Vol. 16, no. 1  August, 1990

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Technical Services Law Librarian is the quarterly official publication of the Technical Services Special Interest Section and the Online Bibliographic Services Special Interest Section of the American Association of Law Libraries. It reports on section and member activities, and communicates news on developments in the two sections. TSL will publish section organizational business such as election results and bylaw revisions. It features columns on specific areas of interest, including those in a question and answer format. TSL will include short, practical articles on areas of interest to the sections and short implementation reports, but will not publish substantive articles, book reviews, or job advertisements.

All submissions may be edited for style. Any content editing will be done in cooperation with the author. Any person considering the submission of articles or other information is urged to contact the editor regarding appropriateness and style. Publication deadlines are listed in each issue.

All statements and opinions are those of the authors and do not necessarily reflect the views of the American Association of Law Libraries, the Technical Services or Online Bibliographic Services Special Interest Sections.

SUBSCRIPTION INFORMATION

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

After Sept. 1, 1990, subscription checks and claims for missing or damaged issues should be sent to the new Business Manager: Evelyn Gardner, Creighton University Law Library, California at 24th Street, Omaha, NE 68178.

TSL COPY DEADLINES

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Copy should be sent to the new Editor: Patricia K. Denham, Marx Law Library, University of Cincinnati, Mail Location 142, Cincinnati, Ohio 45221-0142. Please note that publication announcements will no longer be published in TSL in order to reduce the number of pages and related costs.

EDITOR'S NOTE

Beginning with the November issue, these pages will reflect the efforts of a new Editor and Business Manager. I am pleased to report that at its meeting in Minneapolis the TSL Editorial Board appointed Patricia Denham as the incoming Editor and Evelyn Gardner as Business Manager. Pat's name will be recognized as Contributing Editor for the Preservation column. She is Head,
I am sure I speak for all TSLL readers in congratulating Pat and Evelyn and in wishing them well. I can attest to the support of the Editorial Board, the columnists and officers of the sponsoring sections as well as to the continuing interest in the publication. It has been a particular pleasure for me to serve as the Editor and to encounter first hand that interest and support. Thank you for the opportunity. Special thanks, too, are owed to Alice McKenzie, TSLL's first Business Manager. Her contributions to this publication are much appreciated.

The meetings in Minneapolis included other decisions which are reported in the minutes of the TSLL Editorial Board elsewhere in this issue. Although the publication managed to stay in the black, uncertainties over costs and the effects on finances when the funding base is changed prompted discussion of cost-cutting methods. One result based on these decisions is the Index for the previous volume which appears as a part of this issue and not as a differently colored insert. In order to bind it with Vol. 15, it may be necessary to photocopy one or more pages.

The TSLL Editorial Board also approved several policies. These will be incorporated in the next revision of "TSLL Structure and Policies." That document will need to be revised to reflect the changing role of the Business Manager. The OBS-SIS also requested that a title change for the publication be considered. As immediate past Editor, I will be leading the Editorial Board as a committee in drafting these revisions and in reviewing a title change. Please send any suggestions you may have in this regard to me or any member of the Editorial Board. Again, thank you for your assistance.

Convention was, as usual, very busy. It started at a full run and never seemed to let up. But it was productive and fun, too. I want to thank Carol Nicholson for her really outstanding work last year as OBS Chair. She put in many hours and much hard work. We're all very grateful. I know that all the work this year will continue. There are very good committee chairs in place. I'm looking forward to a productive year.

We sponsored three programs at this convention: The Second Time Around: Migration to Second Generation Library Systems, co-coordinated by Mary Lou Cobb and Rhonda Lawrence; Acquiring Minds
Want To Know: Realizing the Maximum Potential in Automated Acquisitions Systems, coordinated by Ed Edmonds; and Navigating by Experts: Expert Systems for Reference, coordinated by Elaine Sciolino. They went very well and were very good. I want to thank everyone who worked hard on them.

We are submitting a number of proposals to the Education Committee for consideration for the New Orleans program. The suggestions seemed very good, and I'm hopeful that we will have at least one, and perhaps several programs. The Education Committee is chaired this year by Margie Axtmann. Please note that the convention falls in July next year, in New Orleans. I saw Betty Kern, the Local Arrangements Chair, during convention, and she told me that she's planning for everything to be inside and air conditioned. Also, the dates given in last year's handbook are incorrect. Penny Hazelton has recognized that convention really starts on Saturday and runs through the following Thursday with the Executive Board meeting and workshops. So, the dates should be July 13 through 18.

For those of you who haven't heard, Alva Stone of Florida State was elected Vice-Chair/Chair Elect. Patricia Neff was elected to the Advisory Board. I have appointed Jack Bissett of Washington and Lee to the TSL Editorial Board.

One of the things the Section will want to work on this year is a couple of changes to the Bylaws. One is to make sure that they read that no one will hold more than one position in the Section (for instance, not chair more than one committee or be on both the Advisory Board and chair a committee). The other is to change the dates of our elections. As they now stand, the results are not known until early June. Headquarters wants the results by June 1 for their records. It makes sense to move our elections up, to a time when most years they won't come so close to convention.

One of the big changes that will take place is that Headquarters is going to centralize the publishing of all SIS newsletters. This is scheduled to occur in October 1991. That seems like a long time away, but it will be here before we know it. What will happen is that we will still be responsible for the contents and editorial control of the newsletter. However, by using centralized printing through Headquarters, we are supposed to get a better price in printing the newsletter. The newsletter will be distributed to all the members of OBS as part of the membership dues. We anticipate that Headquarters will do a run of the membership of OBS against TS-SIS membership so that duplicate mailings will be eliminated. There is no reason for some one who is a member of both to receive two copies of the newsletter. Costs would be shared by both SISs. As you know, the current subscription for TSL is $6.00. Membership dues for the SIS are $5.00, currently shared with Headquarters. We're not sure how this is going to work out financially. There is clearly a need for the way SISs are financed to be reviewed. We don't
know if this means that the SIS dues will be increased (perhaps not until late 1991 or 1992), or if we would get the entire five dollars dues, not sharing with Headquarters.

There had been some discussion of whether we, as OBS, should have our own newsletter, apart from TSL. At the business meeting at Minneapolis we agreed to keep the newsletter as it is.

If any of you have questions or issues you'd like to raise, people to suggest for the nominations committee (chaired by Carol Allred of Northern Kentucky, with Joel Fishman of Allegheny County Law Library and Paula Perry of Cassidy Cataloging Services serving with her), or whatever, please feel free to get in touch with either me or a member of the committee as appropriate.

I am honored to be serving as Chair of the Technical Services SIS. I know that we will continue our reputation of excellence in the coming year in the activities of the committees and the programs that we will be involved in during the 1991 Annual Meeting in New Orleans.

I have asked that program proposals reach me by July 20, since 1991 Program Chair, Margie Axtmann, needs them by August 1. The theme of the New Orleans meeting is "Building Bridges", and programs will concentrate on variations of that theme.

The new committee chairs are listed elsewhere in this issue, as are summaries of the business, committee and Board meetings and programs TS-SIS sponsored or co-sponsored. Letters have been sent to the committee members acknowledging their appointments. Don't hesitate to contact the Chair of your committee if you have questions or want to volunteer your help.

The SIS will proceed with the establishment of an award to honor achievement in Technical Services in Law Librarianship. It will be named in honor of Renee Chapman, former Chair of TS-SIS, who was killed in an automobile accident earlier this year. Lynn Randall, Maine State Law and Legislative Reference Library, will continue to head this committee. Plans will be made in the coming year to establish it as a permanent Standing Committee of the SIS, which will require a Bylaws change.

The Nominating Committee is working on the slate of candidates for 1991/92. If you want to submit your name or the name of another member for possible office, you can send it to the Committee Chair, Carmen Brigand, Supreme Court Library, 500 Court House, Syracuse, NY 13202. The other members of the
I know that the coming year will be busy -- and go by quickly! I look forward to working to make it one of the most successful.

**ACQUISITIONS**
Joyce Manna Janto
University of Richmond

**Automation of the Acquisitions Process**

When you are automating the acquisitions process, there are many variables that you have to take into consideration. The first of these is the structuring of your order forms. What information should or should not be included? The second variable is the workflow and personnel who will use the system. How will automation change the way in which people work? The final variable is the impact of an automated acquisitions system on all of the other departments of the library, indeed on the entire institution. In this article I will discuss only the first of these issues. The other two will be addressed in the next two columns. I invite any interested readers to write and share with me their encounters with automated acquisitions systems. I will gladly pass on your experiences so that others may learn.

The place to start when you are discussing re-structuring your order form is the limitation of your software. What information must you input into the system for it to work properly? Is there information you must input that is not printed out on a form, but is intended for the use of others in the automated environment? In many cases this can be disconcerting since the information required may not always have been used in the manual system. You may resist supplying this information if you can not immediately see the rationale for including it. After all, you got along for years without furnishing this information to anyone, why start now? You must weigh the benefit against the burden of including this information before insisting that your software vendor change the program.

In the case of the system used here at the University of Richmond Law Library, we must input the ISBN or ISSN for every item ordered. We had not included these numbers on our purchase order forms in the past. Now we must do our pre-order bibliographic searches more carefully to discover these numbers. The burden is the extra time required to identify these numbers, but the benefit is great. By having these numbers on our forms, publishers can easily identify what item we actually want, even if there has been a pre-publication title change, (common with legal materials) and the cataloging department has this number
easily available to help in processing the material. We have discovered that by supplying this new information, the benefits outweigh the burden. On the other hand, the software may demand a piece of information that is totally superfluous. The information is not printed out on the order form, nor is it useful to a publisher or any other department within the library. If, after experimenting with the system, you find that this information is indeed, totally worthless, and the burden of supplying it brings no benefit, you should negotiate with your software vendor to change the program.

Once the software limitations have been dealt with, you must take an honest look at the information you have been including on your purchase orders. Why is this information there and who is it supposed to benefit? Always keep in mind, that the basic function of a purchase order is to identify to a publisher or jobber the piece of material you want to acquire. But most people use their orders for much more than that simple purpose. Some information is there to help in the gathering of statistics for the library. Some of the information is there to help the acquisitions department in dealing with the material after it has been received. Some of the information is there to help the catalogers process the material. But some of this information is there only because it has always been there and you can't conceive of a purchase order without it.

You must ask yourself, when you evaluate each piece of information on your order, who is using this information and why? Can they get the same information just as easily elsewhere? Do we still need, in this era of automation, to keep statistics in exactly the same way we have been keeping them? Or can the system supply basically the same information in a different way? Even worse, are we still using the statistics we have been so carefully gathering? Or have the questionnaires we fill out and the reports we write changed over the years in such ways that this information is no longer needed?

Again drawing on my own experience, when we first started using an automated system, we wanted to duplicate precisely online what we had been doing manually. We drew up a laundry list of changes we wanted made in the Dynix generated purchase order. When we were told by the vendor that what we wanted was unreasonable, we went back and took a good look at what we actually needed. It turned out that much of what we wanted was no longer necessary in the automated environment. By looking long and hard (and honestly) at our orders and the way in which we used the information, we could identify only two changes that needed to be made. One was the addition of a unique Law Library purchase order number. We needed that number on our orders since these numbers are used by our accounting department to identify our invoices. We also decided that we had to have our account number on the purchase orders. We knew by experience that this information was very helpful to the publishers in distinguishing between our library and the undergraduate library on campus.
Automation should be looked upon as a time of re-evaluation and rebirth. It is a time that allows you, without damaging any egos, to look at every aspect of how your department is run and to make sure that it is running efficiently. You should take advantage of this opportunity, and not lose it by twisting your new system into the way "we've always done things."

**MARC REMARKS**
Diane I. Hillmann
Cornell Law Library

The summer 1990 MARBI meetings were packed with items of interest to law librarians. Unfortunately several of the scheduled agenda items were not discussed, due to the press of other business. The highlights of several important discussions follow.

**Discussion Paper 38: Handling Indirect Geographic Subject Subdivision Form Information In Authority Records.** This paper outlined three options for including indirect geographic subject subdivisions in authority records. After some discussion, a lack of consensus prompted MARBI chair Stephen Davis to request written comments on the three options by the end of July. There was some feeling that it might be acceptable to have more than one method available to accommodate different thesauri. After comments have been received, LC will revise the proposal for further consideration.

**Proposal 89-15: Defining Leader/08 in the Bibliographic Format.** This proposal called for defining character position 08 of the Leader in the bibliographic format as "type of control." This was primarily devised to allow an indication of whether the item in hand was archivally controlled. Some discussion ensued concerning what other potential types of control might be coded, and whether the default should be "bibliographic control" rather than "no specified type of control." One person suggested that "serial control" might be an option, but there was a great deal of negative reaction to that suggestion. The proposal was approved as written, with some additional wording concerning format integration.

**Discussion paper 36: Coding the 008 Field in Records for Reproductions.** This paper proposed changes to 008 coding for reproductions prior to the formal adoption of the multiple versions recommendations. The impetus for the proposal arose also because of long standing differences in the treatment of reproductions in the monograph and serial formats. After discussion, the paper was referred to LC for a proposal for an interim solution, compatible with multiple versions and format integration needs. It is hoped than an interim solution can be voted by mail ballot and implemented as soon as possible.
Proposal 89-9: Changes to Two Fields in the Holdings Format: the Addition of New Fields, etc. This proposal addresses some issues brought up by the multiple versions recommendations, and prompted some very interesting philosophical discussion. The first question (prompted by the proposal that the 843 string be replaced with 260/300/490/362 fields in the holdings format) was whether field tabs in holdings records should in principle be different from bibliographic tags. This brought up the issue of whether fields carrying bibliographic information should be embedded in the holdings format at all, and if so, whether there should be access as in descriptive fields or whether access points should be present only in bibliographic fields. One example of this quandary is a microform series on an item that is a reproduction of a hardcopy original: where should the series tracing appear?

The consensus was that it was just too soon to decide these issues while the multiple versions recommendations are still not formally adopted and related issues are still being debated in CC:DA.

Proposal 89-1: Proposed Classification Format. The MARC Format for Classification was provisionally approved, with some additional work still necessary for the 7XX fields. Provisional approval was given so that LC and other users could experiment with various approaches to linking classification numbers with subject headings. Discussion focused on the possibilities and realities of linking classifications and various subject thesauri using both structured and unstructured terms. The decision was made to add the full range of 6XX equivalent tags in the 7XX block. This format has been conceived as not only an aid to classifiers, but a gateway to online catalogs through the various classification schemes.

Proposal 89-8/5: Recording Name of Unit Information in the Holdings Format. Three options were presented for recording name of unit information in holdings. This proposal was of particular interest to law librarians because of the prevalence of named supplements in legal publications. There was extensive discussion, with some arguing on the side of separate records for named items and others for inclusion of this information on coded strings within one record. It was pointed out that without separate records, there would be no separate 008 status data areas for recording such things as different frequencies. This would hinder the use of the format to support check in functions. Some also felt that providing access for these names within the holdings format would be easier if they were separately tagged. Representatives from the utilities supported the separate record option, even though there are still questions about how such separate records could be displayed effectively to users.
As promised in my last column, a report of the new videotape from the Library of Congress National Preservation Program Office, "Library Binding: A Collaborative Process, A Shared Responsibility," is included here. (I have seen the subtitle in various forms.) The bindery in the video is shown as production oriented and very labor intensive. A group of librarians tours the bindery, asking questions and observing the various steps involved in binding books. The process begins with the collators who carefully go through the journals to determine how the issues were constructed and which method of leaf attachment would be most appropriate. If volumes are to be trimmed, they check all pages to be sure no material will be cut. New endpapers are whipstitched to the other sections. The backs of the volumes are cut off and the pages are glued (double-fan adhesive) if the library has specified this in its contract or on the binding slip. Books dry overnight. Boards are cut to the exact dimensions of the volumes, buckram covers are stamped by a computer driven stamping machine and attached to the boards. Next the cover is attached to the textblock. This briefly describes some of the steps involved in binding books. The video stresses the relationship which should exist between librarians and their binders. Problems at either end need to be expressed to eliminate their reoccurrence. In cases when librarians make specifications, binders follow their wishes. At other times, the librarian can leave the decision up to the binder. Readers take well-bound books for granted. With improvements in the library binding industry and ongoing communication between librarians and binders, that situation should continue. The 30-minute videotape is available from the Library of Congress Sales Office, Washington, D.C. 20540 prepaid for $25.00 plus $4.50 shipping and handling.

The Directory on Information Sources on Scientific Research Related to the Preservation of Books, Paper, and Adhesives is available at no charge from the Commission on Preservation on Archives, 1785 Massachusetts Ave., N.W., Suite 313, Washington, D.C. 20036. The first half of the Directory lists and describes laboratories, organizations, indexes, abstracts, databases, and publications in this field. The remainder of the Directory is a report on preservation research at L.C., including DEZ mass deacidification, other chemical treatments, and environmental effects on the stability of paper.

Did any readers of this column attend the ALA Preconference on Selection for Preservation in June? If you did, or know of someone who did, please contact me about writing a report on the preconference to be included in a future issue of TLSL.
SELECTED SERIAL ARTICLES ON PRESERVATION


"On Paper: The History of an Art" is the exhibit which will be on view from October 13, 1990 through January 19, 1991. The majority of the items are from the Leonard B. Schlosser Collection on the History of Papermaking. The exhibit contains over 200 books, illuminated manuscripts, prints, drawings, decorated papers, paper moulds, and historic tools. The exhibit is free of charge. There will be two guided tours of the exhibition daily.


The author, a member of the Commission on Preservation and Access, describes the history and purposes of the Commission. It provides a structure for groups working in preservation. The Commission contends that the best way to provide access to deteriorated materials is to microfilm them, which creates access to the materials. They are looking into the feasibility of creating an international database of bibliographic records for preserved items.


This provides an update on the work being done by the Special Committee on Preservation Needs of Law Libraries in AALL. Its mission is to ensure that law libraries first take care of materials unique to law. In that regard, the Committee is establishing a system of priorities for types of legal materials. Like the Commission on Preservation and Access, the Special Committee also feels that preservation microfilming must be a primary goal, while also recognizing that most patrons do not choose to use microfilm. Provisions for the preservation and retention of books are also included in their recommendations.

QUARTERLY QUOTE: "Losing a book from a college or university library because of slow deterioration or poor environmental conditions is short-sighted and bad economics." Maxine Sitts, Commission on Preservation and Access.

SERIALS
Jean Pajerek
Cornell University

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

Annual report of the courts of Washington
Changed to: Report of the courts of Washington. 1989-
At this year's ALA Conference in Chicago, Mary Johns sat in on three meetings of the ALCTS Cataloging and Classification Section Subject Analysis Committee (commonly referred to as SAC). Last January Alva Stone also attended two SAC meetings held during the ALA Midwinter Meeting in Chicago. We have combined our notes, and selected some topics to report on which might be of interest to other law catalogers:

Mary K.D. Pietris (LC) reported that LC's "whole book cataloging" experiment is continuing; if results are positive, the Cataloging Division might reorganize along lines other than Descriptive/Subject/MARC. They are considering implementing "copy cataloging" (using RLIN or OCLC) for materials in the LC
arrearages. Law cataloging is hardest hit by LC staff shortages--
two out of three law catalogers resigned last year. But
generally, LC cataloging productivity has increased, partly due
to "speed cataloging" (quick decisions about class numbers and
subject headings) methods used for books in the backlog more than
two years. LC is working on cataloging "simplification." Simplification of subject cataloging is the most difficult.
There will be no major changes in subject cataloging during
1990/91.

The Dec. 1989 microfiche edition of LCSH is out.
Apparently, the first letter of every other column is missing.
This problem will not be corrected until the next edition. LCSH
13th ed. will be issued in mid-July; it is printed on light-
weight paper to keep it in three volumes. Future LCSH editions
may be in 6-8 paperback volumes; alternatively, LC might return
to the non-printing of certain headings--names of rivers,
mountains, legendary characters, etc. (SAC members did not favor
the latter idea. LC will conduct a market survey before making a
decision.) Free-Floating Subdivisions: An Alphabetical Index
quickly went out of print, but a 2nd edition was issued in early
1990. New editions are to be published annually.

Libraries that use LC MARC records will soon see subject
"keywords" in 653 fields, but only in minimal-level-cataloging
records for foreign language materials and materials with
misleading titles. Since these represent uncontrolled
vocabulary, people with online systems should be wary about
indexing this field as subject headings.

Since July 1988 LC Subject Authorities records have had
formerly valid forms of subject headings in 450 fields so
indicated by the value "e" in the second byte of subfield w. LC
has completed this coding back to 1981, and will eventually go as
far back as 1974. (In some cases they are having to add the 450
fields for earlier valid forms on subject authority records that
were lacking it before.)

Multiple headings are being deleted from LCSH. An example
of this is "Short stories, English [French, German, etc.]." These
catch-all headings are being removed, leaving behind only the
headings that have been used. It is acceptable to follow the
format established by LC to create similar headings.

There will be a conference on subject subdivisions next
year. LC has become more liberal with subdivisions since 1974.
They will be publishing papers this fall for discussion at ALA
Midwinter and follow-up at the Conference

Discussion continues on the possible need for a Subject
Cataloging Code. It means different things to different people,
and there seems to be no general consensus. Some aspects might
be: principles of analysis; a manual for the application of
principles; a new list of subject headings; and rules for the establishment of new headings by any library.

The CC:DA/SAC Joint Subcommittee on the Structure of LC Authority Files has completed a one hundred page report. It lists problems, options and recommendations. ALCTS Newsletter will have a summary.

The subcommittee on the Display of Subject Headings in Indexes of Online Catalogs has submitted a draft of its report to SAC. They will send it to vendors and online system designers prior to holding a discussion forum at ALA Midwinter.

SAC also considered the proposed MARC Format for Classification, which will facilitate online call number searching and improve LC's capabilities for adds/changes to and reprints/new editions of class schedules. (More details on this have been reported by our AALL representative to MARBI.)

TECHNICAL SERVICES IN SMALLER LIBRARIES
Suki Scott
Parker Chapin Flattau & Klimpl

This article is one of a series pertaining to the program, Automation of Library Functions in Law Firm Libraries, that I coordinated for this year's convention in Minneapolis. Because the program was well attended and well received, I believe the topic is a timely one and should be presented here for firm librarians unable to attend the convention.

Three firm librarians spoke at the program. This article is devoted to Beth Smith's presentation which focused on planning for automation.

The type of automation selected by each speaker reflected their firm's characteristics such as size, age, budget and degree of technological sophistication. Beth Smith's firm, Wiley, Rein & Fielding of Washington, D.C., has over 100 attorneys, had matured considerably since Beth joined the firm in 1983 and was open to using the most appropriate technology available at the time Beth began her search for library automation.

Beth discussed two crucial aspects of the planning for automation: how to establish criteria for selection and how to persuade management of the ultimate choice. In planning for automation you must be able to answer the question: why automation? You must know your objectives and priorities as to staff, time and cost as well as the alternatives. It is necessary to identify the advantages to automation because they will justify your ultimate decision and persuade management of your choice.

In her talk, Beth considered the advantages of automating circulation in light of her prior experience with automating
serials. Her objectives in both cases were to make her staff's work go faster and to get materials to her attorneys faster.

Beth asked such questions as would it be easier to track down missing material if circulation were automated. She suspected it would save time but realized it would also be offset by the time lost when initially implementing automation. You have to laboriously input data for each record. She wondered if attorneys would tend to sign-out books more regularly with a new system. Would the automated input procedures slow down the overall book processing and delay getting books on the shelves? How would automated processing compare to typewritten processing in terms of time and cost? Would attorney time be saved? What would all the relevant costs be? Initially, the automated process did not promise to be cheaper but might be in the long run with such considerations as bar code labels being cheaper than cards and pockets. Would money be saved in terms of staff?

When Beth automated her serials, she found that the flow of information was much easier to monitor than with a kardex. There were fewer lapses, so she might have been able to do with fewer staff. However, she found that with automation came more work. Information seemed to beget the need for more information and, therefore, the hands to tend to it. Beth found with automated serials that it was easier to get attorneys to select titles for cancellation by showing the costs associated with specific practice areas. While saving time and cost was not an obvious byproduct of automation, it was present; and much more evident was the considerable gain in bibliographic control. Asking questions such as these and identifying what kinds of benefits automation will and will not provide will help you choose or delay automation and then justify your decision to management.

Next, Beth considered what kind of automation to pursue. There are three choices: 1) You can use the automated services of an outside contractor and take advantage of their expertise, but you must accommodate to their time and other constraints. 2) You can hire an inside programmer who will customize your own system; this is expensive and time-consuming and can lead to real problems if the programmer leaves especially if s/he leaves without documentation. 3) You can purchase library software; this is cheaper than the second choice but has the accommodation constraints as in the first.

Beth went with choice 3. After she established her criteria, preferring software that was easy to learn and use, a menu-driven program, and a reasonably priced product that would be enhanced over time to meet her continuing needs, she chose Data Trek. When choosing hardware and software, Beth recommended first finding out all that is available, how it performs and then seeing what best matches your needs. It is important to select your software first. Read product reviews and articles on computer selection techniques; talk to colleagues and vendors and ask a lot of questions. Write up a list of your priorities and
see what you can compromise on and what you can live without. As an example, consider Beth's initial list. She wanted: data input in batch or online mode or both; a "quick" system with simultaneous file updating; clear, useful reports; uncluttered, logical screen displays; tagged records; customized reports, a variety of search capabilities (Boolean, proximity searches, relational operators, string searches, keyword searches, nesting, truncation, wild card operators); and security for a network; automatic backup; complete, clear, well-indexed documentation; help online and on the phone with vendor representation; training; and maintenance contract.

For the hardware, look for flexibility and the potential for networking. Realize that costs are complex and initially hidden. Beth identified the cost of hardware, software, set-up and maintenance, training, furniture, and network costs. The last item was $6,000 for Wiley Rein.

Selling the idea to management is best approached over the long term. Start by educating the attorneys about automation. Identify partners who will listen to you, send out articles on law firm automation written expressly for attorneys; ask a sympathetic lawyer to visit another automated firm with you; hire a speaker; circulate articles on the success of automation in competing firms. This way, you will get broad-based support. Ask for your system in steps, rather than "for the whole enchilada." Beth started with the serials package. When that was successful, she went on to the cataloging module and is now presenting the circulation module for consideration. By showing an interest in testing one module first, you show you have the firm's best interests, and pocketbook, at heart.

In hindsight, Beth is very happy with her choice of Data Trek, especially since they continue to improve their product. With a responsible and thorough effort to meet the challenge automation presents, you should achieve equally satisfying results for your firm.

The next article in this series will report the presentations of Mary Anne Pry and John Harbison of King & Spalding, Atlanta, GA and Kutak Rock & Campbell, Washington, DC, respectively. Their talks focus on working with your chosen software package to design or create the most efficient module.

SECTION AND COMMITTEE MEETINGS, REPORTS AND PROGRAMS

ONLINE BIBLIOGRAPHIC SERVICES SIG
GENERAL BUSINESS MEETING - MINUTES
Sunday, June 17, 1990

The meeting was called to order by the Chair, Carol Nicholson. Also present were Sue Roach, Vice-Chair/Chair-Elect and Kathy Faust, Secretary-Treasurer.
General Announcement. The election results were announced: Alva T. Stone is the new Vice-Chair/EChair-Elect and Patricia Neff was elected to the Advisory Board. It was also announced that the SIS made a $100 contribution to the Renee Chapman Memorial Fund.

Committee Reports. OCLC: The Committee is busy with its two columns for TSLJL and is discussing the best way to communicate the concerns of its members to OCLC.

Local Systems: The Committee is working on updating the library profile in the joint OBS-TS directory to include information on any automated system a library is using. AALL funds will be requested to cover the expenses of a new survey.

Technical Services Law Librarian: This report is presented in full elsewhere in this issue of TSLJL.

RLIN: No report.

WLN: The Committee is exploring ways in which the Westlaw and Lexis tapes can be added to WLN.

Other Reports. Treasurer: At the beginning of the fiscal year, Oct. 1, 1989, the SIS had a balance of $4,426.18. Since then the SIS has had dues and registration income of $194.00. Expenses include $26.51 for the Chair's meals during orientation at Headquarters, $163.24 for SIS brochures, $234.11 for ballots, and $125.00 for postage for the membership survey. That left a balance as of May 31, 1990 of $4,071.32.

T-shirts: There were 9 paid orders which brought in $149.00, but expenses were $280.00. Twenty-one shirts will be on sale during the convention.

General Discussion. After a lively discussion by the membership, the consensus was not to publish a newsletter separate from the Technical Services Law Librarian. It was also agreed that TSLJL needs a name change to reflect the participation of OBS.

Margie Axtmann is the New Orleans program chair. Program ideas include sessions on financial accountability for online services, MARC format for classification, automated reserves, label preparation and a workshop on database preparation.

After final remarks by Carol Nicholson, the outgoing Chair and Sue Roach, the incoming Chair, the meeting was adjourned.

Submitted July 18, 1990 by Kathy Faust, Secretary-Treasurer

LOCAL SYSTEMS COMMITTEE
Anne Myers, University of Maine

Minutes - June 17, 1990
Pat Callahan, University of Pennsylvania

The Online Bibliographic Services SIS Local Systems Committee met on Sunday June 17, 1990 at 12 noon. Fourteen people attended.

The main topic of discussion was the draft of the local systems survey that Anne Myers, committee chair, had developed.
and sent to several law libraries during the year. The goal is to send the survey to all AALL libraries and publish the results.

Suzanne Harvey, University of Puget Sound, has been working with Anne on the survey and has agreed to compile the results. Anne distributed a second draft of the survey at the meeting. This draft was the result of the suggestions made by the librarians who filled out and commented on the initial draft. She mentioned that she had received some suggestions that conflicted with others and had a difficult time deciding, in some instances, what to include in the second draft. Anne requested that those at the meeting fill out the second draft and send her any more comments, suggestions or problems they encountered when filling it out.

From these sample surveys, Suzanne Harvey will input the data so that she will have an idea of how long it will take to compile the results and what format should be used. A proposal concerning publication of the survey will then be presented to the AALL Publications Committee. There was discussion about the fact that such a survey would represent a snapshot of the systems and databases used by each library at the time the survey was filled out and that the data would be constantly changing, but it was agreed that such information would be valuable to publish.

A suggestion was made that a local systems "bulletin board" or "computer conference" on Bitnet might be a good idea. There may already be a conference in existence that could be used for this purpose. The chair will look into this.

Anne Myers will continue as Chair of the Local Systems Committee in 1990/91.

OCLC COMMITTEE
Patricia Neff, National Center for State Courts
Phyllis Post, Capital University Law School

The OCLC Committee of OBS-SIS met Tuesday, June 19. Nineteen members attended, along with four representatives of OCLC. The meeting began with a discussion of the users group issue brought up at last year's meeting. Phyllis Post briefly outlined what she had discovered regarding different users groups. Essentially, there are groups of varying levels of activity. Some exist and meet independently of any parent organization (Health Sciences Users Group); others meet within a library organization (Theological Users Group). Tom Clareson, OCLC Membership & Cooperative Programs Administrator, continued the discussion by adding that OCLC wants to be more responsive to members, and he encouraged the Committee in its decision to be more proactive in its relationship with OCLC.

At this point, several issues of concern to law libraries were raised for discussion and possible OCLC action:
1. A co-operative re-classification project that would add LC call numbers to OCLC master records (including LC records) for titles falling into the newly published (and forthcoming) LC K-class schedules that lack call numbers. [Addendum: After the annual meeting, Phyllis Post contacted Carol Davis (Online Data Quality Control Section) regarding OCLC's reception of such a project. She indicated that if sufficient interest is generated in either a willingness to add the call numbers or in usage of them, OCLC would be happy to support this. If you would like to participate in adding call numbers, or if you would anticipate using them in the future, please write a letter to P. Post, on library letterhead, indicating the interest of your institution. You will receive details as soon as possible.]

2. On-going lack of sufficient access to the online authority file. Uniform titles entered under many jurisdictions are impossible to search unless you already know the numeric search key.

3. The need to expand the corporate stop list as long as OCLC continues to use derived search keys.

4. Do a better job of communicating experiences libraries have using certain OCLC products and services; provide a forum for questions and answers.

Following this discussion, several OCLC Marketing Representatives gave brief updates on OCLC products and services. Colleen Way talked about OCLC's CAT CD450 Law Cataloging Collection, a CD-ROM-based cataloging system; TECHPRO, an OCLC service providing Technical Processing assistance or Contract Cataloging for libraries, including handling special cataloging projects or backlogs; and GOVDOC, a service which provides government document cataloging for depository libraries. Next, Paul Cappuzzello spoke about several OCLC resource sharing services: Union Listing and the new availability of Local Data Records (LDRs) for formats other than serials; SharePAC, a service offering union listing data on CD-ROM; and LEGEND, a group database for law libraries on the OCLC Interlibrary Loan Subsystem. OCLC is very interested in hearing from law libraries about LEGEND (especially on issues such as who should be included), document suppliers, and other resource sharing concerns. Finally, Randy Dykhuys described the EPIC online reference service and its searching capabilities. The EPIC service includes subject access to the OCLC Online Union Catalog and the ERIC database; additional databases will be added to the service. AALL attendees were then invited to a more in-depth OCLC Product Demonstration held on Wednesday, June 20.

The Committee would like to work actively during the year regarding issues raised at the meeting, as well as others of concern to members. If you have comments, suggestions or questions, please feel free to contact one of the co-chairs. There are many ideas which will be addressed in future columns.
The RLIN Committee did not meet at the AALL convention this year. The RLG representative was not able to attend the scheduled meeting. Following is a partial report on the RLG Law Program Committee meeting that took place on Saturday, June 16 at the University of Minnesota Law Library. Information of interest to RLIN users has been included.

This year the June 16 RLG Law Program Committee meeting was attended by both public and technical services librarians from most member libraries in addition to the Library Directors who usually attend the meeting. After a plenary session several small discussion groups met to discuss the following topics: collection development, cataloging, interlibrary loan, reference, acquisitions, foreign and international law, and special collections.

At the plenary session Patti McClung, the RLG representative to the Law Program Committee distributed a job description for a full-time RLG Law Program Officer. She emphasized that the person who fills this position will be responsible for concerns of all law libraries, not just LPC members. RLG will be putting a lot of effort into marketing its services in the future.

Patti emphasized that the new interlibrary loan workstation is RLIN's number one priority. A prototype will be tested this summer at three sites. Law libraries will not be using the new workstation yet, and more information will soon be available. The University of Michigan and the University of Pennsylvania will soon be testing an internet file transfer for MARC records from their local systems.

RLIN is negotiating with OCLC for purchase of some of the sets that have been cataloged on OCLC so that they can be made available to RLIN users as part of the new set processing service. Of particular interest is the 19th century set. RLG is hiring a new staff member for local systems coordination.

Set processing was the main topic of discussion at the cataloging discussion group. A method of maintaining the Lexis and Westlaw sets that will be available on RLIN in 1990 and 1991 was discussed. One possibility for maintaining these files would be for the vendors to send annual updates to libraries for input on a rotating basis. Since the vendors may not want to have to send the updates to a different library each year, it was also suggested that updating the files might be done by someone at RLG, although this would be a new role for them.

Processing of other sets on RLIN was also discussed. Since the University of Iowa has a list of microform sets they would like to see processed, it was suggested that this list could be
used as a survey for libraries to prioritize titles already on the list and add other titles.

Cooperative input under a special Library Identifier created for that purpose was also suggested. If sets were input on a cooperative basis more than one library could share the burden on staff and system time. The possibility of seeking funding for such projects from companies that distribute microforms was also mentioned.

Maintaining cataloging standards was also discussed. Annual centralized training, possibly sponsored by RLG, was suggested. This type of training might be done in conjunction with the AALL convention. Mentoring and use of the Save command to check the work of new catalogers were mentioned as methods of maintaining standards.

At the acquisitions discussion group RLIN support for the MARC holdings format was discussed. RLIN has not set a date for the implementation of the holdings format. Input of holdings data as a shared project that would enable libraries to use each others' holdings information, when possible, was also mentioned. The possibility of RLIN having the capability to capture holdings data from local systems is something the group would like to see addressed in the future.

All of these concerns have been communicated to the Law Program Committee and to RLG.

**TECHNICAL SERVICES SPECIAL INTEREST SECTION**
**GENERAL BUSINESS MEETING - MINUTES**
**Sunday, June 17, 1990**

The meeting was called to order by Chair Cynthia Larter. She asked that the minutes from the 1989 general business meeting be approved as published in the *TSLL* newsletter, Vol. 15, no. 1. The minutes were approved as published.

Joan Englander gave the Treasurer's Report. She stated that accounts are in a transition stage due to change of personnel and accounting procedures at AALL. The balances available at the time of the meeting were not accurate and a more accurate balance sheet will be published in the next *TSLL* newsletter. Joan also gave the election results. The new officers are Janis Johnston, Vice-Chair/Chair-Elect; Hope Breeze, Secretary-Treasurer; and Members at Large, Barbara Szalkowski, Tim Watts.

Phyllis Marlon reported on the Special Committee on the K Foreign Law schedules. KL-KW, Law of Asia and Africa is scheduled to be published in June, 1991. The J schedule should be revised in 1992. LC will print a new schedule with all changes, but no old material removed. This is to provide one
place and one index for all of J. Theocratic legal systems should be complete by 1994. Problem is lack of funding for LC. RLG will solicit funding in order for LC to complete these projects. Solicitation will be mainly from RLG libraries. LC needs $50-60,000 to finish projects. Discussion of the projects followed.

Standing Committee reports were next. Jack Montgomery gave the Acquisitions Committee report. Project to collect law firm collection development policies is an ongoing project of the committee. The committee is sponsoring three programs at AALL this year, Automation of the Law Firm Library; Politics of Selection; and Collecting Rare Books. Regina Wallen gave the Cataloging & Classification Committee report. Caption & Revision working group has completed their work, and the results have been published in TSSL. The committee has formed three working groups this year. Working Group on Administrative Regulations has published the first draft of their report in the last issue of TSSL. They are working on getting liaisons to various groups including ALA Committee on Cataloging Subject Analysis. This year there will be a post-conference workshop on the European schedules.

Tim Watts, Chair of the Exchange of Duplicates Committee, said the committee has sent three of the seven lists and will send the others out soon. The committee now has 189 subscribers to the lists. Will Meredith gave a brief summary of the activities of the Preservation Committee. The AALL committee on the Preservation Needs of Law Libraries will be going out of existence this year, and Will is hoping that the TS-SIS committee will be able to carry on with some of the functions of that committee. His committee already has plans for two programs. They are also looking into a liaison to work with AALL on preservation needs. Janis Johnston, Chair of the Serials Committee, gave that committee's report. She said that work is continuing on uniform barcoding for legal publications. That work is being led by Norma Feld. They will work to persuade legal publishers to use the codes and are looking to law libraries to share the bar code pattern information. Final version of the MARC holdings for serials will be published soon. The Ad Hoc Committee to Study the MARC Holdings for Computerized Serials did not work on the standards this year. Proposals for the official liaisons to NASIG and SISAC will be discussed before the AALL Board on Thursday. The committee sponsored a workshop on serials control and will be holding a program on barcodes.

Cindy next called for the Ad Hoc Committee reports. Lynn Randall gave the Bylaws Committee report. There were four changes to the Bylaws. The changes were related to the election procedure. It was proposed to change the time frame to have the election results no later than one month in advance of AALL. This would allow people who might not be able to attend the annual meeting unless elected to have enough time to make arrangements to attend if elected. The changes include
notification of the slate of candidates in the February issue of *TSLN* and/or by mail by February 1. Additional nominees would be recommended by March 15. The Executive Board would decide by February 1 as to a mail or present member vote at the annual meeting. The last change would change the mailing of ballots to April 1, and the ballots would be returned by May 1. Discussion on the amendments followed. The four amendments were passed. The last amendment was to change the word "chairperson" to "chair" in the Bylaws to conform with AALL standards. A vote was not necessary for this and therefore none was taken.

Carol Dawe gave a report on the Ad Hoc Committee on Member Involvement. Membership packets were sent to twenty new members. Membership brochures were displayed at the AALL exhibit area. Surveys were sent to the participants of the Mentor/Mentee program. The responses were good, but participants would like to see more structure to it. The suggestion was made to have some guidelines for the mentors. Brian Striman gave the report for CIPO (Committee to Investigate Publication Opportunities for Technical Services Librarians). The committee was granted a one-year extension to complete the project. He hopes to have a final report at the New Orleans meeting. He plans to send a condensed package of the data to the appropriate AALL committee.

Kaye Stoppel gave the reports for *TSLN* and the Business Manager's report. She stated that the 1989-90 issues of *TSLN* were sent on time and averaged 42 pages. Vol. 15, no. 2 contained a separately numbered index for Volume 14. The index for Volume 15 will be in Vol. 16, no. 1. A new column was started in Volume 15 entitles "Technical Services in Smaller Libraries" edited by Susanna Scott. She also gave a list of the editors for the other columns. Items to be considered at this year's *TSLN* Editorial Board meeting will include financing of *TSLN* in the future. The *TSLN* account had been merged with TS-SIS after Babe Russo left AALL. The account has been separated again, but there are still discrepancies. The Business Manager's report was read by Kaye for Alice McKenzie. There was a loss of 31 subscriptions during the year to leave a total of 294 subscriptions. The cost of publication has risen due to photocopy and postage charges. There has been a loss for the last two years. Discussion followed on how to cut expenses.

Cindy Larter then gave a report on the SIS Council Meeting attended by Janis Johnston and her. The Council approved a new column in the *AALL Newsletter* spotlighting members of each SIS. The TS-SIS will be the first to handle the column. The articles will be done on a rotating basis by the SISs. The Executive Board approved the printing and mailing of newsletters and brochures from Headquarters.

Lynn Randall gave a report on establishment of an award in recognition of outstanding achievements in technical services law librarianship. A proposal is in process to have the award be given as an AALL award. It would be named after Renee Chapman, a
member of TS-SIS who recently passed away. The award would be given to someone who has made significant and sustained support in the area of technical services law librarianship. Vendors will be eligible at this time, but there will be a notice that an award does not constitute an endorsement. The award will not necessarily be for publications, and nominations will be allowed to come from any sector. TS-SIS Awards Standing Committee would be responsible for publicizing the award and soliciting recommendations for candidates for the award. Questions and discussions on the award followed. Lynn recommended that the proposal be brought before AALL. It was moved that TS-SIS establish the award. The motion passed.

Diane Hillmann reported on the MARBI meetings from last summer and midwinter. The 1989 summer meeting was held in Dallas. The holdings format was officially published. The Chicago midwinter meeting was primarily concerned with the new classification format. It will be considered at the 1990 summer meeting. The format change will be useful for a gateway to online use. The law schedules were more print oriented. The newer version allows for expansion to allow access to all of a jurisdiction's law schedule at one time rather than going through tables as is done in the printed format. Diane offered for view the agendas for the summer meeting.

Regina Wallen gave her report on the CC:DA January meeting. They basically discussed cleanup of AACR2. The British would like to keep the rules as is; the U.S. representatives would like to see them updated; and the Canadians and Australians were thinking along the middle of both stands. Most changes will probably come through the Library of Congress Rule Interpretations. They are also talking about publishing AACR2 using an electronic format. There was a change in AACR2 Rule 12.0.B.1., the chief source of information for serials. The source would be anywhere in the issue. Rule 21.35.F.1 & F.2. have had cross reference changed to Rule 25.16.A.1. Added entries have been removed and cross references are to be used instead. This is coming up before the Committee on Cataloging: Description and Access to see if it applies to other than just legal materials. They will be getting into multiple versions at the 1990 meeting. They will also be talking about dropping capitalization of titles. Editorial direction (Rules 21.6 & 21.7) is being discussed as to whether we will go back to using editors as main entries. LC has proposed under rule 21.35.D. (agreements between governmental bodies) to include non-governmental bodies.

Cindy asked for new business. Elaine Sciolino proposed a connection between private, firm, and academic technical services librarians. Cindy mentioned that Sukil Scott was acting as our liaison to the Private Law Libraries SIS. Cindy asked for a volunteer to man the SIS booth on Wednesday afternoon.
The meeting was then turned over to Mary Lu Linnane, Vice-Chair/Chair-Elect. She gave a report on the member survey sent to the Technical Services SIS members. Out of 533 surveys, 166 were returned. All of the committees have basically been filled. Carmen Brigandi, Nominations Committee Chair, has the names of all interested persons taken from the survey. Mary Lu then gave a general overview of the results of the survey. The new board was scheduled to meet on Tuesday afternoon. Mary Lu is planning to develop a handbook for Technical Services SIS officers and chairs.

Mary Lu asked for announcements. It was mentioned that it would be good to thank the Innovative Interfaces people for the reception. Mary Lu then asked for announcements from representatives from the round tables. Richard Amelung mentioned Mid-America Consortium of Law School Libraries has come out with their union list on a CD-ROM data base. It was noted that it was available for view. The meeting was adjourned at 2:30 p.m.

Submitted by Joan Englander, Secretary-Treasurer

TS-SIS 1990/91 EXECUTIVE BOARD MEETING - MINUTES

The Executive Board of the Technical Services Special Interest Section met at 5:45 p.m. on June 19, 1990 in the Skyway Suite B of the Hyatt Regency, Minneapolis. Mary Lu Linnane, Chair of the Section, presided. Other members present were: Cynthia Larter, immediate past chair; section officers: Janis Johnston, Hope Breeze, and Tim Watts; committee chairs: Willis Meredith, Jack Montgomery, Ann Sitkin, Brian Striman, and Tim Watts; TSL editor, Kaye Stoppel; and observer, Paula Perry.

The first order of business was a report from Brian Striman on the Ad Hoc Committee to Investigate Publishing Opportunities. The committee's strategy has been investigative with the eventual goal to provide a report. Because of anticipated changes in AALL publications committees and their activities, the ad hoc committee has temporarily stopped active investigation and will act in an advisory capacity.

In further discussion concerning officers and committees, it was announced that the Nominating Committee will be notified that they may begin their work immediately. A section member has suggested that a standing committee be created to manage the process of the new section award for outstanding technical services librarian. This raises the question of whether the creation of the committee would require a bylaws change.

Willis Meredith relayed a request from the Preservation Committee to organize a roundtable discussion group on preservation for next year's annual meeting. This request led to a discussion of the bylaws requirements for forming a roundtable, the desire for more time slots for roundtables to avoid conflicts, and the need to possibly reevaluate existing
roundtables to ensure they are meeting needs. Ann Sitkin added that the Cataloging and Classification Committee also sees a need for some time to discuss substantive issues and would welcome the creation of a roundtable for that purpose. Willis and Ann were asked to appoint someone from their respective committees to lead the roundtable discussions.

In other business, the Preservation Committee recommended that an ALA liaison for preservation be appointed. This idea has been passed along to the AALL Executive Board for consideration. Committee chairs were invited to attend the open forum of the AALL Education Committee on June 21. Chair Linnane asked to have program ideas from the committees no later than July 20, with some priority assigned, in order to meet the AALL deadline. All committees have also been asked to appoint cabinet members who will assist the chair when needed.

Chair Linnane requested that the board work on a project to create a handbook that would describe the duties and responsibilities of the officers and chair of the section. Officers present were asked to begin formulating a description of their respective offices toward this end. The descriptions will be collected next spring and an initial compilation made.

Kaye Stoppel, Editor of the Technical Services Law Librarian, presented a report from TSLL and the meeting of its Editorial Board. The new Editor will be Pat Denham and the new Business Manager will be Evelyn Gardner. Some policy questions concerning these offices were raised before the Editorial Board. It was agreed by that group that the Editor and Business Manager should be members of one of the sponsoring sections, that the Editorial Board members should not serve on the editorial staff, and that the Editor should preferably not serve as a columnist. The last point will mean that Pat should assign a guest editor for the preservation column during her editorship. These rules should be incorporated into the TSLL Structure and Policies document. Kaye will work with the Editorial Board to prepare a proposal of these policy document changes to be discussed at next year's section meetings. Another change that will be discussed at those same meetings is a title change for the publication that will recognize the mutual involvement of TS-SIS and OBS-SIS.

The issue of the financial problems of TSLL was also raised. Some ideas that may reduce costs are: changing the place of production, changing the packaging to reduce the number of lost issues, publishing the index at the back of the issue rather than as a pull-out, ceasing publication of announcements duplicated elsewhere such as AALL grant forms, and using editorial discretion to reduce the size of the publication. Financial support through advertising has been rejected for the present, but issue sponsorship may be an option for the future, as well as a section subsidy from AALL. The Editor and Business Manager are continuing to work on clearing up the accounting discrepancies.
that arose when funds for TSLL and TS-SIS were accidentally merged.

In other business, the section has been asked for a proposal for candidates for the AALL Executive Board. With the deadline for this year past, members were asked to consider possible candidates for next year. The member profile column for the AALL Newsletter will feature a technical services librarian in its October issue. Chair Linnane suggested that the subject of the profile be Margie Axtmann. The Board agreed with this choice and recognized that some sort of procedure will need to be set up for selecting this person in the future. A standing committee to manage the section award and the newsletter profile is a possibility. Barbara Szalkowski, member-at-large, will be asked to interview Margie and write the profile.

Next year's joint Technical Services-SIS/Online Bibliographic Services-SIS/Reader Services-SIS reception will be coordinated by Tim Watts. Innovative Interfaces, Inc. has expressed some interest in funding the reception again.

Tim Watts recommended a bylaws change that would extend the TS-SIS member-at-large term to two years and create staggered terms. The board was in agreement in pursuing this.

Other announcements were called for. There being none, the meeting was adjourned.

Submitted by Hope Breeze, Secretary-Treasurer

ACQUISITIONS COMMITTEE
Joan Howland, University of California, Berkeley

The Technical Services SIS Acquisitions Committee sponsored three timely, stimulating and thought-provoking programs at the 1990 AALL Annual Meeting in Minneapolis.

One Acquisitions Committee-sponsored session was presented each day of the Annual Meeting program. On Monday, June 18 "Automation of Library Functions in Law Firm Libraries", co-sponsored by the Private Law Librarians SIS and coordinated by Suki Scott, was presented. Speakers on the program included Beth E. Smith of Wiley Rein & Fielding (Washington, D.C.); Mary Anne Fry of King and Spalding (Atlanta) and John Harbison (Washington, D.C.). The speakers discussed factors firm librarians should consider when selecting a system as well as when buying software and hardware. Practical issues such as adapting an online system to a configuration already in place at a firm and how to educate law firm administrators about online systems were also addressed. The speakers focused on practical concerns including budgetary considerations and staff training. The complexities of integrating acquisitions, serials and circulation into an online system were also discussed in detail. The speakers were all articulate and well-prepared, and their presentations seemed to
satisfy the needs of the more than five-hundred librarians in the audience.

"Politics of Selection: Practical Problems of Collection Development", coordinated by Deanna Wood, was presented on Tuesday, June 19. Speakers included Robert Buckwalter of the Harvard Law School Library, Karl Gruben of Vinson and Elkins (Houston), Virginia Kelsh of the University of San Francisco School of Law Library, and Judith Wright of the University of Chicago Law Library. The program focused on creative methods of organizing selection procedures aimed at involving more library staff in the process and serving the needs of the library patrons more effectively. The speakers covered topics such as who on a library staff should be involved in selection, to what extent should non-library personnel such as attorneys or students be involved in selection, the usefulness of collection development committees, and methods by which libraries can more efficiently and effectively develop collections which truly represent the needs of their clienteles. The speakers all made excellent presentations. Wednesday, June 20, "Collecting Out of Print and Rare Books", co-sponsored with the Legal History and Rare Book SIS, was presented. Barbara Bintliff and Jack Montgomery co-coordinated this session. The speakers included Mary Gilliam of the University of Virginia Law Library, Jordan Luttrell, President of Meyer Boswell Books and David Warrington of the Harvard Law School Library. This program addressed the problems of how to acquire and identify the value of rare or out-of-print materials. The speakers discussed the acquisition of rare or out-of-print books from both the perspectives of the law librarian and the vendor. The session included a thorough discussion of what the relationship should be between the two parties and how to foster a mutually beneficial arrangement. The speakers also covered the intricacies of how to differentiate between a merely old book and a truly rare one as well as reasons why a library should acquire such materials. Once again, the speakers were all well-prepared and gave excellent presentations.

In retrospect, all the programs were great successes, in large part due to the dedication and hard work of the coordinators.

CATALOGING AND CLASSIFICATION COMMITTEE
Minutes, Business Meeting, June 19, 1990
Ann Sitkin, Harvard

I. The meeting was called to order by the Chair, Regina Wallen (Santa Clara University). Virginia Davis (University of Houston Law Library) volunteered to act as secretary.

II. Announcements: Margie Axtmann (Cornell Law School Library) asked if we wanted to sponsor a Cataloging Institute at the AALL 1992 Annual Meeting. If so, should it be "basic", or "two-track" (suitable for both beginners and advanced
III. Report of the Chair: The three working groups during the past year were: 1) Work Group on Administrative Regulations, chaired by Diane Hillmann; 2) Work Group for Jurisdictions for Medieval Laws, chaired by John Hostage; and 3) Work Group on Citation Practice for Court Reports, for which there is not yet a chair. The Work Group on Caption Abbreviations, chaired by Evelyn Smith, has completed its task and published its list in the November 1989 issue of TSLK.

IV. Report of Phyllis Marion (William Mitchell College of Law Library), AALL Representative to the LC Special Committee on Foreign Class K schedule. The Committee met in November 1989. The "cumulative edition" of the J schedule will be out around June 1991. KL-KW (Law of Asia and Eurasia, Africa, Pacific Area jurisdictions and Antarctic regions) is in progress. Estimated completion date is 1992. JX may become KX or KZ. There was some objection to taking JX out of J, mainly that it was too costly for medium and large-size libraries to reclassify all their JX materials to conform to the new policy. Phyllis stated that there is very little left in JX that is really law. Marie Whitel (George Washington University) remarked that the true law part of JX starts with JX 2000. At LC, titles classified under JX 1 to 1900s are housed in the Main Library.

The question was asked whether the United Nations section would be expanded. Phyllis responded that lots of United Nations non-legal materials may migrate to other numbers. Marie added that international organizations will be treated like countries. Phyllis concluded by saying that there is no way of getting around the fact that LC will change the J schedule because 1) it is not very effective; and 2) there is a need for lots of numbers to expand the Foreign Relations section. In a straw vote of the group only one person voted against taking JX out of J. Approximately the same number of persons voted as feeling a) uncomfortable or b) totally in favor of this LC decision. Phyllis then clarified the status of the upcoming (1991) "interim edition" of J. It will merely combine all the supplements and indexes in one place. It will be clearly marked that it is not a "new" J schedule.

Finally, KC (theocratic legal systems: Canon law, Islamic law, Jewish law, etc.) will probably be completed in 1994. Phyllis remarked that LC has very limited resources to invest in these projects. Jolande Goldberg will be doing most of the work and LC will contract out the rest of the material. RLG does not want to fund it. The Law Program Committee has not been very successful in raising money. The problem is how can the government fund this kind of operation. It can take contributions. We could try to get ALA to contribute, or individual libraries could contribute. Phyllis suggested that we go back to the Law Program Committee for suggestions on fund raising.
V. Update from the Library of Congress (Adele Hallam):
Announcements concerning projects and policies at LC:
1. Qualification for US constitutions—Check the LC online authority file for changes;
2. "Ancien Regime" law publications—LC has studied the matter and will send its conclusions to Regina Wallen for possible dissemination;
3. Added entries for treaties (Rules 21.31B1, 21.33A, 21.35B and 21.35C) have proven unworkable (see the appropriate LCRI's issued in 1989). LC has suggested rule changes for these. A further byproduct of Rule 21.35A1 was a plethora of erroneously established multiple authority records for a single bi- or trilateral treaty. A new AACR2 Rule: 26.4B5, indicates how these references should look;
4. Agreements between a government entity and a non-governmental party—a statement from LC is forthcoming;
5. Revised treaties—Rule 21.35B2 calls for an added entry. However, this results in two identical entries. In CSR 46, p. 38 there is a clarification of this matter;
6. Uniform titles for collections of treaties (Rule 25.16A1) has been drastically revised;
7. Changes in title proper (Rule 21.2A)—revision is being proposed. See also CSR 46, p. 26. The revised list enumerating title changes would not call for a separate record for session law title changes, no matter how great the change. This is in accord with the LCRI of Rule 25.15A1;
8. Serially issued law codes—LC has expanded its classification schedule to accommodate these. Law codes are now off the list of items to be treated as monographs. LC will now start to catalog these as serials;
9. Author's name as part of title proper—currently no guidelines;
10. Uniform titles (Laws, etc.)—there are plans to expand the LCRI of Rule 25.15A1 to include countries in free association with the United States, e.g. Puerto Rico and Guam;
11. Supplements (Rule 1.5B1)—do not catalog separately supplements that can be used only in conjunction with the main work. Diane Hillmann objected, citing the example of a single supplement which updates more than one work;
12. Shepard's Citations—Diane Hillmann expressed disappointment of LC's treating these as monographs instead of as serials. A show of hands unanimously supported her view. Adele responded that she and Ben Tucker had agreed with Diane's position when she first submitted the proposal, but that they were overruled in this matter. She suggested that in view of the total agreement among the law catalogers present, the matter be referred once again to Ben Tucker.

VI. Report of Evelyn Smith (AALL Representative to MARBI): At the meeting held last year in Dallas the committee discussed modifying the MARC holdings format to accommodate non-serials. New proposals to complete the process will be discussed at ALA in Chicago. At ALA Midwinter in January the main topic was the proposed classification format. Diane Hillmann, the next AALL
MARBI representative, reported that the classification format is moving quickly through the approval process. Within this format it will be possible to have an "expanded version" of the new law schedules, giving classifiers the opportunity to use the new schedules without dealing with separate jurisdictional lists and tables. The format will also link classification numbers to subject and geographic subdivisions in the authorities format. She also discussed a proposal dealing with named supplements and other non-serial materials in the MARC holdings format.

VII. Report of the Working Group on Administrative Regulations. This group, comprised of Hope Breeze, Diane Hillmann (chair) and Lenore Rapkin, had submitted their report and recommendations to the Committee this spring. A full text of the report appeared in the May 1990 issue of *TSLL*. Recommendation no. 4 was discussed briefly and the Canadian librarians withdrew their objections to option A, so option B was withdrawn from consideration. Since time was running out, no action was taken on the report, but written comments were solicited. The Working Group will prepare an amended report based on these comments and its recommendations will be submitted by the chair to LC's Office of Descriptive Cataloging Policy for their consideration.

VIII. New business. Since the allotted time had run out, the new chair, Ann Sitkin, very briefly reported on proposals for programs next year. Volunteers were solicited for the continuing work groups mentioned above, and for a coordinator to gather additions to the Captions list.

EXCHANGE OF DUPLICATES COMMITTEE
Annual Report
Tim J. Watts, Valparaiso University

The 1989-1990 membership in the Exchange of Duplicates program totalled 189 libraries, an increase of 26 over the previous year's number. Nine new members are included in that total.

The Committee again decided to compile seven lists of duplicates this year, due to the ever-increasing number of duplicates offered for exchange by the members. Items offered on this year's lists were legal periodicals in English and reporters of various types. Each list was mailed first class postage to the subscribers. The costs of the individual lists vary greatly, due to different costs of photocopying, postage and materials. At present, three lists have been mailed to the members and four remain in preparation; all remaining lists should be in the hands of the subscribers by the middle of July.

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 1989-1990 were: Christine Anderson, Harry Bartmon, Kathleen Donnelly, Marilyn Earhart, Lilly Kouo,
Judy Lauer, Mary McKee, Nan Moegerle, Lois O'Brien, Cheryl Postlewaite, Betty Roeske, Lorna Tang, and Katherine Tooley.

SERIALS COMMITTEE
Business Meeting
Janis L. Johnston, Notre Dame

The Serials Standing Committee held its annual business meeting in Minneapolis on Sunday, June 17, 1990 from 12:00 to 1:00 p.m. Eighteen members of the committee were in attendance. First on the agenda were reports from the various subcommittee chairs.

Norma Feld, Chair of the Special Committee on Uniform Bar Codes for Legal Publications, reported that work was continuing on developing a bar code standard for individual serial issues. The SISAC code is awaiting approval by NISO. Once approved, work will begin on persuading legal publishers and systems vendors to employ the code.

Mary Ann Van Cura, Chair of the Special Committee on Shared Pattern Holdings, reported that ALA is forming a MARC Format for Holdings Data Interest Group. It is still undetermined which group will serve as the vehicle for a national pattern database.

The Ad Hoc Committee to Study the ANSI Standard for Computerized Serial Orders, Claims, Cancellations and Acknowledgements reported no activity this year. It is unclear at this time whether ANSI will continue to work on this standard.

On behalf of Lorna Tang, the Chair reported that the Ad Hoc Committee to Study ANSI and MARC Holdings Statement has substantially completed its work. The ANSI standard for non-serial holdings has been approved and, with the exception of last minute changes, the MARC format has technically been finalized. Lorna Tang, Mary Ann Van Cura, and the other committee members deserve our thanks for their enormous efforts on behalf of law libraries in the formulation of these standards and format.

Progress on the appointment of official AALL liaisons to NASIG and SISAC was reported by the Chair. The AALL Executive Board will decide whether to establish these representatives at their meeting on June 21. (At that meeting the Board did approve the appointment of a representative to both NASIG and SISAC).

It was reported that the "Workshop on Law Serials Management" was held on Saturday, June 16, 1990. Ninety-two people including speakers participated in the workshop. The Committee also sponsored a program, "Bar Coding Revisited" at the Minneapolis meeting.

Three program proposals, formulated from this year's membership survey, were presented to the group. They will be forwarded to the new chair for possible submission.
Under the heading of new business, Janis Johnston suggested that a new special committee be created to formulate more specific guidelines on serial subscription statistics and withdrawal statistics. Kaye Stoppel, Mary Ann Van Cura and Paula Tejeda agreed to work on this task.

Janis Johnston thanked the membership for their support during her term as chair and announced that Mary Hudson, who was unable to attend the meeting, has been appointed as the new Serials Committee chair. The meeting was adjourned at 1:00 p.m.

BINDING DISCUSSION GROUP
Patricia Denham, University of Cincinnati

The binding discussion group met on Sunday, June 17, 1990 in Minneapolis. This was the second annual meeting. The attendance increased over last year, from nine to thirteen attendees. All but two were new to the group. I showed the videotape, "Library Binding: A Collaborative Process, A Shared Responsibility," which sparked some discussion. (A review of the tape appears in the Preservation column.) Most were not aware of the number of steps involved in binding a book at a commercial bindery. Over forty separate steps are involved. Each of us introduced ourselves and explained our relationship to the binding function in our libraries. Most librarians in the group supervise the staff member who handles the bindery preparation. There seemed to be an overall lack of knowledge (but much interest in learning) of the different types of leaf attachment and the reasons why each should be used.

There was discussion on whether or not covers of journal issues should be removed before binding. From a preservation standpoint, it is better to remove the covers. When the paper becomes embrittled, it can break more easily against the harder paper in the cover. The books are also harder to hold open for reading with the covers left on it. However, others stated that there is information on the insides of the covers that is valuable for catalogers. If the table of contents is printed on the cover (more common in foreign titles), I photocopy it on acid-free paper, trim it to size, and request that the bindery replace the covers with the copies.

The realization that proper binding can be a good preservation measure may account for the growth and lively discussions of this group. Suggestions for topics or format for next year's meeting should be sent to Pat Denham; University of Cincinnati Law Library; Mail Location 142; Cincinnati, Ohio 45221-0142.
CC:DA met on Saturday afternoon and Monday morning at ALA in Chicago. Most of the business concerned finalizing proposals discussed at the ALA midwinter meeting in Chicago. These approved proposals will be presented to the Joint Steering Committee in the fall.

The following proposals should interest law catalogers:
- Revision of 12.0B1, which follows the existing LCRI.
- Revision of A.4A-A.4D, CC:DA endorsed LC's proposal to abandon choice of main entry as a criterion for capitalizing titles.
- Revision of 21.35D, clarification of the rule and the addition of 21.35D4, covering agreements between governments other than international, intergovernmental bodies and non-governmental corporate bodies. This should appear soon as an LCRI.
- Revision of 21.7, proposal to delete "editorial direction" from the rule.

CC:DA also began to consider multiple versions. The following charge to CC:DA's Task Force on Multiple Versions was agreed upon: the task force will start with the concept that catalogers describe the original and the description of the version is dependent upon the original. The precedent of Chapter 9 guidelines should be followed. CC:DA concluded that the rules will not be changed at this point and the task force will report back in January.

Finally, in January CC:DA will also begin to deal with description problems raised in the merging of the name and subject authority files by the Library of Congress.

Preserving Our Collections: The Administrative Challenge
Patricia Denham, Coordinator; University of Cincinnati

This program, sponsored by the Preservation Standing Committee, was presented on Wednesday, June 20, 1990. Speakers Carla Montori, Preservation Officer at the University of Michigan, and Will Meredith, Preservation Librarian at Harvard Law School Library, thoroughly discussed many aspects of preservation administration.

Carla stressed the necessity of establishing priorities in preservation programs. Allocation of resources must be based on library policies and long-range goals in order to utilize the resources in the most efficient manner to meet the broadest needs.
of the institution. Since preservation cuts across organizational lines, it can be considered as an agent of change. In that regard, one of the greatest challenges of preservation administrators is to integrate preservation and its routines into the daily work of the library in the least stressful way.

Preservation administrators need access to committees which formulate policy and determine priorities. It is necessary to know how to work within established lines of communication. Managerial skills and political acumen are needed in establishing or maintaining programs. Success of a preservation program is possible only with support from the highest level of administration. That person sets the tone of the organization with words and actions for the approval/disapproval of activities, including preservation.

Many types of grants are available for library preservation programs. Before applying for a grant, you need to assess the impact it will have on the budget, staff, and other activities. Public services, cataloging and interlibrary loan would be affected by a grant for preservation microfilming. There also are time pressures due to deadlines.

Carla ended her talk by describing preservation work as fun and rewarding. Every day brings new challenges.

Will Heredith described the seven-year-old preservation program at the Harvard Law Library. He had the staff trained in book repair by a conservator (preferable to learning by book, if possible). Book repair is a priority because the books which need repair the most are the ones which get the heaviest use. The goal is to get them back to the stacks as quickly as possible. Another priority is commercial binding of journals and all unbound acquisitions. There is a policy to bind (almost) all paperback titles. The library is involved in several commercial projects to microfilm brittle volumes. The goal is to market the film to cover the cost of filming and to generate funds for additional filming. They have one fulltime staff person to search for replacements for brittle volumes (in hardcopy or film).

They have not yet done a survey of the condition of their collection, but they have evaluated the general condition of volumes and determined their relative importance to the collection as a whole. They have decided to concentrate their efforts in preservation microfilming. Filming Latin American materials is a current priority. Taking care of the library environment is a cost effective way to preserve many volumes. The preservation department continues to work on the awareness of staff, faculty, students, and alumni; if this is not done, they forget the importance of caring for the collections. Will summed up by saying that the future of preservation in law libraries is in cooperation.
This came out of the Question and Answer session: OCLC has formed a preservation task force which is discussing what kind of preservation elements need to be in OCLC records. Sometime in the future, information on master negatives will be on OCLC as it is on RLIN now. There was extensive discussion which is on the audiotape concerning preservation microfilming and mass deacidification.

**Workshop on Law Serials Management**
Janis L. Johnston, Director; Notre Dame

On Saturday, June 16, 1990, eighty-four participants and a faculty of seven gathered to spend the day discussing the challenges of law serials management. The day started with a brief introduction and then a presentation by Janis Johnston on "Policies, Procedures, Manuals, and Workflow". Participants had the opportunity to refresh their flow charting and other organizational skills.

Janice Snyder Anderson presented a session on "Serials Budgeting: Anticipating Costs" followed by a talk by Margaret Haes Axtmann on "Cutting Serial Costs". Both of these presentations were extremely useful and provided sound advice on the fiscal management of law serials.

In the afternoon the group was broken into small groups to discuss issues concerning serial control. James Gates led a group on "Planning for Automating Serial Control"; Mary Ann Van Cura led a group discussion on "Enhancing a Manual Serial Control System"; and Penny Schroeder's group discussed "Managing Existing Automated Systems". The discussion groups offered a chance to hear a brief talk by an expert in the area followed by an opportunity to talk with one another. After a break Janis Johnston gave a presentation on "Serial Statistics: Using Statistics and Interpreting Standards". The day concluded with the "Serials Bazaar", a combination of 'ask the experts' and an information exchange organized by Michele Finerty.

While discussion of the problems associated with the management of legal serials could continue seemingly forever, the participants seemed pleased with the quality and content of the one-day workshop.

**TSSL Editorial Board**
Minutes - June 19, 1990

The TSSL Editorial Board met on Tuesday, June 19 at 7:00 a.m. in Skyway A of the Hyatt Regency-Minneapolis with the Editor, Kaye Stoppel, presiding. Members present were Ellen McGrath, Brian Striman and Alice McKenzie. The two incoming Board members were also present: Jack Bissett, representing OBS-SIS, and Michele Finerty, representing TS-SIS. Others attending were Sue Roach, 1990-91 Chair OBS-SIS; Joyce Janto and Sukl Scott.
The Editor distributed copies of the agenda and of the TSSL Annual Report presented at the business meetings of the OBS and TS Sections June 17. The report was in two sections, that for the Editor and for the Business Manager.

Discussion of the finances of TSSL followed as the first item of business. Compilation of the Business Manager's report had revealed discrepancies between the records maintained by the Business Manager and those compiled at Headquarters. During a period of staff changes and the transition to a new automated system, Headquarters merged the TSSL account with that for TS-SIS. TSSL now has its separate account restored, but there are problems in straightening out the accounts. Alice McKenzie as Business Manager and Michele Finerty as Board member and former Editor were to confer with Janice Jones, Manager of Operations at Headquarters, later that day. The Editor said that Mary Lu Linnane, 1990-91 TS-SIS Chair, had offered to assist in reconciling the records because of her position and of her proximity to Headquarters. The books should be in agreement before turning them over to a new Business Manager.

Overall financing of TSSL was the next item for discussion. From the reports it is clear that even with the subscription increase to $6 with Vol. 15, income is not keeping pace with expenses. Within a year Headquarters will take over printing and distribution and implement receipt of TSSL as a benefit of section membership. Although OBS decided to continue sponsoring TSSL with TS, it is not yet known how much of section dues will be available for newsletter expenses. It was agreed that some cost-cutting measures must be implemented now. For Vol. 16, printing costs should be reduced with the change in Business Managers from a California to a mid-continent location. After some discussion, the Board decided to continue using first class mail. However, mailers such as sleeves or lightweight envelopes are to be considered as a means of reducing claims for damage or non-receipt. To reduce the number of pages, the annual index will be printed as a part of the issue in which it is included and not as a separately paged, differently colored pull-out section. It can be separately numbered and placed at the end of the issue to be removed for binding.

Other cost-cutting options were left to the Editor's discretion. In general, AALL announcements, grant forms and other similar information will not be printed if there is reasonable expectation of their being printed in the AALL Newsletter or otherwise generally available. Publication announcements will also be eliminated under the same general guidelines. If the August issue is unusually lengthy, the Editor may defer columns which do not contain dated information to the November issue after consultation with the Contributing Editor. The Editor may curtail the publication of short articles. Other long-range planning for financing was deferred to the 1991 Board meeting when more would be known. This discussion could include
advertising or issue sponsorship and section subsidy. The Editor mentioned that issue sponsorship would require checking with the AALL Publications Policy Committee. The Editor said she would be meeting with each section's incoming Board and would alert them to the financial status of TSLL, requesting that they consider a subsidy should that become necessary when the move is made to Headquarters.

The Editor announced that the following Contributing Editors had accepted a two-year renewal of their appointments: Cecilia Kwan, Classification; Rhonda Lawrence, Melody Lembke, Description; Patricia Denham, Preservation; and Jean Pajerek, Serials. As previously reported, Evelyn Smith had declined reappointment to MARC Remarks as her term as AALL representative to MARBI has ended. Her successor in that role, Diane Hillmann had agreed to take over the column. The Board approved this new appointment.

The next item of business was the selection of an Editor and Business Manager for 1990-92. The applications of the candidates for Editor had been distributed. Brian Striman moved and Ellen McGrath seconded that Patricia Denham be appointed Editor. The motion passed. Information on the candidate for Business Manager, Evelyn Gardner, had also been distributed. She was appointed by acclamation. The new Editor and Business Manager will assume their new responsibilities with Vol. 16, no. 2, the November issue.

TSLL policies were the next item for discussion. The first question was whether each editorial staff member should be a member of one of the sponsoring sections. This has generally been understood, and the Board agreed that such a statement should be inserted in "TSLL Structure and Policies." The second question raised was whether an Editorial Board member should also serve as an editorial staff member. It was agreed that this should not occur and that if an Editorial Board member is chosen as Editor, Business Manager or Contributing Editor, he or she should resign as the Section representative on the Editorial Board. This would avoid a possible conflict of interest and provide greater representation. The final concern dealt with the matter of an Editor also serving as a Contributing Editor. The consensus was that while this was acceptable if the individual felt both assignments could be handled, for the sake of increasing member participation, it should be avoided. It was suggested that an Editor could find an interim Contributing Editor or a series of guest columnists for the period of his or her editorship.

Since these policies need to be incorporated in "TSLL Structure and Policies," the discussion then turned to how this should be handled. The present document was written by the Editorial Board with the immediate past Editor coordinating the work. With that model, the Editor volunteered to take a similar role during the next year, working with the Editorial Board as a
committee of the whole in the revision of "TSLL Structure and Policies." The goal would be to have a draft ready for consideration by the sections at their 1991 meetings. Also to be considered are the changes necessary to implement the move to Headquarters and the changed responsibilities of the Business Manager. Finally, a title change should be investigated. This request had come from the OBS-SIS business meeting in which continued co-sponsorship was endorsed, but the need for a more descriptive title was again raised. The meeting adjourned at 8:30 a.m.

TECHNICAL SERVICES LAW LIBRARIAN
Editor's Report 1989-1990
Kaye V. Stoppel

The four issues of Volume 15 of the Technical Services Law Librarian were published on schedule in 1989-1990. Volume 15 totaled 168 pages for an average of 42 pages per issue. The August issue with the annual meeting reports and the October issue were the largest with 48 pages. Information on the number of subscriptions and the budget summary are a part of the Business Manager's report which is appended.

Volume 15, no. 2 contained a first, the separately paged Index for Vol. 14 compiled by Jean Pajerek. The Index for Vol. 15, again contributed by Jean, is scheduled for publication in Vol. 16, no. 1. Volume 15 also introduced a new column which evolved from suggestions made at last year's meeting. Entitled Technical Services in Smaller Libraries, it is edited by Susanna Scott. New editors for continuing columns were Joyce Janto for Acquisitions and Pamela Gregory for Automation. Alva Stone's editorship of the Subject Headings column was renewed in 1989 for a two-year term.

Other columnists for Vol. 15 were: Cecilia Kwan, Classification; Rhonda Lawrence and Melody Lembke, On Description and Entry; Evelyn Smith, MARC Remarks; Patricia Denham, Preservation; and Jean Pajerek, Serials. With the concurrence of the Editorial Board, these individuals were offered reappointment for 1990-92. Evelyn Smith declined as her appointment as MARBI representative is expiring. Her successor in that role is Diane Hillmann who has agreed to assume the column as well. Her appointment will be presented to the Editorial Board at their 1990 meeting.

The TSLL Editorial Board met June 17, 1989 in Reno and will meet June 19 in Minneapolis. Serving on the Editorial Board in 1989-90 were Elizabeth Duncan and Brian Striman representing OBS-SIS and Ellen McGrath and Lorna Tang representing TS-SIS. Elizabeth Duncan and Ellen McGrath are completing the second year of their two-year terms.

The Editorial Board will have a number of items to consider at its meeting. Throughout the year there has been uncertainty
over the impact of AALL Executive Board action to make all newsletters a part of membership dues. While endorsing the concept that TSSL should be a benefit of the members of its sponsoring sections, those responsible for the publication are well aware that it cannot be published in its present format without some subsidy in addition to a portion of the dues. There is also the possibility that OBS-SIS may decide to publish a separate newsletter. By year's end, it was apparent that implementation of these changes would be delayed, and the editorial staff was advised to invoice for Vol. 16 as usual. The invoices went out with Vol. 15, no. 4.

As can be seen in the Business Manager's report, TSSL still has immediate financial concerns. Headquarters records and the Business Manager's records should be reconciled. Following the retirement of Babe Russo, TSSL's account was merged with that for TS-SIS. The separate account has now been restored, but some discrepancies need to be resolved. The Editorial Board will also explore various options for controlling costs. Among these are: less expensive duplicating and distribution methods; printing index as part of issue and not as separately paged pull-out section; eliminating reports of annual meeting program or of some columns in the August issue; eliminating publication announcements and AALL announcements and forms published elsewhere; curtailing the publication of short essays; and investigating other funding sources.

The 1990 agenda for the Editorial Board also includes the selection of an Editor and Business Manager for 1990-92 as both incumbents have declined reappointment. Their terms end with the publication of Vol. 16, no. 1. The current editor will be attending the workshop for newsletter editors on June 16 and will share that information with the incoming editor. The Editorial Board will also discuss policies and a strategy for revising "TSSL Structure and Policies."

Business Manager's Report 1989-1990
Alice McKenzie

TSSL began the fiscal year with 325 subscriptions. During the year we had a loss of 31 subscriptions, leaving a total of 294 subscriptions as of May 28, 1990. Five copies of each issue are also distributed at no charge. Three copies are sent to AALL Headquarters; 1 copy is sent to Urbana, Illinois for inclusion with the AALL Archives; and 1 copy to the editor of TSSL. A total of 299 TSSL subscriptions are distributed.

Even though we have fewer subscriptions, the cost of publishing the TSSL has increased dramatically over the past two years. The average cost of publishing just one issue this year was $693.00. We averaged 47 pages per issue since we introduced an index for the first time. We normally run off 360 copies to cover new subscribers and claims. With the current size,
additional postage costs and an increase in duplicating costs, the cost per volume for the TSL is now insufficient.

I have listed below the actual costs and income for the past 3 years from June to May, since that time period covers the actual costs for each volume.

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The loss has decreased slightly in 1989/90 since the price of volume 15 (1989/90) was increased from $4.00 to $6.00 to cover the additional costs.

There are a number of solutions that the TSL Editorial Board can take to resolve our financial problems. The Board can decide to send the cancellation notices out in the first issue of the new volume each year rather than the second issue. The publication could also be limited by the editor to 33 pages for each issue. The current costs for publishing the TSL are $1.14 per page. With limiting each issue to 33 pages, the cost per volume would be $1,709.40, which is within our income.

The cost breakdown of expenses and income for 1989/90 is as follows:

1989/90 Budget Summary (as of June 3, 1990)

**1989/90 INCOME**

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**1989/90 EXPENSES**

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**BALANCE**

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On description and entry.
v.15, no.1 : 10-13

AACR2 2.7 B3
On description and entry.
v.15, no.1 : 10-13

AACR2 12.0
On description and entry.
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