# TECHNICAL SERVICES LAW LIBRARIAN

**Newsletter of the Technical Services Special Interest Section and the On-Line Bibliographic System Committee of the Legal Resource Section of the American Association of Law Libraries**

Volume 17, no. 2 November 1991

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TSSL COPY DEADLINES (Revised)

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Technical Services Law Librarian will carry reports or summaries of the convention meetings and other programs of the TS-SIS and OBS-SIS, act as the vehicle of communication for SIS committee activities, and carry current awareness and short implementation reports. For a full statement of the editorial policy, see the first issue of the volume. Prospective authors are urged to contact the editor for style information. Statements and opinions of the authors are theirs alone and do not necessarily reflect those of the AALL, the TS-SIS or OBS-SIS or the TSSL Editorial Board.

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EDITOR'S NOTE

I am very pleased to report that our diligent Editorial Board members have obtained funding from vendors to cover most of the expenses for this issue. Innovative Interfaces, Incorporated has agreed to make a generous contribution toward our expenses. They informed me that they like to support libraries and library groups and hope that their support is an encouragement to other vendors who may consider underwriting. In addition, a second vendor, who wishes to remain anonymous, is also providing support for this issue. The Editorial Board members and I certainly appreciate the generosity and support of these two vendors. Other vendors interested in providing full or partial support for future issues may contact me for details. Be assured that you will receive full acknowledgement in the issue, if so desired.

I would like to encourage former subscribers of TSSL to renew their subscriptions. There are 86 former subscribers who are not members of either TS-SIS or OBS-SIS and would not be receiving TSSL now. Our Business Manager, Evelyn Gardner, has send invoices to those individuals and vendors.

Along those lines, at least one academic law library has requested its own subscription, even though several members of its staff receive their own copies as a benefit of dues. If libraries have kept past copies and had them bound, they might want to keep their separate subscriptions rather than rely on members to donate their copies to the library. Non-member subscriptions are $10.00. Checks should be made payable to AALL and sent to Evelyn Gardner.
Greetings, fellow OBS members! In my message to you this quarter, I'd like to introduce the idea of a "Research Roundtable," give you an update on the OBS-sponsored systems survey, and report on two newly-appointed committees (Bylaws Revision and Nominating).

Last July I discussed with our OBS Executive Board, and with Brian Striman (chair of the Committee to Investigate Publishing Opportunities in Technical Services) and Janice Johnston (incoming TS-SIS chair) the idea of forming a RESEARCH ROUNDTABLE, as a discussion group under the joint auspices of the OBS-SIS and the TS-SIS. The Roundtable would function like similar groups in the American Library Association. A one-hour meeting would be held during the AALL annual convention, with one or two moderators leading informal discussion among librarians interested in research. In the first 30 minutes, people who have recently completed or are currently involved in projects will be asked to report on them, and take questions/comments from others. During the second part, attendees may do some "brainstorming," sharing their ideas for research or projects they would like to see done. The purpose here is to "inspire" librarians who are interested and capable, but who may not realize that their area of expertise can be worked into a worthwhile article or book. It could also help co-authors "find" each other—perhaps one person likes to do the writing, but would rather find a partner to conduct the survey or do background research.

As a joint OBS/TS activity, the Research Roundtable would focus on traditional routines in acquisitions, serials control, cataloging/processing and preservation, as well as automation of these functions, including the use of and alternatives to bibliographic utilities, and studies on integrated and stand-alone systems. The activity will help both sections to further the AALL Strategic Plan, particularly Goal IV, "To enhance the stature of law librarians and law librarianship," Objective D, "Support research in law librarianship."

Response to this idea has been favorable. Over the next few months the two Sections will do what is necessary to establish the Roundtable, and we will attempt to schedule the Roundtable's meeting in San Francisco during an uncrowded period. I hope to see you there!

Now, on to other matters... In September the OBS-SIS completed and submitted to AALL a formal request for $1410 in special project funds to execute the LAW LIBRARY SYSTEMS SURVEY. The 7-page questionnaire deals with all types of systems, and will be sent to all types of law libraries. The short-term goal is the publication of a directory of local systems, including the names of contact persons. Statistical analyses and descriptive studies may also be generated from the survey results. "Kudos" to Carol Avery Nicholson and to Suzanne Harvey for their recent efforts in moving this project along! We hope to hear in November that AALL will fund this project. Persons who can volunteer to help input the data from completed questionnaires, probably in Spring 1992, should contact Carol by phone (919-962-1199) or via BITNET (uncnic@unc).

A Bylaws Revision Committee has been formed. Sue Welch (College of William and Mary) is the chair; Phyllis Post (Capital University) and Elaine Sciolino (Simpson Thacher &
Bartlett) are the other members. They are currently reviewing OBS bylaws on our Section's name, who may hold office, when elections are held, and the formation of roundtables or discussion groups. Members can contact me or Sue Welch if there are questions or suggestions. Actual proposed revisions will be voted upon at the OBS Business Meeting next July, with advance notice of proposed changes either mailed to members or printed in TSLL before July.

OBS members interested in running for office, or in nominating another person for OBS office, should contact a member of the Nominating Committee: chairperson Katherine Tooley (Univ. of Tulsa), Frank Lee (Latham & Watkins), or Marsha Baum (Univ. of Connecticut). For 1992/93 only two elected positions need be filled: Vice Chair/Chair-Elect and one Member-at-Large (the latter officer serves for two years on the Executive Board, advising other OBS officers and handling occasional small tasks). We'd like to have our slate of candidates by Jan. 1992, with the election to be held early in the Spring.

The wait is over; the word has just been passed on which programs have been approved for San Francisco. While all the details have not been finalized, at least 7 programs were approved of the 13 submitted, and I have heard that the basic acquisitions workshop was also approved although there is no official word on that yet. Now it will be the usual mad scramble for program coordinators, moderators, and speakers; an exciting few weeks. I will not take additional space with a list of the approved programs as I assume the Standing Committees will include them in their columns, but I am pleased to say that once again TS-SIS will be providing some excellent educational opportunities for our members.

Margie Axtmann has agreed to chair our first awards committee and is in the process of appointing committee members. In addition to the primary task of selecting the first recipient of the Renee Chapman Memorial Award, the committee also will be formulating procedures and selection guidelines for the award. If you have recipients to suggest, please contact Margie.

Last year the AALL Executive Board tabled our request for a representative to ALCTS: CCS: Subject Analysis Committee, asking that we provide a report on all our needs for liaisons to ALA and whether it is possible to "double up" (one person serving as liaison to several AALL groups). Caitlin Robinson has agreed to chair an ad hoc committee that will prepare this report. Please contact Caitlin if you have opinions to express on this topic.

Our SIS was asked by the Private Law Libraries SIS to co-sponsor a project on developing standards for technical services operations in law firm libraries. I think this is an excellent idea and so does Carol Dawe who has agreed to serve as co-chair representing our SIS. To provide some occasional assistance, Carol is
forming an advisory board of TS-SIS members for this project. If any of 
you have an interest in serving on 
this board, please contact Carol or 
myself.

Are you feeling the urge to 
publish? Is there a research project 
calling out your name? The OBE and TS 
Executive Boards have favorably 
considered forming a joint Research 
Roundtable to meet for the first time 
in San Francisco. According to the TS 
Bylaws at least five members must 
express in writing their interest in 
seeing a new roundtable formed. If 
you like the idea of discussing 
research projects, are looking for a 
co-author, or need research ideas, 
please send me a letter. If five or 
more of you respond, then I will 
schedule a meeting time for this 
roundtable in San Francisco.

There are two areas of concern I 
would like to have all of us think 
about this year. The first is 
increasing participation opportuni-
ties for newer or less active 
members, and second is enhancing the 
involvement of those unable to attend 
the annual meetings. As a start, I 
have asked all our committee chairs 
to include newer or less experienced 
members on their committees, and I 
have asked the Standing Committee 
chairs to send at least two mailings 
this year to all their committee 
members. Please think about these 
issues and let me know if you have 
any ideas – or other concerns that TS 
should be thinking about at well.

I hope you will let me, Caitlin 
Robinson, our Vice Chair/Chair Elect, 
or any of the Executive Board Members 
know your thoughts and concerns about 
TS-SIS. Each of you is making a 
significant contribution to your 
library, and it is the purpose of TS-
SIS to identify your needs and 
support your efforts.

All of us are probably aware that 
Thomson Legal Publishing has 
purchased many U.S. legal publishers, 
among them Lawyers Cooperative Pub. 
Co. (for $810 million), Clark 
Boardman, Callaghan, Warren, Gorham 
and Lamont, Research Institute of 
America, Bancroft-Whitney, South-
Western Pub. Co., Carswell, and most 
recently, Maxwell Macmillan 
Information Services, formerly 
Prentice-Hall. So far, we law 
librarians are affected most by 
Lawyers Coop, Callaghan, and Clark 
Boardman purchases in that for a time 
we weren't sure who was publishing 
what, but these three have provided 
us with lists of what they each will 
be doing so things should straighten 
themselves out (we hope). It will 
be interesting to see if all the Maxwell 
Macmillan binders will be changed 
again to read "Thomson"; if they do, 
users may be thoroughly confused.

Since Thomson has purchased so 
many of these legal publishing 
companies, I decided to get some 
information about the company's 
background. The parent company, now 
Thomson Corporation, is located in 
Toronto and was started by Roy 
Thomson. Mr. Thomson, according to 
one source, was a "chubby, 
bespectacled high school dropout from 
Toronto." He evidently spent a number 
of years going from one thing to 
another before striking it rich in 
radio and small newspapers, then 
television and larger newspapers, and 
North Sea oil. His first acquisition 
was the Timmins, Ontario Daily Press 
in 1934. Mr. Thomson obviously knew 
how to make money, but one other
aspiration he had was to obtain a hereditary British title for his family and to organize his estate so that the fortune would remain intact under control of the head of the family. When Mr. Thomson (Lord Thomson of Fleet) died in 1976, his oldest son Kenneth took over the Thomson holdings and fortune. Kenneth Thomson (now Lord of Fleet) has been described as Canada's largest, wealthiest and perhaps least flamboyant media giant. He has, however, maintained the family fortune well, despite losses in some of its interests, particularly newspapers, the travel business, and Canada's Hudson's Bay Co. Kenneth Thomson's interests include collecting art, particularly that of Cornelius Krieghoff, an early Canadian painter, rare ivory carvings, country music, and western movies. His son David is the heir apparent to the Thomson fortune. In May of 1990, he moved from the Hudson's Bay Co. to deputy chairman of the Woodbridge Co., a holding company which is responsible for managing the family's $6.8 billion fortune. One of the community benefits of the Thomson fortune is the Roy Thomson Hall, a center for the performing arts in Toronto; ironically, Mr. Thomson cared nothing for good music.

In 1989, the North Sea oil assets were sold and Kenneth Thomson consolidated the family's many media and travel businesses into Thomson Corporation; the Thomson family owns 70% of Thomson Corporation stock. Thomson Corp. owns over 200 U.S. and Canadian publications and earned $385 million on $5.4 billion in revenues in 1990. However, first quarter 1991 earnings were down $56 million; interestingly, Thomson paid $56.5 million for Maxwell Macmillan. Nevertheless, analysts expect the company's profits to rebound.

How does this company, unlike other media companies, keep from struggling? According to an article in the Sept. 30, 1991 issue of Forbes, by "standing alone in out-of-the-way niches." Since 1988 Thomson has spent over $1.5 billion on acquisitions, mostly in specialized publications. Specialized information relies more on subscription revenue than advertising revenue and is a super source of income; I think law librarians can understand that--there are many legal publications which law libraries and law firms are going to purchase, regardless of whether or not they are advertised.

The Thomson Corp. offers 45,000 products and services, from drug databases for physicians to Jane's Defence Weekly to American Banker to UTLAS to travel agencies to package tours to legal publishing. From the looks of things, Thomson is here to stay, for as an article in the July 22, 1991 issue of Forbes stated, "this family has always kept its eyes focused on the bottom line."
Please send any questions that you may have about descriptive cataloging to the editors of this column. We will either answer your individual letter, or forward your questions to the Library of Congress. The editors want to thank Ben Tucker and his staff, particularly Adele Hallam, Senior Descriptive Cataloging Specialist in the Office for Descriptive Cataloging Policy at the Library of Congress, for taking time to answer our questions.

Preface to Question no. 1

The Cataloging Service Bulletin (CSB) no. 51 (winter 1991) issue contains the latest in a series of Library of Congress rule interpretations (LCRIs) that identify the decisions the Office for Descriptive Policy has made regarding added entries and see references for treaties, etc. In a sense, these rule interpretations go far beyond that of simply interpreting AACR2; instead, the LCRIs for 21.35 actually rewrite the current cataloging rules by replacing the AACR2's prescribed added entries for jurisdictions not selected as the main entry heading with see references in authority records. In both the ALA code and AACR1, jurisdictions or popular names that had not been chosen as the main entry heading were added as see references on the authority record for the main heading. While the ALA and AACR1 rules differed in how to select and formulate the main entry heading, both of those earlier codes recognized the concept of a main entry principle. In AACR2, however, rules 21.35A1, 21.35A2, 21.35B and 21.35C would provide access to jurisdictions not selected as the main entry heading only "when the main entry heading is for the treaty, but not when such a treaty, etc., is given as an added or subject entry..." (LCRI 21.35A1, CSB no. 41 (summer 1988) p. 28.). Therefore, the LCRI continued, "...the Library of Congress uniformly makes a jurisdiction(s)/uniform title reference (for the jurisdiction(s) not chosen as the main entry heading) in an authority record for the jurisdiction/uniform title (for the jurisdiction chosen as the main entry heading) instead of the added entry called for by the rule." Similar rule interpretations in CSB no. 41 are given for 21.35B, Agreements contracted by international bodies, and 21.35C, Agreements contracted by the Holy See. The latest LCRI for 21.35A2, Treaties, etc., between four or more governments, makes the same type of provision for references in the authority record, as well as an additional reference from the name of an international conference or international intergovernmental body which may have been involved (CSB no. 51 (winter 1991) pg. 37).

Despite efforts by the Library of Congress to persuade the Joint Steering Committee to change the text of AACR2, the Joint Steering Committee members from Australia, Canada and Great Britain have been unwilling to approve any changes. A working group of AALL's Technical Services Special Interest Section's Standing Committee on Cataloging and Classification wrote a statement supporting the Library of Congress's proposals, but it too proved unpersuasive. As reported in New Orleans at the business meeting of the Standing Committee, LC will continue to follow its rule interpretations when cataloging treaties. We can only hope for more success in the future.
AACR2 rule 21.35F1 prescribes that for a collection of treaties consisting of "...those contracted between two parties, enter it in the same way as a single agreement between those parties." When we look at the LC record (DCLC 87601528) for a compilation of treaties between the Marshall Islands and the United States, we know that AACR2 21.35A21 calls for entry between two national governments under "the heading for the government whose catalogue entry heading is first in English alphabetic order." An added entry should then be made for the United States, with a uniform title for the collection of treaties. Because this record was cataloged about the time of the LCRIs mentioned in the preface, we asked whether there should be an added entry on the bibliographic record for the United States, or a reference in the authority record. (NAF#8222303)

Treaties, etc. # Marshall Islands. 1977.

Treaties, etc. # Marshall Islands. 1977.

Treaties, etc. # Marshall Islands. 1977.
Answer to Question no. 1

Adele Hallam replied that a correction had already been made by the time she received our question. See the correction to both the bibliographic and authority records.

We received a question from Sarah Jane Boling, New England School of Law Library, about the headings established for circuit courts. She wrote:

"In cataloging the 1856 edition of Hempstead's reports for Arkansas, I have entangled myself in the question of headings for the Circuit Courts. In brief, there are 11 LC authority records for the Circuit Courts, all in the style, "United States. $b Circuit Court (1st Circuit) [etc.]"
The circuits have been reorganized several times as the country grew and its population density rearranged itself. The Ninth Circuit, which contained Arkansas and the other southwestern states in 1837 when the first division was made, now contains California and other states which now qualify as southwesternmost. Arkansas has been moved to the 8th and the 5th Circuits in the intervening time. Can it be proper to use the headings for Circuit Courts as they are given to us, without qualifying dates to indicate which states were in the circuit? The case of Arkansas is the only one I have researched, but here was a complete reorganization of the courts in 1866 after the Civil War, and there must be other discrepancies. My instincts tell me the heading I want is: "United States. 9th Circuit Court (1837-1866)," although it looks clumsy. This is in direct application of AACR2, 1988 rev. 24.4C8."

Answer to Question no. 2
Adele Hallam replied at length:

To make the matter more complicated, the early U.S. federal circuit courts [have been confused] with the present-day U.S. federal appellate courts, which are often referred to as circuit courts. The bona fide circuit courts were trial courts, created by the Judiciary Act of 1789 and abolished by the Judiciary Code of 1911. The U.S. circuit courts of appeals were created by the Judiciary Act of 1891.

The suggestions that, because the boundaries of the courts' jurisdictions changed over the years, separate headings for the same circuit, qualified by dates, would be created, does not solve the matter of "what is where when." One would still not know, e.g. in the case of the federal circuit courts, which entities (states, districts, territories, etc.) fall within the time period indicated in the heading.

As a possible problem [she] has at least chosen the simplest of examples. But take, for instance, the Illinois state circuit courts: there were 9 in 1848, 24 in 1857, 26 by 1873, 20 plus Cook County by 1885, 21 plus Cook County in 1990. (And these are just some of the changes.) Then, a county within the circuit might have "traveled" almost as much, e.g., Henry County was in 1858 in the 6th, in 1873 in the 5th, and by 1934 in the 14th circuit, and heaven knows where in between.

The rule referred to ...[AACR2, 1988 rev.] 24.4C8, is not applicable here because a court of a particular circuit does not cease and another one take its place; the same court simply keeps changing its boundaries or, in addition, new ones with a different circuit designation, added.

I am convinced that the present form of the headings has to continue. The only thing that can be done, is to add available information on the respective authority record. As an example I am adding a copy of the authority record for the 8th Circuit Court (n80-97881) which I revised some years ago. Unfortunately, because of the shortage of catalogers, we are not in the position at [the] present to add similar information in many other needed cases.
The circuit courts were trial courts, created by the Judiciary Act of 1789, abolished by the Judiciary Code of 1911 when their functions were transferred to the concurrently existing federal district courts. The Eighth Circuit was created in 1837 (5 Stat 176 (1837)) and comprised the districts of Kentucky, east and west Tennessee, and Missouri; in 1866 the Eighth Circuit comprised the districts of Minnesota, Iowa, Missouri, Kansas, and Arkansas (14 Stat 209 (1866)) and originally had a single circuit judge residing in Iowa. Do not confuse with appellate courts of similar name: the United States circuit courts of appeals, created by the Judiciary Act of 1891.

Southern Minn. Railroad Company. Louis Greiser and Henry Rowell ... 1875?: $b t.p. (United States Circuit Court; District of Minnesota)

Register of the Dept. of Justice ... 1874, 4th ed.: $b p. 78 (Listed under Circuit & District Courts of the U.S.: Minnesota District, Eighth Circuit)

14 Stat 209 (1866) $b (The districts of Minnesota, Iowa, Missouri, Kansas, and Arkansas shall constitute the eighth circuit; approved July 23, 1866)

For my column this time, I am going to report on the talk of one of the workshop speakers from "Administering the Library Preservation Program," of which I was a co-director, along with Hope Breeze, in New Orleans. I hope to be able to report on the other speakers in a future column. I especially want to include Jan Merrill-Oldham's comments since she spoke to several overall issues regarding the administration of library preservation programs. Jan has been the Head of the Preservation Department at the University of Connecticut Libraries since 1985 and has been one of the most active librarians in the fields of preservation and library binding.

Jan explained that the purpose of her talk was to give pointers on organizing a preservation effort in law libraries which don't have a fulltime staff member for preservation. She first discussed the importance of keeping books clean since dust creates a water-absorbing blanket around books. Water accelerates chemical reactions that cause organic materials to degrade. A program of regular vacuuming is a goal to strive for. One section of the library could be vacuumed each
summer, for instance.

Jan spent some time talking about needs assessment surveys. The aim is to develop specific recommendations based on the findings. Administrators cannot act on vague proposals. You need to convince senior library managers that they must commit resources to a systematic assessment of the need to establish a preservation program. Sustaining an ongoing program is difficult for senior management to accomplish. They need to be convinced. How?—By grass roots lobbying which requires cooperation among colleagues and lobbying through an established committee. That is what is needed to create an impetus to undertake a needs assessment. A needs assessment consists of determining the condition of the library collection and building, examining the degree to which the library is capable of addressing existing problems and recommending appropriate action based on the nature and scope of the collections and the library's mission and circumstances. The best working tool for a needs assessment is the Preservation Planning Program, which consists of a manual and a resource notebook. Published by ARL, it is currently available but it will be undergoing a complete revision over the next 18 months.

An assessment can be detailed and careful if you have the time or one can be done in a much simpler manner. The University of Connecticut Libraries did a simple version since they had neither the time or money to examine their collections the way they needed to. But they did want to strengthen their arguments for preservation needs. Their method was to inspect every volume returned to the main circulation desk for a 14-day period, looking for damage and embrittlement. They found that of the 6,849 books inspected, 48% were in need of treatment: a simple but compelling finding they have used successfully to vie for resources. The useful information a simple survey reveals is the percentage of the collection which is brittle and the percentage needing conservation treatment or commercial binding. The survey cannot distinguish between books in need of conservation treatment and those in need of rebinding. Those decisions can only be made item-by-item at the time of treatment, based on the nature and scope of the in-house repair program. The outcome of a comprehensive needs assessment is a well organized and well written document that identifies problems and ties problems to short- and long-term solutions. The report should include an excellent summary so at least that part of it will be read by the administration of the parent body. Since most books in law libraries do not circulate, a variation on this survey would have to be devised, such as asking patrons not to reshelve their books but to put them on designated book carts for a certain period of time.

The second step after a needs assessment is to arrange for the management of the library's preservation efforts. One person must be assigned responsibility for ensuring that progress is made each year toward the goal of implementing an effective preservation program. The more of that person's time that can be devoted to preservation the better. He/she can continue to learn, fact find, to document, to argue for what is needed intelligently, articulately and persistently. If that person can do so effectively and can garner support from colleagues and can conjure up good will, change will happen but expect it to be very slow.

The third step in establishing a preservation program is the one we don't want to think about: obtaining resources. The better the needs assessment and resulting report, the more likely it will be that you will get a fair share of the acquisitions budget for binding. A fair share will depend on the percentage of serials acquired, the scope of the need for retrospective binding and the nature and scope of the in-house repair program. Institutional
resources must be argued for over the course of years, following an articulated, administratively commitment to preservation, based on hard evidence of need.

But can institutional funds be adequate? No. We need to work through associations such as AALL to lobby for federal and state funds for preservation. At the federal level, the budget for the Division of Preservation at the National Endowment for the Humanities needs to be increased. Title II in LSCA grants also needs more funds earmarked for upgrading buildings and constructing new buildings that provide stable, secure environments. A new LSCA title is needed to support implementation of statewide preservation programs. New York State stands out in its library support of its libraries. States provide an excellent framework for regional preservation work. We must be part of an effort to earmark state funds for statewide preservation programs and matching funds for a separate LSCA title.

Librarians need to change their focus from identifying books for treatment only after they have collapsed to one in which we identify books for treatment at an early stage of deterioration. Circulation staff members (and shelvers?) could be trained to identify books for hinge tightening. The hinge area is the weakest part of a volume in most publishers' bindings and is the place where deterioration usually begins. Tightening hinges can make the book more sturdy than it was when manufactured and can stave off mechanical breakdown for a long period or altogether. Such a preventive program improves the overall condition of collections and lays the groundwork for gradual development of additional appropriate conservation treatments. (Directions for hinge tightening are found on pages 15-18 in Conservation Treatment Procedures, 2nd ed. by Carolyn Morrow, Libraries Unlimited, 1986. Jan recommends that a good book press and proper pressing boards be used. I have written to several companies which carry these items and will report on my findings in a future column.)

At the White House Conference in July, about 90 preservation related recommendations were received from the states. Four people, including Jan, took the 90 and boiled them down to eight overriding issues for consideration by a topic group. Five of those were bundled into one recommendation which made #5 of the 90 recommendations approved by the Conference. That indicates the high priority of preservation needs at the national level. We need to keep leaning on the federal government to act over the next decade. The National Institute for Conservation will copy the preservation issues, statements and recommendations from the Conference and send a copy to every member of Congress.

Jan alerted us to a new publication from ARL entitled Preservation Program Models: A Study Project and Report. It discusses the following ten preservation components from an administrative perspective: preservation administration, environmental control, replacement and reformatting, conservation, mass deacidification, commercial library binding, shelf preparation, stack maintenance, emergency preparedness, and staff training and user awareness. Each of the ten components is examined according to these criteria: 1) how does the activity contribute to the longevity of collections and the effective functioning of the library, 2) administrative issues and policy implications, 3) what resources are required and what decisions will library administrators need to make, and 4) what are the stages of development which library administrators can anticipate from a commitment to undertake a new component of a comprehensive preservation program or to upgrade an existing component.
Four years have passed since the last time this column listed the primary tools available for verification and use of Library of Congress Subject Headings. Since there are many law librarians who are new to cataloging (or catalogers new to law libraries), and several recent changes, additions or new editions of these tools, it may be a good time to present an annotated list. Three of the works are published by Fred B. Rothman & Co. (10368 W. Centennial Rd., Littleton, CO 80127). All others were prepared by the LC Office for Subject Cataloging Policy or by the LC Subject Cataloging Division, and these may be ordered from: Library of Congress, Cataloging Distribution Service, Washington, D.C. 20541. All prices shown are subject to change.


CDWARC Subjects. CD-ROM version of LCSH. Subscribe to this service, and you'll receive a fully cumulated compact disc every three months. Its advantages over the print and fiche sources include capabilities for "browse," keyword and Boolean-operator searching and for exporting records in MARC format to local disk files. $315 per year.

Subject Authorities. USMARC-format version of LCSH, issued on magnetic tape on a weekly basis. These are the records loaded into the online authority files in OCLC and RLIN, which allows many law libraries access to the most current subject heading information. $1,440 for the retrospective file (1986-1990), then $3,280 per year for updates.

Krieger, Tillie, comp. Subject Headings for the Literature of Law and International Law and Index to LC K Schedules. 4th ed., Rothman, 1990. This is a new ed. of law-related headings extracted from LCSH. It should be adequate for the needs of most smaller law libraries. One nice feature of the volume is the inclusion of beginning class numbers from all appropriate LC law schedules, making this a consolidated index to LC classification! $125.

Subject Cataloging Manual: Subject Headings. 4th ed., 1991. Looseleaf, 2-volume guide essential to any library which wants to assign or verify LC subject headings correctly. The manual includes various lists of free-floating subdivisions and pattern headings with lists of allowed subdivisions that are not explicitly given in the print, CD-ROM or microfiche LCSH, or the online authorities. (For more details, see the Subject Headings column in the Aug. 1989 TSLJ.) $115 for 2-vol set.

LC Subject Headings Weekly Lists. For the most up-to-date new, changed and deleted headings information in print form, these lists are issued monthly, but arranged by weeks, with no cumulations. Cross-references are printed only under the heading to which they refer. $400 per year.
Lembke, Melody Busse, comp. Legal LC Subject Headings Weekly Lists. Rothman, 1986-. Formerly compiled by Peter Enyingi, this is a quarterly service that lists added, revised and cancelled headings and references selected from the LC Subject Headings Weekly Lists because they deal with law and related topics. Issues are cumulative, ending each year with a separate cumulative. $32.50 per year.

Cataloging Service Bulletin. Quarterly service from LC's Processing Services Division, it contains announcements and decisions from LC on cataloging and classification policies. Includes regular columns: Subject Headings of Current Interest, and: Revised Subject Headings. $21 per year.

Free-Floating Subdivisions: An Alphabetical Index. 3rd ed., 1991. Lists every free-floating subdivision used in the LC system, including those indicated in 40 different "pattern" heading lists in the Subject Cataloging Manual, thus serving as a special index to that work. Annual. $21 for the 1991 ed.

LC Period Subdivisions Under Names of Places. 4th ed., 1990. Consolidated list of LCSH place names (countries or regions) showing the chronological subdivisions (time periods) approved for use under sub-divisions Foreign relations, History, Politics and government, etc. New eds. published irregularly. $21.

Revised Library of Congress Subject Headings: Cross-References from Former to Current Subject Headings. 1st ed., 1991. This new title lists once-valid headings cancelled between 1976 and 1990, showing the heading(s) that replaced them. Includes headings replaced by free-floating subdivisions. $25.

Enyingi, Peter, Melody Busse Lembke, and Rhonda Lawrence Mittan. Cataloging Legal Literature. 2nd ed., Rothman, 1988. This manual includes a section that focuses particularly on LC subject headings. Principles and techniques for determining the subject of a book are discussed, and specific law-related headings and subdivisions are explained and illustrated, with guidelines reprinted from Cataloging Service Bulletin and from the Subject Cataloging Manual. $65.


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TECHNICAL SERVICES IN SMALLER LIBRARIES
Carol Dawe, Guest Columnist
Ratten, Muchin & Zavis

As many of you know, Suki Scott (former TSLL columnist) and I are very involved in expanding the role of Technical Services in Law Firm Libraries. Suki is the chair of the Standards Committee for PLL and I am the chair of the Roundtable for Technical Services in Law Firm Libraries. We also participate in similar roundtables within our local chapters. I would like to encourage all of you to start roundtables locally. It is very, very rewarding, a lot of fun and a great source for continuing education.

The Chicago Association of Law Libraries has had a roundtable for
tech services for over 2 years. We meet every other month from 12-2 p.m. at one of our member's libraries and invite everyone to brown-bag it. Each month we decide on the topic for the next meeting. We have had demonstrations of software packages such as online catalogs and label production, tours of new library space, discussions on standards, and planning meetings for continuing education seminars for the Association as a whole.

At least one of our roundtable members is on the Continuing Education Committee. They act as liaison between the roundtable and the committee. We develop ideas for various programs and then our liaison pitches them to the committee as a whole. We have had seminars on KF Classification, Retention Schedules, LC Subject Headings and a 1 1/2 day seminar called "Cataloging Savvy" which featured Lois Chan, Sanford Berman and other speakers.

Overall, the roundtable has really offered all of us a built-in network. If we have a question, we have someone to call. I promised myself that I wouldn't continue the roundtable if I didn't learn at least one tidbit of information at each meeting. It has been over 2 years and I still attend every meeting. (I must confess that they have slipped my mind on occasion but usually I am there.) Roundtables are a great way to brainstorm. Recently we talked about how we deal with our M.I.S. people when they decide they want to reinvent the wheel and design an online catalog or serials checkin system in-house. The discussion was really beneficial to all of us.

I urge you to get together with other technical services librarians. When you do, let me know. The New York and Chicago groups often exchange minutes to their meetings. We would like to hear from other groups as well. The only way to learn is to share information. It is essential in today's fast-paced and ever-changing "library world."

Another way to learn from your colleagues is to participate in the SURVEY ON STANDARDS IN LAW FIRM LIBRARIES. This survey, sponsored by PLL's Committee on Standards, will be published in PLL Perspectives and every chapter newsletter between December and February. We are hoping for a large response so that we can better analyze what law firm librarians are actually doing in terms of standardizing technical services practices. Keep a look out for the survey, fill it out and send it in. If you have questions or comments regarding the survey or would like to help tabulate it, please call Suki Scott at Wachtell, Lipton, Rosen & Katz in NY (212-371-9200) or me at KMZ (312-902-9557).

As a member at large on the TS-SIS Board, I can assure you that the entire Board has made a real commitment to meeting the needs of firm librarians. We need your feedback. Call me and let me know your ideas and concerns. Get out there and Pass the Word!!!

OBS OCLC COMMITTEE
Phyllis Post
Capital University Law Library

At the OCLC Committee meeting in New Orleans last summer, a number of questions were raised by those in attendance. Ann Dodson, our OCLC liaison, has passed on to me answers to some of those questions which are reprinted here. More answers will appear in the next column.

When will PASSPORT be available on a LAN?

Version 2.0 of PASSPORT, scheduled for release in the summer of 1992, will have LAN support
included. OCLC currently is investigating the LANs to support.

The last line on PASSPORT is often lost because the arrow for scrolling it is not seen easily. The last line also is lost if the screen is printed.

Users will not have problems with the "hidden line" after they have migrated to PRISM. If the PASSPORT print command (PASSPORT-F8) is used instead of the DOS Print Screen command, the entire screen buffer, including any hidden lines, will be printed. The PASSPORT print command will not print the status line at the top of the screen.

Why is it not possible to rekey one function key to another without changing the data? Will the documentation be improved on reprogramming function keys? Will programming function keys be improved in future versions of PASSPORT?

OCLC is planning to change the way function keys are programmed in Version 2.0 of PASSPORT. Documentation will be updated at that time. The capability to rekey one function key to another was not added to PASSPORT because PASSPORT can only copy the original value of the function key file. For example, if you changed the value of a function key and tried to copy it to another function key, your changes would not be copied.

Law libraries are unhappy about getting error messages when trying to validate records. Why can't a user validate records with contents included?

Validation of fixed field "cont" is not a problem, although there have been complaints. Users enter valid codes and receive error messages because they did not enter the codes in the correct order as specified in format and USMARC documentation.

The implementation of the MARC update should have changed this situation because of the problems involved in maintaining the table of codes. The codes that now are to be entered in hierarchical order will be input in alphabetical order. The validation process will check for the proper codes, not the order.

Using, changing and defining function keys in PASSPORT has been a rather big concern for many libraries. Margaret Lundahl (Lundahl Enterprises) very kindly sent me a photocopy of a chart with character-by-character definitions of the OCLC-programmed function keys for FIRST and PRISM, which she received from PACNET. If anyone would like to receive a copy of this, please feel free to write or phone me and I will gladly send a copy on to you.

(Capital Univ. Law Library, 665 S. High St., Columbus, OH 43215: 614-445-8386 (voice); 614-445-7125 (fax)). Take note that buried in the PASSPORT manual is information which makes it possible to edit an existing function key without rekeying it (e.g. you could change the CTRL-F8 command to include the holdings statement). On p. 94 of PASSPORT Software User Guide, item 9, see that <page down> will let you copy the existing definition and <ctrl><arrow> lets you move the cursor to edit the definition.

One last PASSPORT note for Dial Access users who are being switched over to the new network. Some users have reported difficulty with the logon scripts they are told to use. The scripts may require some minor editing. Be persistent in your contacts with your networks and you should be able to resolve the problem. Call me if you continued difficulty.

A major item of discussion at our meeting this summer concerned OCLC pricing structure. A number of people present protested the fact that catalogers are being charged to search the database they are helping to create. The following is a statement about contribution pricing from OCLC. Please let me know any comments or reactions you have to it.

"The purpose of OCLC's 'contribu-
tion pricing' program is to promote the expansion and enrichment of the OCLC database by providing financial incentives that encourage libraries to add records and holdings to the Online Union Catalog (OLUC). OCLC member libraries share a philosophy that the richness of the database is a result of their cooperative cataloging efforts. OCLC believes that contribution pricing supports this great benefit to the library community.

OCLC has had a partial structure for contribution pricing since 1983 when charges for searches and credits for original cataloging were introduced. In a total contribution pricing environment, libraries would pay for each search for access to records in the database and would be rewarded for each record and holding contributed.

OCLC is moving toward a full contribution pricing structure in response to changes in the ways that libraries use the OCLC Online System. Once used exclusively for cataloging, libraries are now using it for access to information for a variety of purposes. In contribution pricing, libraries pay for the access to data in the system (bibliographic records, locations, union lists) and may then use the data in a variety of ways (cataloging, interlibrary loan, reference). When the libraries use the data for cataloging purposes, they receive a credit for contributing new records to the database.

The widespread installation of local library systems also has changed the way in which libraries use OCLC. Increasingly, OCLC members are cataloging on their local systems. While most libraries continue to contribute data to the OLUC in response to both philosophical commitment and contractual obligations, the previous pricing structure does not reward this activity. Contribution pricing brings our philosophy and pricing structure into agreement. For resource sharing, the OCLC database must be a complete source of holdings in member libraries, and the contribution pricing program encourages libraries to enter their holdings in the database by making it economical to do so.

OCLC's goal in adjusting the pricing structure has been to make the changes 'revenue neutral' to OCLC and 'cost neutral' to libraries, i.e., the new structure is not designed to increase overall revenues. To date, total OCLC charges under contribution pricing have not varied dramatically for most libraries from the total costs incurred under previous pricing structures. The charges have been 'unbundled' and are more specific to the particular functions that the libraries are using, which helps member libraries identify their own costs. In developing contribution pricing, OCLC has worked closely with Users Council delegates and directors of regional networks. The new pricing structure is being phased in at a manageable rate for member libraries.
We have submitted five program proposals to the Education Committee for the 1992 annual conference. The topics range from "Cataloging for non-catalogers" to a "how-to-" for the MARC Holdings format. As of the deadline for this issue, we have not received final word on approval for the programs.

Because of space limitations, the August 1991 TSLR did not include the text of the report from the Ad Hoc Workgroup on LC Subject Subdivisions or the memo from Paul Weiss on options for changing the LC subject heading for "Trials..." My apologies to those who searched in vain for the promised material. The full text of the Subject Subdivisions report, which is too lengthy for publication in the newsletter, is being mailed to all current members of the Committee. Others who wish to have a copy of the report please contact the chair of this committee.

Paul Weiss, of the Office for Subject Cataloging Policy at LC, is interested in comments on the LC subject heading "Trials." In order to reach a larger audience, the options being considered are summarized here. Please send your comments as soon as possible to Marie Whitlow at George Washington University Law Library, who will gather and coordinate our comments and submit them to LC.

Options to "Trials (...)"

1. Convert to phrase headings: e.g. Murder trials, Divorce trials, etc.

But some headings do not lend themselves to this treatment, e.g. Trials (Resisting an Officer), Trials Crimes of passion, Trials (Breach of the peace), etc.

2. Subdivide topics by --Trials; e.g. Divorce--Trials, Resisting an officer--Trials. But the subdivision --Trials, litigation, etc. already exists under persons and corporate bodies, and it might be seen as a complication rather than simplification to create another subdivision in slightly different form. However, it doesn't "sound right" to use the existing subdivision under crime headings, e.g. Murder--Trials, litigation, etc. (This seems to be the preferred option at LC, which suggests changing --Trials, litigation, etc. to --Trials, etc.)

What about geographic subdivisions: e.g. Resisting an officer--Illinois--Chicago--Trials.

3. Subdivide Trials by the topic, e.g. Trials--Murder, Trials--Breach of the peace.

4. Double the headings assigned to each work:

If this approach is taken it may be desirable to consider establishing a few broad categories of trials, e.g. Criminal trials, and Civil trials.

5. No change to the heading.
TS EXCHANGE OF DUPLICATES COMMITTEE  
Judy Lauer  
New York State Supreme Court Library

INVITATION TO JOIN 1991-92 EXCHANGE

SUBJECT OF THE EXCHANGE: ENGLISH LANGUAGE PERIODICALS AND ABA NEWSLETTERS

The purpose of the Committee on Exchange of Duplicates is to encourage the exchange of duplicate materials among law libraries, by issuing periodic lists of exchange materials available from member libraries, and to study and recommend to the Association methods to facilitate exchanges.

Dues to the Exchange, paid in the form of an annual subscription to the exchange lists, are $15.00, and should be mailed to the Chairperson of the Committee. When the Chairperson receives your dues, your library will be assigned a code number if such a number has not previously been assigned. This code number is to be used on all future lists.

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

AMERICAN ASSOCIATION OF LAW LIBRARIES TECHNICAL SERVICES SIS
COMMITTEE ON EXCHANGE OF DUPLICATES

INVOICE

Annual subscription for Exchange Lists 1991-1992..............$15.00

Subscription price includes membership in the Exchange Program and all lists to be produced in 1991-1992.

Make check payable to AALL. Mail to: Judy Lauer
TS/SIS Committee on Exchange of Duplicates
NYS Supreme Court Library
Broome County Courthouse, Room 107
Binghamton, NY 13901

Address information for lists:

Attn: ____________________________

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The Serials Standing Committee of the Technical Services Special Interest Section met at 7:00 a.m. on Tuesday, July 23, 1991 at the Hilton Hotel in New Orleans, Louisiana.

The report from Mary Ann Van Curan the Special Committee on Shared Pattern Holdings was read. Within the library profession there has been increased interest in a shared holdings database. The Special Committee on Shared Holdings will be reactivated to advocate for development and implementation of a shared national database of holdings records and to foster and coordinate law library efforts in creating and maintaining such a database.

Cecilia Kwan reported on NASIG activities. Issues under discussion include electronic journals, and enhancing OCLC records with 505 fields (table of contents). A pilot project is currently in process. NASIG has also been discussing ANSI standards for SICI (Serial Item & Contribution Identifier) and EDI (Electronic Data Interchange). These standards were more fully discussed in Norma Feld's report on SISAC activities.

Norma reported that SICI is the standard which supports the format for the SISAC BAR CODE SYMBOL, which is the machine-readable and eye-readable format that identifies an individual issue of a serial or an article within a serial. The applications include serials check-in, circulation, and interlibrary loan. The standard should be approved this fall at the ANSI Board of Standards Review. Norma also discussed the EDI standard, ASC X12. This standard concerns exchange of information between publishers, vendors, libraries, or other users about serials orders, cancellations, claims, acknowledgements, and invoices. The draft of the X12 formats should be completed by the fall of 1991.

The Special Committee on ANSI Standards for Uniform Bar Codes and EDI will be formed with Norma Feld and Cecilia Kwan serving as co-chairs. This committee will have four major goals:

1) Lobby system vendors to accommodate the SICI and ASC X12
2) Address the issue of using the SISAC SYMBOL on law reviews
3) Explore the possibility of the SISAC SYMBOL on legal periodicals other than law reviews
4) Investigate the application of the ISSN on legal materials and the usefulness of the SISAC SYMBOL, if applied for the following materials: Shepard's, West Reporters, Digests, State Codes, Looseleaf Services

Norma and Cecilia will be writing an article for the Technical Services Law Librarian to increase awareness of these standards and to gain support for their implementation.

During last year's business meeting a Special Committee on Serials Statistics Guidelines was established with the goal of submitting suggestions for clarifying definitions used for the ABA Law School Annual Questionnaire. Through an oversight, the committee was never activated. This committee will be formed this year. It was suggested that we check with the chair of the Statistics Committee to clarify how this information can be used.
A portion of the expenses for this issue are being generously underwritten by Innovative Interfaces, Incorporated. The Editor and the Editorial Board greatly appreciate their generosity.
Technical Services Law Librarian

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by

Jean Pajerek
Cornell University

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