YOUR VERY OWN PERSONAL INTERNET

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If you've used the World Wide Web, you know what a wealth of information is available at the click of a mouse. What if the information you needed to do your daily job were just as easy to access, in the same efficient format? It could be, and all you need is an Intranet.

No, "Intranet" isn't a misspelling of "Internet." But it is an Internet ... sort of. An Intranet is a limited-access network of computers linked by Internet technology and accessible by Internet protocols for the purpose of exchanging information and sharing resources. Intranets are secure systems, protected by “firewalls,” or programs that block access by unauthorized users and are scalable to serve groups of 10 or 10,000.

Many institutions already have a precursor of the Intranet. If your organization has a LAN (local-area network), you have been sharing resources already. At the Pappas Law Library, our network allows us to access a shared laser printer, a scheduling/calendar program, and, albeit complicated, a way to share documents. However, for e-mail we use the University's Unix-based mail programs on the Internet instead of internal electronic mail.

So what more could we do with an Intranet? Plenty, but since we don't have one yet, I'll have to speculate on specific features and uses based on some background research I've done. (Cont on page 10)
1996-1997

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Technical Services Law Librarian (ISSN 0195-4857) is an official publication of the Technical Services Special Interest Section and the Online Bibliographic Services Special Interest Section of the American Association of Law Libraries. It will carry reports or summaries of the convention meetings and other programs of the OBS-SIS and TS-SIS, act as the vehicle of communication for the SIS committee activities, and carry current awareness and short implementation reports. Prospective authors are urged to contact the Editor for style information.

Statements and opinions of the authors are theirs alone and do not necessarily reflect those of the AALL, the TS-SIS, OBS-SIS, or the TSLL Editorial Board.

Subscriptions: Provided as a benefit of membership to Sections members. Non-member subscriptions: Domestic -$10.00; Foreign - $12.00. Contact the TSLL Business Manager (address on back cover) or the American Association of Law Libraries.

Issues are published quarterly in March, June, September, and December.

Newsletter of the Technical Services Special Interest Section and On-Line Bibliographic Services Special Interest Section of the American Association of Law Libraries
EDITOR'S NOTE

In this issue: Put time, trial, and error, together and bingo – a new format for the paper copy of TSLL appears!! Thanks to the help and collaboration of Jeanne Whitfield, a WP pro with whom I work here in Baltimore, we have produced a cleaner look and easier to read copy. But we have retained the formal appearance of TSLL. To help readers quickly locate articles of interest and find future deadlines, this information is now located in defined boxes on the front page. Issues which do not have a special feature article will highlight one of our columnists' specialities. From now on columnists will have a chance to shine in the “spotlight,” or at least bask in their allotted three minutes of fame.

Feature: One of the hottest topics in law firm libraries is effective use an Intranet and whether the library should be responsible for its maintenance. I’ve talked with Pam Perry, our Internet guru, about this and she has written an article explaining what an Intranet is, how it is used, and how to find information about it. You can find her on Page 1.

Insert: Georgia Briscoe submitted the List of OPAC Commonly Misspelled Words and we have included it as a special supplement with this issue.

Online on the Web: I hope you have had a chance to read TSLL on our Web site:
http://www.aallnet.org/sis/tssis/tssis.htm

As I mentioned in the last issue, I did find the December issue on the Web long before my copy arrived in the mail. Because we mail at bulk rate, I’m certain that will continue to be the case.

Corrections: Sally Wambold’s place of employment was mistakenly identified in the last issue. She is on staff at the University of Richmond Law School Library.

ONLINE BIBLIOGRAPHIC SERVICES SPECIAL INTEREST SECTION

MESSAGE FROM THE CHAIR

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It’s the winter doldrums season, but it feels like Thanksgiving! As in my first message, there are so many people to thank.

First of all, thanks go to Chair Mary Chapman and her Nominations Committee, Sue Roach and Katherine Tooley. They have recruited a slate of talented, enthusiastic librarians:

◆ Vice-Chair/Chair-Elect:

John P. (Jack) Bissett, Cataloging Librarian, Washington and Lee University School of Law Library

Anna Belle Leiserson, Collections Development Librarian, Vanderbilt Law School Library

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◆ Member at Large:

Ellen McGrath, Head of Cataloging, State University of New York at Buffalo, Charles B. Sears Law Library
Certainly, these willing candidates deserve thanks for agreeing to work for our SIS.

Secondly, thanks go to Vianne Sha, the Chair of the Ad Hoc Web Page Committee. Vianne, too, is an enthusiastic leader. She has skillfully broken down the maintenance of our Web page into discrete parts. The people who have volunteered to help Vianne deserve our thanks as well. Anna Belle Leiserson and Janice Snyder Anderson have been particularly active. Our original Web Master, Anne Myers, has provided invaluable assistance. Check us out:

http://www.law.missouri.edu/obs/

Stay tuned for future developments as we work to move to the AALLNET server. In anticipation of using the Web page more completely in the future, we are working on a plan to offer the option to respond to the annual survey via the OBS Web Page. Again, thanks to Vianne and her Web Committee.

Speaking of the annual survey, I would like to thank Jacqui Paul who has so energetically gotten the process moving. Be on the lookout for your annual survey! Please take the time to fill it out!

FILLING OUT THE ANNUAL SURVEY ENABLES THE OBS LEADERSHIP TO ADDRESS YOUR NEEDS!!!

That may seem a bit intense, but the survey certainly is very important to an effective and active OBS.

In the spirit of midwinter Thanksgiving, I would like to express thanks to Anne Myers for the idea of our Annual Meeting Book Swap. The Book Swap in Indianapolis was a huge success. It gave AALL members the opportunity for new, affordable, entertaining reading matter endorsed (i.e., read) by fellow librarians. Why not put a book (or two) aside for Baltimore? You can have a lot of fun choosing another book in exchange.

Additionally, I’m grateful to the thoughtful people who are even now exploring ideas for programs in Anaheim in 1998. These people realize their topics are complex and need to be carefully considered. They are taking time to scope out various treatments of their subjects at other conferences. And they are consulting with colleagues via e-mail. This is the way to enjoy program planning: reflectively and collaboratively.

Finally, thanks go to all members of OBS. Each member is important and has a contribution to make.

MESSAGE FROM THE CHAIR

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Perhaps one of the most realistic of Milne’s characters, and one to whom many of us can often relate, is Eeyore. The gloomy donkey whose tail always seems to need a slightly better pinning. The one who looks at all life is worth and will matter-of-factly overstate his own “insignificance.” Not taking into account that all of Pooh’s acquaintances are indeed friends, and very important to Pooh, Eeyore
will continue to glumly carry on questioning his own self-worth.

Now, I'm not suggesting in any way that technical services librarians are pessimists, but it is easy to sometimes wonder how much we truly are appreciated. After all, don't we just do the "menial," "tedious" work? Absolutely not. Do we get frustrated, and question our value when we hear of downsizings, corporate mergers, billion dollar sell-outs and the like? If anything, we are becoming more valuable, more crucial to the efficient and effective operation of our libraries! We need to evaluate and position ourselves for the future library to be on top of changes and ready to make the most of the situations we encounter.

It is time to think about the upcoming conference in Baltimore. Take some time to consider all of the opportunities that await us when we get there, and plan to take at least an extra day to visit our nation's capital. We have a number of excellent programs in the works, not to mention meetings and the interaction that many of us crave.

Planning for Anaheim is under way; contact Rhonda Lawrence with program suggestions. The TS Education Committee (TSEC) plans to meet during the early days of the conference to finalize the Anaheim programs, so it is imperative that you get your program ideas to her. We will not have the luxury of submitting program proposals to the TSEC during the conference, so get them in soon.

Personal thanks go to Jack Montgomery for his work on nominations and coordinating the election of officers. As of this writing he is still working on this, so I cannot report who won (oh, to be able to predict like that), but I truly do appreciate his help.

On other issues, I submitted a nine page letter to the AALL Strategic Planning Committee last November, encouraging them to reinstate full funding for AALL representatives to outside organizations. It is my understanding that this was received rather positively. Sorry I can't say more at this time, but their proposal has to go to another committee that will make final recommendations to the Executive Board.

I also submitted a request to AALL that we be allowed to plan meetings during the program time slots. I know schedule conflicts have been a constant concern for our members over the past several years. Hopefully, if this goes through, we will have some more flexibility in the future.

Change is inevitable. In our own industry we have seen major moves by the various publishers, all of which are having repercussions on our libraries. If we continue to actively involve ourselves in the changes that take place, we will come away as better individuals and managers of our own resources.

Take care. I'm looking forward to seeing you in Baltimore.

◆ P.S. Check out the TS/SIS Home Page:
http://www.aallnet.org/sis/tssis/tssis.htm

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ACQUISITIONS

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The sales and mergers of legal publishers continue. The Law Division of Little, Brown has been sold to Aspen Law and Business (Wolters Kluwer). The Shepards McGraw-Hill treatises were purchased by Thomson Corporation; tax titles went to Warren,
Gorham & Lamont; the remainder to Clark Boardman Callaghan. We have already seen that some of the Shepards treatises will not be updated because WG&L or CBC have similar titles.

The question of receiving unsolicited material and what, if any, obligation a library has to pay for it comes up regularly. Only today (Jan. 29) our library received such material from CCH, a paper monograph to go with the CCH Standard Federal Tax Reporter. There is no invoice with the material; however, there is an “acceptance form” which gives the option of accepting or rejecting it, and there is a return mailing label. (I do hope that CCH is not going to begin charging for these pamphlets which they have been sending as part of our subscription to the loose-leaf service.) My point in bringing up the subject is to mention an article, “Unsolicited Merchandise: Gift or Sale?” by Marsha L. Baum (20 Library Acquisitions: Practice & Theory 301).

Quoting from the Abstract:

This article provides a discussion of the law surrounding unsolicited merchandise and references to the state and federal statutes which provide protection for the recipient of unordered goods. Thirty-nine U.S.C. section 3009 is discussed and citations to state unsolicited goods statutes are included in an appendix. Ms. Baum concludes her article with five suggested steps librarians should take in regard to the receipt of unsolicited merchandise.

(1) Incorporate information about the protections provided by federal and state laws that prohibit the shipment of unsolicited merchandise into library policies and procedures to ensure that invoices sent with unordered items are not processed for payment.

(2) Upon receipt of an unordered item that is covered by federal or state statute, send a letter to the vendor stating that the item is being treated as a gift as provided by statute. Cite the appropriate code sections in the letter.

(3) If the federal statute applies, notify the Federal Trade Commission of the transaction in writing.

(4) If state statute applies, notify the state consumer protection agency or other agency responsible for enforcement.

(5) If state and federal statutes do not apply, follow the principles of contract law to limit the library’s liability. [page 306]

Kathie Sullivan (McNamee, Lochner, Titus and Williams, Albany, NY) wrote in the May 13, 1996 issue of the National Law Journal, “Change in a publisher’s ownership can result in administrative nightmares, including duplicate account numbers, incorrect invoices, unsolicited shipments, title changes, format changes, sales calls, lost subscription requests and changes in order placement and return procedures.” If one is on LAW-LIB, recent postings bear out this statement in regard to West Information Publishing Group (WIPG) and, to a lesser degree, CCH. However, in fairness to West, CCH, and others it seems they are trying to make things go smoother. Several librarians who were quite angry with West in the middle of the month of January were able to resolve their problems by the end of January.

So, what are the problems, particularly with WIPG?

◆ Customer service and sales reps don’t seem to know what’s going on. They are not yet familiar with all the products. Sometimes it seems the future of sales reps is in doubt.

◆ Complex accounts (several locations and thus several billing locations) cause confusion.

◆ CBC publications are sent out by West with a West invoice, even though the library didn’t have a standing order for the CBC product.

◆ The Appleman on insurance revision is projected to be 57 volumes, but only three or four revised volumes are issued each year.
Have there been any resolutions? Yes. Some librarians were contacted by several company reps in order to straighten things out. The first WiPG statement our library received indicates which items are CBC. Also, the statement is in the West format, which I personally like. Maybe this isn't a resolution, but some people did seem to cool off, while others reminded us that CRIV is there for our problems with publishers and we need to use it.

Following are two web sites which you may find useful:

◆ Library Resource List

http://www.state.wi.us/agencies/dpi/www/lib_res.html

A listing of over 500 Internet resources of interest to the library community. It has six divisions: Reference Resources, New Sites and Searching, Government Resources, Library Sites, Libraries the Net and the NII (National Information Infrastructure), and Professional Resources.

◆ Law Library Resource Xchange

http://www.llrx.com

A Web newsletter which focuses on research, management and technology topics for legal professionals. The editors and publishers, Sabrina I. Pacifici and Cindy Chick, "look forward to providing readers with a new forum in which to exchange information and ideas."

Reports from the 1996 Charleston Conference "Issues in Book and Serial Acquisition: Money Talks" appeared in ACQNET, volume 6, nos. 34, 35, and 36. Topics included: Collection Development in an Internet Based Environment; Payment and Subscription Models for Online Publications; Electronic Data Interchange (EDI), the use of standardized formats for the electronic exchange of data; Recent Legal Developments Affecting Competition among Publishers; Licensing Agreements; Issues in Publishing, that is, publishers publishing both paper and electronic journals; and, Collection Development, Fulltext, and Document Delivery. More extensive reports will appear in Library Acquisitions: Practice and Theory and other print publications.

Finally, if you've had it with technological changes and PC upgrades, read "Burned by Technology" by Stephanie Losee in the September 9, 1996 issue of Fortune. It may make you feel that you're not alone in sometimes thinking "enough is enough."

CLASSIFICATION

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DATES IN CALL NUMBERS

This article contains a description of Library of Congress' policy regarding the use of dates in call numbers and was reviewed by Paul Weiss, Subject Cataloging Specialist in LC's Cataloging Policy and Support Office.

Many of the Class K schedules call for subarrangement of titles by date and this is indicated either in the schedules themselves or in the form divisions. The Subject Cataloging Manual: Shelflisting documents other cases when dates are to be added to call numbers. LC adds publication dates to the call numbers for monographs in most cases. Remember that LC does not use...
dates in the call numbers for serials. The manual on shellflisting has two memos that we should use: "Dates G140" and "Conferences, Congresses, Meetings, etc. G230." Please note that G140 deals with loose-leaves. Also, although the memo deals with loose-leaf services, LC does not use dates in the call numbers for loose-leaf treatises and there has been some inconsistency following these instructions. G140 also gives instructions for the use of imprint date for editions and facsimile or photocopy editions.

There seems to be a booming business reprinting law books. Whereas LC would use the imprint date for these reprints, some law libraries are choosing to use the original date with a work letter to distinguish the reprint from the original.

I don't know why some catalogers are bothered that some K class numbers have no cutter numbers and use only dates. Dates are easy to assign. The reason for so many dates in the K schedules is that our users like dates. Chronology and date of event mean something to lawyers. They want to know when a law was enacted, a decision decided, a treaty signed. Using the date held for congresses instead of cuttering by main entry tells a user something about the time frame of the subject of the conference. A conference on taxation held in 1980 will not contain current tax code information.

It is the importance of dates that has led to the many ways the K schedules incorporate dates. The form divisions call for dates of enactments, of signing, of publication, and so on. Since the K schedules were written by five different people over 30 years, there are a variety of practices. The KF form division tables use both "By date" and "By date of publication." When LC uses "By date," it means by date of publication. In the later schedules, you will find just "By date" for date of publication. Some of the form tables have conferences and congresses "By date of event," which is date the conference was held. Individual laws, regulations, and treaties use successive cutter numbers for date of enactment or date of signing for treaties. Later K schedules use [date] to incorporate the date of signing or enactment into the decimal or cutter so that you do not have to guess at successive cutter numbers.

In the schedules themselves, you will find "By date," "By date of enactment," "Initial date of hearing," and so on. Again, "By date" means by date of publication. If you are to use another date, the schedule will specify the type of date. In the European country schedules under the "Under each court or court system" arrangement which precedes Table A number 18, you will see .A35[date] with no instruction. In that case the [date] is for beginning date of publication or best guess.

The SCORPIO database, to which many of us have access, allows call number searches of the Library of Congress database to see what date has been used for codes, treaties, decisions, etc. The thing we all decide is when to deviate from LC, when we follow their policy as best we can interpret it, and what we do when they change their policies.

◆ N.B.: LC CLASSIFICATION ADDITIONS AND CHANGES, LIST 263 has the changes to the KF form divisions for topics with cutter numbers.
DESCRIPTION AND ENTRY

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By now most law catalogers are pretty familiar with the uniform titles for special legal materials, especially AACR2R 25.15. Rule 25.1A2 prefers the citation title as the uniform title. Even if a uniform title is formulated according to the general rules, a citation title may be a valid choice. The general uniform title rule, AACR2R 25.3A, instructs the cataloger to use the title by which a work has become known. The uniform title for the "Bankruptcy rules" is an interesting example. Numerous commercial publishers, as well the federal government, produce a copy of the bankruptcy rules. The chief sources of these publications refer to the rules by various titles. To decide the title by which a work has become known frequently takes research time and a cataloger's judgment. In this particular case, the Bankruptcy Rules happen to have a citation title which LC chose to be the uniform title. This is a prudent choice and consistent with the special uniform title rules for legal materials which prefer citation titles. Below are records for two different publications that include the Bankruptcy Rules and the current authority record.

Unfortunately, whether a uniform title is based on the cataloger's judgment or the citation title, either title can change over time. In 1991, the Court decided to change the citation title to Federal Rules of Bankruptcy Procedure to make it conform to the citation title pattern for other federal rules, such as the Federal


The following authority record needs to be corrected. Rule 1001 now reads "The rules shall be cited as the Federal Rules of Bankruptcy Procedure ...."

Good luck with your maintenance!
The sharing of information, documents and other resources, is the primary purpose for creating and maintaining Intranets. Organizations are always seeking less costly, more efficient ways of publishing and distributing information. Just as the Internet is the solution for the world at large, so an Intranet can fill the same niche in the smaller corporate arena.

In the past, sharing documents throughout an organization meant writing, editing, printing, reproducing, distributing, updating, and redistributing millions of sheets of paper. Even with the advent of computers, files had to be exchanged on disk, ftp'd, or downloaded by each user. Large files could take hours to transmit. Just as with paper distribution, one change caused the entire process to be repeated, resulting in many lost hours of computer and personnel time on the part of each recipient. Multiply that by the number of employees in a large institution and the result was overwhelmingly inefficient. And in the case of handbooks and manuals, not every employee uses the entire publication enough to warrant the expense of production. Perhaps ten percent of the staff needs to have the whole document at hand all of the time. Other staff may use it occasionally, or use only a part of the document. Or, to save money on copies, documents may pass from user to user on a routing list, a slow, insecure, and uncontrollably variable process.

Internet technology, used on an Intranet, eliminates all of these problems. Documents intended to be shared are not copied and distributed to individuals; rather, they are stored in a commonly accessible area on a server, available to any authorized user. If some staff who use the document regularly need a print copy, that is easily accomplished without the expense of a copy for each person. Those needing only a part of the document can print only the necessary pages. Routing can be eliminated, resulting in less waiting time for users and fewer lost documents. Access is immediate, in real time. Security issues are also eliminated, because firewalls and passwords protect sensitive company information. Not so with distributed hard copy.

Information available on an Intranet is not limited to text format. The technology can handle graphics, as well as audio and video material. Again, copying is eliminated and distribution is greatly simplified.

Maintenance of resources becomes much more efficient when resources are located in a central place. Only one copy of a document needs to be updated, and this can be accomplished in real time. The corrections and/or updates are then immediately available to users.

The ease of publication with Internet protocols allows anyone to mount information on an Intranet, not just the publishing experts. Authors can have direct, real time access to their work.
Types of documents ideal for mounting on an Intranet include membership lists, catalogs, product information, and demonstrations. In the case of a library, these might include patron, staff, faculty, and institutional directories, policy and procedure manuals, benefits information, forms, frequently asked questions lists (FAQs), newsletters, and new acquisition lists. Training materials and tutorials are especially suited for the Intranet platform, as users can access them at their own convenience and pace, and can review sections to perfect a skill or answer a specific question.

Intranets take advantage of existing technology that is already familiar to many computer users and easy to learn for those new to an online environment. Browsers like Netscape are the means for negotiating an Intranet, just as they are the way to navigate the Internet.

Another plus of using this technology is its ability to accommodate and bring together different systems. There are Web browsers available in all formats, so in our case we could link the PCS in the library, the Macs used in faculty offices, and, if necessary, a Unix machine from the campus network. Distance from the server doesn't matter, so that staff could access the Intranet from home, and faculty on sabbatical, even in another country, could still be in direct contact with the institution.

Intranets may also allow access to restricted databases, even with firewalls in place to prevent unauthorized access from outside the institution. For a library such as Pappas, this would mean access to services such as LEXIS, WESTLAW, RLIN, and FirstSearch. Of course, access to the entire Internet is also possible without compromising security, as well as a connection to an online catalog.

Building an Intranet from scratch can be very expensive; it is much cheaper if there is a LAN/WAN already in place. Many companies which started creating Intranets before the recent wave of popularity and plethora of independent vendors rang up large development costs. Now, if no type of network exists in an organization, it is possible to buy a turnkey system, or even rent or lease an Intranet.

I realize that I've made Intranets sound like an efficient affordable solution to all of everyone's information distribution and access problems. But there are disadvantages lurking under the golden veneer. There is the cost of building one from scratch. This includes hefty equipment investments because each user, or small group of users, needs computer access. Then there's the added on cabling. The server(s) must be of adequate size to move around the resources, especially if they are heavy with graphics or audio and video files; skimping on computing power will seriously compromise response time. There are security issues to address, and the very complicated question of administration -- who will put material on the Intranet and who will maintain it. Why, there was even a program at AALL recently about the conflict between public and technical services personnel when it came to deciding who would author a library's Web page. Just think of the problems involved when designing one's own private Internet! Since maintenance is so important in a shared environment where instead of one person having an outdated document everyone can have an outdated document, it is a crucial to have regular and timely updating.

Even with all of these considerations, the Intranet still looks like a valuable tool for solving so many information distribution concerns in libraries. And its ancestor, the Internet, is a great place to find more information on all aspects of installing your own network. Several of the sites I found are:
Yahoo subcategory on Intranets —
http://www.yahoo.com/text/Computers_and_Internet/Communications_and_Networking/Intranet/

Intranet Journal —
http://www.intranetjournal.com/

Complete Intranet Resource —
http://www.intrack.com/intranet/

Intranet Knowledge Base —
http://www.co-l-l.com/known_garden/intranets/

Intranet Services Resources and Info —
http://www.iserv.co.za/info.htm

These sites contain articles, glossaries, white papers, case studies, and links that will prove invaluable in helping you to investigate Intranets.

As always, I'd love to hear from readers on subjects for future columns or on your own experiences with the Internet. You can contact me at paperry@bu.edu, or write to me at Boston University, Pappas Law Library, Boston, MA 02215. See you in Cyberspace!

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**PRESERVATION**

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**BUSTING DUST:**
**VACUUMING AND CLEANING BOOKS**

Nothing is more effective from a collections maintenance vantage point than a systematic cleaning program to combat problems such as mold. Mary Lynn Rittenhaler writes in *Preservation of Archival Records: Holdings Maintenance at the National Archives* that, "Maintaining a clean, storage environment is an ongoing responsibility that will do much to preserve archival records." Rittenhaler states that the "exteriors of bound volumes should be dusted as needed to prevent dirt from being transferred to records during holding." AALL's *Preservation Treatment Options for Law Libraries* states that the "life of books can be prolonged by a systematic cleaning program to remove dust and dirt, both of which accelerate the aging process. Dirt degrades materials because it contains significant amounts of acidic materials and moisture." Although dated, Carolyn Horton's *Cleaning and Preserving Bindings and Related Materials* (Chicago: ALA, 1972) provides excellent advice on cleaning cloth and leather bound books. Recent literature on preservation also recommends vacuum cleaning as part of a holdings maintenance effort. Susan Swartzburg (*Preserving Library Materials: A Manual*, 2nd ed., 1995) recommends that "books be vacuumed with small hand vacuum cleaners."

Why vacuum to clean books? Vacuuming is especially helpful for cleaning the top edges of volumes, where a large amount of dirt and dust often settle, but is equally useful when cleaning heavy accumulations of dirt overall. Using a sable brush is the traditional favorite cleaning method, particularly in view of concerns that the suction on vacuums poses
a hazard to books. However, one problem with brushing is that it can spread dirt, rather than clean the material.

The Cleaning Process

General Collections. Bound volumes stored on open shelves should be dusted or vacuumed periodically so that accumulated dust or dirt will not sift into the interior of volumes as they are used.

When cleaning, remove books from the shelf and place on a book truck. Move the vacuum cleaner brush lightly along and across surfaces. Vacuum with a small round cleaner brush commencing on the top edge of each individual book. Work from the spine to the fore edge of each book. There is no need to exert pressure since the suction is lifting dirt away and rigid components of the brush attachments can scratch or abrade bindings. Never vacuum across the bindings as this will cause damage. When the books are cleaned, vacuum the shelf and wipe with a damp cloth, if necessary. The cleaned books can then be returned to the shelf.

Another good approach is to place individual volumes, once cleaned, on a book truck until a shelf of books is completed, clean the shelf before switching the vacuum off, and replacing the volumes on the shelf.

Bound volumes with loose or detached boards, hinges or spines, or that contain loose fragments must not be vacuumed. They must be handled very gently and carefully dusted by hand using a brush or soft cloth.

Special Collections: Items in these collections should be handled with great care. Work should be done under the direct supervision of the Special Collections Librarian.

Each item should be cleaned separately. The following is generally a two person operation:

◆ Grasp the fully closed book firmly. This will prevent dust from entering the book.
◆ Use a soft brush (i.e., an artist’s brush that has been tested on the wrist; it should never feel abrasive) or a soft cloth to direct dust into the head of the vacuum cleaner.
◆ Neither the vacuum cleaner nor its brush should ever touch the volume. The head of the cleaner can be covered with cheese cloth to prevent damage and loss of larger bits of binding. A piece of nylon screening or cheesecloth placed over the nozzle will prevent any fragments of the bindings or labels being sucked into the canister.
◆ Vacuum the shelf and surrounding area. Wipe with a slightly damp cloth, if necessary.

Choosing a Vacuum Cleaner

One caveat is to make sure that the model of vacuum is appropriate for vacuuming books. A portable canister-type vacuum cleaner with a wand and brush attachment is generally satisfactory for cleaning bound volumes. The suction on many vacuum cleaners is potentially hazardous to books, so adjustable suction (low to avoid damaging the volumes) is an important feature. A vacuum should offer brush attachments which are used (making sure that they are not too stiff) to avoid having the metal or hard plastic end of the wand come into contact with the volume. Crevice tools and similar attachments should not be used.

Make sure that the type of vacuum you choose is appropriate for your needs. Some libraries have criticized wet-dry vacuums, mainly because they are noisy, bulky, and the hoses are cumbersome and hard to manipulate. Use the following guidelines when choosing the appropriate model:

◆ Competitive price. A high price does not necessarily mean proportionately higher quality.
High performance. This includes acceptable air flow and emissions.

Convenience. Look at hose use, noise, dirt capacity, dirt disposal, and general ease of use.

Maintenance.

The following are vacuums that are either currently used by libraries to clean books or purportedly are useful to clean books:

**3M Professional Vacuum Cleaner.**
This vacuum looks like a plastic toolbox and includes a handle, cord, hose, and attachments, which are all stored underneath the lid, making this unit self-contained. It will not emit dust particles or debris. It is lightweight and portable and has a powerful 1 HP motor and features a variety of attachments: crevice tool, wand, bristle brush, ten foot hose, dusting brush and needle nozzle. However, it is noisy. A padded shoulder strap is also offered.

3M's Type 1 Filter is used to remove mold for trapping fine particles in the range of .3 to .5 microns. It is a fine, particle filter, having a thinner, more concentrated weave (High Efficiency Particle Arresting or HPEA media) for trapping extremely fine particles. The following filters are also available:

3M Filters: No. 5325 filter type 1 Particle size 1-2 micron $37.90
No. 5326 filter type 2 Particle size 2-20 micron $19.45

Vendor: Light Impressions
Light Impressions Catalog, p. 61.
Item No. 5324 $246.50

**Data-Vac Cleaning System.**

Data-Vac Lightweight Vacuum/Blower: This is a powerful cleaner that can be used as a blower or a vacuum. It is safe for use on books. It has a handle and shoulder strap. The machine includes an all-stell vacuum/blower unit. It is criticized by some for a lack of suction power.

Data-Vac Heavy Duty Cleaning System.
In addition to cleaning books, this vacuum can be used to vacuum book stacks and lab. It is more powerful than the Data-Vac Lightweight vacuum/blower. It is compact and easy to use and really has the extra power to accomplish the job. Dust is eliminated with a triple filtration system which prevents it from escaping back into the atmosphere.

Vendor: Gaylord
$145.00

**RESEARCH AND PUBLICATIONS**

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Ellen McGrath writes:

In the last column, Brian mentioned that we would provide more information on research grants. By the time you read this, the proposal for the OBS/TS joint research grant should have been resubmitted to the chairs of the two SISs. Hopefully we will have more on this soon!

In regard to research grants, a natural first reaction on your part might be: But the topic that I'm interested in pursuing is not important enough to apply for a grant. Do not assume so! I don't have any hard data, but I suspect that a number of people make this same assumption and, as a result, some of these research grants may be going unawarded. Or
at the very least, I bet the organizations granting them would appreciate more applicants.

There are already a surprising number of research grants out there for the taking. I have just a few examples here, although I am sure there are many more. First, on the national level:

◆ The Library Acquisitions: Practice & Theory (LAPT) Research Award provides an annual prize of $1,000 for research in the broad areas of acquisitions, serials, publishing, and collection management. The award will be given for one proposal and administered in two parts: $500 when the proposal is selected to fund the research effort and $500 when the completed manuscript is submitted to *Library Acquisitions: Practice & Theory* (the journal).

◆ The ASIS (American Society for Information Science) Research Award is given for a systematic program of research in a single area at a level beyond the single study and recognizes outstanding research contributions in the field of information science that have had a significant and recent impact on the field.

◆ A new grant, the Online Audiovisual Catalogers, Inc. (OLAC) Research Grant is awarded annually by the OLAC Executive Board to encourage research in the field of audiovisual cataloging. The amount is up to $2,000 annually.

On the state level, I ran across:

◆ The Texas Library Association's CULD Research and Grant Committee is seeking proposals for research or job enrichment grants. Research grants are designed to assist in the funding of research projects which will expand the body of knowledge in library and information science. Job enrichment grants are available to individuals interested in updating professional skills. Travel grants for professional conferences, including the TLA Conference, will be considered.

◆ SUNYLA (State University of New York Librarians Association) has established a small grants program for the purpose of reimbursing members for expenses associated with professional growth activities when other funding sources are not available. The program aims to reward the professional growth of individual members while giving special consideration to those applicants who demonstrate how their exposure to an activity will have broad impact on enhancing the development of other colleagues.

As you can see, some grants are focused on research in its purest form, while others are a bit broader and even cover professional development. My purpose in describing these specific grants is really to get us all thinking about grants in new ways. First, we must recognize that we each do have something to offer in terms of research. And secondly, we must realize that our work is very worthy of funding.

One of the reasons that Brian and I have been expending our energies working on this OBS/TS research grant proposal is that we strongly believe that technical services publishing is very important. Most likely no one reading this column would dispute that statement. But another way to perhaps magnify its importance is by attracting funding for carrying it out. Not to mention the fact that being awarded a grant may make the whole process easier on the researcher. I know that applying for a grant adds another layer to the overall process. But it may mean that your institution will come through with some release time. Many of you may be laughing at that seemingly naive remark, but hope does spring eternal! There is a certain amount of prestige associated with winning a research grant, and the downside of the...
embarrassment that could result from not following through may carry some weight. At least a grant might mean that you and/or your institution will not have to spend your own precious resources in the process—a not insignificant consideration in these tough budgetary times.

Another thing to consider is that there are more grants out there. It may be worth contacting your state library association, your AALL chapter, or even non-library associations. Think creatively! I do have more details on the ones I have mentioned in this column, so contact me (Ellen) if you are interested. Some of the announcements are quite lengthy. And these grants are given out annually, so if you miss a deadline this year, you can simply roll your planning over to the next year.

You all should have received your program announcement for the AALL annual meeting coming up in Baltimore this July. I will just point out that there is a program in it called "So You Wanna Be a Writer ..." To quote from the description, "If you have ever wanted to take an idea from conception to completion but have had trouble getting started, this program is for you." As soon as you receive your preliminary program, be sure to circle that in red and I will see you all there!

Some of you who subscribe may have seen Mary Brandt Jensen's (Univ. of Mississippi) message on LAW-LIB in December asking for help in starting a discussion about the future role of the AALL Research Committee. Brian responded privately to Mary and informed her of our efforts to establish the OBS/TS research grant. He also filled her in on the interest in and the activities of the OBS/TS Research Roundtable over the past few years. Mary agreed that technical services research is very important. I would encourage all of you to chime in on the discussion along with Brian and myself.

Speaking of the Research Roundtable, I have just created a distribution list (not a listserv) which I use to pass along announcements of research opportunities to the attendees of the Research Roundtable meeting in Indianapolis last July. It is a one way list through which I simply forward items of interest regarding research. If you would like to be added to this list, please let me know (Ellen).

Another of our colleagues has published! Vianne Tang Sha (Univ. of Missouri-Columbia) has an article entitled "Cataloguing Internet Resources: The Library Approach" in Electronic Library v. 13, no. 5 (October 1995): pp. 467-476. Congratulations Vianne! There may have been many more, but since I knew I would be devoting much of the space to research grants, I did not comb the literature this time. If you know of publishing accomplished by our colleagues, please contact me or Brian just in case we miss it!

On the current research opportunity front:

◆ The editors of MCJOURNAL: The Journal of Academic Media Librarianship have issued a call for contributors to the next issue devoted to the topic of the acquisition, cataloging, and collection management of audiovisual and multimedia formats (including the Internet). Deadline: May 16, 1997.

◆ There is a new Web newsletter called Law Library Resource Xchange (http://www.llrx.com). It focuses on research, management and technology topics for legal professionals.

◆ The Public-Access Computer Systems Review issued a call for papers dealing with access to information on the Internet. The co-editors (Pat Ensor—PLEnsor@uh.edu and Tom Wilson—TWilson@uh.edu) are interested in exploring the theory and practice...
of current and potential future information organization and retrieval methods used with the Internet. Publication schedule is flexible.

http://info.lib.uh.edu/pacsrev.html

◆ A new electronic journal reviewing materials published in electronic form, *Electronic Resources Review*, is looking for reviewers and will publish signed product/title reviews particularly appropriate for academic libraries. Contact Norman Desmarais (normd@providence.edu).

◆ Inside a recent issue of a Haworth journal, I noticed an ad saying in big, bold letters: *Book Manuscripts Welcome!* Under that it went on to say that "The Haworth Press, Inc. is aggressively expanding its book publishing programs and welcomes the submission of either completed manuscripts or book outlines for consideration ... Send your complete manuscript or outline plus professional 'vita' to: Bill Palmer, Vice President, Book Division, The Haworth Press, Inc., 10 Alice St., Binghamton, NY 13904-1580 USA."

◆ The ARL (Association of Research Libraries) Office of Management Services (OMS) Systems and Procedures Exchange Center has launched a new publication series, *Transforming Libraries*, which will focus on how libraries are using technology to transform library services and operations. Each issue will address how institutions and individuals are pioneering in a particular subject and report on that area. Contact Laura Rounds (laura@cni.org) for more information. Also check out: http://arl.cni.org/transform/

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**SERIALS**

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The following serials title changes were recently identified by the University of California, Berkeley Law Library acquisitions staff and the University of San Diego Legal Research Center serials staff:

The ... directory of private bar involvement programs 1985-1993  
**Changed to:** Directory of pro bono programs 1996-

International tax & business lawyer  
**Changed to:** Berkeley journal of international law  Vol. 14, no. 1 (1996)-

North Carolina State Bar quarterly  
Vol. 25, no. 1 (1978)-v. 43, no. 2 (spring 1996)  
**Changed to:** The North Carolina State Bar journal  Vol. 1, no. 1 (fall 1996)-

Public finance quarterly  
**Changed to:** Public finance review  Vol. 25, no. 1 (Jan. 1997)-

The following serials cessations were identified by the serials staff of the University of San Diego Legal Research Center and the University of California, Berkeley Law Library acquisitions staff:

Children and the Law Committee newsletter  
**Ceased with:** vol. 6, no. 2 (1994)

Critical issues (Littleton, Colo.)  
**Ceased with:** vol. 2, no. 3 (Dec. 1995)
EFTA bulletin
**Ceased with:** vol. 33, no. 3-4 (Aug.-Dec. 1992)

Labour law documents
**Ceased with:** 1995:3

Public interest law review
**Ceased with:** 1995

Queensland Law Society journal
**Ceased with:** vol. 26, no. 6 (December 1996)

**Corrections:** *First Principles* has not ceased publication as reported in the December 1996 column. It suspended publication for a while. Publication resumed with vol. 20, no. 1 (Jan. 1996). Thank you to an alert reader for this information.

*Barrister (Chicago, Ill.)* has not ceased publication, as was reported in the December 1996 column, but has changed its title to *Young lawyer (Chicago, Ill.: 1996)* beginning with vol. 1, no. 1 (Oct. 1996).

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**SUBJECT HEADINGS**

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"Variety is the spice of life!" was the favorite proverb of my high school Latin teacher, judging by how often she used to cite the phrase to us. Well, if you want variety, it was not lacking in the Library of Congress Subject Headings (LCSH) additions and changes in the last year. Since this column is being written in January, it seems fitting to stand back and take a look at what was "new" in 1996.

In one of the last LC *Weekly Lists* of the year, major changes were made to subject headings dealing with constitutional topics. The revisions are basically consistent with recommendations made last May by a task force of the AALL TS-SIS Cataloging & Classification Committee, and approved by the whole Committee at the Indianapolis meeting in July. Headings of the type

651 0 $a [Place] $x Constitution
651 0 $a [Place] $x Constitutional law
651 0 $a [Place] $x Constitutional law $x Amendments
651 0 $a [Place] $x Constitutional history

have been canceled. Those subdivisions are no longer valid under names of jurisdictions. Instead, the pre-existing main headings *CONSTITUTIONS, CONSTITUTIONAL LAW,* and *CONSTITUTIONAL HISTORY* have been changed to allow for geographic subdivision by the jurisdiction in question. And, a new heading has been established in the form, *CONSTITUTIONAL AMENDMENTS.* This means that the corrected headings will have these structures:

650 0 $a Constitutions $z [Place]
650 0 $a Constitutional law $z [Place]
650 0 $a Constitutional amendments $z [Place]
650 0 $a Constitutional history $z [Place]

For complete information and instructions, catalogers ought to consult the scope notes contained in the revised authority records for these terms.

Two major revisions which affect all types of libraries concern the treatment of New York City in geographic subdivisions and the traditional use of the term "man" to represent all humankind. In the first instance, the exceptional practice of direct subdivision for -- *NEW YORK (N.Y.)* is now discontinued in favor of the indirect order of subdivision -- *NEW YORK (STATE)--NEW YORK.*

For many years the Library of Congress has tried, with much success, to eliminate gender
bias in the LCSH terminology. In “Are We on Equal Terms Yet?,” an article in Library Resources & Technical Services (April 1993), Margaret N. Rogers documents 20 years of progress in this area, while pointing out some of the more subtle forms of gender discrimination which continue on in our subject headings. One of these has been the “Man/Woman generic problem,” i.e., the use of “man” to refer to all humanity and “woman” to refer only to women. Well, in 1996 LC decided to cancel the subject heading MAN. Most of the entries which formerly had the heading "MAN" will be changed to HUMAN BEINGS. The scope note for HUMAN BEINGS says: “Here are entered works, primarily of an anthropological nature, on humanity in the collective sense. General works on human beings as individuals are entered under PERSONS.” By the way, another man-specific subject heading was altered in 1996, when “Bail bondsmen” became “Bail bond agents.”

No review of subject headings, at least in this column, would be complete without mention of the establishment of the — LAW AND LEGISLATION subdivisions. The heading RAPE—LAW AND LEGISLATION, which had been established just in 1992, was canceled and changed into a 450 (used for) reference on the authority record for RAPE. It is a crime. Names of crimes are “inherently legal” terms; hence, they are not allowed to have the —LAW AND LEGISLATION subdivision. Conversely, TRADEMARKS has been judged to be not inherently legal, because it has always been used also for works that list or depict trademarks as well as for works dealing with the legal aspects of trademarking. In 1996 the more specific TRADEMARKS—LAW AND LEGISLATION was established by LC. (For catalog maintenance purposes, we will give this instruction to staff: If the work is classified in a “K” class or subclass, then go ahead and add $x Law and legislation directly after the “Trademarks” subfield in fields tagged as 650.)

Prior to 1989 the heading CONSOLIDATION AND MERGER OF CORPORATIONS carried a “general see-also reference” to the subdivision —CONSOLIDATION under types of industries. This was changed to the subdivision —MERGERS, but it was not until last year that corresponding revisions were made to the authority records for the following:

150 0 Producer cooperatives $x Mergers (changed from "$x Consolidation")
150 0 Railroads $x Mergers (changed from "$x Consolidation")
150 0 Shipping $x Mergers (changed from "$x Consolidation")
150 0 Trade-unions $x Mergers (changed from "$x Consolidation")
150 0 Transportation $x Mergers (changed from "$x Consolidation")

Some other industries for which subject authority records were created in 1996 containing the subdivision —MERGERS include: NURSING HOMES; PHYSICIAN MANAGEMENT COMPANIES; and, RETIREMENT COMMUNITIES. (The subdivision —MERGERS is free-floating under types of industries and under types of schools.)

Current events also had their influence on LCSH additions and changes. New headings TRIALS (POLICE MISCONDUCT), POLICE BRUTALITY, and POLICE MISCONDUCT were all established last year. Works on the last two topics formerly had been assigned the less-specific subject heading, POLICE—COMPLAINTS AGAINST” (still a valid heading). The fashionable term “Elder law” and its variant, “Elderlaw,” have been added as 450 (UF) references under AGED—LEGAL STATUS, LAWS, ETC. And the scope notes under AGEISM and under AGE DISCRIMINATION have been modified to
include young people, who are sometimes the victims of prejudicial beliefs and actions.

This is not a complete list of 1996 revisions, by any means, but just a few of the more significant subject heading "news" which I noted. There were also two very important resources published in new editions last year. The 5th ed. of Subject Cataloging Manual: Subject Headings, prepared by LC's Cataloging Policy and Support Office, is an essential tool for users of the LCSH system, particularly for the verification of subdivisions and guidelines on their use. It is available from the LC Cataloging Distribution Service, $120 for the basic 4 v. set, and $40 for the two 1997 updates. (Note that the manual is meant to be used in conjunction with either online access to LC subject authority records, or the 4 v. set of LCSH 19th ed., which costs $200.) Tillie Krieger's Subject Headings for the Literature of Law and International Law, and Index to LC K Schedules, also newly issued in a 5th edition, is an excellent resource for smaller law libraries who cannot afford access to ongoing updates of the LCSH system. This tool is no. 55 in the AALL Publications Series. It is also available from Fred B. Rothman & Co., for $145.

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**OBS OCLC COMMITTEE**

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Greetings! Karin Den Bleyker has completed her splendid stint as OCLC Committee Chair, and I have succeeded to the honor. At long last here's my first column, which hopefully disproves the saying "Brevity is the soul of wit." If you find your interest lagging, you can skip to the last item, but please give it some thought. Here are the most recent hot (and semi-hot) OCLC developments.

**Sayonara PRISM**

OCLC announced that it was making the following name changes, effective Jan. 1, 1997: What we call "OLUC" or the "OCLC online union catalog," or a permutation thereof, is now to be called "WorldCat, the OCLC Online Union Catalog" on first reference and "WorldCat" on second reference. The terms "PRISM" or "PRISM service" are replaced by just "OCLC." (Whew! No more trying to explain to bemused staff the difference between PRISM and Passport).

**Desktop and Related Developments**

As Microsoft moves closer to a 32-bit operating system and a common communications interface for Windows 95 and Windows NT, it has simultaneously ended its development of the DOS operating system. Therefore, OCLC will continue its support for Passport for DOS only until around January 1998. Nor will Windows 3.X be supported much longer. Instead, OCLC will concentrate on developing new software applications for Microsoft's 32 bit-operating system environments, Windows 95, and Windows NT. To minimize the risk of hardware obsolescence over the next three to five years, OCLC strongly recommends that in 1997 libraries budget for the following minimum workstation requirements: Pentium based system, 32 MB RAM memory, 1GB hard disk, CD-ROM drive, SVGA or higher-resolution display adapter, Microsoft mouse or compatible pointing device, [and] Windows 95. An economical option is OCLC's M5100 workstation, which is being offered for $1380, a recent price reduction of $610.

**Telecommunication Access**
OCLC currently offers dial access, multi-drop line, the X.25 Telecommunications Linking Program (TLP) and the Internet. During the next three to five years, OCLC plans to phase out the first three options, and replace them with two alternatives employing the industry standard TCP/IP protocol: dedicated access and dial access TCP/IP. Both of these new options will offer access to all OCLC online services, and support graphics and file transfer protocol (FTP). Dedicated access TCP/IP will operate over high-speed (56kbps and above) links between the user and OCLC via OCLC’s telecommunications carrier. Initially it will employ Frame Relay protocol; dial access TCP/IP will operate over Point-to-Point (PPP) protocol. Both access methods will switch to other higher speed underlying technology as user needs require. As OCLC and its telecommunications carrier will be managing this network, its reliability, diagnostics, and support are expected to be far superior to the Internet, though the Internet will still be offered as a third access option. (For more information on either of the above topics, see the cover story in the Nov./Dec. OCLC newsletter, and also SUNY/OCLC’s January 1997 Status line).

Cataloging Fixed Fee Pricing

Beginning in July 1997, all interested non-tapeloading cataloging members will be offered a new option for pricing, called Fixed fee pricing. Based on an average derived from the last 36 months of the library’s OCLC use (both charges and credits), the fixed fee price will be billed in 12 equal monthly installments (July through June). It includes cataloging usage, but not ILL, Union listing activity, telecommunications costs, or any Reference services’ activities. Each qualifying OCLC library will receive a fixed fee quote by mail in March 1997. Libraries wishing to try out this new pricing option for the 1997/98 fiscal year should send the required form back to their networks by June 10, 1997. It is not necessary to make a long-term commitment to the new pricing option. Near the end of every OCLC fiscal year each library will have the option of choosing the fixed-fee pricing or the per-billable transaction method for the following fiscal year. Those institutions which can predict that they are going to have significantly higher cataloging activity during a particular period (such as during a RECON project), might choose Fixed-fee pricing for that period, and then switch back to the per-billable transaction method. Those libraries which expect to be doing their normal amount of cataloging during a particular period, but higher percentages of original cataloging or of enhancing/upgrading of WorldCat, might want to keep with per-transaction billing.

Export Record Changes

Since Jan. 19, 1997, a slightly different message appears on the screen, when you export a record from OCLC to your local system. The message now reads “Record exported in USMARC,” rather than just “Record exported.” This changed message appears because OCLC has been working on software which will convert bibliographic records from the USMARC format to the UNIMARC format and vice versa. Later in 1997, OCLC plans to add an option to export bibliographic records via the UNIMARC format.

New Reference Service

In mid November 1996, OCLC added a “Support Home Page,” easily accessed by clicking on the “Support” icon on OCLC’s Home Page. This page provides information on the status of OCLC online systems, a FAQ file on OCLC products and services, an e-mail address for OCLC support staff, and links to all OCLC-affiliated U.S. regional networks’ Web sites. It is intended to
provide the user with an alternative to telephone support. About the same time, the "OCLC Passport for Windows Home Page" made its debut
http://www.oclc.org/oclc/passport/passport.htm

It features areas for "OCLC macro language, FAQs, articles, tips, ordering information, support, other sites related to Passport, and more." OCLC's Web site has links to the new "SUN/OCLC Network Home Page," introduced in fall 1996:
http://sunyoclc.sysadm.suny.edu

I can also highly recommend to all OCLC users the Network's monthly technical newsletter, Status Line. Each issue normally contains sections entitled General information, Collections and technical services, Communications and access, and Reference services. Access is also provided to another useful publication The Net Homesteader, a bi-monthly electronic periodical review of Internet resources.

Additional Highlights of the OCLC Web
The OCLC Participating Institutions List has an online version
http://www.oclc.org/oclc/forms/pisearch.htm
This list can be searched by institution name, OCLC symbol, city, state and country, and also by other searchable fields. A recent enhancement made in late December 1996 is the ability to limit a search to ILL fee management participants only. This Web version is updated on a weekly basis, compared to twice a year for the printed list. A participating institutions list change request is also available at the same address. If you're looking for OCLC symbols of libraries in a particular geographic area, go to: "Custom holdings search for OCLC symbols."
http://www.oclc.org/oclc/forms/pisrch3.htm

Latest news releases are provided at
http://www.oclc.org/oclc/press/latetoc.htm

click on the "News" icon on OCLC's Home Page. Another good source for current news is OCLC's monthly Bits and Pieces:
http://www.oclc.org/oclc/menu/bit.htm

More substantive articles on current issues of interest are given in the bimonthly OCLC Newsletter:
http://www.oclc.org/oclc/new/list.htm

By clicking on the "Documentation and forms" icon on the OCLC Home Page, you can access online versions of: OCLC's Technical Bulletin, the new edition of Bibliographic Formats and Standards, the 3rd ed. of Concise Input Standards, the Master Enhance List, OCLC-MARC code lists, and extensive FirstSearch and EPIC documentation Having struggled with Z39.50 problems, I found the FirstSearch via Z39.50 Configuration Guide particularly helpful. FirstSearch Databases Notebook provides a list of all FirstSearch databases, with basic searching and searching tips given for each database.

New Reference Service
OCLC's "FirstSearch Electronic Collections Online" is scheduled for release in the second quarter of 1997. Libraries will be able to remotely access large collections of "scholarly" journals through the Web. The idea behind the service is for each publisher to offer electronic subscriptions for as many of its journals as possible. By mid January 1997 nine publishers had signed agreements with OCLC to offer more than 260 journals electronically to libraries. Within a year of the product release, roughly 500 journals are expected to be available. By centralizing information storage and access, OCLC expects participating libraries to realize significant cost savings. Other benefits include: Online access to a large number of journals, high quality page representation (Adobe's Portable Document Format (PDF)), ability to do cross-journal searching and browsing, permanent archiving of older issues by OCLC, and availability of OCLC usage statistics reports for institutional subscribers. This service is intended to complement the

Newsletter of the Technical Services Special Interest Section and On-Line Bibliographic Services Special Interest Section of the American Association of Law Libraries
full-text offerings currently available through FirstSearch. OCLC plans to eventually integrate the two services. According to Andrea Keyhani of OCLC (e-mail 1-21-97), OCLC is interested in expanding access to include legal publishers. If there is a particular publication any of you wishes to be made available online, you can let Andrea know (keyhani@oclc.org).

FirstSearch Developments

Since the last OCLC column, the following databases have been added to FirstSearch: July 1996: RILM abstracts of music literature and the CINAHL database (nursing and allied health); November 1996: Business & industry, "a multi-industry, international database of industry, market, company, and product information from leading business publications"; December 1996: The World Almanac and Book of Facts, and, most recently, the New York Times database (full-text of articles published in the last 90 days, and abstracts and indexes published since January 1994). The World Book Encyclopedia is expected to be added in early 1997.

On September 22, 1996 FirstSearch added three major enhancement:

- For full-text databases, there is now "one-click access" to the full text of an article from the brief record list. For the full-text icon to appear, however, the full-text option must first be turned on in the FirstSearch Administrative module.
- The copyright and search screens are now consolidated so that a user can begin searching immediately after selecting a database.
- In the NetFirst database, a new browser allows users to search by going up to three levels deep into a subject hierarchy based on the Dewey Decimal system. Searches are counted only when a user requests to see records. If no record exists in a particular category, topic, or subtopic, then that particular area will not appear on the browse list. I have tried out this enhancement and it seems like a great way to look for Internet resources, at least until all worthwhile Internet resources are cataloged. (A topic which I will discuss in my next TSLL column).

PromptCat Enhancements

OCLC has begun a pilot project with the Academic Book Center, Yankee Peddler, and three member libraries to enhance the PromptCat service, which currently provides automated copy cataloging for materials on order with vendors. In May 1997, OCLC plans to introduce a new option in which libraries will receive shelf-ready materials or materials along with an electronic file of labels, if they prefer, and OCLC-MARC records with holdings already set. As of early 1997, fourteen vendors had signed agreements with OCLC to participate in the PromptCat service.

Vendor-supplied CIP Upgrade Project

Yankee Book Peddler became the first batch participant in this project when OCLC loaded the first file of its records on Jan. 7, 1997. Yankee catalogers are allowed to upgrade any CIP records to full-level (Encoding level "blank"), but are not allowed to change any records already upgraded to that level by the Library of Congress, National Level Enhance participants, or OCLC's CIP Upgrade Service. (OCLC's CIP service is done through OCLC TechPro catalogers stationed at Academic Book Center in Portland, Oregon). For an example of a Yankee-upgraded record, see OCLC #35001782.

Bib Notification

OCLC introduced this service in August 1996. It offers automatic delivery of records upgraded to full-level OCLC-MARC for which the library has attached holdings. Records are
sent to libraries via tape-load, EDX (Electronic Data Exchange), or through the OCLC Bib Notification file. This service will be offered to libraries free of charge through June 30, 1997. (For more information, see Technical Bulletin 218).

OCLC Selection

Formerly known as Promptselect, this service "allows an online bibliographic record containing order instructions to be passed electronically from a selector to acquisitions and finally into the local system order record" (OCLC news release announcing the inauguration of the new service on July 19, 1996). Users can choose either a menu or a command interface. Selection databases are currently R.R. Bowker's Books in Print and WorldCat. Three major foreign language book vendors have added their records to WorldCat for this service: February 1996, Casilini Libri (Italian); May 1996, Puvill Libros (Latin American); and, in January 1997, Iberbook International (Spanish). Vendor records are standard MARC records, except for a local 938 field that contains vendor specific ordering information. Each vendor's records may be retrieved through use of the Vendor keyword (vn) index, which searches the 938 subfields $a (full vendor name) and $b (OCLC assigned vendor code: "CASA", "PUVL", and "IBER" for the three vendors mentioned above). It is recommended that the "vn" index be combined with at least one other index to avoid exceeding the system limits for displaying search results.

EUR-OP Resource File

OCLC has been further enriched by the addition of the EUR-OP Resource File. "EUR-OP" is the Office for Official Publications of the European Community. The file includes publications in eleven languages, with emphasis on European Union developments in a variety of fields. It is accessed by logging on with any valid OCLC authorization number, and entering the command `cho europ <F11>`. Although only keyword searching is supported, several of these indexes are for bound phrases such as author, title, subject, meeting. Any of these records may be used for cataloging through the `derive` command. Detailed instructions are given in OCLC's Technical Bulletin 219.

Our library receives its fair share of European Community publications (at least from a cataloger's perspective!), but we rarely have to do any original cataloging for these titles. I'd be interested in hearing from any of you who have found this file to be a useful resource.

Product Services Menu (PSM)

A second edition of the OCLC Product Services User Guide has recently been issued, available in paper and on the Web:

http://www.oclc.org/oclc/man/9110psug/toc.htm

For the benefit of those who haven't used this part of the system, as I hadn't until the new guide arrived, the guide defines PSM as, "An online service that provides product support information and file transfer capabilities for all OCLC users." Instructions are given for both manual and automatic logon procedures, using all standard current means of access. It is first necessary to logon manually, and then download whichever "Passport script for product services" is appropriate for the library's method of accessing OCLC. In the "Passport Setup" directory, select the "Edit" menu, and under the "Script file parameters" option, add an authorization number, password, and any other necessary parameters, dependent on access method. After saving the changes, you can log on to this part of the system automatically in the future. In early 1997, the Product Services Menu provided six basic options: 1 and 2. File retrieval and file submittal (used primarily for OCLC fee-based services such as PromptCat, Bib notification, OCLC Select,
PRISM usage stats, etc.; 3. Passport automatic logon scripts; 4. Passport for Windows macros (Both user & OCLC supplied); 5. Software updates; 6. Support of OCLC products & services. Having the logon scripts available online is certainly a great advantage over having them only available on diskette. Option 6 provides a great deal of useful information: Dial access CompuServe phone numbers, extensive FAQs, an option to “Ask UNS a question,” OCLC regional network contact information, and an online version of the Product Services Menu User Guide. The “Ask UNS a question” option thus constitutes a third method of contacting OCLC, in addition to telephone and the Web. (See above description of OCLC’s new Support Home Page). Under the FAQs option, seventeen topics were listed. I especially liked the FAQs section on telecommunications. It certainly beat the OCLC troubleshooting guide I prepared for local consumption!

If I were to summarize my opinion of the Product Services Menu, I’d say first of all that it is essential for those libraries which need to retrieve or send files to OCLC. For the rest of us, it appears to be a useful addition, especially the availability of automatic logon scripts and macros. The FAQs are useful, but if one is paying for connect time, it seems better to get the information from the Web or from written documentation. Another consideration is that it is not possible to switch from another system, such as Cataloging or ILL, directly to PSM without logging off one system and then logging on the other. For instance, while in the Cataloging system, I can switch to ILL by using the command “Sys ILL.” However, if I type “SYS PSM,” I can’t access the Product Services Menu. The system responds with the message, “The reason you can’t switch from another subsystem to PSM or vice versa, is because WorldCat and PSM are on different machines.” I tried out the “Ask UNS a question” feature via PSM and received a response 48 hours later.

**ILL ME for Windows**

In mid-January, 1997, OCLC released its “Interlibrary Loan Micro Enhancer for Windows” software, which is supposed to offer all the functionality of its DOS counterpart, plus the added perks of the Windows environment. The DOS-based ILL ME Plus will be supported only through November 1997. “Sample OCLC ILL ME for Windows data files” are available at http://www.oclc.org/oclc/man/illdata.htm For more information, refer to the January 14 news release available on the Web, or contact either Judith Carter (carterj@oclc.org) or Nita Dean (nita_dean@oclc.org).

**OCLC Meeting in Baltimore:** During last year’s meeting in Indianapolis, we discussed possible topics for the Baltimore Committee meeting. At the time, the preference was for a speaker on Passport for Windows. Many of you by now are probably quite familiar with PP4W, and might prefer to hear a different topic or topics discussed. Some other possible topics: The OCLC Authority Control Service; OCLC and PCC (The Program for Cooperative Cataloging); PURLS, Webpacs, and the InterCat; WebZ, Z39.50, and SiteSearch; the Internationalization of WorldCat; or a general OCLC update session. I realize that most of the above topics reflect my particular interests, so please send me your suggestions about what you’d like to hear!

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**OBS LOCAL SYSTEMS COMMITTEE**

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At the OBS Local Systems Committee meeting in Indianapolis we agreed to publish
in our *TSLL* column the List of OPAC Commonly Misspelled Words, originally compiled by Terry Ballard. This compilation is very useful to technical services librarians when cleaning up their local systems. The List started in 1991 as a by-product of a keyword inspection of the online catalog of Adelphi University. Early in the process I found that words appearing more than once in the Adelphi catalog were almost always found in other OPACs of similar or larger size. Since then I have added some words as I found them.

The February 1997 version of the List integrates material from a confirming study performed at the University of North Florida by Bob Jones. Words that only appeared once in the Adelphi list but that had multiple hits in the UNF catalog have been added to the Medium Probability section. The List is printed as a special section in this issue.

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**OBS RLIN COMMITTEE**

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EUREKA MUSINGS FROM SOMEONE NEW TO EUREKA

I've been having a great time with Eureka on the Web. I thought, "Hey, I'm an RLIN power-user; I love commands. I know I won't go for this point-and-click kinda searching." So I wasn't exactly prepared to really like Eureka on the Web! (I'm going to save myself some typing here and call it Eureka/Web.)

To back up a little: RLG announced in early January that Eureka/Web was generally available. For those of you with Eureka accounts used directly (you type in the account name and password), point your Web browser to:  
http://eureka.rlg.org
Multiuser accounts used through menus and scripts can get more information at:  
http://www.rlg.org/eureka.startup.html

First the basics: I found all the screens well organized and easy to use. There are navigation buttons at the top and bottom of the screen. This is a great feature and keeps scrolling to a minimum. Some indexes return search results in a browse screen, which looks very similar to Eureka/Telnet, where you can click to select records you would like to see. Like Eureka/Telnet, you can even select non-sequential records, i.e., numbers 1, 3-4, 5, and 9, download, print, or e-mail search results in various formats. All the key features of Eureka/Telnet are still available, with the added advantage of having all indexed headings display as active links.

I think Eureka/Web makes this all a little easier, though, and with the right Internet connection, a little faster. Eureka/Web displays records on one web page, so you can scroll through your results rather than going from screen to screen. Eureka/Web also takes advantage of your browser's capabilities to download, print, or e-mail records. Users familiar with how their Web browser works can export records without learning all the commands necessary for Eureka/Telnet, i.e. faculty members who are compiling bibliographies.

Yes, Eureka/Telnet is easy, but there are a lot of screens to read to learn how to export records into ProCite format. With Eureka/Web, I exported without ever having to check a Help screen. I had never exported with Eureka before!

Of course, I decided to check out Help. I was very impressed. Help opened as a separate window; each screen has a link to the Help...
Contents. When you type Help using Eureka/Telnet, you leave your search session to read the Help screens. Eureka/Web lets you keep the Help window up and open while you continue to work in your Eureka session.

But Help gets even better. The Help Contents screen contains a live e-mail link, so you can e-mail your questions directly to RLG staff, and, this is what really impresses me, it has a live chat feature using Netscape's CoolTalk to the Eureka CoolTalk customer support line. When you select this option, the hours that the CoolTalk customer support line is open are listed, and if it's currently open, a link is available to the RLIN person who is online. Live help — Wow!

Of course, Eureka/Web can also take advantage of URLs that are in the records. They are displayed like so:

Electronic Access:
http://www.fplc.edu/ipmall.htm

So even if you never thought you would want to use Eureka, do give Eureka/Web a whirl, even you fellow catalogers. We do find ourselves on the reference desk, and helping to compile thorny bibliographies (like that one on Vietnamese finance ... in English, yet). E-mailing the results to the professor, attorney, or fellow staff member who requested them is a lot faster than waiting by the printer and walking to the mailboxes!

Other quick RLIN news:

- RLIN Terminal for Windows 4.0 is available, and adds Cyrillic, Hebrew, and Arabic script input and display. It also displays the RLIN ILL record IDs as barcodes on the long and partial displays in the ILL file. For more information, see the October 1996 RLIN Focus, or point your Web browser at:
http://ftp.rlg.org/pub/r-focus/22oct96/bcodeids.txt

http://www.rlg.org/rtfw.html

Some RLG publications may also be ordered online now. For more information see:

http://www.rlg.org/pubslist.html

http://www.rlg.org/pub.html

- There is a great new searchable list of RLIN library identifiers. It offers exact and keyword searching by institution name or identifier and has a link to one long, complete list:

http://www.rlg.org/illist.html

And, lastly, put on your thinking caps for AALL in Baltimore! What would you like to talk about at the RLIN Committee's Open Discussion? Drop me a line and let me know. Information about RLIN Activities at AALL will be posted to RLIN-L. To subscribe, send an e-mail the message 'subscribe RLIN-L <your first and last name>' to LISTPROC@LISTS.RLG.ORG

Correction: In my previous column, the quote in the third paragraph should read "... develop automated scripts for extracting records for dataloading into RLIN." (Not, "... cataloging into RLIN.") That's what I get for writing on decaf!
# LIST OF OPAC COMMONLY MISSPELLED WORDS

**OBS LOCAL SYSTEMS COMMITTEE**

**FEBRUARY 1997**

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