Technical Services Law Librarian

by
Jean Pajerek
Cornell University

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**TSLL EDITORIAL POLICY**

The Technical Services Law Librarian will carry reports or summaries of the convention meetings and other 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. Prospective authors are urged to contact the editor for style information. Statements and opinions of the authors are theirs alone and do not necessarily reflect those of the AALL or the TS-SIS or OBS-SIS.

Subscriptions are available from the Business Manager at $6.00 per volume, prepaid. Checks are to be made payable to: American Association of Law Libraries. ISSN 0195-4857

**EDITOR'S NOTE**

Vol. 15, no. 1 introduced a new column. This issue launches two new columnists. Joyce Janto is now handling the Acquisitions column while Pamela Gregory has taken over the Automation column. This issue also includes an insert the index to Vol. 14, compiled by Jean Pajerek. Your comments on the index would be appreciated. Should we consider retrospective indexing? Should the indexes be cumulative? We certainly appreciate Jean's contribution and her willingness to continue the indexing for Vol 15.

**ONLINE BIBLIOGRAPHIC SERVICES SIS**

**MESSAGE FROM THE CHAIR**

Carol Avery Nicholson
University of North Carolina Law Library

The final report of the AALL Special Committee on Organizational Structure includes a recommendation regarding the possibility of publishing and distributing all SIS brochures and newsletters from AALL Headquarters. Implementation of the recommendation appears to be imminent and suggests that now might be the appropriate time for a separate OBS-SIS newsletter.

Although the benefits of the TSLL Newsletter are appreciated by the OBS membership, a separate newsletter is certainly worth consideration and would be particularly attractive to OBS-SIS members who are not technical services librarians. Please give me your opinions about a separate newsletter, and especially if you would support and work for a separate OBS-SIS newsletter.

Anne Myers, Chair of the OBS-SIS Local Systems Committee, is working on a new edition of the Joint Membership Directory. The directory will again include library systems profiles and other automation information for members. A newsletter, the new directory, and an updated OBS-SIS brochure prompted me to seek an official logo for the Section. So please put on your creativity cap and send in logo suggestions.
You could be the winner of a wonderful prize (to be announced) and could insure your own immortality! If all goes well, we may even sell t-shirts displaying the new logo next year! Send your idea now to: Carol Avery Nicholson, Chair, OBS-SIS, CB# 3385 Van Hecke-Wettach Bldg. University of North Carolina at Chapel Hill. Chapel Hill, N.C. 27599.

Nominating Committee. Michele Finerty, Nominating Committee Chair, has informed me that her committee has completed the slate of candidates for the election next Spring. A biography of each candidate will be published in the February issue of TLL. The slate of candidates is selected from the members who indicate their willingness to serve on our annual membership survey. In addition, all volunteers for committees and special projects are obtained from the survey. It also provides members with an opportunity to let the Executive Board know what activities they would like the section to undertake. The next survey will be sent to each TS-SIS member next Spring by our Vice-Chair/Chair-Elect, Mary Lu Linnane. Please return it - it is the main vehicle of communication between the membership and the Executive Board.

Training Session for SIS Chairs. Mary Lu Linnane will be attending a training session for new SIS Chairs on October 29. The training sessions began last year, when I was our SIS representative. Many of the AALL Executive Board members attended, reviewing such topics as AALL structure (how and when they meet and act, who has input and how to get an item on the agenda), a description of AALL headquarter staff and the services they can provide to the SISs, an explanation of AALL's financial structure, constitution and bylaws provisions relating to SISs, history and function of the SIS Council and a description of what our Board Liaison can do for our SIS. Finally, they gave us a great deal of helpful information on how to plan business meetings and convention programs. As you can see, Mary Lu will be kept very busy and learn a great deal of information which will help her next year.

Minneapolis programs. I submitted proposals for 11 programs and 4 workshops in early August to the Education Committee. Joan Howland, Chair, has notified me that the following programs and workshops have been accepted:

Workshops. 1) Workshop on Law Serials Management: or "What They Never Taught You in Library School." Sponsor, Serials Committee; Coordinator, Janis Johnston and others. 2) Library of Congress "Law of Europe" Classification Schedule. Sponsor, Cataloging and
Classification Committee; Coordinators, Jolande Goldberg, Ann Sitkin.

Program. 1) "Bar Coding Collections: the Smart and Dumb Way." Sponsor, Serials Committee; Coordinator, Janis Johnston. 2) "Title Varies: Avoid the Embarrassment of Sloppy Serials Cataloging." Sponsor, Cataloging and Classification Committee; Coordinators, Joni Cassidy, Paula Perry. 3) "The Politics of Selection - Practical Problems of Collection Development." Sponsor, Deanna Wood and Acquisitions Committee; Coordinator, not yet known. 4) "Automation of Library Functions in Law Firm Libraries." Sponsor, Suki Scott and Acquisitions Committee; Coordinator, Suki Scott. 5) "Beyond the Technical Services Department: Growth within the Profession." Sponsor, Cataloging and Classification Committee; Coordinator, Merle Slyhoff. 6) "Collecting Out of Print and Rare Books: The Mysteries Revealed." Sponsor, Acquisitions Committee & Legal History and Rare Books SIS; Coordinator, Jack Montgomery (TS-SIS) and Barbara Bintliff (LH&R-SIS). 7) Administering the Library Preservation Program." Sponsor, Preservation Committee; Coordinator, Pat Denham. Coordinators of a program may change as the program is developed.

I have agreed that TS will co-sponsor a two-part program, "Maximizing the Use of Automated Acquisitions Systems," with OBS-SIS. This brings the number of programs TS is sponsoring/co-sponsoring to 8 with 2 workshops.

Acquisitions & A

By Joyce Hanna Janto
University of Richmond

Law librarians should be among the most savvy customers in the law book marketplace. Unfortunately, this is not always true, as many are not even aware of the rules and regulations that protect consumers against unscrupulous marketing tactics. This column is a brief discussion of the FTC Guidelines for the Law Book Industry (hereinafter Guides) and how they affect our work.

The Guides (15 C.F.R. § 256) are the first line of defense law book consumers have available to them if they feel they have been victimized by unfair practices. These guides are not law; they are the interpretation of the law that is enforced by the Federal Trade Commission. There are in total 17 guides in § 256; they range from a section defining the terms of the law book industry to a discussion of billing practices. It is the duty of every librarian who is involved in any way with the acquisitions process to familiarize him/herself with these Guides. It is only by being aware of the content of these guides that librarians can be alert for abuses by law book publishers. The most common abuses, in my experience, are the following: 1) the sending of unsolicited materials; 2) sending non-germane material as a
supplement to an already held set; 3) sending renewal notice for material not previously subscribed to; 4) misleading advertising.

The sending of unsolicited materials is the practice that causes the greatest problems. The unintended addition of material to a library's collection can cause havoc not only with the budget, but also with the library's attempt to build a balanced collection. One tends to think that this practice strikes only small, under-staffed libraries, but that is not necessarily the case. Un-ordered material may be added to the collection if it has a title similar to a publication actually on order, or the material may be addressed in such a manner as to suggest that it actually has been ordered by someone connected with the library or firm. Several years ago, a publisher's representative took to sending un-ordered publications to my library with the director's name on the invoice, apparently hoping that the acquisitions department would accept shipment of these books under the impression that they were telephone orders the director had placed without notifying anyone. In order to prevent un-ordered material from being added to the collection, libraries should maintain on-order files and have procedures to deal with verbal orders. Either verbal orders should be strictly forbidden or a policy requiring that verbal orders be followed up with written confirmation should be instituted. If a book should arrive that does not match exactly the title on the on-order slip, the book and slip should be set aside and investigated before the book is added to the collection. If there is no on-order slip for the book, it should be sent to the person in charge of ordering material for the library for a determination of its fate. The acquisitions department should develop a healthy skepticism about books that mysteriously appear in the mail.

Once the determination has been made that the material in hand is unsolicited, the question is what to do with it? This is where the second line of defense for libraries comes into play. The second line is 29 U.S.C. § 3009. This is a statute that almost everyone is familiar with in their personal lives. This statute states that material that is sent to a consumer unsolicited may be kept as a gift. What many do not realize is that this section applies to libraries; the definition of consumer is not limited to persons. In my library we have developed a form letter to deal with this situation. When we receive unsolicited, invoiced materials, we send the publisher the form letter in which they are thanked for their gift as per 29 U.S.C. § 3009 and we request that the invoice be cancelled. The only drawback to this statute is obviously that it only applies to materials that travel through the U.S. mail. You can not cite to this statute if the unsolicited materials have been delivered through UPS or some similar private delivery service. We have developed a different form letter for these occasions. In this letter we cite to the Guides as forbidding the sending of unsolicited materials and request that the publisher send postage for the return of the material. We also let the publisher know
that if we do not have a response within a set time limit, we will discard the material.

A problem that seems to be growing in the past several years is the shipping of tangentially related and non-germane volumes as supplements to currently held sets. This problem has been made worse by publisher's tendencies to compile all volumes on related subjects into a "series" or "library." The publisher will then send to the law library any and all volumes in the series whenever one volume is held. While some of these series may be legitimate attempts to link materials together in a useful fashion, many are not. Many times these series come to comprise the publishers entire offerings on a single subject.

Another trend is for the publisher to send digests, indexes or other finding aids for a set to the library unsolicited. More often than not, these additions are not necessary to the use of the set. What can librarians do when faced with these types of materials? Again, one has the option of keeping these materials as a gift and refusing to pay the accompanying invoices. I feel, however, that if the library does add these materials to the collection and then subscribes to the updating services, they are rewarding the publisher for underhanded behavior and encouraging them to continue sending unsolicited materials. A better course of action would be to write the publisher demanding that the invoice be cancelled and letting them know that you intended to throw the material away. You might offer to return the material to the publisher if he is willing to send postage to cover the return mailing. The bottom line is that publishers will continue with practices that they find profitable, even if they violate the FTC Guidelines. It is the responsibility of the consumer to make these actions unprofitable.

While a problem still exists, the Guide that forbids publishers from sending an order in the form of a renewal invoice has been the most successful. This situation now arises almost exclusively with the smaller publishers of newsletters, journals and loose-leaves. Part of the problem may be that the smaller publishers do not have knowledge of the Guides. The other part of the problem is that the Guides are self defined as applying to the Law Book Industry. Many publishers, while they may publish some legal materials, do not consider themselves law book publishers and do not feel that they are bound by the Guides.

The only protection librarians have against this practice is to try to make sure that the accounting function in the library is not separated from the ordering/receipt function. If it is impossible to keep these two functions within the same department, the bookkeepers must know that they should not pay any invoice for library materials until it has been approved by someone within the library.

Finally, we come to the matter of deceptive advertising. This covers many different practices, from failing to note the
copyright date of the publication on advertising matter to "generally deceptive" advertising. Since legal materials may be supplemented rather than re-published, it is often impossible to tell from an advertisement if the material being offered is a new edition or merely the same thing the library already holds. The Guides help somewhat in this instance, because even if there is no copyright date listed, the Guides do limit the amount of time that a book may be advertised as "new." A book may be advertised as new only within 18 months of its original publication date.

The hardest type of deceptive advertising to catch is the advertisement of the same material under several different titles. This situation comes about because publishers have the habit of offering a book as part of a set and also advertising it for sale individually. As an example, many of the volumes in the Clark Boardman Securities Law Series are also offered for sale as a separate title. It is only by reading the fine print in the advertisement that one realizes that the library already holds that title.

When it comes to "generally deceptive" advertising the standard is very low. While the Guides do deal with this subject, the real law is contained in § 5 of the FTC Act (15 U.S.C. § 5). This statute forbids deceptive advertising and the standard adopted by the courts in interpreting this statute is "the capacity to deceive." This would include not only advertising that is fraudulent, but also advertising that merely suggests something that is not accurate. An advertisement that suggests that an already held set would be less useful without this new publication, when in fact the viability of the old set is in no way affected by the new publication, is an example of "the capacity to deceive."

What can librarians do as consumers of law books to fight against the abusive marketing practices they come across? The most effective thing they can do is write letters. It is a very time consuming process, but if we, the consumers, do not take any action to end these abuses, nothing will change. First, write to the offending publisher and let him know that you feel his actions are a violation of the Guides. If practical, try to limit the amount of business you do with companies that you identify as chronic violators of the Guides and let them know why you do not purchase their products. Report violations you see to the FTC and also the AALL Committee on Relations with Information Vendors. The addresses are: Lewis Franke, Attorney, Enforcement Division, Bureau of Consumer Protection, Federal Trade Commission, 6th & Pennsylvania Avenue, N.W., Washington, D.C. 20580; Michele Finerty, Chair, AALL Committee on Relations with Information Vendors, Orange County Law Library, 515 North Flower Street, Santa Ana, CA 92703.

The following questions arose during the Reno convention, and I would like to address them in this column:
1) How are people using fax in the acquisitions process? I confess that I have always thought of fax as a public service tool, but many of you are using it for proforma invoices, rush orders, etc. Write and let me know of your experiences.

2) What automated acquisitions systems are being used and how are libraries handling their bookkeeping functions with these automated systems?

Please address all responses to Joyce Manna Janto, Associate Director for Collection Development, University of Richmond, Law School Library, Richmond, VA 23173.

**AUTOMATION**

Pamela J. Gregory
Circuit Court for Prince George's County, Md.

Washington D.C. Chapter Turns 50 - Automation "Petting Zoo" and Innovative Interface Workshops Featured

The Law Librarians Society of Washington, D.C. held a gala conference October 5th and 6th in D.C. which had much to offer law librarians interested in automation. Featured in a hands on "petting zoo" for law librarians, were "LEAGLE", which is American University's Online Public Catalog for the law library. The catalog features remote access to linked library systems in the area (American, Georgetown, George Washington) using "Innopac". Pat Kehoe held forth for American, and he can be reached at 202/885-2674. Also demonstrated were ABI/INFORM's "Business Periodicals on Disc", which can print copies of full-text images, including photos, just as they appeared in original publications. AskSam Systems demonstrated ASKSAM with local law librarians in the D.C. area giving special hands on demonstrations and practical experience talks about the versatile system. Virginia McNitt, Director at Finnegan, Henderson, Farbow, & Garrett, 202/293-6850 gave a talk on "Complete Library Automation with AskSam."

Marcia Talley, who co-ordinated the "zoo" with Sheryl Segal spoke about the "Interfacing of AskSam with Networks and Vendors". Marcia is at the GAO Law Library, and is Manager of Technical Services there. She can be reached at 202/275-0662. DataTrek's integrated library systems were shown; as were the Assistant, and INHAGIC. New from INHAGIC is a wonderful new stand-alone search only "front end" version of INHAGIC called "Search-Magic" which allows users to create a database selection menu with fill-in-the-blank screens for easy searching. Dinah Voorhles represented InMagic (617/661-8124). This system is widely in use in the D.C. area, for total library automation. It is the most affordable system of its type and bears a close look for potential in your library. Many large research collections are using the system for indexing and other database management tasks. Its ease of use and flexibility continue to make it one of the best systems available on the market.
Innovative Interfaces Workshop. These sessions received much interest and were overbooked at the conference. Many of the attendees were from university collections across the country, who were attracted by the speakers from other types of libraries. This "cross pollination" brought much in the way of conversation and shared experience. INNOVAC and INNOPAC users benefitted greatly from the various perspectives. Of special note were Scott Pagel's extensively documented discussion of PEGASUS at Columbia, and Stuart Spore's talk on Downloading and Uploading. Proceedings of the Conference are well worth the $20.00 to order from Law Librarians' Society of D.C., 1606 17th Street N.W., Washington, D.C. 20009. The conference and workshops were taped separately. Tapes of the Innovative Interfaces workshop include the luncheon speech by Bob Berring which focused on our future in the profession, with Bob's usual grace and humor. The set of tapes for the Innovative Interfaces workshop sells for $50.00 or $5.00 per tape. For information on ordering, contact: Patricia Tobin; George Washington University; Government Contracts Program; 2020 K Street, NW; Suite 210; Washington, D.C. 20052; (202) 994-5278. For ordering information on the audio cassettes for the conference, New Frontiers at 50, write to: Satellite Broadcasting; 93 Monocacy Blvd. Al-10; Frederick, MD 21701; (800) 458-0731.

Disaster Planning

Recently, a visit was made by this writer to a large research collection. The chief of technical services had a sign above her computer stitched in beautiful needlepoint. It read "BACK IT UP". That division had just experienced a disaster. Three months of online catalog data had been blown from the hard disc by a power failure over the weekend. One of the Catalogers had left a terminal on and it was wipe-out city.

When we become technology dependent, we must be aware that it could always happen to us. Back-up schedules should be established and strictly followed. The data you save may be your own. If you are willing to share information about how you recovered from a disaster, please write or call, so we can share information in this column. Bernoulli cartridges or boxes can make back-up easier. Auxiliary or uninterruptable power sources can buy time during power failures.

Hard Disc Failure - A Short Bibliography

"Hard Disk Failure Prevention." Mining Magazine (May 1989). Prime Solutions installed Disk Technician software on 210 PCs under application study by the U.S. Air Force. The company claims there have been no hard disk failures since installation.

Holtzman, Jeff. "Help for Hard Disc Crashes." PC Computing (July 1989). Someday it's bound to happen: one morning you'll boot your PC and your hard disc has gone south. Holtzman discusses
the Norton Utilities Advanced Edition, Mac Gold, and Disk Technician Advanced, and tells us that DOS itself has some modest ways to help.

Winn urges that users stick to simple designs with as few as possible components, and learn when, and where to call for service. Users may believe they're secure when they have a stack of back-ups, but they still won't get off scot-free from malfunction of the hard disk without restoring them, and you can't restore them without the hard disk working.

Seymour has comments on backing up. He says it's a messy job but somebody has to do it. By every poll most PC users still refuse to acknowledge the need to regularly back up the hard disks on their computers.

CLASSIFICATION
Cecilia Kwan
University of California at Davis

Letter to the editor from Fred Mansfield, University of Illinois at Urbana-Champaign

I am raising an issue concerning those law libraries who are on OCLC. In OCLC, field 090 is reserved for "Locally Assigned LC-Type Call Number."

I have noticed that some of our law library colleagues are inputting other types of classifications into OCLC field 090. For example, one law library in the West used the 090 field for Los Angeles County Law Library Classification, on the grounds that the Los Angeles schedule was formatted in the same way as the LC schedule. As late as 9 June 1989, another library used a KBD number (a partial number at that) for a standard text book on Roman Law. The proper LC class number is: KJA147.

I appeal to law libraries on OCLC not to use field 090 for non-LC classification schedules. Some of us allow support staff to use 090 class numbers as found in OCLC. When they find a KBD number, they assume that it is proper since the tag is 090. Libraries who use non-LC classification schedules in the OCLC 090 field harm those of us who tend to trust the class numbers found in 090.

Questions on LC classification with answers kindly provided by Marie Whited, Law Subject Cataloger, Library of Congress.

Question: What number should we use for employment contracts, KF090 "Contracts. Contract for work and labor" or KF3457 "Social legislation. Labor law. Employment and dismissal"?
Answer: Labor contracts dealing with an individual's contract with her/his employer class in KF898. The emphasis of KF898 is on contracts and obligations created by contracts. KP3457 is for the law of employment and the emphasis of that number is on being employed and staying employed. In case of doubt about which number to use, prefer KF898 when your first subject is Labor contract and KP3457 when the subject is Labor laws and legislation.

KF and KE both class individual employment contracts with "Contracts for work and labor" while K and KD class them in "Contracts of service. Master and servant." Probably the K and KD numbers are better than the KP and KE numbers. However, it is not worth changing after 20 years of use.

Question: How does a cataloger decide when to use JK125+ and when to use KP4500+?

Answer: KP4500+ is for constitutions, constitutional law, legal structure of government, etc. Constitutional history can go in KP or JK depending on the work being cataloged. There is an excellent description of what classes in these areas in Piper and Kwan's A Manual of KP, pp. 50-51. JK stresses political history and political science. KP stresses the legal aspects of the history of the constitution itself and the structure of the powers of the branches of government. A law library should prefer KP rather than JK.

Question: I believe there is an incorrect cross-reference number on page 207 of the LC subclass KK classification schedule. Sixteen lines above the last line of page 207 is:

Business enterprises owned or controlled by government.
see KK6509

I believe that cross-reference should be changed to:

Business enterprises owned or controlled by government.
see KK5847+

Answer: A correction has been submitted for the see reference on page 207 of KK. The reference will be changed to "Business owned or controlled by government, see KK 5847+.

ON DESCRIPTION AND ENTRY

Melody Lembke and Rhonda Lawrence
Los Angeles County & UCLA Law Libraries

Please send any questions that you may have about descriptive cataloging to the editors of this column. We will either answer your individual letter, or we will pass your question along to the Library of Congress. The editors want to thank Ben Tucker and his staff, particularly Adele Hallam, Senior Descriptive Cataloging Specialist, in the Office for Descriptive Cataloging.
Policy at the Library of Congress, for taking time to answer our questions.

Question no. 1

We appreciate LC's efforts to correct the uniform titles for California's constitutions. However, we now have another question. This question is one of clarification with regard to qualification of constitution uniform titles.

We understand from the LC RI on 25.3B that LC will use uniform titles for constitutions. We also know from a letter Ben issued for TELL that LC will make a uniform title for a constitution in the first instance, and not wait for a later work to show the need for a uniform title. However, in neither of these instances was an instruction given to qualify the constitution uniform title. Since a constitution uniform title is formulated according to the general rules, and not any special legal uniform title rules, it was our assumption that the general rules for qualification would then apply.

It is our understanding of the general qualification rule 25.5C that an appropriate designation such as a date should be added to later uniform titles, and not to the first instance of that uniform title's existence. For instance, the two French constitutions that appear in AACR2 are qualified, but there is no indication that one should go back and qualify the first uniform title for the 1791 constitution. Thus, it was our assumption that the first constitution uniform title under the jurisdiction California would not have a qualification date.

When we wrote you June 22, 1988, we stated in question no. 3 that since the 1849 Constitution was the first it did not need a date qualifier. However, Adele replied in her letter of Aug. 17, 1988: "You are right in saying that the authority record for the 1879 constitution should be qualified by date. However, I am not sure I understand your conclusion that the 1849 constitution should stand unqualified because you assume 'that it is the first' (which, according to all standard reference sources, it is)."

After receiving her reply, we searched the authority file and discovered that the authority record for the first California Constitution had been qualified by 1849 (see n87937908). We also found that all of the French Constitutions were qualified by date, including the 1791 constitution. (See n85160664)

Can you give us a clear statement of what LC is doing with regard to qualification dates on uniform titles for constitutions? Is LC now going back and adding a qualifying date to the first Constitution?
California's early documents, 1794-1859. California has the unique distinction among the states of the Union of adopting a constitution... before it became a state; the constitution of 1849 was voted on and adopted November 13, 1849.

Swisher, C.B. Motivation and political technique in the California Constitutional Convention, 1878-79. (The first constitution... had been adopted in 1849)

Answer to Question no. 1

Adele Hallam responded this way to our follow-up questions:

"If at the time of making the uniform title for a constitution it is evident from the database that other constitutions precede or succeed the one at hand, it is unwise not to qualify the heading in the first instance. (I am not saying that this has always been done here at LC.) Not doing so simply invites incorrect usage in later cataloging and is a disservice to the users of the file. (Therefore, as time permits, we are presently reviewing our AACR 2 headings of constitutions of the states of the United States, to start with.)

While not required by policy to review pre-AACR 2 records, depending on the information at hand from reference sources which had to be consulted and from information available from the records themselves (without having to consult the books), some catalogers, as is sometimes the case, do a little more than the absolute minimum required. Thus you will find some jurisdictions for which a total revision has been undertaken, where not only the constitution being cataloged but also the later or earlier ones (an earlier one not necessarily being the first) have been qualified. In such cases, of course, the appropriate names authorities should also be made. I am sure you don't want to discourage us from doing it."

Question no. 2

We are always looking for good LC examples of cataloging that follow the various special legal rules of AACR2. Interstate compacts are few and far between. I happened upon DCLC78633359
while doing our retrospective conversion project on all California materials. We realize this is a very old record, but if it were cataloged today according to AACR2 21.35D1:

1) Would the work be entered under a 110 for California?
2) Would it have a 710 for Nevada?
3) A uniform title would not be needed according to AACR2?

In case you are interested, I ran across one more example:
DCLC6664181.

4) Entry according to AACR2 would be 110 Arizona?
5) 710 for California as on the record but no 130 uniform title?

<table>
<thead>
<tr>
<th>OD</th>
<th>Books</th>
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<th>DCLC6664181-B</th>
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<td>FRM</td>
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<td>02</td>
<td>n-us-california-nc</td>
<td>050</td>
<td>KF35490.A329</td>
</tr>
<tr>
<td>110</td>
<td>California-Nevada Interstate compact concerning waters of Lake Tahoe, Truckee River, Carson River and Walker River Basins.</td>
<td>843</td>
<td>California-Nevada Interstate compact concerning waters of Lake Tahoe, Truckee River, Carson River and Walker River Basins.</td>
<td>710</td>
<td>Joint California-Nevada Interstate Compact Commission.</td>
</tr>
</tbody>
</table>

Answer to Question no. 2
The reply we received from Adele Hallam on these questions was that if the first work were cataloged today, the entry would be a 110 California, with an added entry 710 for Nevada. A
uniform title for the interstate compact would not be needed. In
the second example, the entry would also be under the first named
body, which in this case would be Arizona, with an added entry
for 710 California. Again, there would be no uniform title.

Question to TALL readers
Were you aware that general law codes can now be described
as serial publications?

Early this year LC revised its RI on 12.0A. Monograph vs.
Serial Treatment of Publications. Previously in the list at
section 2) Treatment as monographs two specific legal
publications were included: "general law codes; revised statutes"
and "general administrative law codes." (CSB, no. 32 (Spring
1986)) If appropriate, these kinds of publications may now be
cataloged as serials.

The important new section of the RI deals with special types
of publications namely:

"4 a) Publications that are published in new editions.
If these publications carry acceptable designations (e.g.,
date or numerical edition designations), base the decision to
catalog as serials on the frequency of the new editions.
Catalog frequently issued editions (e.g., annual biennial)
as serials; catalog editions that are infrequent (e.g.,
generally more than five or six years apart) as monographs.
(CSB, no. 44 (Spring 1989))

By looking at the LC authority file under jurisdictions like
Minnesota, one can guess at why LC may have changed its mind.

LC 89641999 and 89642344 illustrate this new treatment.
Revisor of Statutes

Embraces laws of a general and permanent nature in force at the close of the sessions of the Legislature

Includes tables and index

Supplements accompany some issues

Published annually after the end of each legislative session --cf Pref., v 1, 1988 ed

The updated annual edition of the Code will be published shortly after the end of each legislative session --cf Pref., v 1, 1988 ed
PRESERVATION
Patricia Denham
University of Cincinnati

Senate Joint Resolution 57, which would make the use of acid-free permanent paper for all publications and records of enduring value our national policy, was passed unanimously by the Senate on 31 July. An identical bill was introduced in the House by Congressman Pat Williams (MT). It has over 50 cosponsors and is pending before the House Committee on Government Operations and House Administration.

The July issue of The Abbey Newsletter includes a small announcement of book photocopying services from three firms. I have written to them for a comparison of prices, turnaround time, and options in binding. I will report on my findings in a future issue.

In my column in the August issue, I noted the publication of Preservation and Conservation in the Small Library by ALA and said I would report on it in this issue. Since it has just now been published, my review will appear in the February issue.

SELECTED SERIAL ARTICLES ON PRESERVATION

Berger feels that information access is an empty term if preservation problems aren't addressed first. Public policy makers have been convinced that there is a crisis but they still perceive this problem chiefly as a threat to scholarship. They must be made to understand that the deterioration of books also threatens the capacity of the library to be the agent for universal equal access to information.

The authors advocate a policy of heating library books returned by patrons in a microwave oven to eradicate any insects dwelling in them. They do issue a caveat about microwaving historic editions and books with leather bindings or recycled paper. However, I do not recommend this procedure except for the most ephemeral material. The authors admit that they are now looking into the long-term effects on paper properties but their results will not be available for at least two years. I have expressed my concern about publishing this article to LJ.

Report of a presentation at ALA last June sponsored by the Preservation of Library Materials Section (PLMS) Library Binding Discussion Group. Recasing is done by binders when text blocks are sewn through the fold, oversewn, or side sewn, the sewing is intact and the text block is fitted with a new case. There has been an evolution in recasing work done by binders. Binderies frequently have difficulty in removing the old adhesive from the spines. The procedure can, thus, be labor intensive. There are illustrations and descriptions of the four methods of recasing.

"(Im)permanence of Fax Copies." *Abbey Newsletter*, 13, no. 4 (July 1989): 60.

The Chemistry Centre of Western Australia is looking at the deterioration rate of facsimiles and the factors involved. There is a danger in retaining fax copies for archival purposes since the stability is unknown.


A discussion of the effects of requiring book paper bought by the federal government to be manufactured from 50% waste paper. This is the result of the EPA's "Guidelines for Federal Procurement of Paper and Paper Products Containing Recovered Materials." The deadline for compliance was 22 June 1989.


The National Archives recommends that no removable self-stick notes be used on any paper records that have permanent value. There is evidence that the adhesive remains after the notes are removed. Some of the colors also tend to run when wet.


The author, a manager with Hammermill Papers, asserts that papermakers are not switching to alkaline paper for altruistic reasons; economics, of course, is the bottom line. The use of alkaline paper can help make better quality paper at a reduced cost. Advantages of alkaline are better printability, greater strength, and a high natural brightness.


A good general discussion of the properties of paper, how paper ages, deacidification and reformatting brittle material.
Acid-free cover boards, endsheets and other book components are being produced. It will soon be possible for publishers to specify all acid-free materials for their books.

QUARTERLY QUOTE: "If we don't come to grips with what's happening to the printed word...you might just as well forget about information access." Pat Berger

SERIALS
Jean Pajerek
Cornell University

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

Arizona courts: annual judicial report
   Changed to: Arizona courts: judicial report. 1985-

Bankruptcy: general annual report for the year ...
   Changed to: Insolvency: general annual report for the year ...
   1987-

Capital punishment
   Merged with: Prisoners in state and federal institutions; Jail inmates; and Probation and parole to form: Correctional populations in the United States. (date unknown)

Conference on Tax Planning for the Charitable Sector
   Changed to: Conference on Tax Planning for 501(c)(3) Organizations. 17th (1989)-

Fletcher forum
   Changed to: Fletcher forum of world affairs. Vol. 13, no. 1 (winter 1989)-

Insurance losses, theft coverages, passenger cars, vans, pickups and utility vehicles
   Changed to: Insurance theft report. 1985-

Iowa. Dept. of Revenue. Annual report
   Changed to: Iowa. Dept. of Revenue & Finance. Annual report. 1987-

Legal administrator
   Changed to: Legal management: the journal of the Association of Legal Administrators. Vol. 8, no. 1 (Jan./Feb. 1989)-

Michigan yearbook of international legal studies
   Changed to: Michigan journal of international law. Vol. 10, no. 1 (winter 1989)-
Montana. Dept. of Revenue. Report of the State Department of Revenue to the Governor and members of the ... Legislative Assembly of the State of Montana
Changed to: Montana. Dept. of Revenue. Biennial report for the period ... 1984/1986-

National legal bibliography. Recent acquisitions of major legal libraries
Changed to: Catalog of current law titles. No. 1 (Jan./Feb. 1989)-

Natural resources law
Changed to: Natural resources, energy and environmental law 1988-

New Zealand recent law
Changed to: New Zealand recent law review. 1989-

South Carolina. Attorney General's Office. Annual report and official opinions of the Attorney General of the State of South Carolina
Changed to: South Carolina. Attorney General's Office. Annual report. 1986-

Suid-Afrikaanse tydskrif vir strafreg en kriminologie = South African journal of criminal law and criminology

Victoria. [Laws, etc. (Acts)]. Acts of the Parliament

SUBJECT HEADINGS
Alva T. Stone
Florida State University Law Library

Have you ever thought that the Library of Congress is too slow in creating subject headings for new topics? Well, last year LC responded to this complaint, introducing a procedure that allows other libraries to propose new subject headings for inclusion in LCSH. In LC's Cataloging Service Bulletin no. 41 (summer 1988) it was stated that the "Library of Congress realized long ago that it was unable to catalog all items and to establish all headings needed by libraries in the United States ... [LC] welcomes the cooperative efforts of others in order to build a subject authority file that will be useful to other libraries ..." Interested persons were invited to write to LC for more details.

Now, this was an offer I couldn't refuse! Two weeks after requesting the information in March 1989, I received a general
memorandum outlining the procedures, plus 10 copies of an official form called the authority worksheet.

The cover memo states that proposals must conform to LC policy as described in the Subject Cataloging Manual: Subject Headings. (The 3rd ed. of this manual was reviewed in the last issue of TSSL.) The manual's sections H 290-362 give guidance on the style of headings, and there are 12 other instruction sheets that must be read. They explain how the various parts of the authority worksheet must be filled in, coded and marked, what reference sources should be consulted, and the type of printouts and photocopies that may be required for submission with the proposals.

There were three new books we had recently cataloged for which we could find no precise subject heading authorized in LCSH. 1) For Clark D. Miller's Foot Malpractice (c1988) we would have used PODIATRISTS--MALPRACTICE, but this heading was not in LCSH, nor is "Malpractice" valid as a free-floater under classes of persons. 2) It was also impossible to find an adequate subject heading for D. Nagasankara Rao's 1988 bibliography, Wrongful Life. (This is a hot topic, at least in law reviews and journals.) Although there are valid distinctions between wrongful birth, wrongful life, wrongful conception and wrongful pregnancy, it does not seem practical to create headings for each of these terms, since most works discuss two or more of them at the same time. I favored WRONGFUL BIRTH because it is recognized as a valid cause of action in many more states than is wrongful life. A broader phrase, BIRTH-RELATED TORTS, was another possibility, but it might be assumed to also include malpractice or negligent actions during childbirth; besides, that phrase was seldom used in the literature. 3) The third book, Report to the Attorney General on Economic Liberties Protected by the Constitution (1988), seemed quite similar in content to a work we had cataloged the previous year, Economic Liberties and the Judiciary, edited by J.A. Dorn and H.G. Hanne. As in an earlier casebook by Bernard H. Siegan, Economic Liberties and the Constitution, the concept of "economic liberties" in these works centers on individual property rights, just compensation and the Contract Clause, but the term itself has not yet entered LCSH.

I completed the subject heading proposal forms (and documentation) and mailed them on May 31. Here's a part of the response that came from LC in June: "The proposals have been turned over to Cooperative Subject Cataloging Projects for further analysis, which normally includes consultation with the catalogers in the subject field in which the proposals fall (in this case the law catalogers) and submission to the Subject Headings Editorial Section for inclusion on a tentative weekly list. Our internal procedures require approximately four weeks from the date a proposal is received in Editorial until the date of the weekly editorial meeting at which the proposal will be discussed. We will notify you of the outcome of the editorial meeting."
Six weeks later a letter from LC's Cooperative Subject Cataloging Projects unit informed me that PODIATRISTS--MALPRACTICE and WRONGFUL BIRTH had both been approved on LCSH weekly list 34, dated August 23, 1989. (A suggestion I made for adding a scope note to OBSTETRICIANS--MALPRACTICE had also been accepted.) The authority records were then distributed on MARC tape to subscribers, and OCLC loaded these authority records online on Sept. 25. Most of the cross-references I had composed were accepted. The opening line of the scope note for WRONGFUL BIRTH which I'd given as "Here are entered works on torts ..." was changed to "Here are entered works on actions ..." And there were two more sources listed where the terms 'wrongful birth' or 'wrongful life' had been found, in addition to the four sources I had cited (Black's Law Dictionary, Current Law Index, LC data base, and Reader's Guide.)

As of early October, however, there was no official word on the proposal for ECONOMIC LIBERTIES. Despite the fact that the term is now used in some book titles, I was unable to find it in legal reference sources, which may mean that more research is needed. An informal response from LC also suggests that such a heading could be too ambiguous -- the meaning of "economic liberties" in the U.S. legal context is quite different from that of "economic rights" in the United Nations resolution, Charter of the Economic Rights and Duties of States.

It was nice to be told by LC that "two of the books [for which headings were proposed] are in our backlogs. Your proposals will help to nudge the books out of the backlogs and will greatly ease the authority work involved." Eventually LC will evaluate the process, their workload and the results before deciding whether or not to continue this cooperation. But for the moment, if you too are interested in proposing new subject headings, write for more information to: Mary K.D. Pietriss, Chief, Subject Cataloging Division, Library of Congress, Washington, D.C. 20540.

TECHNICAL SERVICES IN SMALLER LIBRARIES

Susanna K. Scott
Wachtel, Lipton, Rosen & Katz

Tips for Tackling the Interview

References made in the following article are to Interviewing for Managers: Sizing Up People by John D. Drake, published by the American Management Association.

For the most part, I prefer to take a good period of time before I invite a new person into my life. This is one reason I find it so awesome to interview a candidate who, after only 1 or 2 hours of conversation, may share 35 hours a week of my life.
Firm librarians will agree that interviews are also difficult because they seem always to come up at hectic times. Moreover, one "bad" choice will lead to anguished self examination - "was there anything I could have done to avoid this?" Oftentimes, the answer is "no" but interviewers can learn to interview and choose more effectively.

There are several errors commonly made: the interviewer tends to dominate the meeting by describing the job, the firm, or by expounding upon his philosophy of work; however, getting the applicant to talk is the best way to learn about him.

Another common error is for the interviewer to communicate the "correct" answer in the context of her question: INT: Were you successful in, did you enjoy serials work in your last job? vs. INT: What kind of procedures did you follow in that library and what were your likes and dislikes concerning them?

Drake identifies two other errors: jumping to conclusions about the candidate and failing to apply facts that emerge to on-the-job performance. One might wrongly conclude, for example, that a young person who has not gone on to college lacks motivation or is unrealistic about the demands of today's job market. Upon probing, it may be discovered that he has been held back by an inhibiting family situation, or by poverty or illness. With such facts in hand, one can ask what the candidate has learned from his predicament and consider how he's responded to it. His answers will say something about how he'd act on the job.

Ideally, four areas should be covered during the questioning process: one should explore the candidate's intellectual skills and aptitudes, motivational characteristics, personality strengths and limitations, and knowledge and experience. Perhaps the most important of these is the motivational factor. Drake points out this is best evaluated by learning what a person likes to do or finds satisfaction in doing.

One library school graduate told me she didn't like cataloging. When I asked her why not, she said because she had had to learn the Dewey Decimal system and she didn't see the point to it. Knowing I am routinely asked, and myself ask others, to perform tasks without a full explanation, I had to weigh whether this need to understand would help or hinder her on the job.

To encourage the applicant to talk, it is best to use open-ended questions, thus avoiding yes or no answers. One should also attempt to put the candidate at ease. Rather than engage in an opinion dispute, accept the candidate's remarks and try to understand why he or she has them. The desired information will come forth if the candidate does not feel judged.
Drake discusses the techniques of "restating" or "reflecting" the applicant's remarks to encourage input. These are techniques used in psychology and can be tricky; they may irritate or seem phony if used inappropriately. The idea is to restate the applicant's comments so as to get him to go further on a delicate topic; any other kind of response from the interviewer could inhibit or direct the applicant's next move.

**APPL:** I left that job because the workload was unrealistic.

**INT:** You felt you were carrying an unfair share of the burden.

**APPL:** Yes, sometimes I felt I was the only one there.

The challenge for the interviewer, during the applicant's talking, is to form hypotheses based upon the applicant's remarks. She must then find means to test the hypotheses.

In the above example, the interviewer might be asking herself if the applicant was so capable that he was repeatedly asked to handle projects, or if he was unrealistic about the efforts of his colleagues or if he needed constant praise in order to feel satisfied about his work or if he was a procrastinator to the point that he bogged down with work by the end of the day.

The powerful technique that helps in the above situation is to pause or be silent after the applicant has offered incomplete information. If the interviewer above paused after the candidate's last comment, she could probably elicit a remark that would firm up the accumulation of hypotheses.

**APPL (continuing):** ...you see my boss told me I socialized too much; but in my opinion, there was too much work for me to even give anyone the time of day.

For some, forming potentially revealing hypotheses may not be easy. Drake recommends asking the applicant self-appraisal questions which neatly result in hypotheses that one may test. Some examples include:

1) **What skills do you have that might account for your success in ______?**
2) Of course, not all things come easily to us. **What was there about this particular (job, course, etc.) that made it a bit difficult for you?**
3) You indicated that you were (an only child, camp counselor, very poor, etc.) **What impact would you say that experience has had upon your development as an adult?** (p.122)

Weaving these techniques into the interviewing process should glean more useful information about the library applicant and result in successful choices. The interviewer will more easily identify shortcomings that can otherwise take one by surprise. Shortcomings in mind, the interviewer may anticipate to what degree they will be overcome by training, coaching, etc.
Clearly, the goal is to hire a person who will have or will learn the appropriate skills, be punctual, efficient, conscientious, companionable and generally set the library off to an advantage. There are candidates with this potential and the managers who identify them will find the interviewing process a challenging and rewarding one.

ONLINE BIBLIOGRAPHIC SERVICES SIS
LOCAL SYSTEMS COMMITTEE
Anne Myers
University of Maine

Our big project for this year has run into a big snag.

The project: to prepare an update to the Library Systems Profile portion of the 1987 TS/OBS SIS Joint Directory with a goal of having it available by the next convention. The snag: an early deadline (as in already past) to request AALLL funds for projects.

I have talked with a number of people about what this project should cover, and there is general agreement on several areas. First, all AALLL libraries should be surveyed, regardless of type (the earlier survey was limited to those with TS/OBS SIS members). Second, it should be designed as a Systems Survey, not necessarily local systems, and should include information about non-cataloging databases. That seems to be desired by private law libraries, especially.

These two changes alone mean that the questionnaire used to get the information three years ago needs to be substantially redrafted and site-tested in different types of libraries to be sure that it makes sense and elicits answers that make sense. That will take some time. (And some help.)

The changes also mean that the project will cost more money. More than that, since it would be sponsored by the OBS-SIS but not limited to the SIS, we want to apply for AALLL funds to pay for it. That just isn't going to happen this year.

Where does this leave us? We will work on the questionnaire this year, refining and site-testing until we get it just the way we want to send it out. Along with that, we will be writing the proposal and working out the funding needed to complete the project, so that everything will be ready to turn in to the new AALL Executive Board.

Would you like to help with any part of this project? If so, please let me know— the more, the merrier! You can reach me at (207) 780-4893, on e-mail at MYERS@PORTLAND.BITNET, or on RLIN at bm.x68. (There's no excuse for not having access to ONE of these!)
This column requests your feedback and assistance in planning the Committee's work! If you would like to be a member of the OCLC Committee (everyone is welcome!), please call (804-253-2000) or send me your name, address, and phone number. In the spring, I plan to send out information on our Committee meeting next summer, and am compiling a mailing list of members who would like to receive any special notices and who are willing to be contacted for information or assistance as we plan discussion topics and activities. Meanwhile, I would like to hear your questions, problems, ideas, or suggestions of topics to address in this column or at the Committee's program and discussion session at the annual meeting.

Phyllis Post of Capitol University Law Library is still interested in receiving your ideas about the feasibility of starting an OCLC law library users group. Please call her at 614-445-8836.

Any comments from purchasers or trial users of OCLC CAT CD450 Law Cataloging Collection? From SEARCH CD450 or LEGEND users?

OBS NOMINATING COMMITTEE
Elaine T. Sciolino
Simpson Thacher & Bartlett

The Nominating Committee of the Online Bibliographic Services 818 is seeking nominations for candidates for office for the section.

The slate this year will include the positions of Vice Chair/Chair Elect and one Member at Large. While the office of Vice Chair/Chair Elect requires a significant time commitment, the position of Member at Large does not. We would therefore like to encourage any member of OBS who has thought about getting involved, to submit their name for consideration or the name of a colleague.

The nominating committee includes Elaine T. Sciolino, as chair, Harriet Wu and Carol Meyer. We are all anxious to receive your nominations and can be reached at the following numbers: Elaine--212-455-7300; Harriet--415-725-0809; Carol--513-632-8445.

TECHNICAL SERVICES SPECIAL INTEREST SECTION
ACQUISITIONS COMMITTEE
Joan Howland
University of California, Berkeley

The Acquisitions Committee has begun the second part of its project to develop a file of acquisitions and collection
development policies. In 1988, a survey was distributed to all academic law libraries which studied whether libraries used a formal collection development document. As a result of this survey, a file of 78 collection development policies was collected, and this file is now frequently consulted by librarians who are developing or reviewing their current acquisitions policies. Copies of these policies may be acquired from Byron Cooper at the University of Detroit Law Library or Joan Howland at the U.S. Berkeley Law Library.

The Committee is now about to launch a similar survey to study the use of formal collection development policies in law firms. A survey form will be distributed in the near future to determine how many law firms do utilize a written collection development policy. As part of this study, a file of written law firm acquisition policies will also be developed. Elaine Sciolino and Joan Howland are coordinating this project.

**CATALOGING AND CLASSIFICATION COMMITTEE**

Regina Wallen, Santa Clara University
Ann Sitkin, Harvard Law School Library

Since the annual meeting in Reno, activities have centered around the formation of work groups as requested by the AALL representative to CC:DA, Lee Leighton. A work group dealing with the application of AACR2 rule 21.32B to British and Canadian administrative regulations has been formed. Diane Hillman, Hope Breeze and Lenore Rapkin will form the group with Diane Hillman acting as chair. John Hostage of Harvard Law will chair a work group dealing with jurisdictions for medieval laws (AACR2 rule 21.31C). We are looking for interested members, who have medieval law collections, to work in this group. Please contact Ann Sitkin or Regina Wallen if you are interested. We are also looking for volunteers for a third group which will review criteria for determining accepted citation practice for court reports, as set forth in Phyllis Marion's article in *LRTS*, v. 25, no. 2, April/June 1981, with an eye toward revamping Rule 21.36A1.

Other news: Diane Hillmann has been appointed intern to MARBI, working with Evelyn Smith. Regina Wallen has been appointed AALL representative to CC:DA replacing Lee Leighton.
EXCHANGE OF DUPLICATES COMMITTEE
Tim J. Watts
Valparaiso University

All law libraries are invited to join the AALL Exchange of Duplicates Program for 1989-1990. The Exchange of Duplicates Committee was formed at the original meeting of the American Association of Law Libraries in 1906, for the purpose of sharing duplicate library materials among member libraries. It has continued to perform this mission to the present day.

Each library which is a member of the Exchange of Duplicates Program will receive 7 lists of available duplicate periodicals during 1989-1990. To provide these lists, libraries are asked to send lists of their own duplicate periodicals to Committee members who are responsible for collating the individual lists. Desired duplicates may be requested from the holding library by following the instructions included with each sheet. The first list will also include reporters which are available for exchange. The cost for subscribing to this service is $15.00 annually.

Any law libraries which are interested in participating should contact: Tim J. Watts; Chair, Exchange of Duplicates Committee; School of Law Library; Valparaiso University; Valparaiso, IN 46383. Detailed information regarding the program will be forwarded to you at that time.

Annual Report, 1988-1989
Carmen R. Brigandi, Chair
New York State Supreme Court

The 1988-89 membership in the Exchange of Duplicates program totalled 163 with 6 new members.

Because of the cumbersome size of each list the Committee decided to compile 7 lists instead of 6 this year. The lists covered legal periodicals in English and sale items. The lists were sent first class and costs for each list remain erratic. Since an additional list is now depleting our annual income, an increase in subscription dues should be addressed in the near future.

The transition from an AALL Standing Committee to a TS-SIS Standing Committee went smoothly with no change in the structure of the Committee, or its activities. Various TS-SIS committees have been busy adding Exchange of Duplicates to the handbook, brochure, and amending the TS-SIS By-laws. This Committee is now officially part of TS-SIS.

The Committee, its subscribers and TS-SIS are grateful for all the time and effort that went into working on this year's lists. Committee members for 1988-89 were: Curt Conklin, Jeanne
Drewes, Sarah Lander Frlns, Margaret Hohenstein, Mary Hudson, Judy Lauer, Mary Miller, Betty Roeske, Mila Rush, Katherine Tooley, Tim Watts, and Darlene Weingarth.

Annual Budget Report, 1988-89

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Income 1988-89 150 at $15.00 $2,250.00

Balance on hand (6/17/89) $3,387.33

SERIALS COMMITTEE
Janis L. Johnston
University of Notre Dame

At the Serials Standing Committee Meeting in Reno, Norma Feld reported on the activities of the Special Committee on Uniform Bar Codes for Legal Publications. In this column in the last issue of TSLLL her report was briefly summarized. For those of you who could not attend the meeting in Reno, I wanted to pass along some of the highlights of her report and to outline a plan of action that Norma has developed.

For those of you unfamiliar with this special committee's work, let me give you a little background. Norma has been monitoring the work of SISAC (Serials Industry Systems Advisory Council) in this area. SISAC has developed a code which is a combination of the ISSN, chronology and enumeration of a given issue. The SISAC code is one of several SAID codes (Serial Issue/Article Identifier) under development. NISO is in the process of approving the SISAC code. The idea is to have that code printed on each issue of a serial in the form of a bar code.
This would greatly facilitate serial check-in and control functions.

Norma reported that a number of groups are interested in using a SAID code. The British Library, Document Supply Centre has started a study concerned with the comparison of document identifiers for the purposes of interlibrary loan. The SAID identifier will be studied along with other codes. ADONIS, a trial document delivery service which supplies on CD-ROM over 200 biomedical journals is considering using the SISAC code. Kluwer Publishers was using the SISAC bar code on an experimental basis for the first six months of 1989. SWETS Subscription Service has expressed interest in using the SISAC Code in the automated serials check-in procedure and in applying SISAC bar code labels on the issues they supply to libraries. NSDP now informs publishers who apply for an ISSN about the SISAC code. All of these are encouraging developments.

Just keeping abreast of developments with the SISAC code will not assure law librarians that the code will be adequate to handle legal materials. Norma proposes the following: If the SISAC code is approved then a letter would be sent to law librarians asking them to encourage automated systems vendors to develop software to accommodate the codes. Additionally, those of us in academic institutions would be asked to encourage our law reviews to apply for an ISSN. Our Special Committee would also need to work with SISAC to be sure enhancements to the code are made so it will be able to handle all types of legal serials and supplementation. We would also need to persuade legal publishers to print the SISAC code on individual issues.

Getting unique bar codes printed on individual serial issues is a complex and difficult undertaking, yet the benefits are obvious. I encourage you to contact Norma if you would like to assist her committee in this work or if you have comments or ideas.

**CAPTION ABBREVIATIONS**

Evelyn Smith
University of Michigan

The T9-SIS Working Group on Caption Abbreviations has been working for over two years to come up with a list of legal caption abbreviations. A caption is a word indicating a bibliographical unit into which a multipart item has been divided: e.g., volume, Band, tome, Heft, part, number. The draft MARC holdings format says that caption abbreviations are to be taken from AACR2 Appendix B, but many legal captions do not occur in AACR2 Appendix B.

The working group (Evelyn Gardner, Ann Sitkin, Brian Striman, Sue Welch; Evelyn Smith, Chair) wanted to establish some principles of abbreviations so that abbreviations would not be arbitrary or a matter of one person's preference; and so that, in
the future, when captions are encountered which are not on the list, they can be abbreviated in a consistent manner.

We discovered the American National Standard for Information Sciences—Abbreviation of Titles of Publications, put out by the American National Standards Institute (ANSI) and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications, put out by the International Organization for Standardization (ISO). Both standards are used in conjunction with a list of title word abbreviations maintained by ISDS and published in List of Serial Title Word Abbreviations and its supplements.

The basic rule employed by both standards is that truncation (dropping letters at the end of a word) rather than contraction (dropping letters within a word) is the preferred method of abbreviation. This often results in longer abbreviations, but we decided to follow the standards anyway. We could not come up with any alternative standards, and we did not want to add to the number of standards and lists that librarians must consult.

Another problem with using the ANSI/ISO standards and the ISDS list of abbreviations is that some of the abbreviations conflict with AACR2 Appendix B abbreviations. We considered ignoring AACR2 Appendix B and depending entirely on the ANSI/ISO standards and the ISDS list so that all abbreviations would be consistent. We decided not to, because AACR2 is so widely known. If and when our list is published in the AALL occasional papers series, we will add the AACR2 Appendix B words to our list to form a single alphabetical list, unless that is a violation of copyright. Then you will need to consult only one list.

Because we have had complaints about abbreviations which are too long, we considered making a rule that no abbreviation shall be longer than a certain number of letters. We rejected the idea. Abbreviations which are too short can be ambiguous or incomprehensible.

We have also had comments about the lack of need for abbreviations of short words, and we considered making a rule that no abbreviation shall be shorter than a certain number of letters. We rejected the idea. If we can save space by abbreviating an already short word, we want to do so.

Finally, some have doubted the value of abbreviations which drop only two letters. The ANSI/ISO standards establish two letters as the minimum number of letters that can be dropped to form an abbreviation. Anyone who does not like the abbreviations in our list—for whatever reason—may choose not to abbreviate.
A "+" before the word means that it does not occur in the ISDS list.

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finder .......................... do not abbreviate
findex .......................... do not abbreviate
finding list .................. find. list
Folge [GER] .................. do not abbreviate
form book .......................... form bk.
formbook .......................... formbk.
form,-s .................. do not abbreviate
formulaire [FRE] ........ formul.
Fortsetzung [GER] ........ Fortsetz.
full text .......................... do not abbreviate
gazette .......................... gaz.
gen. .......................... gen.
général [FRE] ........ gén.
generale [ITA] ........ gen.
Grundlieferung [GER] .... Grundlg.
Gruppe [GER] .................. do not abbreviate
guide .......................... do not abbreviate
hafte [SWE] ................... hft.
Halbband [GER] ........ Halbbd.
hand book .......................... hand bk.
handbook .......................... handbk.
hearing .......................... hear.
Heft [GER] .................. do not abbreviate
hefte [DAN, NOR] ........ do not abbreviate
historical .......................... hist.
history, histories ........ hist.
index .......................... do not abbreviate
indice [ITA] ........ do not abbreviate
informe [SPA] ........ inf.
interim .......................... do not abbreviate
issue .......................... do not abbreviate
key .......................... do not abbreviate
later .......................... do not abbreviate
law,-s .......................... do not abbreviate
legislation .......................... legis.
legislative .......................... legis.
legislature .......................... legis.
lett. .......................... lett.
list .......................... do not abbreviate
lists [ITA] ........ do not abbreviate
liste [FRE] ........ do not abbreviate
loose-leaf .......................... do not abbreviate
manual (e.g. teacher's manual) .... man.
master .......................... do not abbreviate
material .......................... mater.
memo. .......................... memo.
mise à jour [FRE] ........ do not abbreviate
Nachtrag [GER] ........ Nachtr.
names .......................... do not abbreviate
new .......................... do not abbreviate
news .......................... do not abbreviate
newsletter .......................... newsl.
niewe reeks [DUT] ................ do not abbreviate
noter-up ......................... do not abbreviate
notas ............................. do not abbreviate
nueva, nuevo [SPA] ............... do not abbreviate
official .......................... off.
+ofitsial'nyi [RUS] ............... ofits.
opinion,-s ........................ opin.
opuscule [FRE] .................... opusc.
order,-s .......................... do not abbreviate
ordinance,-s ...................... ordin.
pamphlet,-s ........................ pam.
+Paragraph,-en [GER] ............. Par.
parallel ........................... do not abbreviate
patent,-s ........................ pat.
permanent ........................ perm.
+phrases ........................... phr.
plaintiff ........................... plaint.
pocket part,-s .................... pocket pt.
popular ........................... pop.
postanovlenie [RUS] ............. postan.
practice .......................... pract.
preview ........................... do not abbreviate
prilozhenie [RUS] ............... prilozh.
procedure ........................ proced.
+prodolzhenie [RUS] ............. prodol.
+przestawienie [POL] ............ przed.
+Quellenheft [GER] .............. Quellenh.
quicken finder ................... do not abbreviate
receipt ........................... do not abbreviate
+recompiled ........................ recompil.
record ............................ rec.
+recumulation ..................... recumul.
reeks [DUT] ....................... do not abbreviate
reference ........................ ref.
register .......................... regist.
regular ........................... regul.
regulation,-s ..................... regul.
Reihe [GER] ........................ do not abbreviate
release,-s ........................ do not abbreviate
reliure supplementaire [FRE] ... reliure suppl.
remesa [SPA] ........................ do not abbreviate
repeal ........................... do not abbreviate
repealed ........................ do not abbreviate
replaced ........................ repl.
replacement ........................ repl.
reporter .......................... report.
research .......................... res.
rule,-s ........................... do not abbreviate
ruling,-s ........................ do not abbreviate
saved ............................. do not abbreviate
section (e.g. of a code) ........ sect.
serie nueva [SPA] ............... ser.nueva
service ........................... serv.
<table>
<thead>
<tr>
<th>Term</th>
<th>No Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>session</td>
<td>sess.</td>
</tr>
<tr>
<td>sheet (e.g. advance sheet)</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>slip</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>Sonderheft [GER]</td>
<td>Sonderh.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>Spravochnik [RUS]</td>
<td>sprav.</td>
</tr>
<tr>
<td>*stat'ia [RUS]</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>statute,-s</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>statutory</td>
<td>statut.</td>
</tr>
<tr>
<td>sumario,-s [SPA]</td>
<td>sum.</td>
</tr>
<tr>
<td>summary, summaries</td>
<td>summ.</td>
</tr>
<tr>
<td>+superseded</td>
<td>supers.</td>
</tr>
<tr>
<td>suplemento [SPA]</td>
<td>supl.</td>
</tr>
<tr>
<td>supreme</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>syllabus</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>tables</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>teacher's manual</td>
<td>teach. man.</td>
</tr>
<tr>
<td>temporary</td>
<td>tempor.</td>
</tr>
<tr>
<td>tentative</td>
<td>tentat.</td>
</tr>
<tr>
<td>term</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>text</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>title (e.g. of a code)</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>topics</td>
<td>top.</td>
</tr>
<tr>
<td>trademarks</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>transfer binder</td>
<td>transf. bind.</td>
</tr>
<tr>
<td>transmittal</td>
<td>transm.</td>
</tr>
<tr>
<td>transportation</td>
<td>transp.</td>
</tr>
<tr>
<td>treatise</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>treaty, treaties</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>+unannotated</td>
<td>unannot.</td>
</tr>
<tr>
<td>unit</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>unofficial</td>
<td>unoff.</td>
</tr>
<tr>
<td>update</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>+validating</td>
<td>valid.</td>
</tr>
<tr>
<td>volumen [SPA]</td>
<td>v.</td>
</tr>
<tr>
<td>words</td>
<td>do not abbreviate</td>
</tr>
<tr>
<td>work book</td>
<td>work bk.\textsuperscript{3}</td>
</tr>
<tr>
<td>workbook</td>
<td>workbk.\textsuperscript{3}</td>
</tr>
<tr>
<td>year book</td>
<td>year bk.\textsuperscript{3}</td>
</tr>
<tr>
<td>yearbook</td>
<td>yrbk.\textsuperscript{3}</td>
</tr>
</tbody>
</table>
1. The ISDS list gives the abbreviation "annex.,” but since that abbreviation violates the ISO and NISO rules that at least two letters be dropped, the AALL list stipulates that annexe not be abbreviated.

2. The ISDS list says that chapitre is not to be abbreviated. The AALL list prefers "ch." because AACR2 Appendix B abbreviates chapter as "ch."

3. AACR2 Appendix B abbreviates book as "bk." ISDS does not abbreviate book when it stands alone, but abbreviates it as "b." when it is the last part of a compound word. In instances of conflict, the AALL list prefers AACR2 Appendix B.

4. The ISDS list gives the abbreviation "Erganz.,” but AACR2 Appendix B abbreviates ergänzt as "erg."

5. The ISDS list gives the abbreviation "Erganz.h." Because AACR2 Appendix B abbreviates ergänzt as "erg.," the AALL list prefers "Erg.h."

6. The NISO standard says that only the final element of a compound word is to be abbreviated, but the ISO standard says that each component of a compound word should be abbreviated. The AALL list prefers the brevity which the ISO standard provides.

7. AACR2 Appendix B abbreviates neue Folge as "n.F.," but "F." by itself would be too ambiguous.

8. The ISDS gives the abbreviation "replace." As an abbreviation for replaced, that is a violation of the NISO and ISO rules that at least two letters be dropped. The AALL list prefers "repl." because the words are used so frequently in legal publications.

9. The ISDS list gives the abbreviation "statut.,” but since that abbreviation for the singular form statute would violate the ISO and NISO rules that at least two letters be dropped, the AALL list stipulates that statute or statutes not be abbreviated. Both the ISO and NISO standards say to use the same abbreviation for both singular and plural.
ANNOUNCEMENTS

1. The program handout, *Standard Classification or Deviation in Firm & Corporate Legal Collections* by Barbara Barton, is available from: Mary Stultz, Kennedy, Holland, DeLacy & Svoboda, 10306 Regency Parkway Drive, Omaha, NE 68114. (402) 397-0203.

2. Eligible members are urged to assist the RTSD Committee of ALA in its attempt to include as many different libraries as possible in its survey on catalog closing. The following information was received from Ajaye Bloomstone, Louisiana State University:

"Many libraries have frozen their card catalogs within the past decade and have continued catalog coverage in some other format, such as an online catalog or book catalog. Other libraries are investigating the possibilities of catalog closing. The RTSD Catalog Form and Function Committee began compiling a list of libraries that have closed their card catalogs. The Committee expects this list to serve as an information resource for libraries that may be contemplating closing their catalogs. If your library has closed its catalog, please send a brief description of the type of catalog you are now using, how you have distinguished between the old and the new catalogs, and how the catalogs are linked. Please use the form to send this information by March 1, 1990, to Ajaye Bloomstone, Acting Chair, CCF Task Force on Card Catalog Closing, Catalog Department, Law Library, Hebert Law Center, Louisiana State University, Baton Rouge, LA 70803-1010. Please be sure to include your library's name and a contact person for more information. When the list is completed, it will be available through RTSD." (RTSD Newsletter, v.14, no. 4, 1989)

Please note that the deadline has been extended to March 1, 1990 and that the form was printed in *AALL Newsletter*, 21, no. 3 (October 1989): 115. The form can also be requested from Ajaye Bloomstone.
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