--will adjust to those changes. You as a user of MARC formats will not be affected for months and months yet.

The first part of the discussion paper dealt with the control fields. The most economical and least disruptive solution to format integration seems to be to retain the 008 field and add a shorter 006 field. For a serial machine-readable data file, the mrdf characteristics could be put in the 008 and the serial characteristics could be put in the 006.

As far as the other fields are concerned, the following are likely to be proposed.

Make obsolete:

--2nd indicator in Fields 100-130
--Field 211 (use 246 instead)
--Field 212 (use 246 instead)
--Field 214 (use 246 instead)
--1st indicator in Field 222
--1st and 2nd indicators in Field 260
--Field 315 (validate 310 and 321 for other forms of material)
--Field 503 (use 500 instead)
--Field 516 (use 500 instead)
--Field 522 (use 500 instead)
--Field 523 (use 500 instead)
--Field 537 (use 500 instead)
--1st indicator in Field 550
--Field 556 (use 500 instead)
--Field 567 (use 500 instead)
--Field 570 (use 500 instead)
--2nd indicator values 0 and 1 in Fields 700-730
--Fields 870-873

The 1st indicator values used for music in Field 240 will probably be validated for all formats. The idea of validating 246 across formats and making 740 obsolete was discussed and will be discussed again. Fields 502, 504 and 546 have been useful and will probably be retained. Fields 515, 521, 525, 530 and 550 will probably be validated for all formats. The idea of making the linking fields other than 780 and 785 obsolete was not well received; the function of linking entries will be explored at the next MARBI meetings.

Other matters besides format integration were discussed. A proposal to change the name of 008/23 from Form of Reproduction Code to Form of Item Code was approved. Codes which will be used in this byte are:

- No information provided
- Microfilm
- Microfiche
- Microopaque
- Large print
- Braille
- Regular print reproduction (includes photocopies)

The addition of Field 256 (File Characteristics) for Machine-Readable Data Files was approved. No indicators or subfields other than subfield a have been defined. Field 256 will appear in Update no. 16 to MARC Formats for Bibliographic Data (MFBD) this fall.

In order to accommodate preservation information, Field 583 was validated for all the bibliographic formats and for the Holdings format as well. Deletion of subfield r in Fields 852, 863, 864 and 865 of the Holdings format was approved.

Update no. 15 to MFBD is at press and will be available in a few weeks. Update no. 1 to the Holdings format is being printed.

There was a "no" vote from OCLC when the non-seral holdings statement standard was put out for ballot by NISO. It may be the middle of fall before that "no" vote can be resolved. Since the Holdings format will not be made final until after that standard is approved, work on the Holdings format may not resume until July 1988.
SERIALS
Jean Pajerek
Cornell University

The following serials changed title recently and were caught by the Cornell Law Library acquisitions staff:

Black law journal.
   Changed to National black law journal. v. 10, no. 1 (winter 1987)-

Coastal zone management journal.
   Changed to Coastal management. v. 15, no. 1 (1987)-

Harvard Law School bulletin.
   Changed to Harvard law bulletin. v. 38, no. 2 (winter 1986)-

Hong Kong. Supreme Court. Annual statistics of the judiciary provided by the Registrar, Supreme Court.
   Changed to Hong Kong. Supreme Court. Hong Kong judiciary report for the years . . . 1980-82-

Institute on Labor Law (Dallas, Tex.) Labor law developments.
   Changed to Institute on Labor Law (Dallas, Tex.) Proceedings of the . . . annual Institute on labor law developments.
   31st (1984)-

Journal of comparative business and capital market law.
   Changed to University of Pennsylvania journal of international business law. v. 9, no. 1 (1987)-

   Changed to INCL journal. v. 7, no. 2 (June 1978)-

Nova law journal.
   Changed to Nova law review. v. 11, no. 1 (fall 1986)-

   Changed to Pennsylvania. Dept. of Corrections. Annual report. 1984-85-

Port Authority of New York and New Jersey. Annual report.
   Changed to Port Authority of New York and New Jersey. Comprehensive annual financial report for the year ended . . . 1985-

The following serials cessations were caught by the Cornell Law Library acquisitions staff:

Appellate court administration review.
Ceased with: v. 4 (1982-83)

Ceased with: v. 16 (1977)

International business & trade law reporter.
Ceased with: v. 2, no. 3 (July-Aug. 1986)

TECHNICAL SERVICES SIS ACQUISITIONS COMMITTEE MINUTES - JULY 5, 1987
Joan Howland
University of California, Berkeley

The Technical Services SIS Acquisitions Committee business meeting was called to order on Sunday, July 5, 1987 at 11:00 a.m. by chairperson Joan Howland.

The agenda for the meeting included three major items:

1) coordinating committee projects for the coming year
2) planning program proposals for the 1988 annual meeting
3) planning workshop proposals for the 1988 annual meeting

The Committee decided to focus on three projects for 1987-1988:

1) A study of the increase of acquisition costs of targeted legal publications. This project will analyze selected on-going publications (i.e. looseleaf sets) from a variety of publishers to determine patterns of cost increases. Mary Ertl of the University of Iowa Law Library agreed to coordinate this project.

2) A survey of the organizational structures of acquisition departments in academic law libraries. This project will survey the organization of acquisition departments to study staffing patterns, reporting lines, use of professionals versus non-professionals, etc. Janice Anderson of Georgetown University has agreed to coordinate this project.
3) A survey to collect acquisition and collection development policies from firm, academic, and other types of law libraries. The goal of this project is to establish a file of collection development policies which can be used by law librarians as a resource for establishing or revising their own acquisition policies. This project will be coordinated by Joan Howland.

Two programs were proposed for the 1988 annual meeting in Atlanta.

1) A panel to discuss the weeding of law library collections. This program would focus on issues such as how to develop a weeding/deselection policy, the practical methods of implementing a weeding program, how to dispose of weeded materials, etc.

2) A panel to discuss cooperative acquisition and shared-purchasing programs. This program would discuss the pros and cons as well as the mechanics of implementing such programs. Speakers would be drawn from librarians who have personal experience with such cooperative enterprises.

It was agreed that these two program proposals would be submitted to the TS-SIS Executive Board for further consideration.

One workshop topic was proposed for the 1988 annual meeting, "Selection of Online Acquisition and Cataloging Systems for Law Firm and Smaller Academic and County Law Libraries." This one-day workshop would cover topics such as how to access online needs, how to select a system, methods of determining financial ramifications, and the impact on staff and patrons. The faculty for this workshop would include librarians with personal experience in implementing online systems as well as representatives from companies who produce the systems most appropriate for law firm and smaller law libraries. It was agreed that this workshop proposal would be submitted to the TS-SIS Executive Board for further consideration.

The Acquisitions Committee Chair was given the responsibility of sending a report to committee members by December 1, 1987 providing a status report on all projects, proposals, and workshop proposals.

The meeting was adjourned at 12:15 p.m.
I. Announcements:

A. 1988 Basic Cataloging Institute--Jamie Niss Dunn

The three day Institute will cover description, classification, subject headings, and management problems. Jamie would like to have suggested names for faculty members. Send them to her at: Falgre & Benson, 2300 Multifoods Tower, Minneapolis, MN 55402-3694.

B. Announcements from the Library of Congress--Marie Whited

The next edition of LCSH will appear in Spring, 1988; then it will be published annually. The Europe classification schedule has not yet been indexed, so there is no date for publication. Jolande Goldberg (Law Classification Specialist at LC) is currently working on the country lists.

II. Report of the Chair--Diane Hillman

A. Committee Programs

The Committee sponsored 3 programs and 2 workshops at this Chicago meeting. There has been a positive response to our proposals for programs for the 1988 meeting.

B. Wrap-up on the "Laws, etc." Debate

The Committee met 2 years ago to discuss how to qualify the heading "Laws, etc." The Committee recommended to LC that the heading be dropped. However, LC has issued a rule interpretation which is considerably different from the committee's original draft. (Cf. CSB no. 36) Some of the committee's recommendations that were incorporated are: using a qualifier in all cases and definitions for some terms (such as "type of law"). One of the major differences between the committee's recommendations and the rule interpretation is that the section on session laws only applies to U.S. states. Many of the Committee members felt this is inadequate.

C. TS-SIS Board Meeting.

There was a discussion at the meeting about producing a videotape of Thursday's Classification Workshop and possibly future events. There is a perceived need for programs and workshops to be available on videotape, especially on the chapter and regional level.

Lee reported on the draft revision of Chapter 9, qualifiers for British place names, capitalization in the names of laws, the rule interpretation on title changes of serials and series, and on the proposed publication of the consolidated edition of the rules.

IV. Report of the MARBI Representative—Evelyn Smith

Topics discussed at the ALA meeting this year included format integration (consolidating all seven MARC formats into one) and the MARC holdings format.

V. New Business.

A. 1988 Program Proposals—Regina Wallen

1. User Guides and Instructional Materials for Online Catalogs
2. Cataloging LEXIS and WESTLAW Databases
3. Uniform title "Laws, etc."
4. Control of Organizational Archives
5. Reorganizing Technical Services After Automation

B. Projects

The Task Force on Caption Abbreviations will work on a standard list of abbreviations for use with the MARC holdings format. The Task Force members are Evelyn Gardner, Ann Sitkin, Brian Striman and Sue Welch, with Evelyn Smith as chair.

TECHNICAL SERVICES EISS
PRESERVATION COMMITTEE
MINUTES - JULY 7, 1987
Linda Mainis
Georgetown University

The annual business meeting of the Preservation Standing Committee was held from 7:30 - 8:45 a.m. on Tuesday, July 7, 1987. Pat Denham, the outgoing president commented on the program, "The Binding Decision: Options, Standards, and Practices," which had been presented jointly by the Preservation Standing Committee and the Serials Standing Committee and was well-attended on Monday afternoon. She reported that the results of the Survey on Collection Preservation Surveys coordinated by Lois Markowitz, was reported in the May issue of TELL.

Diana Vincent-Daviss, the coordinator of the clearinghouse of in-house preservation documents announced that she has only received a few, and encouraged all libraries to send documents that can be shared with others currently developing preservation policies and procedures.
As chairperson of the new Ad Hoc Committee on Preservation, Diana Vincent-Davlss explained its mission and objectives for its two-year period of appointment. The Ad Hoc Committee will look at preservation goals and standards that are appropriate for law libraries and will work closely with the Standing Committee. It is looking for volunteers for projects from both committees. Some projects have already been assigned, such as, for example, a research project to be undertaken by Willis Meredith and Linda Nainis to identify how much of the embrittled legal literature has been or is being microfilmed.

Willis Meredith, the committee's informal liaison to ALA Preservation of Library Materials Section (PLMS), gave some highlights of the meetings in San Francisco that he attended, including, among others, the Physical Quality of Library Materials Committee meeting where there is work being done in setting standards for adhesive labels, book spine format and preservation of magnetic media. In other PLMS meetings George Farr from NEH spoke on the availability of grants for preservation; Carolyn Manns, Preservation Officer at the Library of Congress, announced that LC is greatly increasing its microfilming activities, and is placing an emphasis on law materials. The topic of GPO's paper standards was raised. He also announced that ALA will be meeting in New Orleans in 1988 and that PLMS will be presenting, on the morning of July 12, a program on the art of contracting for preservation microfilming.

Balfour Halevy announced that there will be a Disaster Planning Institute in Tallahassee on January 10-13, 1988. It will focus on three broad topics: insurance, disaster planning, and recovery after the event. It will take into account the needs of smaller libraries. Linda Nainis and Jan Merrill-Oldham, the chairperson of ALA's PLMS are involved in coordinating efforts to encourage the Government Printing Office to make greater use of acid-free paper in its publications. Diana Vincent-Davlss and Willis Meredith will also work on this project. The standing committee unanimously voted in favor of continuing this activity.

The availability of "Slow Fires" for rental or purchase was announced. This is a film which was produced by the Council on Library Resources with grants from NEH and the Mellon Foundation. Its purpose is to heighten public awareness of the preservation problem faced by libraries and the urgent need to address the problem systematically and vigorously.

A number of work projects relating to preservation were undertaken by members of the committee. Diana Vincent-Davlss took on the responsibility of updating the survey of preservation programs in law libraries. Sonia Solomonoff and Robert Connell will be looking at standards which define acceptable environmental standards for the preservation of library materials. Jacqueline Rice and Hope Breeze will examine the relative merits of various types of in-house binding (Togic, Velobind, Thermabind, and pamphlet binders). Henry So will
establish a clearinghouse for preservation bibliographies. The idea of writing simple one or two page preservation guidelines that even the smallest library could follow was presented by Henry So. He will work with Karin Den Bleyker, Kiyoshi Otsu and Katherine Tooley on this project, using the British Library's guidelines as one model. Katherine Tooley, Kiyoshi Otsu and Marian Drey will study issues relating to recovery from disaster. In addition, six members--Karin Den Bleyker, Balfour Halevy, Delores Jorgensen, Laura Bedard, Mary Cooper Gilliam and Marian Drey--are interested in forming an interest group on the preservation needs of rare books and archival materials.

More than ten suggestions were made for possible programs, and these were narrowed to three proposals to consider for the 1988 convention: (1) Preserving Non-Print Materials (with the Micrographics and Audiovisual SIS), (2) Hard Choices (on selecting from preservation treatment alternatives), and (3) Why are Law Books Produced as They Are? (with the Relations with Publishers and Dealers Committee). As well, a one-day workshop will be proposed on the subject of Everyday Book Repair, with Pat Denham and Katherine Tooley coordinating that effort.

TECHNICAL SERVICES SIS
SERIALS COMMITTEE
MINUTES - JULY 8, 1987
Kaye V. Stoppel
Drake University

The Standing Committee on Serials held its annual meeting on Wednesday, July 8 from 12:15 to 1:30 p.m. The Chair, Kaye Stoppel (Drake), conducted the meeting.

Activities for 1986-87 were summarized in a series of reports. The Chair reported that twenty-seven individuals served on the Serials Committee with a cabinet comprised of Sue Welch (William and Mary), Mary Hudson (Indiana, Indianapolis) and Leah Gunn (formerly Michigan). The Serials Committee co-sponsored a program at the 1987 Annual Meeting with the Preservation Committee, entitled "The Binding Decision: Options, Standards and Practices." Janis Johnston (Notre Dame) assisted in the planning and, as a part of the program, reported on the binding survey conducted in January. Janis headed the Binding Survey Special Committee of Robert Connell (Connecticut), Mary Hudson and Sue Welch. Their report was given by Mary Hudson during the committee meeting on July 8. A condensation of the report is published separately in this issue of TSSL.

Janice Anderson (Georgetown) has been handling the Clearinghouse for Automated Serials Systems Projects. As was the case in 1986, Janice reported little response. Apparently, this exchange of information is taking place on an informal basis and through the literature.
Naomi Ronen (Harvard) described the recent annual meeting of the North American Serials Interest Group at which she was a speaker. She was enthusiastic about the programs and the forum they provide. Few law librarians have become involved in this group. Those wanting more information should contact Naomi or Janice Anderson who is also a member.

Lorna Tang (Chicago) reported as Chair of the Ad Hoc Committee to Study ANSI and MARC Holdings Statements. Their work during the past year focused on the draft Standard for Holdings Statements for Non-Serial Items (Z39.57-198X). On each consecutive draft Lorna forwarded the comments of committee members and others to the NISO Committee. The latest draft reflects their efforts with the incorporation of several examples of legal materials and a greater accommodation to the problems of describing these holdings. The addition of serially issued associated bibliographic units is especially helpful. Many expressed appreciation to Lorna for the work they are doing. A year ago, the ad hoc committee pointed out the lack of an official AALL representative to the MARBI Committee. Evelyn Smith (Michigan) now serves in that capacity. Lorna will continue to lead the study of ANSI standards and MARC holdings statements. Those interested in more detail should contact her.

Interest in the overall area of automation was also evinced in the planning for next year. The Serials Committee will again propose a workshop on applying the MARC holdings format and ANSI standards. This would probably be co-sponsored with OBS-SIS. A program on implementing the online serials system is also under consideration. It was suggested that the Serials Committee look into uniform barcodes for legal publications especially law reviews. The Chair will appoint a special committee to research the matter.

ON-LINE BIBLIOGRAPHIC SERVICES SIS
OCLC COMMITTEE
MINUTES - JULY 5, 1987
Janice Snyder Anderson
Georgetown University Law Library

The OCLC Committee met at AALL on Sunday, July 5. Kate Nevins, from OCLC, brought the audience up-to-date on new developments in the following areas:

Cataloging. Version 3 of the OCLC Cataloging Micro Enhancer Software was released in the spring. Changes in this version make it more compatible with use in the dial-access mode.

OCLC's TECHPRO service will provide for OCLC's staff performing cataloging and other technical services processes under contract with specific libraries.
The CJK350 system became available last winter. It consists of 3 packages, two for online cataloging and local card production, and a third for word processing and file management in the three vernacular languages.

The compact disc cataloging service is scheduled to be out this winter. It will put large databases on CD-ROM for searching, checking LC name and subject authority records, editing, and producing cards, labels, etc. This is not a standalone service, but conceived of as something that would be used in conjunction with the online service. It will contain only the most-used bibliographic records. Eventually, there may also be a subset of the online database that will include the records that are most used by law libraries.

OCLC is "up and running" on one phase of the Linked Systems Project. When the Library of Congress initiates a change to an authority record, it is on OCLC the next day. Early notice records, coded "0," are valid and can be used. They have also begun to get records from NACO libraries.

Reference. The Search CD450 system includes search software and system administration. The central concern is to have one search strategy that can be used with a variety of databases made available on compact discs. Each subject-related database will include records drawn from a number of sources -- government, public domain, commercial publishers, and not-for-profit associations. The first package couples the ERIC database with education records selected from the Online Union Catalog. There will also be a "mirror catalog" of the Online Catalog that will be searchable by subject.

OCLC Link is now available. A library using this service can obtain cheaper telecommunications rates than are available using Telenet or Tymnet. For now, users can have access to VU/TEXT, Wilsonline, Dialog, and BR8. OCLC hopes to add more databases as time goes on.

The EASI Reference File has just had its first update -- it contains 1 million records.

Resource-sharing. The Library of Congress will now accept ILL requests as a "last supplier" in the United States. LC wants the libraries to add the LC class number to their requests.

Version 3 of the ILL Micro Enhancer software is now available and is supposedly more efficient. It does batch updating.

There have been enhancements to the Group Access Capability. The Group Access Capability enables all members of cooperative ILL groups that include an OCLC ILL member library to use the ILL Subsystem to interact with one another. If a loan request cannot
be satisfied within the group, any OCLC member of the group can refer the request to any library in the OCLC ILL network.

Communications and Access. A "Communications and Access Planning Guide" is due out in the last quarter of this calendar year. It will help libraries decide the best method of being linked to OCLC.

The Wyse PC 286, model 2112, has been selected to be the OCLC M310 workstation. This is an AT-compatible microcomputer that will run OCLC and PC AT-compatible software. Wyse also makes an asynchronous terminal, the WY-60, which will be called the OCLC M220. It will function much like the OCLC 100 and 105 terminals, which must be taken off-line by January 1, 1989. OCLC will modify all their software to run on both the IBM and Wyse PC's.

OCLC will introduce what it calls the "C" (i.e., the communications controller) this Fall. It will be installed at every modem, and it will convert the messages to OCLC's protocol. This means that libraries will be able to use off-the-shelf hardware with OCLC beginning this winter. The "C" will have a variety of ports, and the off-the-shelf workstations will plug directly into these ports.

At the end of the meeting, it was determined that Christine Corcos from Case Western University Law Library would be Chair of the OCLC Committee for 1987/88.

ON-LINE BIBLIOGRAPHIC SERVICES SIG
RLIN COMMITTEE
MINUTES - JULY 5, 1987
Susanne Nevin
University of Minnesota

The RLIN Committee met July 5, 1987, from 3:00-5:00 p.m.

Report of RLG's Jan James:

Rates: There will be some increases this year (e.g., partnership rates by 20%, CPU charges from $.0234 to $.0334, card production from $.039 to $.047, tape loading per record to $.10, and profiling and programming to $70.00). Rates have decreased drastically for recon records (member, non-upgraded) from $2.13 to $.70. For more details look for the July announcement of the latest rates or call the new RLIN Information Center (RL.RIC).

PC's to serve as RLIN terminals: There are two configurations—the Basic PC ($1,149.00) and the Advanced PC ($3,420.00), which may be used with cyrillic and CJK workstations. Victor computers are available from Sci/Tech Computer Stores of Belmont, California (cf. also the publication

Law Program Committee (only the most important agenda items are listed here): Discussion of Subject Program Evaluation by Patti McClung: It was recommended that RLG establish special interest groups.

Interlibrary Loan Experiment: Approximately 10-15 law libraries are signed up for it in an attempt to speed up the turn-around time. The goal is to send out the requested material the same day.

Discussion of the use of telefacsimile technology—apparently there is wide interest among law libraries (cf. April, 1987) survey sent out by Sarah Howe which was due July 1).

Progress report by Robert L. Buckwalter, Chair, RLG Task Force on Conspectus Analysis: coordination of several verification projects and assignments of PCR's (primary collecting responsibilities) in African law, other foreign law, international law, and United States law. They are looking into having the Law Library of the Library of Congress verify its PCR's.

Preservation: A Request for Proposal (RFP) for a new RLG preservation microfilming project will be sent out to the membership (due by August 1). The Law Program Committee is to become involved (Diana Vincent-Daviss).

Batch Cataloging: The Committee voted to raise $15,000 to get the project started in the fall (total funds needed $75,000).

Cataloging of the Westlaw and Lexis databases: Renee Chapman (SUNY, Buffalo) prepared a few records for review. A subcommittee will be formed to study the feasibility of the project; the LPC chair David Thomas (BYU Law) will appoint a subcommittee.

Report from the joint meeting of the Bibtech and Local Systems Committees, May 4-6, 1987 (C. James Schmidt):

Besides the affirmations to retain the present database functionality and to transfer full records to and from RLIM, some of the recommendations made by representatives of various committees include: Need to translate member obligations into operational requirements (e.g.) formation of a multilateral task force with two official representatives from each of the five program committees, plus at least two Board members); tapeloading is of highest priority; RLG needs to assess the volume of records it will be capable to process from local systems; RLG should study pricing (e.g. should attempt to establish pricing incentives for libraries to keep using RLIN). It is the
responsibility of members to ensure that local systems can provide the products and services to complete the transition to a new information environment.

Board of Governors: Net lending issues are once again under discussion; member staff have asked for a new solution, as the policy adopted last year has complicated patterns of lending and borrowing. The first governor-at-large has been elected: Billy E. Frye (Emory University). A cooperative project with the Chinese Academy of Sciences has been approved: the development of a Chinese Research Libraries Information Network (CRLIN). Finally, the Task Force on Cooperative Cataloging has been dissolved (it felt that it had done all that it can).

Configuration of the new RLIN network will begin soon. It will be a packet switching network, utilizing regional PADS (packet assembler/disassembler). Eventually, communication costs will be lower.

LSP: Distribution of LC authority records have been in place for about a year now; more recently also distribution of authority records by the NACO libraries. New York University is preparing to send bibliographic records from their local GEAC system to RLIN via LSP; testing will begin soon.

PASS Command: The new RLIN PASS command is currently being developed. It will allow to pass complete MARC, acquisitions, and authority records. It will be installed after the new ILL system. Any questions should be sent to the RLIN Information Center (BL.RIC) who will direct them to Susan Jurist.

The ILL System is being integrated into ITFS (rewritten from SPIRES to PASCAL).

Subject Authority File will be loaded after the Aspen enhancements have been installed.

New Business:

Some CLASS members have expressed concern that they are not receiving electronic messages sent out by RLIN Committee members. During my two years as chair of this committee I have used only ILL as a vehicle for communication, so this was really not a problem. The suggestion was made to try to get an RLIN group number that would make it easier to use the electronic mail system as a vehicle for communication and that would reach everybody who wants to be part of this group. I will contact Jan James about this matter and then notify the new chair of the results.

I brought up the following "current awareness" items: An issue currently under discussion by the Bibtech Committee is the problem of the ever-increasing amount of multiple records for single titles held in multiple formats (created primarily due to
massive preservation microfilming efforts) versus the use of the "single record" approach (cf. the excellent article "Rethinking National Policy for Cataloging Microform Reproductions," by Crystal Graham, Cataloging and Classification Quarterly, Summer 1986, vol. 6, no. 4). We decided to contact our respective RLIN coordinators to express our concerns and our support in this matter; they in turn could direct them to the appropriate channels (Bibtech Committee, Ed Glazier).

Another issue that the RLIN Committee should be concerned about during the coming year is the problem of local systems and the concerns of the Local Systems Committee about how the RLIN database will evolve; how the transition from a centralized to a decentralized environment will be made; and what the financial impact on the membership will be.

New chair for 1987/88: Caitlin Robinson, University of Iowa Law Library (BM.ILL).

Don't forget ---------------------------------------------

Payment for volume 13 of TSLL are now due. Invoices were mailed to all current subscribers in May and have also appeared in the President's newsletter. Please check your records and if you haven't yet paid, please do so as soon as possible. Checks should be made payable to AALL and sent to the editor.

In the next issue . . . . . .

* reports from the Northeast Regional Conference
* New column on automation