EDITORIAL POLICY

Technical Services Law Librarian is a quarterly official publication of the Technical Services Special Interest Section and the Online Bibliographic 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. TSLL 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. TSLL will include short, practical articles on areas of interest to the sections and short implementation reports, but will not publish substantive articles, book reviews, publication announcements or job advertisements. AALL announcements, forms and similar information will not be printed if there is reasonable expectation of their being readily available elsewhere.

Any submission may be edited by style and length. 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 Section, or the TSLL Editorial Board. Issues are distributed in March, June, September, and December. ISSN 0195-4857

VOLUME 19 COPY DEADLINES

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EDITOR'S NOTE

We have a new column, beginning with this issue. Mary Burgos will be the contributing editor of the Serials Issues column, sometimes doing the writing herself and sometimes soliciting columns from other members of the TS Serials Committee. I think the column will fill a gap. Other areas of technical services have been covered very well in the regular columns, now serials will be also.

As a result of a question on the OBS survey last spring about TSLL, a couple of changes have already been implemented. One, obviously, is the new typeface. Its darker and slightly larger appearance should be much easier to read. Also, there will be a column, starting with the next issue, on the Internet. There were several comments from members suggesting such a column. Stay tuned.

On the following page is a brief survey for TS members and non-member subscribers (since OBS members already had a chance). The Editorial Board will review all responses and decide which areas should be addressed in future issues. Thanks for your cooperation.
SURVEY OF READERS
(Do not respond if you answered the OBS-SIS spring survey.)

1. Please list any topics you would like to see covered in future issues of TSLL.

2. Please indicate if you would be interested in writing an article for a single issue. If so, what would be the subject matter? Be as specific as possible.

3. Any other comments or suggestions about TSLL?

Your name and library:

Are you a member of TS-SIS or OBS-SIS? Circle the Sis's of which you are a member.

Please return to the editor by 29 October (address on back cover).

ONLINE BIBLIOGRAPHIC SERVICES SIS
MESSAGE FROM THE CHAIR
Phyllis Post
Capital University

Another convention has come and gone and left in its wake some very energized people who are eager to put to use the new things they learned and ready to plan for next year's convention. To all of you OBS members who were so instrumental in ensuring a successful convention, I'd like to say a big "Thank you!" In particular I want to thank Elaine Sciolino for all of her innovative PR work. During two of the SIS Council events the new OBS literature was held up as a shining example for the other SISs to follow. All of you should have received Elaine's pre-convention mailing with samples of the PR material; if you did not see it or are new to the Section and would like to see it, please let Elaine or myself know.

Another convention success story was the introduction of the Internet Lab in the Exhibit Hall, coordinated by our own Anne Myers. It was such a popular feature of the convention that plans are underway to have another lab at the Seattle convention. Every time I walked by the area it was full of people who were either checking in on their e-mail back home or stopping in to see what all the fuss is about. I know that Anne worked very hard to gather the equipment and see to it that it was properly configured—we are all very appreciative of her efforts.

After several years of planning and hard work, there on display in the Rothman booth was the first edition of Law Library Systems Directory. Available as no. 44 in the AALL Publications Series, published by Fred B. Rothman & Co., the Directory is a listing of local systems being used by law libraries across the country. The Local Systems Committee of OBS is justifiably proud of its publication and expects it to be a useful tool for putting law librarians in touch with their colleagues as they plan for and implement their local systems. The Directory was made possible through the volunteer efforts of some dedicated people who sacrificed many hours to ensure a timely publication. I want to thank Carol Avery Nicholson, managing editor and project coordinator; Mary Louise Corbett & Linda J. Davis, copy editors; Mary Cleland, Karin den Bleyker, Linda J. Davis, Brenda Grasmick, Barbara Szalkowski, Janetta Paschal, & Jane Walsh, data entry volunteers; and, Elaine Sciolino, who wrote the OBS history. Thank you to all! Special thanks are also due Judy Genesen, who provided some timely suggestions and moral support, and Paul Rothman, who agreed to publish the Directory. If you have not ordered your copy yet, I hope you will do so soon.

For those of you who were unable to be at the OBS business meeting, I want to tell you that we had a very lively and interesting discussion regarding the changes that AALL is experiencing due to its growth and the increasing number of convention attendees. This year marked the first year that the convention was held in a city's convention center rather than in a hotel. This is a trend that will continue into the foreseeable future. It means that as the Association has to pay rental on the facility (hotel meeting rooms are usually free when the hotel is occupied by the attendees), many aspects of educational planning will change. We will probably see fewer educational programs, and those that are given will need to appeal to broader audiences. We are also seeing a growth in the number of committees, which causes innumerable scheduling conflicts. Committees are another place where the valuable exchange of information takes place. At the business meeting we discussed some creative solutions to the scheduling conflicts and the consensus was that we should try to schedule some of our committee meetings opposite educational programs that are not being sponsored by OBS or TS. I will be working on this and I'll let you know what the response is. Anyone who
not being sponsored by OBS or TS. I will be working on this and I'll let you know what the response is. Anyone who would like to comment on this issue should please do so by getting in touch with me. The convention is for YOU, and while we can't please everyone, we can do our best to try.

At the same time, Sections and Committees are being given less time to propose programs after the convention ends. To deal with these changes, OBS now has its own Education Committee. In late July and early August this committee submitted some program and workshop proposals. During the rest of the year they will begin to work on proposals for the 1995 convention in Pittsburgh. When we meet in Seattle next year we hope to have proposals that are very nearly finalized. We will avoid the hectic post-convention program scramble, but we will be thinking far ahead of time as we plan! The Committee is using responses from my 1993 member survey to plan future programs that will appeal to as many of you as possible. If you have any ideas or an interest in getting involved as a program participant, please let Mary Chapman or myself know.

OBS has been fortunate to have had some very energetic leaders for the last several years and we are in the midst of some interesting and exciting programs. I look forward to the next year and I hope I can carry on in the same spirit that came before. I value any input, so please feel free to write or call anytime.

It is always inspiring to attend an Annual Meeting. The enthusiasm of the TS-SIS members and their interest in sharing ideas and learning is contagious. I have always admired the members of this Section and am proud and pleased to serve as your Chair for 1993/94.

Among the new appointments for the coming year are standing committee chairs Annette Morris who chairs the Standing Committee on Preservation, and Betty Roeske who chairs the Exchange of Duplicates Committee. Sandra Beehler has replaced Patricia Callahan on the Editorial Board of TSLL. Almost all of the AALL representatives who are associated with TS-SIS were up for renewal this year. The new representatives are as follows:

ALAL/ALCTS Cataloging and Classification Section:
Subject Analysis ........................ Jean Pajerek

ALAL/ALCTS Cataloging and Classification Section:
Description and Access .................. Ann Sitkin

ALAL/ALCTS/LITA/RASD/MARBI ...... Stuart Spore

Serials Industry Systems Advisory Council (SISAC) ................ Nona Watt

Library of Congress Special Committee on Foreign Class K Schedule ............ Phyllis Marion

Phyllis is the only reappointment. She graciously agreed to serve on the committee another year. Since the future of the Class K Committee is uncertain, the appointment process for this representative will be reevaluated next year. Will Meredith continues to represent the Association on the ALA/ALCTS Preservation of Library Materials Section. At the end of the 1992/93 year, representation to NASIG (North American Serials Interest Group) was discontinued.

A Nominating Committee for the 1994 election has been appointed. The members are Sally Wambold, Chair; Joni Cassidy, Bill Nazarro, and Donna Purvis. As they work to develop a slate for the next election, they will be helping us find a Secretary/Treasurer who will be the first to serve a two year term. The committee has also been asked to create a list of people from the Section who are possible candidates for the AALL Executive Board.

The Awards Committee for 1993/94 is chaired by Janice Anderson. Working with Janice are Richard Amelung, Beverly Rubenstein, and Suki Scott. During the year, they will be soliciting nominations for the 1994 award. The second Renee D. Chapman Award was presented at the 1993 annual business meeting to Marie Whited.

The 1993/94 Executive Board met on July 13 at the Hynne Convention Center. Among business items discussed was the report of the Representatives Working Group. As you may know, the report was presented at the business meeting on July 11 and met with approval from those attending. The Executive Board decided to send a copy of the report with its recommendations to the AALL Executive Board prior to its meeting in October. The report, as it appeared in the June 1993 issue of TSLL, will be revised to incorporate the ideas expressed at both the general business meeting and the board meeting. A letter formally requesting that any new representatives to MARBI, CC:D and SAC be allowed a period of internship prior to taking office will accompany the report.

I look forward to serving as your chair during the year and will try my best to be responsive to your ideas and opinions. Please feel free to contact me at any time. My phone number is: 919-684-3470, and my e-mail address is: heb@faculty.law.duke.edu.
The AALL Online Bibliographic Services Special Interest Section announces the completion of a directory of 450 libraries which responded to the 1992 LAW LIBRARY SYSTEMS SURVEY. The survey was developed by members of the Section's Local Systems Committee, and was executed in January-February 1992. A special projects grant was awarded to the OBS-SIS by the AALL Executive Board in recognition of the potential value collecting and disseminating information about online systems, databases and bibliographic utilities used in all types of law libraries. The primary goals of the project are: publication of a directory of law library local systems and analysis of the collected data to be submitted for publication as research article(s).

The first edition of The Directory of Law Library Systems has been approved for publication in the AALL Publications Series. In addition to the entries arranged by library name, the Directory will have several indexes. These include: 1) list of automation consultants and the libraries which have hired them; 2) list of automation systems or software and the libraries using them; 3) selected CD-ROM databases and commercial online search databases, with corresponding library users; 4) libraries which have installed LANs; 5) list of libraries by bibliographic utility affiliations; and 6) lists of retrospective conversion and tape processing vendors and the libraries which have used them.

For more information about the survey or directory, contact the Project Manager (Carol Nicholson, University of North Carolina at Chapel Hill), or the 1992/93 OBS-SIS Chairperson (Elaine T. Sciolino, Simpson Thacher & Bartlett).

The directory is priced at $45 and is currently available, contact Fred B. Rothman & Co., 10368 W. Centennial Rd., Littleton, CO 80127 (phone 1-800-457-1986).
Marie Whited is the 1993 recipient of the Renee D. Chapman Memorial Award for Outstanding Contributions in Technical Services Law Librarianship. The award was presented at the business meeting of the Technical Services SIS on July 11 in Boston.

Held in high esteem as an author, teacher, and mentor, Marie is an expert on Library of Congress law classification and cataloging. Through numerous panels and workshops, she has generously shared her expertise, most recently at the 1993 Summer Institute on International Organizations, where she spoke on EEC and U.N. classification. Currently chairing the TS-SIS Cataloging and Classification Committee, Marie is an authoritative guide for her colleagues throughout the library world, and she serves as an influence and inspiration to many in law librarianship.

The Technical Services SIS Awards Committee is proud to recognize these achievements, and to present Marie Whited with the Award for Outstanding Contributions in Technical Services Law Librarianship.

The Renee D. Chapman Memorial Award was established in 1991 to recognize extended and sustained distinguished service to technical services law librarianship and AALL. It honors the memory of Renee Chapman, former Head of Technical Services at the Charlie B. Sears Law Library at the State University of New York at Buffalo, and Chair of the Technical Services SIS in 1988-89.

The Technical Services SIS exists to promote the communication of ideas, interests, and research concerning acquisitions, cataloging and classification, preservation of library materials, serials control, exchange of duplicates and other traditional areas of technical services, which lead to the development and coordination of the country's law library resources, in all types and sizes of libraries. Founded in 1978 as a section of AALL, the Technical Services SIS has over 600 members affiliated with law firms, law schools, corporate legal departments, courts, and government agencies, or working as independent law librarians.

TS-SIS Awards Committee:
Janice Anderson
Gail Daly
Victoria Trotta
Michele Finerty, Chair

Changes continue in the legal publishing world. According to the Cleveland Plain Dealer of July 1, 1993, West Publishing has acquired the Banks-Baldwin Law Publishing Co. "Banks-Baldwin will operate as a subsidiary of West Publishing and will market both companies' publications and services in Ohio and Kentucky." The June 14, 1993 issue of Publishers Weekly noted at page 22 that job cuts are coming at CCH. "Three hundred ninety positions will be eliminated by the end of 1994, with most positions being from the printing operations (245 jobs) and the rest from the Legal Information Systems unit. The reason? The "move away from printed tax and law reports toward electronic services," Thomson Information/ Publishing Group experienced sales increases in 1992 in its three book-related groups, according to Publishers Weekly, May 17, 1993 at page 12. Thomson Professional Publishing, the American legal publishing unit, had a 13.7% increase and a 4.4% increase in profits. Growth in CD-ROM publishing played a major part in this increase. However, Thomson says that "while CD-ROM technology is a threat to some traditional forms of publishing in the tax and legal areas (as well as certain other areas), it also holds opportunities, and Thomson is recruiting personnel to capitalize on them."

At the Washington and Lee Law Library, we are in the process of changing periodical vendors from Faxon to EBSCO, for reasons I'll not go into here. I am glad we are doing this now and not back in 1983. I am hoping for a smooth transition, knowing that there are bound to be some snafus. If all goes according to plan, we will be able to change the vendor field in our current order records by using bar codes which EBSCO will supply. Since we haven't done this yet, I can't comment on how it went. However, one piece of advice I would give is: when you inform your present vendor that you are cancelling all orders with them, be sure you both understand what that means. I shot know in about a year how this transition went.

The July 1993 issue of Library Journal at page 39 has an article by Evan St. Lifer about EBSCO Industries. Most of us probably know EBSCO as a serials subscription agent. However, the company owns diverse industries, such as manufacturing pool tables, magazine binders, and carpeting, and also publishing. Its publishing arm produces abstracts and indexes, as well as other products, including CD-ROM titles. EBSCO prides itself on not being wedded to any one technology, however. Its next technological challenge is to implement "a database licensing program to cater to a library's Integrated Library System, allowing the library to download onto its hard drive any of [EBSCO Publishing's] products via electronic tape." Now, getting back to serials, EBSCO Subscription Services is a serials vendor in the traditional way. But, it is also getting into the document delivery business. J.T. Stephens, President, CEO, and Chief Operations Officer, wants EBSCO to retain its good relationship with journal publishers, but he also understands that "serial information is going through technological changes and libraries are changing also, sometimes preferring access to particular articles over purchase of an entire journal. For the library, money, or the lack of it, also enters into the picture and budgets are 'increasingly set aside for access.' The people at EBSCO are concerned about their relationship with publishers, who aren't too excited about document delivery. Stephens feels that "the key to the success of document delivery is a method for granting copyright that the publishing community would find amenable." He further believes that if publishers don't agree to this, it will happen anyway. At this point, I don't know if we will take advantage of EBSCO's document delivery, but I think we would surely consider it.
"Processing Through the Internet"

LC Standards, MARC specifications, association guidelines and articles by colleagues offer details on how to technically process items in libraries. In recent years a new source has emerged that assists in performing this task. It's electronic, it's worldwide, it's called the INTERNET.

The network of networks, Internet can be used as an instantaneous communications tool for technical services librarians. For example, in one week, an informal poll among colleagues can be taken on how looseleaf services are routed; in one day, opinions can be expressed and compiled on the issue of how to catalog internal memos; in one hour, news of a publisher's different supplementation method can alert all law librarians.

Without the Internet, such activities would have to be accomplished via the U.S. mail (a.k.a. snailmail), the telephone, articles in professional publications or personal contact at workshops or conventions. Instead, the Internet offers electronic mail to individual colleagues, subscriptions to focused discussion lists, searching capabilities of online catalogs and access to electronic newsletters.

Electronic Mail

The key to successfully communicating with professionals from around the world is knowing their full e-mail address. There is an online source called the Internet White Pages that helps identify proper addresses. Beware, you must know the "address" to the White Pages file in order to search it (regulus/cs.bucknell.edu 185).

The mechanics of how to send mail messages varies among Internet providers and networks; however, having the correct address is the most critical part of this communication process. Both small and large technical service departments can benefit from the knowledge shared.

Discussion Lists

There are over 3800 discussion lists available on the Internet and their status changes daily. Although there is no list called "technical services" or an abbreviated acronym that resembles it (e.g. TECHSRV or TSLIST), there are quite a few lists that cover many technical services issues:

ACRLNY-L@NYUACF
Electronic bulletin board for library jobs and events in the U.S. (Jobs are coded by type in the Subject message, i.e., ACAD-TECH for technical services jobs in academic libraries and SPEC-TECH for those in special libraries)

AUTOCAT@UVMVM
Library catalogers discussion list

COOPCAT@NERVM
Discussion list which serves as a clearinghouse for information to aid in the formation of cooperative cataloging arrangements between libraries

EXLBRIS@ZODIAC RUTGERS.EDU
Rare books, manuscripts, and special collections discussion list

LAW-LIB@UCDAVIS.EDU
Law librarians discussion list

GOVDOC-L@PSUVM
Government documents librarians discussion list (includes the DuPont Circle Group Reporter, the newsletter for U.S. depository libraries)

PACS-L@UHUPVM
Public Access Computer Systems Forum: deals with all computer systems that libraries make available to their patrons, such as CD-ROM databases, expert systems, hypertext programs, microcomputer labs and locally-mounted databases (see also PACS-P below)

RLGETECH@RUTVM
RLG Technical Services discussion list

SERIALST@UVMVM
Discussion group dealing with serials issues

TESLA@NERVM
Technical Standards for library automation discussion list

USMARC-L@MAINE
USMARC Advisory Group forum which discusses the implementation, maintenance, changes and development of the USMARC formats.

VIRTUAL@INDYCMS
Forum for the exchange of ideas, challenges and solutions in the establishment and operation of the library of the future: hardware, software, publishing, buildings, staffing, management, etc., are all welcome topics for discussion

Vendor-Related Discussion Lists

Many library software companies provide an electronic forum for a user to communicate with the vendor as well as other users.

CARL-L@UHCCVM
CARL users group

DYNIX L@SBU.EDU
Dynix users group

INNOPAC@MAINEB
Innovative Interfaces users group

NOTIS-L@TCSVMB
NOTIS users group

NOTISACQ@CUVMB
NOTIS acquisitions users group

PALS-L@KNUTH.MTSU.EDU
PALS users group

UNICORN-L@PSUORVM
SIRSI/UNICORN users

VTLSLIST@VTMVB
VTLS users group

Electronic Newsletters:

ACQNET
Newsletter on library acquisitions issues (Send subscription request to Christian Boissonnas at CRI@CORNELL)

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AL-AO@UICVM
ALA Washington office newsletter

ALCTS@UICVM
ALCTS Network News: an electronic newsletter for this ALA division

LCCN@SUN7.LOC.GOV
LC Cataloging Newsletter: quarterly newsletter containing brief statements related to activities of the Library of Congress in the area of cataloging

OCLC-NEWS@OCLC.ORG
Newsletter for press releases from OCLC

PACS-P@UHUPVM1
Public Access Computer Systems Publications: news of interest derived from the PACS-L discussion list (also includes CURRENT CITES, a bibliography of articles of interest to PACS-L users)

PRICES@GIBBS.OIT.UNC.EDU
Newsletter on serials pricing issues

Access to Online Catalogs

Using the telnet command, you can access one institution or multi-institutional law catalogs. Below is a list of selected large libraries:

<table>
<thead>
<tr>
<th>Library</th>
<th>Internet Address</th>
<th>Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia</td>
<td>pegasus.law.columbia.edu</td>
<td>pegasus</td>
</tr>
<tr>
<td>Fordham</td>
<td>150.108.2.22</td>
<td>lawpc</td>
</tr>
<tr>
<td>Marquette</td>
<td>libus.csdrmu.edu</td>
<td>as instructed</td>
</tr>
<tr>
<td>New York Univ.</td>
<td>julius.nyu.edu or 128.122.159.2</td>
<td>law</td>
</tr>
<tr>
<td>U. of Maine</td>
<td>ursus.maine.edu</td>
<td>ursus</td>
</tr>
<tr>
<td>U. of Michigan</td>
<td>141.211.220.2</td>
<td>um-lex</td>
</tr>
<tr>
<td>U. of Nebraska</td>
<td>unlib.unl.edu</td>
<td>library</td>
</tr>
<tr>
<td>U. of New Mexico</td>
<td>libros2.unm.edu</td>
<td>library</td>
</tr>
<tr>
<td>U. of Oregon</td>
<td>janus.uoregon.edu</td>
<td>janus</td>
</tr>
<tr>
<td>U. of Pennsylvania</td>
<td>lola.law.upenn.edu</td>
<td>asklola</td>
</tr>
<tr>
<td>U. of Virginia</td>
<td>128.143.70.101</td>
<td>press return,</td>
</tr>
<tr>
<td>Washington &amp; Lee</td>
<td>ili.library.wlu.edu or 137.113.10.11</td>
<td>'connect law'</td>
</tr>
</tbody>
</table>

Again, knowing the exact internet address is helpful but there are many "tools" on the internet that direct you to these catalogs such as: Archie, Gopher, Veronica, WAIS and WWW (individual explanation is for another article altogether!). The most common benefit of searching these libraries is locating cataloging information. Checking LC classification or subject heading assignments are two common uses. Frequently, the local catalog records contain OCLC record numbers. Therefore, when producing a record the connect and search times on OCLC decrease.

Conclusion

If you don't have access already, get ready, your connection is vital to the future of technical services. Contact your regional OCLC network, check with a nearby educational institution for arrangements, or use a commercial provider to gain access. Costs will vary depending on total hours of usage but the benefits are far reaching and can not be overestimated.

**A special thanks to Peggy Mahan, Head of Technical Services, Theodore F. Jenkins Memorial Law Library, Philadelphia, PA for her assistance in preparing this article.
Examples used in the advanced sessions of the 1992 Santa Clara Cataloging Institute often included the cataloging problems, but not all gave the solutions. Over the past year this column has been devoted to distributing as much information as possible about the advanced sessions’ solutions. For that reason discussions on classification and subject cataloging as well as description and entry have appeared in this column. In later issues of vol. 19 we will complete the coverage of the Institute.

Sessions on access points and uniform titles remain unreported. Thanks again to Marie Whited, Paul Weiss, and Adele Hallam for preparing the institute materials and to all the reporters who have assisted with the answers: Martha Childers, Kathy Faust, and Ellen McGrath.

For those of you who collect American Law Institute (ALI) materials, now is a good time to review how the tentative drafts of the restatements are cataloged. Some months ago Alva Stone noted that there was a wide variation in how tentative drafts from ALI appeared in the bibliographic utilities. Some were cataloged individually as monographs, some appeared as serial records. The tentative drafts, though they often carry a numeric designation, are not serials, since they do not meet the requirement “intended to be continued indefinitely” (AACR2 glossary). The tentative drafts should be cataloged as multi-part items. The following LC record is an example of a correctly cataloged multi-part tentative draft.

Given the budget constraints of our institutions Karen Nobbs’ question on recording cancellation dates for loose-leaf publications has poignant currency for many of us.

How should a cataloger handle the distinction between titles which are actually ceased (e.g., the publisher stopped publishing them), and the titles whose subscriptions are cancelled internally, but continue to be published? Clearly, a library’s local holdings need to reflect that cancellation, but it is probably inappropriate to close the date of an ongoing title in a national data base. Again, is this described somewhere and is there any difference between serial and monographic cataloging practices?

Karen is absolutely correct that it is “inappropriate to close the date of an ongoing title in a national data base” unless one is reasonably sure that the title has ceased. This is true whether the title is a loose-leaf publication cataloged as a monograph or a serial record. What are the catalogers options? The answer depends on your local system and your national bibliographic utility. What local notes and fields stored in your records display in your local serial record. What are the cataloger options? The answer depends on your local system. In later issues of vol. 19 we will complete the coverage of the Institute.

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For those of you who collect American Law Institute (ALI) materials, now is a good time to review how the tentative drafts of the restatements are cataloged. Some months ago Alva Stone noted that there was a wide variation in how tentative drafts from ALI appeared in the bibliographic utilities. Some were cataloged individually as monographs, some appeared as serial records. The tentative drafts, though they often carry a numeric designation, are not serials, since they do not meet the requirement “intended to be continued indefinitely” (AACR2 glossary). The tentative drafts should be cataloged as multi-part items. The following LC record is an example of a correctly cataloged multi-part tentative draft.

Given the budget constraints of our institutions Karen Nobbs’ question on recording cancellation dates for loose-leaf publications has poignant currency for many of us.

How should a cataloger handle the distinction between titles which are actually ceased (e.g., the publisher stopped publishing them), and the titles whose subscriptions are cancelled internally, but continue to be published? Clearly, a library’s local holdings need to reflect that cancellation, but it is probably inappropriate to close the date of an ongoing title in a national data base. Again, is this described somewhere and is there any difference between serial and monographic cataloging practices?

Karen is absolutely correct that it is “inappropriate to close the date of an ongoing title in a national data base” unless one is reasonably sure that the title has ceased. This is true whether the title is a loose-leaf publication cataloged as a monograph or a serial record. What are the catalogers options? The answer depends on your local system and your national bibliographic utility. What local notes and fields stored in your records display in your local OPAC?

For instance, in RLIN you can use the 590-599 notes or certain fields on the holdings screen for local information. At Los Angeles County Law Library we use a free text note ($a of ANT) to store the following note about a loose-leaf cancellation:

Subscription cancelled. This displays immediately following the call number in the case of a loose-leaf or after a serial holdings statement such as: Library has: v. 1-4, 1988-1992. Subscription cancelled. The dates in the fixed and variable fields are left open. Our reference staff are experienced users and realize that just because a loose-leaf or a serial have open dates does not mean that we are still subscribing. In fact, an open date on a loose-leaf does not mean that we have ever received any supplementation. Catalogers make a judgment based on available evidence that the title will in fact be updated. We all know that publishers do not always follow through with their promises to keep a title up to date! The note that the subscription is cancelled is very easy for the user to spot (it would have been buried in the description if we used the 590 option). They groan, of course, and ask why we don’t get it any more! We know the answer to that question: money!

Because OCLC operates on a “master record” assumption, libraries cannot maintain individual variations of the same record in OCLC. Instead, each OCLC library would have to make local notes in its own online catalog or manual file regarding cancelled subscriptions. In no event should a library permanently “close” a record when it has merely cancelled a subscription.
Will Meredith and Mary Cooper Gilliam, from the Preservation Committee of TS-SIS, coordinated the workshop, on Thursday, 15 July 1993. The twelve of us who had registered were transported by bus to Andover, Mass. where NEDCC is located. We were warmly welcomed by Ann Russell, the Director. Karen Motylewski, the Director of Field Services, described NEDCC as a nonprofit regional conservation center which serves as a resource for librarians through its pool of consultants. She identified seven elements of preservation: control of the environment, building design, stacks maintenance, handling of books, item treatment, disaster preparedness, and public education. It is important for libraries to do surveys of the types of materials they have, the size of the collection, patterns of use, and the functions of the staff. Libraries should decide what they want concerning temperature and relative humidity, air quality, light, fire protection and security. Ideal conditions are usually not possible. Karen explained that the deterioration rate doubles with each 18 F. increase in temperature. Libraries should choose a temperature and relative humidity level and keep them constant. There should be no more than a 3 F. or 3% change per month in transition between seasons in regions which experience wide temperature fluctuations. Karen discussed different types of furniture, stating that wood is the worst for shelving because it is highly acidic. Baked enamel is the library standard. When purchasing shelving, it is important to be sure there are no solvents in it, that it is chemically neutral. Concerning light, intensity + time = amount of damage. Since all light is damaging, the minimum amount consistent with reading comfort should be used. Speaking of the physical security of items, Karen stated that 70% of library fires are caused by arson. One sprinkler uses + 20 gallons per minute but fire hoses may use hundreds of gallons per minute. The use of sprinklers is advocated by conservationists. Dry pipe sprinkler systems which do not hold water are more expensive than wet pipe sprinkler systems which are much quicker to respond because they always contain water.

Todd Pattison, Conservator, spoke to us about in-house repair. He advised us to take a small sample of the collection to see what kinds of damage there is. The sample will help win support from the administration by showing that a program will save money in the long run. In-house repair may be more cost effective than binding or replacement, depending on the extent of damage or deterioration. If the sewing or adhesive is not sound, for example, it would be more cost effective to send a book to the bindery than to attempt the repair in-house. Todd explained that hinge tightening costs only $.20 per book and takes about 5-10 minutes to perform. Titles to be repaired can be identified through circulation, the reference staff, and shelfreading projects. It is important to keep records of the types and numbers of repairs completed to determine the cost effectiveness of the repair operation.

After a catered lunch, Shawn Diaz Cressman, Manager of the Microform Laboratory, spoke to us about using microfilm as a preservation tool. The life of microfilm is 500 years compared to 20 years for digital methods. Strict standards are evolving for filming. Preservation filming can be more expensive than regular filming because of these standards but libraries can be assured that it will last much longer. Standards for inspection of film includes a density check, a frame by frame check, and a match with the original. NEDCC's master negatives which are those taken directly by the camera go in a vault in a mountain to keep them at a constant, cool temperature. Service copies are those which are used by libraries.

Todd Pattison showed a series of slides about conservation treatment and choices. NEDCC documents each book before work is begun. They take pictures of it and make a written record. Tests are done of each type of ink. The books are disbound and dry cleaned. All pollution, acids, and sizing are washed out in this process. The pages are deacidified and an alkaline reserve is added. Any necessary paper repairs are completed with Japanese paper and wheat or rice starch. The book is dried with a lacking iron. New endsheets are added, then the boards and the covering material. A record is made of the work that was done and it is placed in the book for the customer.

Participants were given a tour of the microfilm and repair laboratories. Several examples of old books and scrapbooks were displayed, both those in need of treatment and those whose treatment had been completed. The chosen method of treatment and the course of treatment were explained. We could see that the center receives a wide variety of materials from many types of institutions and individuals. Among the items displayed for us was a scrapbook which had been kept by the wife of a member of the National Negro Baseball League. While it is important historically, it does need a lot of attention to preserve the contents. We also had a demonstration of flat paper and photographs by a conservator. The results of a process called leafcasting were shown to us. The original documents had holes in them from insects eating the paper. Leafcasting fills in the missing places.

NEDCC is truly a wonderful resource for libraries and a model for other regional conservation centers around the country.
Since this is my first outing as the new editor of this column, I will take this opportunity to introduce myself. My name is Ellen McGrath and I am the Head of Cataloging and Classification Research Discussion Group. I have recently been granted tenure, an accomplishment that requires research and publishing at this University. So, I do have some experience in these areas, though I would certainly not call myself an expert. I have had a monograph published in the AALL Occasional Paper series and I have had one article published in the refereed journal Cataloging & Classification Quarterly. An additional article has also been accepted and is forthcoming in that same journal.

Many thanks to Brian Striman for getting this column off the ground and doing such an excellent job for the past year. His work here led to his appointment to the new AALL Standing Committee on Research, chaired by Nancy Carol Carter. Be sure to read Brian’s article in this issue about the work of the Committee and the upcoming LAWRES-L listserv. Brian and I hope that this column can be used to get ideas from the readers of this column to the Standing Committee, as well as to convey information on the work of the Committee to the readers of this column. As I said, Brian has already gotten us off to a good start. I hope to follow his lead, but I will need your help. Please contact me with ideas for the column or for research impressions of what you have read, inaccuracies, etc. Anything—just so I know you are reading it!

I thought I would use this issue’s column to discuss information that I have picked up from this year’s American Library Association meeting in New Orleans. I did not attend the meeting myself, but thanks to the miracle of electronic listservs, I have collected a great deal of pertinent data concerning research in cataloging and classification. I should say that most of the ALA activity I will report on concentrates mainly on cataloging and classification. This is also my obvious area of special interest. It does not, however, mean that this column will focus only on those areas. It simply means that I will need to hear more from those of you who are interested in or doing research in other technical services areas such as acquisitions, serials, preservation, etc.

Two excellent ALA reports were posted on AUTOCAT and I will summarize them here. The first was a report by Judith Hopkins (SUNY Buffalo) of the ALCTS Cataloging and Classification Research Discussion Group. There was an announcement of the electronic availability of the list of research topics put together by the ALCTS Cataloging and Classification Section Policy and Research Committee. It is described as comprising “research topics in cataloging and classification suggested by authors of research and other literature published from 1987 to 1991.” The Committee members have gone through the recent literature, combined ideas for further research, and then supplemented those ideas with more suggestions of their own. To retrieve the file, send a mail message addressed to LISTSERV@UICVM with the text of the message: GET CCS RESEARCH. I have received a copy of this list and I highly recommend it. As a person who enjoys doing research, I find it encouraging that at coming up with the initial idea, I find this list to be a goldmine of information. As a matter of fact, I will probably go into greater detail about the topics listed in later columns. If anyone would like a copy and cannot obtain one electronically, please let me know.

A great deal of the Discussion Group meeting was devoted to a report by Judith Hudson (SUNY Albany) on the ALCTS “Research in Cataloging and Classification: Ways and Means” preconference held in New Orleans prior to ALA. The purpose of the preconference was to aid potential and actual researchers in getting started. Judith Hudson welcomed all the participants. Elaine Svenonius (UCLA) was the keynote speaker. She utilized the phrase “look before you leap,” by noting that the anticipation of the results of our actions is very important. AACR2 was given as an example of not looking before leaping. Ms. Svenonius emphasized the necessity for quantification in applied research and the generalizability of results.

Carol Mandel (Columbia) spoke on developing research questions. She pointed out the importance of the literature search and the following keys to success: objectivity, critical thinking, clear analysis, careful design, and the linking of results to theory and concepts. Ms. Mandel noted that we often do research on a regular basis without even realizing it. She gave the example of training a new cataloger. The steps of determining criteria, setting up methods to measure progress, and the followup application of those measurements emulate the research process. Richard Smiraglia (Long Island University) emphasized the careful definition of the research project, since the majority of research actually takes place at the planning stage and all else flows from there. Breakout sessions were conducted to supply some hands-on experience to the attendees.

Ruth Carter (University of Pittsburgh) was the final speaker. She spoke about what she has observed in her role as the editor of Cataloging & Classification Quarterly. All in all it sounded like an excellent workshop and I was sorry to have missed it. Let me know if you would like a copy of Ms. Hopkins full report and cannot obtain it from AUTOCAT. I also have a copy of the handouts courtesy of Ms. Hudson. In addition to the list of research topics developed by the CCS Policy and Research Committee, the handouts include a list of steps in research project development, a selective, annotated bibliography by Martha O’Hara Conway entitled “Research in Cataloging and Classification: Methods and Issues,” and the instructions for authors for Cataloging & Classification Quarterly.

The second ALA report was also posted to AUTOCAT by Judith Hopkins and it summarized the activities of the CCS Policy and Research Committee itself at ALA. I will only point out one item of interest from these meetings. A report was given by Richard Smiraglia as editor of Library Resources & Technical Services (LRTS). He discussed his instructions from the journal’s editorial board which are to “1. Make LRTS more representative of all ALCTS, and 2. Improve the balance between research articles and more pragmatic ones, i.e., increase the number of pragmatic ones.” The first point speaks to the fact that the majority of articles received by LRTS address cataloging issues. There is a desire to increase articles that deal with other technical services areas. The second point concerning more pragmatic articles is rather self-explanatory. I know I found it encouraging though, since I feel more comfortable personally with working on and even reading such
"practical" articles. It is important to heed the earlier points about generalizability, however, when writing such articles for publication.

Speaking of LRTS, I have just received the current issue (v. 37, no. 3, July 1993). I have not had the chance to read it completely yet, but I recommend that you all try to get your hands on it. It is the annual "The Year's Work in ..." issue, in which a review of the literature for the current year in each of the areas of acquisitions, descriptive cataloging, subject analysis, collection development, preservation, reproduction, and serials is given. The subject analysis review is written by AALL's own Alva Stone (Florida State University) and is entitled "The Elusive Concept of 'Aboutness': the Year's Work in Subject Analysis, 1992." Congratulations, Alva! These annual LRTS review articles are excellent because they analyze trends in research and publication in these areas. Perhaps more importantly, they typically suggest areas that require further research.

I hope this column has included something of interest to you, the readers. I suppose the underlying theme is that there ARE technical services librarians actively involved not only conducting research in their field, but also in fostering similar research among their colleagues. If you have ever wanted to do research, but could not figure out what topic to pursue, the sources cited in this column should provide some help for you. Or if you have an idea, but simply cannot think how to begin, assistance can be found. The unstated theme is that technical services research IS very important. So get involved! Please let me know if you want to learn more about anything I have mentioned in this column. But also let me know what else you would like to see addressed here. I can be contacted at: SUNY Buffalo Law Library. O'Brian Hall. Buffalo, NY 14260-1110, phone: (716) 645-2254, fax: (716) 645-3860, Bitnet: LWLETMCG@UBVM, Internet: LWLETMCG@UBVM.CC.BUFFALO.EDU.

SERIALS
Jean Pajerek
Cornell University Law Library

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

Bender's federal tax week
   Changed to: CCH federal tax weekly.
   1993, no. 26 (July 8, 1993)-

Massachusetts rules of court ... state and federal
   1993-

Newsletter (American Bar Association. Section of Public Utility, Communications and Transportation Law)
   Changed to: News (American Bar Association. Section of Public Utility, Communications and Transportation Law)
   Vol. 32, no. 2 (Jan. 1992)-

Suffolk transnational law journal
   Changed to: Suffolk transnational law review.
   Vol. 18, no. 1 (fall 1992)-

The following serials cessations were identified by the Cornell Law Library Acquisitions staff:

Criminal justice quarterly
   Publication suspended with vol. 10, no. 1 (fall 1989)

Law and legislation in the German Democratic Republic
   Ceased with: 1-2/88

Michigan. Civil Rights Commission. Case digest
   Ceased with: 1985/1986

National Jewish law review
   Ceased with: vol 5 (1990-91)
SERIALS ISSUES
Mary Burgos
New York University Law Library

Shrinking budgets and rising serial costs have been pounding at the door of law libraries for many years. Unfortunately, they have in most cases come right in. As a result, the law serialist has been confronted with the formidable task of bringing these conflicting trends under control. We have vigorously pursued alternate methods of managing our serials collections, some of which, our non-law counterparts have used for years. Vendor consolidation is one such method.

Although many law libraries have used subscription agents for the non-legal portions of serials collections or for special needs such as back orders or foreign materials, some law libraries are now moving the majority of law serials orders to one or more serial vendors. The benefits of consolidating serial orders are simply reduced cost and increased control.

When calculating the cost of serials, many factors need to be taken into account. If, for example, the only measure in determining whether to purchase directly from a publisher or through a serial vendor was the purchase price, then buying direct would be the first and only course of action. However, all aspects of serials acquisitions costs, including staffing, must be considered when evaluating options for ordering serials. One of the most convincing studies in this area is Doug Phelps' time-and-motion study "Publishers' Scoucnts-But at What Price?" (14 Library Acquisitions: Practice and Theory 289-293, 1990). Phelps showed how the processing time involved in ordering and receiving directly from a publisher was nearly double that of going through a vendor. In addition, invoice processing of publisher invoices took nearly five times longer than the processing of vendor invoices. Although the purchase price of vendor acquired serials may be slightly higher than that of serials acquired directly from publishers, Phelps' study demonstrated that significant savings can be realized in the area of processing. Phelps' study was not conducted in a law library, but it does highlight valuable considerations for all libraries.

Since publishers offer comparable discounts to vendors and to direct subscribers, vendors are able to in turn offer a competitive price to the list price. A seeming loss of a publisher's discount may well be recouped when such reductions in processing costs are added to the benefits of special services that a serial vendor offers.

Vendor provided services can afford the law serialist greater control over both the serials budget and the processing aspects of the serials collection. From a budgetary standpoint, using serial vendors offers such benefits as setting common renewal dates and receiving detailed financial reports. The common renewal date allows the library to designate the bulk of serials spending to a specific time of the fiscal year, while the vendor financial reports can provide cost comparisons by publisher, fund, or year.

Greater control in processing is achieved by the ability to batch work such as claiming and ordering. In the automated environment, many serials vendors already offer electronic invoicing and are working toward electronic claiming. Electronic invoicing reduces the risk of keying errors and increases the speed at which invoices can be processed thereby allowing more productive use of staff time.

Another control advantage is the reduced number of customer service contacts that need to be maintained to handle the same number of titles. A few vendor relationships are easier to nurture than a large number of publisher relationships.

Obvious questions are how to choose a vendor and implement a vendor consolidation project. Choosing a vendor requires consideration of the following factors: the vendor's specialty; basic services; automated services; methods of communication; billing and renewal options; service charges; and pre-payment incentives. Any special requirements that the library has should also be taken into account, such as rush orders, multiple fund accounts, various shipping designations, or the ability to supply materials on an unusual basis, i.e., an every other year subscription to an annual publication.

The number of vendors needed will depend on a library's size and focus. But whatever the number, vendors should be chosen carefully. In choosing a vendor, law serialists should, as usual, consult with their colleagues. Shared experience often provides the most valuable information and insight. A vendor consolidation project is time consuming and therefore expensive. Having to repeat or correct the process adds more time and money.

Implementing a vendor consolidation project can be approached from one of two angles. One option is the transfer of publisher orders to vendor orders on a publisher by publisher basis. A second option would be to transfer orders on title by title basis as renewal invoices are received. Depending upon such factors as the number of titles, the level of staffing and the time frame of the project, either of these methods or a combination of the two may work equally well.

In either case, it is essential to keep publishers well informed of your intentions and progress so as to avoid needless confusion, ill-will and the possibility of lost or duplicate subscriptions. Just as importantly, library staff responsible for collection development should be kept informed as the project proceeds. Proper communication will help to avoid misunderstandings regarding the status of subscriptions.

Vendor consolidation projects are usually well worth the time and effort expended in their implementation. While it is not possible to transfer all serials to vendors, the ability to consolidate the bulk of a library's standard serial transactions can result in significant long-term savings. At this point in time, a number of the major law serial publishers do not accept vendor subscriptions. It is necessary, therefore, to contact legal publishers to determine individual policies. Hopefully, legal publishers who continue to operate independently of serial vendors will begin to adopt some of the standards and practices that make serials vendors so valuable to law libraries.
Additional Reading:


SUBJECT HEADINGS
Alva T. Stone
Florida State University Law Library

Last year Dana Dvorak (Law Society of Upper Canada) wrote me a letter saying that she was having difficulty finding a suitable heading in LCSH for the book, Multiculturalism and the Law. I recalled having had a similar problem when I cataloged the Wisconsin Multicultural Law Journal. Since there was no heading like "Ethnic discrimination" or "Discrimination against ethnic groups" to parallel LCSH headings like AGE DISCRIMINATION, RACE DISCRIMINATION, SEX DISCRIMINATION, or DISCRIMINATION AGAINST THE HANDICAPPED, I chose to assign "Minorities--Legal status, laws, etc." because that was the closest to the subject I could find (and there is an LCSH reference, ETHNIC MINORITIES, use MINORITIES). In addition, under "Multiculturalism" we found an instruction to use PLURALISM (SOCIAL SCIENCES). We can assign that as a secondary heading, but it is not entirely satisfactory, because it does not bring out the legal aspects of the works being analyzed.

Noticing that multiculturalism was becoming a movement worthy of discussion by both popular press and commentators (Rush Limbaugh defined it as "teaching children to hate America"), I asked Paul G. Weiss, of LC's Cataloging Policy and Support Office, if it was time to consider changing PLURALISM (SOCIAL SCIENCES) to "Multiculturalism." There was some concern at LC that multiculturalism might be a short-lived buzzword. Also, it was noted that the 1992 ed. of American Heritage Dictionary defined "pluralism" quite similarly to the way "multiculturalism" was being used. Upon closer investigation, however, we began to see some distinction between the two terms. "Multiculturalism" seemed to deal with the proactive role which governments or educational systems take for promoting and preserving ethnic diversity. In some places (e.g., Canada or Australia), there are even laws to regulate such programs. After further discussion with social science catalogers at LC, it was decided to establish MULTICULTURALISM as also MULTICULTURALISM--LAW AND LEGISLATION, but to keep "Pluralism (Social sciences)", with scope notes to distinguish between the terms:

Multiculturalism (May Subd Geog) sh93-1610
Here are entered works on policies or programs that foster the preservation of different cultural identities, including customs, languages, and beliefs, within a unified society such as a state or nation. Works on the condition in which numerous distinct ethnic, religious, or cultural groups coexist within one society are entered under Pluralism (Social sciences).

UF Cultural diversity policy
UF Cultural pluralism policy
UF Multiculturalism--Government policy
BT Social policy
RT Ethnicity
RT Pluralism (Social sciences)

Multiculturalism--Law and legislation (May Subd Geog) sh93-1611
BT Social legislation
Other questions recently put to LC regarded the use of lists' contracts and subject heading assignment for pattern jury instructions. (The latter question was submitted by Barbara Stern and Melody Lembke, Los Angeles County Library.) In both cases, the LC response was given by Paul G. Weiss.

Question. The reference structure under ARTISTS' CONTRACTS would seem to suggest that the heading is meant to be used for the visual arts (UF: Artist and art dealer contracts; and, BT: Law and art). However, LC may now be interpreting the 'artist' class of persons in a very broad sense, to include entertainers and other performers, because ARTISTS' CONTRACTS has recently been assigned works like Law and Business of the Entertainment Industry, and Entertainment Law: Legal Concepts and Business Practices. Given the literary warrant implied by these examples, would LC consider creating a new subject heading, such as 'Entertainers' contracts'? Or, if LC prefers to continue using ARTISTS' CONTRACTS for these types of works, then would it be possible to add some cross-references to the authority record to show that it is also used for entertainers?

LC Response. If you look at the list of narrower terms under the heading ARTISTS, you will see that we use this term very broadly to include entertainers and performing artists as well as visual artists. We apply that broad usage to ARTISTS' CONTRACTS as well. I have added the UF Entertainers' contracts to the heading ARTISTS' CONTRACTS.

Question. The heading INSTRUCTIONS TO JURIES--[Place] appears either alone or with the appropriate headings for civil or criminal procedure on various LC records (90-166780, 90-64426, 87-51609, and 85-63867) for works on general civil and criminal pattern jury instructions. We have checked the SCM:SH and back issues of TSLL to determine whether there is a written policy on whether INSTRUCTIONS TO JURIES should be the only heading, or whether the corresponding heading for CIVIL PROCEDURE--[Place] or CRIMINAL PROCEDURE--[Place] should also be added. Is there a source we have overlooked? What is LC's policy on subject practice for general pattern jury instructions?

LC Response. We do not have explicit written instructions to catalogers on how to assign this heading. The assignment of additional headings in conjunction with this heading falls into the area of cataloger judgment and discretion. Some catalogers think it useful to assign additional headings such as CIVIL PROCEDURE or CRIMINAL PROCEDURE, while others think it is not necessary. Unfortunately this results in the type of inconsistency that is illustrated by the sample records you sent. Personally, I would recommend that if a work deals specifically with criminal or with civil cases, the additional heading be assigned to bring that out.

TECHNICAL SERVICES IN SMALLER LIBRARIES
Carol Dawe
Katten, Muchin & Zavis

Well, the Annual Meeting is over and the taste for oysters and lobster has finally left me. The Technical Services Roundtable is now a division of the Private Law Libraries SIS. We have a budget and a set of goals agreed upon for next year. The Guidelines for Technical Services in Law Firms were agreed upon with minor changes and will be sent for approval by the PLL Board in the next month or so. I have reprinted them here for comments. Please send the comments to me at Katten, Muchin, 525 West Monroe, Suite 1600, Chicago, Illinois 60661 or you may send them via the Internet at kmzjcjd@class.org.

It was wonderful to hear so much positive feedback about the survey results and the impact it has had throughout the country. Several people told me that their legal administrators read an excerpt in Law Office Management and then complimented their librarians for being 'state of the art' libraries in terms of the survey results. What great PR for the library! Several other people mentioned that they have been asked to write reports comparing their library operations to the survey results. So, all in all, the survey has made an impact and is doing some good out there in the real world.

Take a look at the guidelines and let me know what you think. Remember these are guidelines and not hard and fast rules. This is for a firm environment but corporate and court libraries can adapt them to their needs, as well.

GUIDELINES FOR TECHNICAL SERVICES IN PRIVATE LAW LIBRARIES

Please bear in mind that these standards, if passed, would not be binding. They would, however, be recommended guidelines for practitioners, and carry the full support of the Association.

For your reference:  Small libraries = 0-50 attorneys in the firm; Medium libraries = 51-100 attorneys; Large libraries = 101-400 + attorneys.

PROPOSED GUIDELINES CATALOGING

1. The cataloging function in small, medium and large libraries should be performed or managed by an on-staff degreed librarian or through a qualified cataloging service.

2. The Library of Congress classification scheme and subject headings should be used with or without modification in small, medium and large libraries. In California, the LA County Law Library's Scheme is also acceptable for those libraries who are already using it as their classification system because it is viewed as an accepted alternative standard for classification.

3. Small, medium and large libraries should have access to a bibliographic utility.
The current national catalog code should be followed in the provision of descriptive cataloging in small, medium and large libraries. At present, this is AACR2R, which may be supplemented by use of the Library of Congress Rule Interpretations. In an online environment, it is strongly suggested that software which is compatible with MARC bibliographic records and which follows the MARC standards that are detailed in the USMARC Format for Bibliographic Data should be chosen. Any MARC standards followed by the bibliographic utility in use such as OCLC, RLIN, WLN, etc. should also be followed.

Authority control should be provided within the local catalog of small, medium and large libraries. (This is implied by adherence to AACR2R. At minimum, this means that the form of each heading will be uniform so that all titles properly collocate. At most, it could mean that a structure of cross references and authority notes are provided in the catalog for the user. Authority work is essential to a catalog, especially as it grows. Split files work against the user’s location of all pertinent titles.)

All libraries should maintain some kind of procedures/decisions file to ensure continuity of choice in cataloging. Use of national catalog documentation such as AACR2R, Library of Congress Rule Interpretations, USMARC Format, Library of Congress Subject Headings, LC Subject Classification, and LA County Class K for California libraries may substitute for a local cataloging manual, if national standards are followed. Any local variations on such national standards should be recorded in the local manual.

4. The current national catalog code should be followed in the provision of descriptive cataloging in small, medium and large libraries. At present, this is AACR2R, which may be supplemented by use of the Library of Congress Rule Interpretations. In an online environment, it is strongly suggested that software which is compatible with MARC bibliographic records and which follows the MARC standards that are detailed in the USMARC Format for Bibliographic Data should be chosen. Any MARC standards followed by the bibliographic utility in use such as OCLC, RLIN, WLN, etc. should also be followed.

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6. All libraries should maintain some kind of procedures/decisions file to ensure continuity of choice in cataloging. Use of national catalog documentation such as AACR2R, Library of Congress Rule Interpretations, USMARC Format, Library of Congress Subject Headings, LC Subject Classification, and LA County Class K for California libraries may substitute for a local cataloging manual, if national standards are followed. Any local variations on such national standards should be recorded in the local manual.

SERIALS CHECK-IN, ROUTING, FILING, BINDING & ACQUISITIONS

7. Serials check-in, in large libraries, should be automated using a commercially available system and is also strongly recommended for small and medium libraries.

8. All libraries utilizing commercially available automated serials check-in should take advantage of them to produce holdings lists and management reports to better advertise and manage serial holdings.

9. The use of a commercially available software package to facilitate routing will be the standard for large libraries and is recommended for medium ones.

10. Changes to the routing list should be made in 1-3 days for large, medium and small libraries.

11. Depending on the volume of the mail, distribution by the library staff should be completed within 2 to 4 hours of its arrival in the library.

12. The use of a filing service is strongly recommended for large and medium firms.

13. It is recommended that large libraries perform the binding process on a monthly basis, that medium libraries do so on a quarterly basis and small libraries on a semi-annual basis.

14. The period from which a book is recommended for purchase, to the time that it is ordered, should be 2-4 weeks for large and medium libraries, and 1-2 weeks for small libraries. From the time the book arrives from the publisher to the time it is available for use, should be no longer than 1-2 weeks for smaller libraries and 2-3 weeks for larger libraries. In other words, the entire process should take no longer than 4-6 weeks, barring back-ordering or other complications involving the publisher.

15. A written collection development policy is standard for large and medium libraries and recommended for smaller ones.

DEPARTMENT MANAGEMENT

16. A technical services procedures manual should be created and utilized as a standard in medium and large libraries. As above, a cataloging procedures manual, at the very least, should be in place in small libraries.

17. The recommended standard for conducting online searches in medium and large libraries is two to four times per year; the recommendation for small libraries is monthly.

18. Shelfreading should be conducted by large libraries at least once per year; medium libraries at least two times per year and by small libraries at least four times per year.

19. Statistics on technical services function and procedures should be compiled by the Supervising Librarian at regular or periodic intervals to show the amount of work done and the time required to perform tasks.

*The members of the Advisory Board are: Suki Scott, PLL Technical Services Standards Committee Chair, Prudential Insurance Company; Joni Cassidy, Cassidy Cataloging Services; Carol Dawe, Katten Muchin & Zavis; Michele Finerty, Orange County Law Library; Ellen McGrath, State University of New York at Buffalo; Jean Pajerek, Cornell Law Library; Jeanne Raymonds, Kemp, Smith Duncan & Hammond; Gary Vander Meer, Northern Illinois University College of Law; Marie Whited, Library of Congress Law Library.

ONLINE BIBLIOGRAPHIC SERVICES SIS
GENERAL BUSINESS MEETING - MINUTES
Sunday, JULY 11, 1993

The meeting was called to order by Elaine Sciolino, Chair, at 3:06 p.m. Thirty-three members of the section were present. The minutes of the 1992 business meeting were approved.

Susan Goldner gave the Secretary/Treasurer’s report. Ballots were sent to the 405 member of the Section and 113 (28%) responded. The new officers for 1993/94 are: Mary Chapman, Vice-Chair/Chair-Elect; Diana Osbaldiston, Member-at-Large; and Mary Louise Corbett, Secretary/Treasurer. The balance in the treasury as of May 31, 1993 was $9,458.45. During the year $2,350.00 was received as income from dues. Expenses were $112.29 spent on the 1992 annual meeting and $200.28 on the 1993 election. Headquarters has not removed from our account $1250.00 we transferred to TSSL for our portion of the newsletter expenses.

As old business Elaine Sciolino announced the OBS/SIS sponsored programs at this year’s annual meeting. The
Research Roundtable will meet for the second year in a row. The new Reference Roundtable will meet for the first time. The project coordinated by Carol Avery Nicolson is complete with the publication of The Directory of Law Library Systems as part of the AALL Publication Series. Elaine attended CONELL and handed out red OBS/SIS frisbees. She also created promotional fliers emphasizing OBS activities for specific groups: state, court and county librarians and private law firm librarians. A standing committee on education has been formed with the job of preparing program ideas as a year-long effort. Alva Stone, past Chair, wrote the Section’s first procedures manual. It will be revised and finalized this fall.

Elaine reported from SIS Council that two reports have been sent to the Executive Board. One concerns SIS accounting procedures and the other deals with communication among the SIS’s. She also spoke about the importance of working for continued support of the Depository Library Program.

The OBS/SIS Committee Chairs, OBS/SIS Representative, and TSLL editor gave reports which appear elsewhere in this issue of TSLL.

At this point Phyllis Post took over the meeting as new Chair. She emphasized that everyone is invited to the committee meetings, and encouraged people to attend. She reported that the main areas of concern shown in the interest surveys were: workflow, local procedure manuals, e-mail and Internet. Mary Chapman, Vice-Chair, reported on the topics under discussion for the Seattle meeting. Among the ideas are Internet and its effect on utilities, PC-based local systems, changes in workflow due to automation and recession, and quality of life in the workplace. Additional ideas were solicited.

Phyllis expressed concern on a topic discussed at the SIS Council meeting. The annual meetings being held in convention centers will probably result in fewer program slots and programs aimed at larger groups. Apparently next year there will be fewer programs than there were this year. There was an open discussion about the importance of small, technical programs and meetings within our section. One possibility is doing our own block of programs as the Private Law Librarians do. Phyllis solicited feedback from the members.

Karin den Bleyker thanked Innovative Interfaces for their sponsorship of the joint reception on Saturday night. It was very successful.

The meeting was adjourned at 4:10 pm.

Respectfully submitted,

Susan Goldner
OBS/SIS Secretary/Treasurer

TECHNICAL SERVICES SIS
GENERAL BUSINESS MEETING - MINUTES
Sunday, July 11, 1993

SIS Chair Caitlin Robinson called the meeting to order at 1:30 p.m.

1. The minutes of the 1992 business meeting of the SIS were approved as published in Technical Services Law Librarian.

2. Gary Vander Meer presented the Secretary/Treasurer report: The following members were elected to the indicated office by mail ballot in accordance with the bylaws of the Section:

   Vice-Chair/Chair Elect: Katherine Tooley
   Secretary/Treasurer: Martha Childers
   Member-at-Large: Stuart Spore

   Membership in the section totals 608.

   According to records held by the Treasurer, the Section has had income totaling $9,082.31 and known expenses total $5,271.84. There continues to be a problem with discrepancies between monthly statements from Headquarters and records held by the Treasurer. Some improvement has been noted, however, and the report of the Ad Hoc Committee examining this problem, one that exists with other sections as well, is a good starting point for resolving these problems.

3. Standing Committee reports were received:

   a. Joyce Manna Janto reported that the Acquisitions Committee was involved with four programs/meetings at the Convention. She noted that the Committee's project on collecting weeding and deselection policies had begun, with items being collected by Alice Pidgeon. Joyce urged members to forward policies to Alice for the project.

   b. Marie Whited reported that the Cataloging and Classification Committee was involved with two programs/meetings. She noted that the Committee meeting and Roundtable were largely taken up with discussion of the group reports on: (1.) KF Form Division "Official Reports and Monographs", (2.) The subject heading "Law Reviews", and (3.) Name of Act as Subject Heading.

   c. Caitlin Robinson reported for Judy Lauer that the Evaluation of Duplicates project had 168 total subscribers, produced seven lists, including a special list on Superseded texts and treatises, and was funded for the year without a subsidy from the Section. Betty Roeske is the new Chair of the Committee.

   d. Annette Morris, new chair of the Preservation Committee, reported for Mary Cooper Gilliam that the Committee was sponsoring two programs, including the post-convention workshop at the Northeast Document Conservation Center. For next year, the Committee will resubmit its program suggestion on fire suppression.

   e. Mary Burgos reported on the activities of the Serials Committee. She noted that the SISAC Bar Code group had been working with publishers and law reviews on the use of the bar code. The Statistics group is working with AALL on definitions of Serial titles and Subscriptions. The Committee is sponsoring two programs at the convention.

4. Michelle Finerty presented the report of the Awards Committee, and announced that the recipient of the Renee D. Chapman Award was Marie Whited.

5. Caitlin Robinson read the words of John Edwards in
tribute to Ellen Kaye Stopple, and noted that discussions were being held with individuals from Drake regarding a suitable memorial from the Section in honor of Kaye's service to the Section and the Association.

6. The report of the Ad Hoc Committee on Bylaws was received and the Section voted to amend the bylaws to change the term of office of the Secretary/Treasurer to two years. This will be in effect with the next election to the post.

7. Diane Hillmann presented a report on the role and duties of the representatives to various bodies outside the Association. Significant discussion centered on the method of selecting the representatives, with openness and the ability to nominate candidates being discussed. In addition, the level of reporting required was discussed, and Diane noted that the representative's book was being revised. She noted the importance of interns, but also noted that the funding for such positions was a problem.

8. Pat Denham reported on the activities of Technical Services Law Librarian. Including the size change to conform to Association requirements, the change in publication dates to permit an issue closer to the convention, the finances of the publication, and the August 4 deadline for the next issue.

9. Reports from the various representatives were received.

a. For CCLDA, Regina Wallen reported that multiple version appears dead, and that a publication of the combined rules revisions, through October 1992 should be out by the end of the year.

b. Alva Stone reported that SAC has a new Subcommittee on the Order of Subdivisions in LC Subject Heading Strings, to look at the order of Main topic, Subdivision, Place, Time, and Form.

c. Diane Hillmann, representative to MARBI reported that Formmat Integration has been delayed, and that partial implementation was not planned. She discussed problems with the multiple versions idea, noting that LC is not in favor of ideas on sub-records.

d. Phyllis Marion reported on the activities on the LC Advisory Committee on Class K, including the progress on various schedules.

e. Will Meredith reported on the activities of the ALA Preservation of Library Materials Section.

10. Jolande Goldberg reported on the LC Classification schedules, noting that KL-KWX is published, and contains significant changes due to changes in the political environment since its preliminary availability. She noted that JX/KZ changes are now involving the political science specialists as well as law classifiers.

11. Rhonda Lawrence reported on the situation surrounding the closure of the UCLA Library School, urging members to get involved in the movement to save the program.

12. Caitlin Robinson reported on the activities of the SIS Council and thanked the members for their support through the year.

13. Vice-Chair/Chair-Elect Hope Breeze promised her hard effort in the year to come, solicited member support for the activities of the Section, and presented Caitlin with a memorial gavel for her term of service to the Section.

14. The meeting adjourned at 3:00 p.m.

Gary Vander Meer
Secretary/Treasurer

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**OBS LOCAL SYSTEMS COMMITTEE**
Patricia Callahan
University of Pennsylvania Law Library

The Online Bibliographic Services SIS Local Systems Committee met at the AALL Convention in Boston on Sunday, July 11 from 12:00-1:00. There were 13 people present.

Pat Callahan, Committee Chair, made some general announcements. Carol Nicholson reported that the Law Library Local Systems Directory has been published by the Fred B. Rothstein Co. and is available for $45.

There was some discussion about the Local Systems Experts' survey that was recently sent to OBS members by a subcommittee. The members of the subcommittee are Mary Graham, chair, Aurora Locic, Caitlin Robinson, Suzanne Devlin, Terence Rose, and Karin den Blayker. Some people, including Carol Nicholson, felt that there was overlap with the Law Library Local Systems Directory, didn't understand the purpose of the recent survey and were afraid that people would not want to fill out yet another questionnaire. These are all legitimate concerns. Pat explained that the real purpose of the recent survey was to find people who are willing to serve as local systems experts and who are willing to share any documentation, training aids and brochures they may have developed in-house with those interested in this material. The purpose of the survey would be publicized in Technical Services Law Librarian and the AALL Newsletter so that the OBS membership would have a better understanding of the survey's purpose. The deadline for return of the survey might also be extended beyond August 1. The survey also asks for Internet addresses to online catalogs, something that was requested at last year's Committee meeting. This information was not included in the Law Library Local Systems Directory because that project was initiated before most libraries catalogs were available on the Internet. That information will be in the next edition of the directory.

The committee elected Caitlin Robinson, Iowa University and Suzanne Devlin, Dechert, Price and Rhoads as co-chairs for the next 2 years. Suzanne will chair next year's meeting and Caitlin will chair the meeting in 1995.

Possible program topics for the 1994 convention were solicited.

The group then discussed the pros and cons of barcoding unbound periodicals for circulation. Several libraries, including Georgetown University, American University and the University of Pennsylvania are doing this for all or part of their current unbound periodical collections. Usually, the Technical Services staff does the barcoding. Although people from these libraries felt that it is worthwhile, it is also very labor-intensive, both at the time the issues are checked in, when the item records are created, and before the issues are bound, when item records are deleted.
These are annotated, reorganized Minutes of the Committee meeting held Tuesday, July 13, 1993. Thanks to Sally Wambold for recording. The meeting was called to order by chair Carol Shapiro. She asked members to consider running for chair next year, a two-year position. Present at the meeting were 26 members and two representatives from OCLC: Anita Wagner and Chris Mottayaw. It was disappointing to note that almost all attendees are in Cataloging, when Acquisitions, ILL and Public Services staff probably also use the utility daily.

Miscellaneous catch up: OCLC will provide only one free copy of documentation per institution. Additional copies can be purchased or obtained from the Internet. Bibliographic formats and standards, a two volume set available in August, is a preview of what format integration (which I think of as harmonization a la EEC) materials will look like. It includes various already approved format changes through MARC update 4, so it can be implemented upon receipt. Although it replaces all of the prior individual format documents, it is not the document representing format integration, which has been delayed. The separate database set up for Harvard University review was described order by chair Card Shapiro. She asked members to look at it, since several of us felt that records so enriched become useful for copy cataloging. It was also noted that CONSER master records cannot now be enriched by members though we can submit error reports with update information such as $50. Since serials are such a large part of legal collections, and up to date information so important, we may also request some quicker mechanism for at least reporting needed changes. Cindy May reminded members that Enhance status is not hard to obtain, but only four law libraries have it. Ask your regional network for Enhance requirements and application if you are interested.

A discussion of where to input local collections cataloging followed. It was urged that it be input into OCLC as level K records, rather than put on a local system only, although sometimes materials of questionable value to anyone outside the institution could justifiably be omitted. An advantage of putting them into OCLC is the option to get shelfcards. This was followed by a discussion of PRISM keyword searching which many committee members agreed is quite useful for legal catalogers. ILL can check questionable cites, original catalogers can find call numbers and subject headings. The high per search charge is objectionable to some users but may be cheaper than a group of other kinds of searches. Reminder: it takes twenty-four hours for a new title or a deletion to be searchable by keyword.

The question of charges led to member comments directed to Ms. Wagner: in essence, that the 1:1 search to produce ratio becomes a fee for cataloging. It was felt that it is unfair to charge catalogers to build the database. Searching to produce labels for continuations was also a disputed charge, which of course particularly hits law libraries. Most agreed that it would be useful to break out search statistics by authorization numbers to see who is doing what.

More credit issues came up. The deletion credit just covers the cost of a search, rather than being rewarded as a contribution to a clean database. Most present said they have seen higher OCLC bills, though Ms. Wagner said 50% of OCLC users saw status quo or declines. Phyllis Post remembered that law libraries specifically were warned to expect increases. Terri Saye reports that UNC is considering leaving OCLC.

Next on the agenda was the new Export fee of $0.045 per xpo command (for whatever kind of record) plus network charges which vary. Although it may be a cost recovery for OCLC for lost card production, people are not happy. We questioned whether there is currently a charge for exporting from the Microenhancer or from CatCD but before you rush out to purchase these products for that reason only remember that future PRISM upgrades could fix any such omission.

Workflow was the next topic, since the Chair felt that many libraries, with or without local systems, are trying to reconfigure in response to rising fees and budget reductions. Most efforts seem headed towards a onetime search of OCLC, with record capture at point of order, then local editing followed by tapeloads or FTP to get holdings into the database. Margaret Lundahl retains searches in the save file by batch resaving. The description by Cindy May of cost cutting measures at Wisconsin's Madison campus supplemented handouts on workflow at other places. Some staff were moved from dial access to dedicated terminals to make full use of those stations. They try to keep to one card per title by not having tracings printed. They enhance records with 020 LAW can be enriched by members though we can submit error reports with update information such as $50. Since serials are such a large part of legal collections, and up to date information so important, we may also request some quicker mechanism for at least reporting needed changes. Cindy May reminded members that Enhance status is not hard to obtain, but only four law libraries have it. Ask your regional network for Enhance requirements and application if you are interested.

By the end, there was a call for a larger program on workflow reorganization for next year. Call (212) 636-5812 or fax (212) 777-2562 for handouts and to work on requests to OCLC.
(1) Suzanne Thorpe (University of Minnesota Law) gave a report on the work of the RLIN Law Reference Workbook Project. The Workbook Project is engaged in drafting a training/ready reference guide for use of RLIN EUREKA for law-oriented reference work. This is expected to be the first such guide designed for Eureka, which is the new RLIN front end, due in September. Eureka can be reviewed by telneting to EUREKA-INFO.STANFORD.EDU (36.26.0.172).

(2) Anne Myers (Boston University Law) was unable to attend the meeting, but passed on a report on the progress of the RLIN Record Task Force. The Task Force is working on the general issue of the status of records in the RLIN database. In particular they are exploring ways to reduce obstacles libraries face in loading records from their OPACs onto RLIN. They are also looking into the practicality of loading acquisitions level bibliographic records from OPACs, finding a way to keep bibliographic records in the RLIN database after all libraries have removed their holdings, and flagging DCF values in cluster displays (to make record selection easier).

(3) Win-Shin (Stella) Chiang (RLG) gave a general report on progress at RLG. Among other things, she reported on:

- New access options. These include Zephyr (aka Z39.50; available now), EtherTerm (Ethernet access to all RLIN functions; available in September), and AstTer (modem access to all RLIN functions; available in September).
- FTP. RLG expects to offer OPAC to RLIN FTP beginning in September. RLIN to OPAC FTP will follow later in 1993.
- MARC Holdings. Win-Shin said that following the announcement at ALA in New Orleans that format integration would be significantly delayed, implementation of MARC Holdings display and passing had been similarly postponed. This gave rise to a lively discussion concerning the need that law libraries perceive for making holdings records available.

(4) Phoebe Ruiz-Valera (Association of the Bar of the City of New York) was selected as the new OBS RLIN Committee chair by acclamation.

TS ACQUISITIONS COMMITTEE
Joyce Janto
University of Richmond Law Library

The meeting was called to order by committee chair Joyce Manna Janto. Ms. Janto began the meeting by reading the 1992-93 committee report submitted to Caitlin Robinson, TS-SIS chair, at the Saturday, July 10th Board meeting. The committee had been very successful in having program submissions accepted for the Boston meeting. The Acquisitions committee was the sponsor or co-sponsor of four programs.

The committee then discussed what programs would be submitted for the Seattle meeting. Jim Mumm from Marquette volunteered to work on a proposal on using the Internet in acquisitions. Teddy Artz from Dayton will submit a program on obtaining the supposedly out-of-print materials. Sandy Sadlow from Wiedner/Delaware is working on a program on negotiation techniques. Sandy Beehler from Cornell is working on a program dealing with improved communications between tech and public services. Joyce Janto then brought the committee up to date on the progress of the Acquisitions Institute proposal. She prefaced her remarks with an account of how successful the committee's workshop on acquisitions, held after the San Francisco meeting, had been. The proposed institute would cover a broad range of topics in order to appeal to both the novice and experienced librarian. Jack Montgomery and Cindy Larter Cicco are working with Joyce on this project.

The discussion was closed with a reminder that the deadline for program proposals is August 13th.

Elaine Sciolino had proposed that the committee once again begin collecting collection development policies. She agreed to once again serve as a repository of these documents. The consensus of the committee was that we should first finish our goal of collecting weeding and de-selection policies. It was pointed out that it took almost 4 years for the collection development policy project to come to completion and we have barely begun collection weeding and de-selection policies.

There being no further business, the committee adjourned.
Report of Marie Whited (LC), Chair, called the meeting to order. She reported that four suggestions had been put forth for panels and workshops for this annual meeting. Suggestions which were accepted were MARC Format Integration and MARC Classification Format. Those not accepted were Classification of Materials from the Former Soviet Union, and Cataloguing and Classification of Rare Books. It was decided to try to put on a programme on Cataloguing and Classification of Rare Books during the Pittsburgh meeting in 1995. She also reported that she has prepared goals for the Committee which will be mailed to members shortly.

Report of Phyllis Marion (William Mitchell College of Law Library), AALL Representative to the LC Law Classification Advisory Committee. The last meeting of the Committee was held in February, and Jolande Goldberg's proposals for the revamping of the JX schedule were accepted. The new International Law schedule will be known as KZ, and will be done following the completion of KZ (late 1994, or, more likely, 1995). Now that the Foreign Class K schedules are nearly completed, Phyllis suggested that future appointments to the Committee be made for one year at a time; at this point she foresees a need for the Committee for another two to three years. The final form of KL-KWX is very changed from the earlier draft version. All K schedules will be reclass the JX titles, but the new call number will be entered in the records. To avoid confusion in the future, JX may no longer be used. The thesaurus for genre terms should be enhanced for legal materials.

Working Group Reports: 1) Working Group on the use of the subdivision A8-A9 (official reports) in the KF schedule. (Chaired by E. Rice) The options were to retain the subdivision: change it to A8-A9, or drop it. The consensus of the group, after discussion with reference librarians and cataloguers, was to recommend the elimination of the A8-A9 subdivision, putting it in parenthesis in the schedule. A straw vote of users in the room unanimously agreed with the recommendation. 2) Working Group on the use of the subject heading AGR2. (Chaired by Pam Deemer) All 6 members of the working group agreed that the subject headings be retained and its use restricted by the scope note. Much discussion followed on this issue, and it was deferred to the Round Table later in the day. Marie may have to call for an official vote on this issue. 3) Working Group on Name of act as subject. In the absence of the chair (Ellen McGrath), Regina Wallen gave the report. The group wants to continue the policy of assigning only for legislative histories; assigning when the catalogue felt it was appropriate; assigning in the same way one does for treaties (the Subject Manual is very clear on the issue of treaties). Five members of the group of 7 voted for the third option, one member opted for the first or third and one member voted for the second. It has long been considered at LC that only legislative histories are really books about an act, but many of us have long been making subject entries for works dealing with an act which are not legislative histories.

Marie asked for suggestions for study groups for next year. Proposals for Seattle programmes should be made to Hope Breeze (Duke University Law Library) by August 3rd. Several suggestions were made from the floor. Jolande plans at some time to give a very in depth workshop on the use of the new KL-KWX schedule, including some background on the different legal systems.

Report of Diane Hillman (Cornell University Law School Library), AALL Representative to MARBI. Format integration has been delayed until late 1995. The preliminary report from CC:DA on multiple versions took the integrated approach, while LC opted for a single record standard. It is hoped that a solution will be reached by next Spring. Many new changes are being made to the Genre fields. Additions to the US MARC character set should be implemented within the year (this will include the symbol for 'section'). A fixed field in records for computer files will distinguish between remote and local files. Discussion of patron record format was tabled. Stuart Spore is the incoming rep to MARBI.

Report of Jolande Goldberg (LC). The final version of KL-KWX has been published. The LC schedules are being converted to MARC format and it is hoped that the Law schedules will be fully converted by next Spring. The JX/KZ project was delayed by one year because of internal problems, but work is now underway. LC will not physically reclass the JX titles, but the new call number will be entered in the records. To avoid confusion in the future, JX may no longer be used. The thesaurus for genre terms should be enhanced for legal materials.
The Committee meeting was held on Tuesday, July 13, at 7:00 A.M. Only four of the Committee members were not in attendance. Chair Judy Lauer conducted the meeting. It was decided to revise both the Authority List and the Manual for Compilers and Typists. Tim Watts will do the Authority List. Judy Lauer will do the Manual. The Committee discussed alternative list distribution methods. It was concluded that there is no standardization in computer equipment and software. It was suggested to include a small survey with the invoice to determine what the majority of people are using. It was decided to amend the invoice to allow libraries to request the issues by FAX. If a Library does NOT list a FAX number, it will be assumed they wish to have mail requests only.

Clarification of the membership letter was discussed. We will try to make it clearer.

The Selection of the Special List Topic was Reporters, Session Laws and State Codes.

The new chair, Betty Roeske, was introduced. Meeting was adjourned at 8:30 A.M.

Report of the AALL Representative to the Committee on Cataloging: Description and Access
Regina T. Wallen
Heafey Law Library, Santa Clara University

At the ALA annual meeting "The Guidelines for Bibliographic Description of Interactive Media" was endorsed by CC:DA. A final document, incorporating revisions to the basic definition and the change of the GMD from Media to Multimedia, will be presented at midwinter and will be published as a stand-alone ALA document in the spring of 1994.

The cataloging community did not reach a consensus during the comment period for "The Guidelines for Bibliographic Description of Reproductions" (Multiple Versions). Therefore, the task force reached no definite conclusions and did not present a revised document to CC:DA. As a result of the endorsement by MARBI of the Library of Congress document that basically negates Multiple Versions, the chair of CC:DA asked the task force to complete its charge to promulgate the guidelines and present a final document for a vote at midwinter. Implementation of the guidelines must be the responsibility of MARBI. It will probably take several years for Multiple Versions to be implemented.

There were few rule revisions before CC:DA at the annual meeting. The wording for cross references for legal documents was not completed and was tabled until midwinter. AALL and a CC:DA task force will examine the proposed rule revision and present another proposal at midwinter.

RLG submitted several options for revising AACR2R rules for describing illustrative matter in printed monographs. The proposed revision will eliminate Rule 2.5C2 which lists the particular types of illustrations that can be used. It will be replaced by a general rule to give the desired terms or abbreviations in alphabetical order for illustrations that are considered important. Legal forms were listed in Rule 2.5C2 and forms can be found in an example under Rule 2.5C4, so law catalogers can continue to use forms by example.

The rule revision package, covering revisions approved by the Joint Steering Committee (JSC) from 1988 to Oct. 1992, will be available from ALA by the end of 1993.

There has been considerable discussion at CC:DA and at JSC meetings regarding the future and the relevance of current AACR2 principles to the new and developing publishing and information technologies. Due to the increasing difficulty of revising the code within the parameters of its current structure and principles, JSC will form a working group with international representation to investigate the impact of these changes on AACR. In the near future only minor rule maintenance will be endorsed until a decision is made by the working group.

Ann Sitkin, Harvard Law Library and former chair of the TS/SIS Standing Committee on Cataloging and Classification, begins a new term as AALL Representative to CC:DA at the 1994 ALA midwinter meeting.
A great many issues were discussed in New Orleans, including many of interest primarily to computer folks (Proposal 93-9: File Label Specifications for USMARC Records Transferred by FTP comes immediately to mind) and those using specialized thesauri and genre terms.

The issue that most people were itching to discuss came early in the agenda: Discussion paper 67: Multiple Versions in the USMARC Formats. This was not the first time MARBI discussed this issue—the last go round was several years ago, when a proposal to add bibliographic fields to the holdings records was soundly defeated. This time, a draft CC:DA report recommending "dependent" bibliographic records (a three-tiered approach) was in hand, and the chair of CC:DA present to defend that approach. He reported that the cataloging "Big Heads" had supported CC:DA’s approach, and indicated that he felt that the library community would not like the solutions proposed by LC, which looked too much like the status quo.

Sally McCallum, on behalf of LC, opined that they were most concerned that full records be communicated, and that if vendors wanted to break them out into a three-tiered hierarchy with "dependent" records, that was their decision. One MARBI member suggested that the question was really "who will pay" for the implementation of multiple versions. If we adopt LC’s approach, and consider multiple versions as a software problem, the vendor community will pay to make desired displays from records communicated as full with complex relationships. If we consider mulver a "format" problem, the utilities (including LC) will have to pay to make the necessary changes to support the format.

There was a consensus that in terms of cataloger effort there was no advantage to either approach—both required some access to cataloging information for the original version. It was also felt that whether a separate record was full or minimal was irrelevant. A suggestion was made that perhaps an 880-like structure could be used to communicate reproduction information in a bibliographic record for an original. This would allow the fields pertaining to the reproduction to be easily identified and perhaps moved into a "dependent" record if desired.

Another issue of interest to law librarians surfaced during discussion of Proposal 93-10: Additions to the USMARC Character Set. The original proposal included only the seven characters currently defined in ANSEL and ascii, but not in USMARC. These included the degree sign, script L, phonocopy copyright symbol, copyright symbol, musical sharp, inverted question mark, inverted exclamation mark (ANSEL); spacing underscore and curly brackets (ascii). After considerable discussion, the section symbol (requested by the law community), the Greek letters pi and chi (requested by the rare books catalogers), the cent sign, trade mark symbol, "sm" (a superscript symbol similar to a trade mark) and the infinity symbol (for permanent paper), were added.

Discussion paper 69: Accommodating Online Resources Systems and Services in USMARC, continued work on the systems and services portion of the electronic environment. Despite the earlier recommendation to use the Community Information Format for these records, there was a strong movement towards putting them in bibliographic format—it is already up and running and there are still no real implementations of CIF.

A question arose concerning how these system and service records were to be identified, allowing them to be separated out for various purposes. This led into discussion of how the records might be used and/or linked to records for files. More discussion will be pursued on USMARC-L with a proposal to be prepared for the next meeting.

Related to the foregoing issue was Discussion paper 68: A 007 Physical Description Fixed Field for Computer Files. The Computer Files Discussion Group reported strong support for an 007 for computer files, although they had comments on the designation of remote files and machine specific information.

Most of the discussion centered on whether the remote aspect needed to be specified and at what level. Some felt that remote and non-remote should be separated at the SMD level. Others felt that it should be done at a lower level. Various precedents in sound recordings and visual materials were brought up.

Discussion paper no. 70: Accommodating Patent Data in the Bibliographic Format could be of interest to some law libraries. It was determined that most people interested in patent information want to list patent numbers. Comments on the discussion paper should be expressed on USMARC-L -- particularly needed by LC are answers to questions posed, so that a proposal can be written.

An announcement was made during the meeting that Format Integration would be delayed until late 1995 because LC was unable to make the system changes on schedule. Discussions were ongoing with the other utilities on whether a partial implementation (variable fields only) could be scheduled for 1994.

Other topics explored during the meeting were: curriculum information (Proposal 93-12: Additions to Accommodate Curriculum Information in USMARC Bibliographic Records), barcode information (Proposal 93-7: Additions/Changes to Bibliographic Field 024), and patron records (Discussion paper no. 71: Considerations on a Patron Record Format).
This is my last column as AALL representative to SAC. I am pleased to announce that AALL has decided to continue its support for this position, and has appointed Jean Pajerek (Cornell Law Library) as the SAC representative for 1994-1996.

The Subject Analysis Committee (SAC) met twice at the June 1993 ALA conference in New Orleans. Other SAC meetings of possible interest to law libraries included two meetings of the Subcommittee on the Nature and Use of Form Data and the first meeting of the new Subcommittee on the Order of Subdivisions in LCSH Subject Strings.

The proposed reorganization of ALCTS needed clarification. Under the proposal some Section committees were to become "task forces" and others "focus groups," but the planning group had SAC listed as a "focus group" although its activities fit the definition that was given for "task force." Many members disapproved of the terminology changes, which specified that only those groups dealing with administrative duties (bylaws, nominations, etc.) could call themselves "committees." After the CCS and ALCTS boards had had a chance to meet and discuss these problems, however, it was decided that focus groups would instead be called "interest groups," that only groups that have a limited time frame to work under would be called "task forces," and that groups with ongoing responsibilities (like SAC, CC:DA, etc.) would continue as "committees."

SAC has received approval from ALCTS to proceed with the planning for regional institutes on subject analysis/access to be held in 1994 or 1995. It was agreed that the institute should cover these topics: determining subject content of new materials, LCSH use, Subfield use, use of online subject authorities, the Arlie House recommendations/developments, and current and future issues in subject analysis.

Also under new business, there was a discussion of scope notes within the LC classification schedules. "Prefers" notes, which have caused confusion, are gradually being deleted from the schedules. "Confer" notes are used to point to related class numbers that emphasize different aspects of the same subject. Actual scope notes in LCC are few (compared to what one finds in the Dewey classification). This may be due to the fact that there is no single LC editorial committee to work on the entire set of schedules; rather, changes in the notations are suggested, as needed, by individual LC catalogers. Nevertheless, LC's Cataloging Policy and Support Office will consider adding scope notes in some cases. Suggestions may be e-mailed to the Office at: cpso@mail.loc.gov

Of the nine SAC subcommittees presenting reports, the most time and effort was given to the Form Data Subcommittee. SAC approved the text of its request to MARBI that a new subfield code be created for "form" subdivisions and that appropriate revisions be made to the definition of $x$ subfields in the 6xx and 755 fields. A majority of voting SAC members favored a recommendation that the subfield code for "form" be applied according to the word's function in the subject string, rather than always coding certain words as form subdivisions. There was unanimous agreement that the ambiguity of some subdivisions should be corrected by revision (e.g., changing --EXHIBITIONS to --EXHIBITION CATALOGS, and changing --CONGRESSES to --CONFERENCE PROCEEDINGS). At the 1994 Midwinter meeting the Subcommittee will continue its deliberations on use of the 655 field for form data appearing as a main heading, and will consider whether some of the fixed field elements for "form" could be recommended for elimination.

In its inaugural meeting, the Subcommittee studying subdivision order decided to prepare various discussion papers, for art, music and literature headings, on the pros and cons of arranging LCSH strings always in this order: MAIN TOPIC--TOPIC--PLACE--TIME PERIOD--FORM. Another paper will deal with certain "exception" treatments (Indians of North America, and first order political subdivisions, like --UNITED STATES--STATES). Karen Calhoun (OCLC) offered to reconstruct a sample of subject headings according to the new order, and then test them with real users in OCLC's "usability lab." Karen Drabenstein (Univ. of Michigan) will have data to share at Midwinter regarding a form subdivision research project; she may also be able to study the 5000 subdivided headings from OCLC random sample, to determine how many of these would have to be changed if the new prescribed order is adopted.

Several liaisons make regular reports to SAC. They cover developments in MARBI, Sears List of Subject Headings, IFLA, DDC Division, DDC Editorial Policy Committee, and the Library of Congress. Representing the Library of Congress, Lynn El-Hoshy reported that Class K-LKW (Law of Asia, Eurasia, Africa, Pacific Area and Antarctica) has just been published; it is the first LC schedule to have grey-shaded page edges to function like "tabs," to make it easier to find the various tables. KJP (Czechoslovakia) numbers were extensively revised in May; consult the next LC Classification Additions and Changes list for these revisions. LC is negotiating with OCLC for the acquisition of a tape of about 225,000 unique headings for "TOPIC-TOPIC" combinations from LC MARC records. They will consider the feasibility of establishing separate authority records for each of these. (Note, however, that this will not eliminate the need for pattern heading lists, because LC has not used all of the combinations which would be valid.) For time period subdivisions like "CIVIL WAR, 1861-1865," LC is deleting the words "CIVIL WAR" in the subdivisions following --POLITICS AND GOVERNMENT, and --SOCIAL CONDITIONS. No decision has yet been made regarding the --HISTORY subdivisions. A change to "1861-1865 (Civil war)" might be desirable, to retain keyword access to the words "civil war," while also moving the dates forward for better online index displays.

LC's Cataloging Distribution Service is developing a CD-ROM tool which they call the "Cataloger's Desktop." It will contain the LC Rule Interpretations, Subject Cataloging guidelines, MARC Formats for MARC (both Subfield 8 and USMARC), and the USMARC Format all on one CD, and should be available in 1994. The Library of Congress Cataloging Newsline (LCCN)
Last summer, during an AALL Conference program entitled "On the Cutting Edge--CC:DA, MARBI, and SAC," various suggestions were made on ways in which the representatives might improve communication with the other law librarians whom they are meant to represent. One idea was to have the representatives submit lists of documentation distributed and discussed at the ALA meetings they attend, and to make photocopies of said documents available to other AALL members. To that end, I am presenting the following list of (selected) documents from the 1993 Subject Analysis Committee meetings. Please let me know (e-mail: atstone@mailer.fsu.edu) (fax: 904-644-5216) if you would like to receive a photocopy of any of these items:

SAC Minutes (Jan. 24-25, 1993)
Committee Progress Reports (SAC, Dec. 1992, and May 1993)
"Subject Subdivision Simplification Progress" (Library of Congress, Jan. 1993)
"Library of Congress Subject Subdivisions Conference Progress Report", June 1993
"SAC Discussion Paper on MARBI Proposal 92-10: Addition of Subfield k to Bibliographic Field 651 and to X51 Authority Fields" (Jan. 1993)
Letter to LC giving SAC's opinion on the use of subfield "k" tag in phrase subject headings (Feb. 1993)
Letter from LC reporting on decisions about subfield "k" and free-floating phrase headings (June 1993)

Report of the AALL Representative
to the North American Serials Interest Group
Cecilia Kwan
University of California, Davis Law Library

The following report of the Eighth Annual Conference of NASIG was made for Cecilia Kwan by Joseph P. Hinger, Associate Librarian for Technical Services, Detroit College of Law:

The North American Serials Interest Group's (NASIG) Eighth Annual Conference was held on June 9-13, 1993, at Brown University, Providence, Rhode Island. The conference, having the theme "New Scholarship: New Serials," was attended by approximately 570 serialists.

The Plenary Session speakers analyzed how technology and electronic access to information is the future for much of scholarly communication. John Mustard, Assistant Professor of Geological Sciences at Brown University, demonstrated how scientific visualization has emerged as a critical tool for research and as a means for the scientist to convey concepts and results. Allen Renear, Senior Academic Planning Analyst at Brown University, gave an overview of Standard Generalized Markup Language (SGML). SGML is the data description meta-language that advanced scholarly communication projects will use for computer mediated communication.

Approximately 20 workshops dealt with the everyday issues that serialists face in their work. These were some of the topics discussed: union listing, serials cancellation projects, standing orders, managing duplicate materials, and serials automation.

One workshop brought together vendors, publishers, agents and librarians, to emphasize the importance of publishers using the SISAC symbol (a bar coded version of the item identifier section of the serial item and contribution
identifier (SICI) on periodical issues. Emphasis was also placed on the need for vendors to make sure their software is able to access the SISAC symbol. It is critical that librarians and agents inform publishers and vendors that using the SISAC symbol will highly improve the handling of serials by all who work with them.

Wilbert Harri, of Moorhead State University, discussed and demonstrated Electronic Data Interchange (EDI). EDI is the telephonic exchange of routine business transactions in highly structured electronic formats between trading partners without human intervention. Will’s discussion outlined all the precursors, software and hardware required for EDI to function.

At the Innovative Interfaces Informal Discussion Group, Carol Magenau, Serials Librarian at Dartmouth College, gave a detailed presentation on the EDI Innopac-SISAC-X12 Claims Pilot Project. Carol’s timeline shows that Dartmouth sent their first Innopac EDI test claim to Faxon on June 9, 1993. Carol stressed that some of the benefits of EDI to libraries, in regard to claims are: improved claim turnaround time, overhead cost savings, and additional cost savings for EDI invoices.

Report of the Representative
to the Serials Industry Systems Advisory Committee
Norma Feld
Yeshiva University Law Library

The main goal of the AALL Special Committee on ANSI Standards for Uniform Bar Codes and EDI for 1992/93 was to encourage legal publishers and academic law reviews to accommodate SISAC standardized formats. To accomplish this goal two subcommittees were established.

One subcommittee under the leadership of Cecilia Kwan provided information to legal publishers about SISAC; the SISAC bar code; and the SISAC EDI X12 standards.

The second committee provided information to law review editors/business managers about SISAC and the SISAC bar code. (The SISAC EDI X12 format was not emphasized.) This group of six volunteers worked with Norma Feld. Each volunteer was assigned five schools which meant contacting approximately 60-65 editors.

Unfortunately, circumstances such as the untimely death of Kaye Stoppel, Associate Director of Drake Law School; the withdrawal of one volunteer; and at times the lack of cooperation on the part of the law review editors did not allow the committee to completely fulfill its goals. However, the volunteers did manage to contact approximately 43 journals providing them with information about SISAC and the SISAC bar code.

The committee also requested that the editors complete forms in order to provide the SISAC committee with the basic information about the law school’s publications.

Ms. Feld received several phone calls of inquiry as a result of the endeavors. The questions usually concerned the location of the bar code on the journal and the cost. Although, at this time, none have committed to using the SISAC bar code there is no question that there is some interest in the bar code and that the AALL needs to continue its efforts in lobbying for its use.

Other activities which will have been accomplished by the end of this year are letters to the two main printers of law journals (Joe Christensen, Inc. and Darby Printing Co.); and a letter to Judith Genesen, Executive Director of AALL, requesting that the SISAC bar code be used on AALL serial publications.

In the future, I believe AALL will need to continue to focus on publishers; will need to begin to place more emphasis on system vendors with requests to accommodate the SISAC bar code and SISAC EDI X12 formats; will need to continue to contact law review editors; and will need to continue to educate its own membership.

Nona Watt, Head of Tech Services at Indiana University School of Law Library, as the new AALL liaison to SISAC will review these goals and will implement what is possible within the restriction of time and volunteer support.

ACTIVITIES OF SISAC

PUBLICITY & MEMBERSHIP COMMITTEE

Sandra Hurd of EBESCO is the new chair of this subcommittee. She will be making more of an effort to coordinate activities among the many members of SISAC.

On Nov. 9 (1992) SISAC Committee members presented an overview of SISAC’s activities to the Professional Scholarship Publishing Committee.

SISAC conducted two EDI X12 claim demonstrations at ALA Midwinter. A similar presentation was given at NASIG in June as well as a program entitled SISAC: VENDORS, PUBLISHERS, AGENTS, AND LIBRARIANS WORKING TOGETHER FOR SERIALS STANDARDS. The program emphasized the importance of using the SISAC symbol on periodical issues, and the need for local system vendors to include SISAC symbol access capability in their software.

At the ALA annual meeting in New Orleans SISAC sponsored a “scanning demo” which demonstrated the use of the SISAC bar code and provided technical information about the SISAC bar code.

DOCUMENTARY DELIVERY TASK FORCE (DDTF)

DDTF held its first meeting in Aug. 1992 chaired by Julia Blixrud of the Council of Library Resources. The task force focuses on the document delivery applications of the Serial Item and Contribution Identifier (SICI) and has set up a series of activities to encourage the use of the SICI.
Applications being considered beyond document delivery include use with royalty payments, invoices and linkages between holdings and citations. One result of the DDTF activities is that Copyright Clearance Center has agreed to adopt the SICI to replace the CCC Code.

SISAC TECHNICAL ADVISORY GROUP (TAG)

This group was organized at the ALA Midwinter Meeting and met for the first time in March 1993. The meeting was chaired by Bob Boissy (Faxon). TAG is responsible for taking the SISAC X12 standards from the definition-ready stage to the system-ready stage. After a SISAC X12 transaction set is approved by TAG, the set passes on to the SISAC Implementation Task Force for testing. TAG has approved the SISAC versions 3.0 CLAIM (using X12 transaction set 869 dated 3/24/93) and 1.2 INVOICE (using X12 transaction set 810 dated 3/24/93). Both transaction sets have passed into the SISAC Implementation Task Force for testing.

TAG will be working on the CLAIM/RESPONSE and PURCHASE ORDER standards in the next few months. Final drafts should be done by September 1993.

PUBLISHER’S TECHNICAL ADVISORY COMMITTEE

Many ideas are being explored. Currently under discussion is the use of barcodes with copy machines. The information recorded in the copy machine from the barcoded article would be used to make sure users complied with the copyright law. Sue Malawski (Wiley Pub. Co.) will be contacting the American Association of Publishers and Copyright Clearing House about this application.

Another issue under consideration is the barcoding of table of contents. Many questions need to be answered before the application moves forward since table of contents information is being provided through other formats.

The PICI, a pre-publication contribution identifier, is also under discussion. The Committee is exploring the uses of the PICI such as in electronic claiming.

ADDITIONAL INFORMATION

Over 60,000 ISSN were assigned last year by the members of the International Serials Data System (ISDS). Since the SICI is built upon the ISSN the information provided by ISDS is of primary importance to SISAC.

Fritz Schwartz (Faxon) and Sue Malawski (Wiley) are preparing a joint letter to NISO requesting the Standards Committee which developed the SICI (ANSI/NISO Z39.56) to reconvene. This move results from the many questions/suggestions received by the Maintenance Agency.

According to CSISAC (Canadian SISAC) Innovative Interfaces plans to use the SICI as a match key linking library holdings to commercial indexes.

Faxon is exploring the use of the SICI in dispatch data from publishers as well as for off-site checks which could be sent electronically to the library from Faxon (or any other subscription agency).

Joyce McDonough of Columbia University is monitoring a discussion group, "Great Expectations, on INTERNET. The purpose of the discussion group is to explore publication patterns and despatch data in relationship to what is possible and what the publishers can provide. Joyce can be reached at jm86@cupixx.cc.columbia.edu (Internet) or 212/654-4764. (This is not a listserv.)

CONCLUSION

In conclusion, SISAC has had a very active year. Although many tasks/standards are in the thinking stage or being tested, SISAC has become an important forum in the creation of serial standards. The Committee brings together all members of the serials community allowing the needs of each community to be considered. As we continue to automate our libraries, the need for active participation in SISAC by AALL will remain strong.

OBS/TS RESEARCH ROUNDTABLE
Brian Striman
University of Nebraska Schmid Law Library

There were nine persons present at the Roundtable meeting in Boston on July 13th from 4:30-6:00 p.m. In spite of the low attendance, everyone in the group found the discussions to be productive and useful. Mr. Striman reported that he's investigating creating an electronic discussion group listserv (Unix) hosted by the University of Nebraska which would provide a forum for discussions and information exchange relating to research topics and issues and publication avenues for law librarians. The list would be named something like LAWLIBRES-L and would be a moderated list co-owned by Brian Striman and Rebeca Trammell. The creation of this new electronic list would meet a portion of the charge and mission of the newly formed AALL Standing Committee on Research, chaired by Nancy Carol Carter (Director, University of San Diego). Mr. Striman is a member of this committee and invites any law librarian (especially tech services law librarians) to discuss issues relating to research.

At the Roundtable meeting, Brian also mentioned that Elaine Scioli had sent him a document with an idea for the OBS Board to consider funding OBS/TS Research Roundtable activities with respect to technical services law librarians promotional materials.

Brian reported on the AALL Standing Committee on Research final report dated March 25, 1993 and he summarized portions of the report and the report's attached agenda dated April 19, 1993. The Roundtable group noted the absence of technical services research topics and Brian said that topics on the appendix were not "in stone" and that we could add technical services topics to the report. We
talked about how we could get some topics on the appendix list.

Brian then talked about some ways to get ideas for research topics in tech services law librarianship. The Roundtable group discussed some barriers to getting research topics formulated. One of the major problems they discussed was "topic share fear"--where someone in the field comes up with a good topic for research and publication and doesn't want to share the topic for fear that someone else will take the topic and run (steal) with it.

Mr. Striman mentioned the ALA ALCTS Cataloging and Classification Section's Policy and Research Committee's document on "Research Topics in Cataloging and Classification: Suggestions From the Research Literature, 1987-1991." We noted that many of the research topics in this document could be customized for law librarianship topics. [Note: if any reader of this report wants a copy of this document, contact Brian Striman at the Schmid Law Library, U. of Nebraska]

The Roundtable meeting adjourned. The Reporter hopes that next year's Roundtable will be attended by more people. Each year a few more people attend. Please make it a point to note the meeting time in next year's pre-convention issue of TSLL. We had another conflict this year, this time with the Academic SIS reception at Harvard. That event may have pulled several people from coming to our 4:30 - 6:00 p.m. Roundtable meeting.

AALL Standing Committee on Research
Brief Summary Report by Brian Striman
University of Nebraska Schmid Law Library

Watch future issues of AALL Newsletter for this Committee's activities. If you are interested in research (not to be confused with legal research!) and publishing in the area of technical services law librarianship, then read TSLL Research and Publications column by Ellen McGrath and for reports by Brian Striman also in future issues of TSLL.

The purpose of the AALL Standing Committee on Research is to identify researchable questions and issues for law librarians to explore with practical impact on the improvement of law libraries and their services, the job performance and professional development of law librarians and the contribution of law libraries to the legal profession.

On July 11, 1993 in Boston the AALL Standing Committee on Research (SCOR) had its organizational meeting. The Chair is Nancy Carol Carter (Director, University of San Diego) with committee members: Bonnie Koneski-White, Elaine Sciolino, Brian Striman, Lei Seeger, Kathy Shimpoock-Vieweg and Michael Slinger, with Tom Reynolds as AALL Executive Board Liaison.

At this meeting the SCOR discussed protocols and mechanisms for how the group should operate and how communications should flow in an out of SCOR.

The Committee talked about sponsorship for any appropriate Seattle programs, and ways to promote research in our Association. We also reviewed our charge and operations with respect to the AALL 1993-94 Operating Plan. We examined possibilities for grants which would help support research activities in the profession and will be continuing to refine the mechanisms of how that will work in the near future.

There will be a new research electronic listserver discussion group hosted by the University of Nebraska, co-owned and moderated by Brian Striman and Rebecca Trammell. The name isn't solidified yet, but will be something like LAWLIBRES-L. The purpose of this list will be to facilitate information and communication of ideas of interest mainly to law librarians on topics and issues relating to research (not to be confused with legal research!) and publishing. Look for announcements of this new list in the AALL Newsletter, TSLL, and other chapter and SIS newsletters and related electronic lists (like law-lib).

PROGRAM REPORTS FROM THE ANNUAL MEETING

"Enhancing the OPAC: Broadening the Scope of Traditional Bibliographic Access"
Reporter/Coordinator Phyllis Post

This program, sponsored by OBS-SIS, was designed to look at ways the Online Public Access Catalog (OPAC) gives libraries the opportunity to provide library users with far more information than our old card catalogs ever could. Specifically the program looked at bibliographic information, as opposed to serials control, circulation, etc. Three speakers looked at ways the bibliographic record and the OPAC are being enhanced.

The first speaker was Suzanne Harvey, Technical Services Librarian, from the University of Puget Sound Law Library. Suzanne described a project begun in her library in the fall of 1991 to enhance bibliographic records with contents notes. She showed us the policy that was developed to define the categories of materials that would be enhanced and went on to present the procedures and guidelines used by staff to input the contents notes. A handout included the policy and procedures as well as samples of titles enhanced.

The second speaker was Carol Caro, Automation Librarian at Boston College Libraries. She described how her library created a local database using commercial software that is fully searchable on the library's NOTIS system. This local database includes faculty publications and faculty research profiles; the latter is non-bibliographic
and non-traditional, but very useful in a research library. The OPAC.

-7d non-traditional, but very useful in a research library. The OPAC.

The third speaker was John Doyle, Associate Law Librarian, Washington & Lee University Law Library. John took us on an informal tour through the Internet to demonstrate that we can access libraries around the world and that this access is being provided by many institutions through the OPAC terminal or workstation. By looking at menus of databases available at other institutions we were able to see that Internet provides more than access to just library catalogs. John concluded his talk with a discussion of the new standards that are being developed that will have a major impact on how we access these databases around the world, and an impact on how we access our own databases.

The program was taped by Mobiltape and Suzanne & Carol's handouts are available in the microfiche packet.

"Foreign and International Law Collection Development on a Shoestring"
Reporter/Coordinator Mary Cooper Gilliam

The first speaker, Judy Stinson, Reference/Documents Librarian at the Washington and Lee University School of Law Library devoted her remarks to the unique and intriguing situation of building a small international law collection from scratch when you knew absolutely nothing. This collection building was in response to a new program in the law school. She discussed what basic materials should be included in such a collection and how one acquired them. She also stressed that in many instances acquisition was limited to certain formats because the material was not available in any other way and was long out of print. She advised that knowledgeable faculty were one of the library's best resources when it came to suggestions as to what materials should be included. This was a refreshing and imaginative presentation by Mrs. Stinson.

Tom Reynolds, Associate Librarian at the University of California at Berkeley Law School Library was an interesting contrast with his discussion on pruning and editing a large and mature collection of foreign and international materials. Reassessment and constant review is necessary in this day of limited resources. Mr. Reynolds began with a discussion of primary and secondary sources of foreign legal materials; he mentioned collecting in the vernacular and only collecting in English. He very deftly discussed that one should take into consideration the goals of the institution when either developing or cutting back in foreign and international collections. Acquisitions practices of foreign vendors and what one can expect were brought out and he stressed collection development as an ongoing dynamic process as budgets shrink. He advocated flexibility in applying one's criteria to a foreign collection and that selectors and collection development personnel should become familiar with material in the collections. He then finished by putting forth some of the specifics for cutting back on serial subscriptions.

The last speaker represented an entirely different community from the two previous speakers. Tom Fleming, Director of Legal Information Wave Systems Corporation and formerly Librarian at Morgan, Lewis, & Bockius in Philadelphia brought a very different background and perspective to the program. He presented the view of the private law firm librarian and what they are faced with in acquiring both materials and information in the field of foreign and international law. He discussed in detail how one should develop sources within the community that can be tapped for information when the need arises. He punctured the myth that law firm libraries can purchase without regard to cost. He definitely networking as part of one's collection development tools. This is the major stock in trade for the firm librarian but something for all of us to keep in mind. He provoked an interesting discussion on certainties whom one can call and for whom the material is destined as one could be furnishing it to someone in adversarial position to your firm. He also covered the potential in online resources and their use in the law firm.

Although this is a widely discussed topic among collection development librarians, the three speakers provided fresh insights and useful comments on a problem that is necessary for us to grapple with and that will not go away.

"MARC Classification Format: What Is It? How Can We Use It?"
Reporter/Coordinator Diane Hillmann

This program was designed to introduce law librarians to one of the newest USMARC formats, and to explore its potential both as a cataloging tool and an additional source of subject information for the user.

The first speaker, Rebecca Guenther of the Network Development and MARC Standards Office of the Library of Congress, spoke briefly about the development and structure of the format. Using a computer and projection equipment, she demonstrated LC's implementation of the format, which utilizes a software program called "Minaret." Rebecca showed the audience the KF classification and how the online records and the software produce an easily browsable display, with windowing capabilities for tables. She also demonstrated the searching options which make good use of the various subject terms available in the classification format records.

The second speaker, Karen Markey Drabenstott, an Associate Professor at the University of Michigan School of Information and Library Studies, discussed how the subject terms and organizational structure of online classification information could be used to enhance subject access to the OPAC. She told about recent research studies showing that
addition of the use of classification information in an OPAC could allow easier browsing, allow the user to broaden or narrow searches more easily, and provide relevant feedback to users. Use of classification could also provide more flexible terminology for special classes of users.

Stuart Spore, Head of Cataloging and Automated Systems at the New York University School of Law, was the final speaker. He discussed local implementation issues of the classification format, and the potential for reclassification of materials using the machine-readable records. Some other possibilities for local use of classification records include verification of call numbers and online shelflisting.

"MARC Format Integration"
Reporter/Coordinator Joni Cassidy

Priscilla Caplan, Head of the Applications Development and Support Group of the Office for Information Systems in the Harvard University Library, presented the definition and overview of MARC format integration. Her perspective is that of a voting member of MARBI, one of only nine. Discussion of format integration began in 1981 and the first LC impact statement was issued in 1983. In essence, it amounts to three guiding principles: [1] all data elements will be valid in all formats [2] data elements will have the same meaning in all formats [3] try to disrupt systems as little as possible.

Fixed field changes will be: [1] adding a "type of control" element to identify archival or non-archival [2] have record type identifier [3] reconciling date type for uniformity in all formats [4] adding 006 as a new field that will be a subset of 008 (fixed field elements) with rules for selecting the primary format and for additional characteristics of the primary item.

Variable field changes include: [1] extensions of valid fields to all formats (e.g. 310, 321) [2] obsoleting of redundant fields (e.g. 315) [3] deletion of fields (e.g. 330, 331) [4] redefinition of certain fields (e.g. 246 and 740). Where there was a conflict, it was resolved in favor of how it is handled in the SERIALS format. There will still be seven bibliographic formats and records can have characteristics of multiple formats. Format integration will not affect holdings or authority record formats.

Paulette Schneider, Assistant Librarian at Coudert Brothers, gave us the law cataloger's perspective of MARC format integration. In a nutshell, it will not solve the cataloging problems generated by supplementary materials such as pocket parts, newsletter updates to looseleaf services, etc. These materials will still have to be cataloged separately or accounted for in the holdings format. She recommended the text, MARC for Library Use, by Walt Crawford, 2nd ed. from G.K. Hall. Paulette's handouts include an excellent description of each 008 and 006 element presented in table format.

"Modifying the Library of Congress for the Smaller Law Collection"
Reporter/Coordinator Brian Striman

Over 150 attended the program, "Modifying the Library of Congress Classification for the Smaller Law Collection" held in Boston on July 14, 1993. The program included three 20-minute presentations by Joni Cassidy, Carol Dawe and Louise Hoagland. Judging from the evaluations, the program was a complete success, with many evaluations stating that this was "the best program of the convention" and "the program was right on target." The tape of this program is available for purchase from Mobiltape.

The goal of the program was to share with law librarians the advantages of using the Library of Congress Classification (LCC) and to tell the audience that LCC is flexible and can be modified for local use and that the scheme is logical and shouldn't be seen as intimidating for use only in large academic collections.
TECHNICAL SERVICES LAW LIBRARIAN
Editor's Report 1992-93
Patricia K. Denham

Four issues of volume 18 of Technical Services Law Librarian were published in 1992-93. Volume 18 totaled 96 pages, for an average of 24 pages per issue. The March issue contained the 10-page index for volume 17, compiled by Jean Pajerek.

Suzanne Devlin and Mary Chapman began a joint two-year term as contributing editors of the Automation column, writing in alternate issues. Brian Striman began a new column, Research and Publications. Diane Hillmann's reports on MARB were moved to the Representative Reports section of the newsletter and her MARC Remarks column was expanded to include other topics related to MARC issues.

These contributing editors will continue their appointments for 1993-1995: Jean Eisenhauer, Acquisitions; Alva Stone, Subject Headings; and Carol Dawe, Technical Services in Smaller Libraries.

The TSLL Editorial Board met 21 July 1992, in San Francisco and will meet on 14 July, 1993, in Boston. Serving on the Editorial Board in 1992-93 were Curt Conklin and Mary Gilligan, representing OBS-SIS, and Patricia Callahan and Cynthia May, representing TS-SIS. Curt Conklin and Patricia Callahan are completing the second year of their two-year terms at the Annual Meeting. B.J. Segel and Sandra Beehler, from OBS-SIS and TS-SIS, respectively, will begin two-year terms in Boston.

The months in which TSLL is distributed were changed from February, May, August, and November to March, June, September, and December with volume 18. This allows a later deadline for the pre-convention issue. Also, the ALA Representative reports from the Midwinter meeting can appear two months earlier.

The format of the issues was changed from 7" x 8 1/2" to 8 1/2" x 11", with volume 18 #1. The change in size was directed by the Executive Board in order to standardize all SIS newsletters. Along with the increase in size, the Editorial Board decided to send the newsletter by bulk mail for one year on a trial basis. The additional amount of postage for the larger size would have been considerable. The net savings of using bulk mail instead of first rate postage was $984 for the year. Evelyn Gardner, the Business Manager, says in her report that she did not receive a larger than usual number of claims or members saying the issue was extremely late.

An additional benefit of using bulk rate is that the newsletter is not limited to a certain number of pages. With first class postage, the issues could not be more than 36 pages to be sent with a 52 stamp. With this restriction eased, however, it was possible to add a new column and reports from several programs and workshops from San Francisco.

The Editor requested that all copy be sent to her on 5 1/4" floppy disks rather than by mail or fax in order to save time in keying in the material.

Volume 18 of TSLL was funded by subsidies in the amount of $1,250.00 from the Technical Services SIS and from the Online Bibliographic Services SIS. There were also 87 subscriptions from non-members. The total amount received from these subscriptions was $951.00.

Although TSLL has been included on the newsletter subscription plan since January 1992, we have not yet received any income from it. We have been told that the income will be transferred to our account in September 1993. Since the income from the plan will be approximately $1000, the amount required as subsidies from the two sponsoring sections will be less for volume 19 than it was for volume 18.

TECHNICAL SERVICES LAW LIBRARIAN
Business Manager's Report 1992-93
Evelyn Gardner

TSLL began the fiscal year with 45 subscriptions. During the year we had a gain of 42 subscriptions, leaving a total of 87 paid subscriptions as of June 15, 1993. Twenty-five copies of each issue are distributed free of charge. One copy each are distributed to the following: AALL Headquarters, AALL Archives, Donald Dunn, Western New England College School of Law Library, Mark Estes, President/AALL, Kay Tod, Vice-President/President-Elect/AALL, Judy Genesen, Executive Director/AALL, Constance M. Matzen, SIS News Editor, AALL Newsletter, Richard Danner, Law Library Journal Editor, James Duggan, Chapter News Editor, AALL Newsletter, Peter Beck, AALL Newsletter Editor and the Chairs of each Special Interest Section/AALL.

As usual I have good news and bad news. The good news is I am interpreting this gain, no matter how small, to the fact that some libraries still feel the necessity to have an institutional copy even though some members may receive a copy of TSLL as part of their SIS memberships or the libraries receive all SIS newsletters on the AALL Package Plan. For the last issue of volume 18 there were approximately 915 newsletters mailed to TS/OBS SIS members free of charge (that is as a benefit of membership to TS or OBS SIS).

To defray the cost of postage, the Editorial Board voted last year to try for one year mailing the newsletter using bulk rate postage. This experiment, in my opinion, has been a success. We not only saved money ($984.56 to be exact) from the projected amount, but I did not receive a huge
increase in claims or members calling saying they received their issues extremely late.

Also, to defray the total cost of the producing TSSL, the Executive Boards of Technical Services and Online Bibliographic Services Special Interest Sections gave a total of $2500.00 as a subsidy. Their support is appreciated.

The projected printing cost for next year (1993-94) will be $2200.00 using 34 pages per issue. In addition, postage will be $952.00 @ $.19 per copy based on 1000 copies mailed at bulk rate. Thus, the total cost for TSSL volume 19 will be $3152.00.

The bad news is with only 87 paid subscriptions at $10.00 domestic, $11.00 foreign, we will still fall short of financing TSSL from this source alone. The way to overcome this continuing financial problem is to try and promote as many new subscriptions as we can by publishing in chapter newsletters and the AALL Newsletter as we have in the past, and we will need to continue to count on subsidies from TS-SIS and OBS-SIS, as we have also done in the past.

Although we will still be in a financial crunch in the coming year, I feel we have made good progress in the past year.

The cost breakdown of expenses and income for 1992/93 is as follows:

TECHNICAL SERVICES LAW LIBRARIAN
1992/93 BUDGET SUMMARY
AS OF JUNE 15, 1993

1992/93 INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>92/93 Adjusted Balance carried forward</td>
<td>$ 76.14</td>
</tr>
<tr>
<td>Subscriptions v. 18</td>
<td>$ 951.00</td>
</tr>
<tr>
<td>Contributions from TS-SIS</td>
<td>$1250.00</td>
</tr>
<tr>
<td>Contributions from OBS-SIS</td>
<td>$1250.00</td>
</tr>
<tr>
<td>TOTAL INCOME</td>
<td>$3527.14</td>
</tr>
</tbody>
</table>

1992/93 EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing</td>
<td>$2388.00</td>
</tr>
<tr>
<td>Postage</td>
<td>$ 896.29</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$3284.29</td>
</tr>
</tbody>
</table>

BALANCE

$ 242.85

Respectfully submitted,

Evelyn M. Gardner
Business Manager
Technical Services Law Librarian
The TSLL Editorial Board met on Wednesday, July 14 at 7:00 a.m., with the Editor, Patricia Denham, presiding. Members present were Evelyn Gardner, Patricia Callahan, Curt Conklin, and Cynthia May. Incoming Board member Sandy Beehler was also present. The Editor announced that the following Contributing Editors had accepted a two-year renewal of their appointments: Jean Eisenhauer, Acquisitions; Alva Stone, Subject Headings; and Carol Dawe, Technical Services in Smaller Libraries. Brian Striman notified the Board in May that he would not be able to continue his term as Contributing Editor for the Research and Publications column. However, he did suggest a replacement: Ellen McGrath. Ellen had submitted her resume and writing sample and was approved by the Board to replace Brian. Her two-year term begins with the September issue.

The 1992-93 Editor's Report and Business Manager's Report were distributed to members. Evelyn Gardner stated we can have up to 1100 copies printed at the same cost by our present printer. We presently print about 1000 copies of the newsletter. Members present were Evelyn Gardner, Patricia Denham, Curt Conklin, and Cynthia May. Incoming Board member Sandy Beehler was also present. The Editor announced that the following Contributing Editors had accepted a two-year renewal of their appointments: Jean Eisenhauer, Acquisitions; Alva Stone, Subject Headings; and Carol Dawe, Technical Services in Smaller Libraries. Brian Striman notified the Board in May that he would not be able to continue his term as Contributing Editor for the Research and Publications column. However, he did suggest a replacement: Ellen McGrath. Ellen had submitted her resume and writing sample and was approved by the Board to replace Brian. Her two-year term begins with the September issue.

The next order of business was expanding coverage via new columns. The Editor had polled Board members prior to the Annual Meeting about a column on serials issues. All agreed it would be a good addition to the newsletter. The Chair of the TS Serials Committee, Mary Burgos, was contacted so that the committee could discuss the column at their meeting. The Editor reported that the Serials Committee was interested in such a column but details about who would write it had to be worked out. There were several comments about TSLL in the OBS spring survey. Since many of the members said they would like to see more about the Internet, the Board decided to ask Sean LaRogue-Doherty about writing a column on the Internet. He had indicated an interest in doing so on the survey.

The Editor stated that replacements for her position and for the business manager would need to begin with the December 1993 issue. She and Evelyn will each have completed two two-year terms by that time and will be ready to let others take over the reins. The Editor will place the first notice in this December's issue for replacements.

TS-SIS and OBS-SIS each subsidized TSLL in the amount of $1250.00 last year. The number of subscriptions increased from 45 to 87, thus doubling our income from that source. We have not yet seen the income from the newsletter subscription plan. It is projected at over $1000. The amounts needed as subsidies from the two sections will therefore be substantially less for the coming year.

The 1994 AALL Winter Institute will address issues relating to the preservation of library materials. It will be held January 18-22 at the University of Texas Tarrant Law Library. The goal of this Institute is to enable decision-makers in all types of law libraries to:

1) Identify preservation issues within their own libraries
2) Be aware of broader preservation issues and strategies which may affect planning for an individual library
3) Develop a draft preservation policy for their library
4) Develop a draft plan to implement the policy

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The collective effort of Institute participants should result in a set of publishable draft model preservation policies by type of library. These model policies should take into consideration the work of the AALL Standing Committee on Preservation which is working on a master plan showing which types of legal material have been preserved and how, and which types have not been preserved and need to be.

Announcement of Winter Institute

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The Institute will both facilitate, and benefit from, the work of AALL's Standing Committee on Preservation.

Faculty will include recognized experts Sally Buchanan, Carolyn Harris, and Paul Banks.

Participants will receive more than 20 hours of instruction and group discussion, as well as tours of facilities which do preservation work. Austin is now a major preservation center, and participants will benefit from the presence of the preservation program at the University's Library School, the general library, the Humanities Research Center and BookLab.

More information will be mailed during the Fall and will appear in the AALL Newsletter. For immediate information, contact Co-Directors Regina Smith, Jenkins Memorial Law Library; Margaret Leary, University of Michigan Law Library, or Martha Brown at AALL Headquarters.
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Continuing Education Calendar

1993

September 25  Banned Books Week

October 2


October 24-28  "Integrating Technologies/Converging Professions," ASIS Annual Meeting, Columbus, Ohio. For more information contact ASIS Conference Registrar, P.O. Box 554, Washington, D.C. 20044

November 4-6  Issues in Book and Serial Acquisition Conference, Charleston, South Carolina.

1994

January 18-23  "Preservation Planning," 1994 AALL Winter Institute, Austin, TX. Brochures will be mailed to AALL members in late September. For information contact Martha Brown at 312/939-4764; email LAWMSB@Orion.Depaul.edu.

January 23-25  "InfoTech '94," INFOMART, Dallas, Texas. Sponsored by SLA in cooperation with AALL, ASIS, and SLA's Texas Chapter and Information Technology Division. Topics include: Managing Technological Change, Multi-Media Digital Imaging, Internet, Hypermedia, Expert Systems, LAN Management, and many others. For detailed information, contact Joy Lerner at SLA, 202/234-4700.

January 26-28  Special Libraries Association Winter Meeting, Dallas, Texas.

February 4-10  American Library Association Midwinter Meeting, Los Angeles, California.

April 17-23  National Library Week, Theme, "Libraries Change Lives."


June 11-16  Special Libraries Association Annual Conference, Atlanta, Georgia.

June 21-30  American Library Association Annual Conference, Miami, Florida.


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TECHNICAL SERVICES IN SMALLER LIBRARIES
Carol Dawe
Katten Muchin & Zavis

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

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