TECHNICAL SERVICES LAW LIBRARIAN

http://www.aallnet.org/sis/tssis/tssis.htm

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FYI

The Board of the Technical Services Law Librarian (TSL) has extended the deadline for submission of resumes for the positions of Editor and Business Manager for the term 1998 - 2000. Successful applicants will work with the current editors during 1997 - 1998. TSL is currently published in hardcopy and on the Web:

http://www.aallnet.org/sis/tssis/tssis.htm

The Editor works with column editors, edits copy, submits material for the TSL Web site, and works with the Board to maintain the quality of TSL. The Business Editor publishes and distributes hardcopy issues, maintains subscription data, and monitors the TSL budget.

Applicants must be members of AALL OBS-SIS or TS-SIS. Writing and editing experience is required. Familiarity with publishing on the Web is helpful.

DEADLINE: 30 November 1997

Interested members may contact:
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1997-1998

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*****

TSLL EDITORIAL POLICY

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 should 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.
EDITOR'S NOTE

IN THIS ISSUE: The contents of this issue are quite extensive, including reports about the Baltimore OBS and TS meetings and programs and contributions from the AALL representatives to MARBI and the ALA Subject Analysis Committee.

As a special supplement, the TS-SIS Survey Summary will be published in sections in the next few issues of TSLL.

I was very excited to get an "e-mail to the editor." It is very helpful to get feedback from readers. This would be great to have as a regular column -- all kudos, critiques, questions or corrections are most welcome. Of course, I welcome "letters to the editor," too.

EDITORS: The search for new TSLL editors continues. Although several OBS-TS members have expressed interest in assuming the helm of TSLL, no one has formally applied. Consequently, the deadline has been extended. Hopefully, new editors will be announced in the next issue.

This is a very challenging time in the life of TSLL as publishing on the Web becomes more common and practical. The new editors will have lots of challenges and reward.

WELCOME! JoAnn Hounshell, Acquisitions Librarian at Northwestern University School of Law Library and Marla Schwartz, Chief of the Acquisitions and Serials Dept., Washington College of Law Library, American University are the new co-editors of TSLL's Acquisitions column. Look for them in the next issue.

E-MAILS TO THE EDITOR

Subj: RE: TSLL article
Date: 97-07-25
From: Terryferl@b8.uscourts.gov
To: mkdtrain@aol.com

Thank you for the interesting article in TSLL (vol. 22, no. 4, June 1997) about the International Conference on the Principles and Future Development of AACR.

The URL printed in the article had an error or typo so I could not access the Web site mentioned in the article. I was able to obtain the correct URL from someone at the National Library of Canada: <http://www.nlc-bnc.ca/jsc/index.htm>. Perhaps you would want to print a correction in the next issue of TSLL.

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U.S. Court of Appeals, 8th Circuit
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ONLINE BIBLIOGRAPHIC SERVICES SPECIAL INTEREST SECTION

MESSAGE FROM THE CHAIR

JACQUELINE PAUL
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As the activity and programs of the Baltimore convention begin to recede into long term memory, those of us who were fortunate to attend can reflect on maximizing the benefits of what we learned for the rest of our
The programs sponsored by OBS are among our major accomplishments; we can be very proud of two excellent programs presented at this convention. We are fortunate that the convention handouts and audio tapes are available and accessible through many library catalogs. Those able to attend the convention learn so much from the informal exchange of information outside of meetings in addition to what they gain from the programs themselves.

Sally Wambold, immediate past-Chair, covered much more than the "Waterfronts" as coordinator of "Around the World in Eighty Minutes." The program described a myriad of Internet accessible resources, concentrating on Asian, African, European and the Americas research sites. Participants were encouraged to surf the net during a specially scheduled session to examine Web sites described in the program.

"On Beyond Windows: Today's Workstations, Tomorrow's Clients," cosponsored by TS-SIS, was an outstanding program which focused on the impact of powerful new technology on work flow and productivity. Anna Belle Leiserson coordinated the program which covered incorporating Windows interfaces and Z39.50 capabilities. The Library of Congress' "Cataloger's Desktop" was demonstrated during the second part of the program.

Sue Roach and Sally Wambold set up the OBS table in the exhibit area. The paperback book swap was popular again this year though the collection seems to grow during the course of the convention. Many attendees look forward to stopping at our table to peruse the display. So, save your paperbacks for next year. We plan to continue the exchange in Anaheim.

Speaking of the OBS table, Sally's selection of Prop-it/Uprites, which can display small signs, documents or whatever one might want to hold in them, was a big hit. Our logo and Web address are printed on it. I hope you picked one up. We will have more of them at our table at next year's convention.

Sally Wambold developed a survey, accessible on the Internet and available at the OBS business meeting, to identify projects on which members can focus their efforts this year and to insure that the Section's mission is relevant to our workplace needs.

Chair-Elect Jack Bissett held a very productive Education Committee meeting, which I was unable to attend. He has been thoroughly immersed in preparing program proposals which were submitted to the 1998 program Chair. We will shortly know which programs have been accepted. An enormous amount of work went into planning for next year. Each year we emphasize the need to develop programs early for presentation two years hence. We should now begin to organize programs for the Washington convention in 1999. The location alone will place us in close proximity to resources and experts for our programs.

We have an excellent Nominating Committee, which is working on the slate for our spring 1998 election. Sue Roach is the Committee's Chair. Sue is assisted by Carol Avery Nicholson and Phyllis Post. Please contact a member of the Committee to volunteer to serve on the Board. Only you know whether you have the time and where your talents can be best utilized.

We will miss Cindy May as our excellent Secretary-Treasurer. We are fortunate that she will continue to serve OBS as the Section's representative on the TSLL Board. For the last year she has assisted the editor by proofreading the content of the last several issues. Her time and effort have been greatly
appreciated by all. We are committed to producing a high quality newsletter.

We welcome Ismael Gullon, our newly elected Secretary-Treasurer and look forward to working with him. His enthusiasm was evident at the meeting of the new Board.

We also extend a warm welcome to Ellen McGrath, our new Member-at-Large. Ellen will contact new members of the Section. We want to be sure that our new members get an opportunity to get as involved in Section activity relevant to their work and interests as their time permits.

One of the great benefits of our Section to its members is the opportunity for networking and mentoring. I hope that all of our members are aware that assistance is always available a phone call or an e-mail away. Since their inception, the Internet accessible bulletin boards related to law libraries and technical services have been actively assisting members with problem solving.

Paula Tejeda, our continuing Member-at-Large, will be involved in OBS public relations; that is, she will be contacting new AALL members to inform them of the Section's projects and focus. Paula did an excellent job planning the alphabet soup reception sponsored by Innovative Interfaces along with representatives of Reader's Services and Technical Services SISs. Paula 'hand carried' the flowers used at the reception this year, a task thwarted by hotels and florists in years past.

Vianne Tang Sha completed her term as Member-at-Large but is continuing to serve OBS as Chair of the Web Advisory Committee. Vianne has a large excellent committee of volunteers to help her. Her work on this project has been invaluable and greatly appreciated. We are proud of our Web page. Check it out!

Georgia Briscoe held a lively meeting of the Local Systems Committee during which members described the strongest and weakest features of their online systems. Several participants were in the process of moving to their 'next generation' system and were eager to hear what they may anticipate with that change. It was a valuable meeting. Georgia did an excellent job leading this essential Committee. The technology on which we are dependent changes so rapidly. Carol Nicholson announced that the Local Systems Directory will be updated, perhaps next year. We welcome Phyllis Post, incoming Chair, and look forward to the continued work of this Committee.

A very interesting and informative OCLC Committee meeting was organized by George Prager. A representative of OCLC described in detail the name and subject heading cleanup procedures followed by OCLC, using powerful authority file software features.

An excellent RLIN meeting was organized by Heather Hawkins. Mary Chapman's presence at Baltimore was missed, but she was very much in our thoughts. We extend our deepest sympathy to her on the loss of her father. She was elected Chair in absentia. We look forward to her participation and leadership during the coming year.

One of the major accomplishments at the Baltimore meeting was the approval of supporting the Research Roundtable's joint research grant proposal submitted by Brian Striman and Ellen McGrath. A sum of $500 was approved by both OBS-SIS and TS-SIS. Sue Welch and Georgia Briscoe are the OBS representatives to the Research Grant Committee. The Committee will review grant applications. All members are encouraged to consider applying to the Committee for technical services research support.
Following a Section tradition, once again food and beverages were available at our meetings. Since they often meet at daybreak, lunch time or late afternoon, the Board feels strongly that sustenance is necessary to get us efficiently through our work.

Anne Myers has completed her terms as Past-Chair of OBS, as well as Chair of SIS Council. She is still an active participant on the OBS Web Advisory Committee. She deserves time to throttle back following her busy four years plus commitment. We greatly appreciate her words of wisdom on all issues as well as her many hours of service during her tenure.

I want to particularly express my personal gratitude to Sally Wambold for her outstanding leadership over the past two years as Chair-Elect and Section Chair. She has been an invaluable source of comfort and assistance to me during a time when my energies had to be directed elsewhere. I am grateful to have such a talented and generous person to guide me during the coming year.

I am also grateful to Jack Bissett for shouldering a greater amount of responsibility as Chair-Elect than is normally the case. And I want to extend my appreciation to all the members of last year's as well as the current Board. One quickly realizes the strength and stability of an organization when one member is unable to shoulder her full weight.

I hope my problems will be behind me by the time I address you all in the next TSLL issue. Meanwhile, my best wishes for an exciting and productive year. I hope to be in touch with each and every one of you (providing you want to receive e-mail communications from me.) AALL is considering listing SIS membership e-mail addresses on our SIS Web page. You will have an opportunity to determine whether your address will be available. We are fortunate to have e-mail as an instantaneous means of communication. It should create an environment in which Section projects and activities can be accomplished more efficiently.

CHECK OUT THE OBS-SIS HOME PAGE

HTTP://WWW.AALLNET.ORG/SIS/OBSIS/INDEX.HTM

MESSAGE FROM THE CHAIR

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Contained in the chapter discussing officers in the Standard Code of Parliamentary Procedure by Alice Sturgis is a sentence stating that the chair of an organization is "the first servant of the assembly." To me that definition is fairly accurate, albeit succinct. As this year's Chair of the AALL Technical Services SIS my goal is to incorporate that philosophy into my role as presiding officer. To best serve a group of people, one of the necessary tasks is to identify the important issues of that group. Fortunately, participating members of the TS-SIS have completed the task. On an informal level, members have contacted either me or other officers on the
TS-SIS Executive Board with the explicit purpose of discussing their ideas about what the Section should do. On a formal level the annual TS-SIS membership survey provides information on topics of importance to our members. One question on the survey specifically asked what the officers of TS-SIS can do to provide opportunities for membership involvement. Responses to this question appear to be a fair sampling of the membership's primary interests. Additionally, my personal conversations with technical services librarians relayed the same general beliefs. I believe that the ideas which surfaced as a result of the survey and other outside discussions represent the opinion of a significant portion of the Section's membership.

As Chair I should address membership concerns. My plan is to use each of my Technical Services Law Librarian (TSLL) newsletter columns to respond to the concerns of our membership as outlined in the membership survey in order to better serve technical services librarians by attempting to meet their articulated needs. My hope is that by addressing identifiable concerns the membership will gain a clearer understanding of both our current and future goals.

In addition to addressing the concerns listed in the membership survey, I will also keep you apprised of the Section's activities and plans. I do not intend to duplicate information available in the articles written by TS-SIS standing committee chairs and published in each issue of TSLL, but to try to keep you aware of our Section's policies and programs and Executive Board actions and to notify you of opportunities to participate in TS-SIS.

I bring to your attention several matters of importance which were discussed in the TS-SIS Executive Board meetings. The first issue involves the programs at the AALL Annual Meeting in Anaheim in 1998. The Annual Meeting Program Selection Committee (AMPSC) has instituted changes to both the schedule and the program selection processes for the Anaheim meeting with the intent to improve the educational programs. Because the specifics of the changes will be covered in future issues of Spectrum, I will just alert you to the changes that specifically affect TS-SIS -- the reduction of time allowed for special interest section committee meetings and a change in the program selection process.

In Anaheim the time allotted for committee meetings will be ten and one-half hours. For TS-SIS this amount of time represents a significant decrease. In Baltimore, TS-SIS committee meetings (i.e. acquisitions, awards, cataloging and classification, education, exchange of duplicates, preservation, and serials) required approximately 20 hours. By holding overlapping meetings of two to three committees, we were able to consolidate those 20 hours into 14 actual hours. Apply a little basic math to this formula and it becomes evident that the scheduling of our committee meetings in Anaheim presents a very real physical challenge. As scheduling is the responsibility of SIS chairs, I will work with the TS-SIS Executive Board to best meet this challenge. One avenue we will pursue is lobbying for extended hours for our committee meetings. Additionally, in an effort to reduce our meeting time, we will not include the LC update as a TS-SIS committee meeting; it will be submitted as a program proposal.

The second change involves the program selection process. A program submitted from a special interest section may or may not be accepted by AMPSC. AMPSC developed a handbook for program planners which includes a list of suggested topics which they would like to see covered at the annual meeting and sample requests for proposals. At this time TS-SIS has submitted four program proposals and one workshop. By
the release of the next issue of TSLL we will know how many, if any, of our programs have been accepted for Anaheim.

The changes to both the schedule and program selection processes for the Anaheim Meeting were a catalyst for the TS-SIS Executive Board’s creation of a TS-SIS Ad Hoc Committee. The creation of this Committee is directly related to AALL President Judith Meadows’ interest in education and to the AALL report “The Strategic Challenge 1994-98.” The Committee will study the provision of regional educational programs for technical services librarians in addition to those programs presented at the AALL Annual Meeting. As a large percentage of the TS-SIS attends the AALL Annual Meeting, we want to continue using the annual meeting as our primary vehicle for educational opportunities. However, the TS-SIS membership survey indicates that members want educational programs for those who cannot attend the annual meeting; members seem to want regional technical services programs. It is my hope that within the next two years the Committee’s investigation will result in a long term plan of action regarding educational programs for TS-SIS members. I am looking for TS-SIS members who are interested in the future of educational programs and are willing to volunteer for a two-year commitment to the Ad Hoc Committee. The Committee’s work should be illuminating, as it has videotape, distant learning and teleconferences as potential options for investigation. I look forward to hearing from those of you who wish to volunteer.

Fortunately my comments above connect directly to my original promise to address TS-SIS membership concerns in each of my columns. Four other issues also emerged from the membership survey, three of which directly relate to the work of the Ad Hoc Committee: 1) hold annual TS-SIS regional meetings for those who cannot attend national meetings; 2) encourage participation at chapter level; and 3) establish regional TS-SISs. These three issues speak to the need for more technical services educational programs beyond the AALL Annual Meeting. Furthermore, initial discussion on the idea of TS-SIS participation at the local level should begin in the Ad Hoc Committee and develop towards an ultimate long term plan for TS-SIS. The ideas need to start somewhere and the Committee is an appropriate beginning. A fourth issue addressed in the membership survey is the publication of a summary of the TS-SIS membership survey. A summary has been prepared. The summary will be published in TSLL, in sections, over the next few issues.

In closing this column I would be remiss not to express my gratitude to my predecessor. I extend my sincere appreciation to Jim Mumm for his excellent service to TS-SIS as last year’s Chair. Jim worked very hard for our Section. In particular we owe him a debt of gratitude for his thoughtful and persuasive argument to the AALL Executive Board to maintain financial support for our representatives to ALA/ALCTS. As a result of his lobbying we will continue to have representatives for MARBI, descriptive and access cataloging, and the subject advisory committee. In addition I am thankful to the 1996/97 TS-SIS Executive Board and to all the members who actively participated in Section activities.

CHECK OUT THE TS/SIS HOME PAGE

HTTP://WWW.AALLNET.ORG/SIS/TSSIS/TSSIS.HTM

Newsletter of the Technical Services Special Interest Section and On-Line Bibliographic Services Special Interest Section of the American Association of Law Libraries
That announcement was followed by a review of agenda items from last year's Research Roundtable. A reminder was given that the Roundtable's distribution list sends notices to members of calls for papers, articles needed and other publishing opportunities. Discussion then followed about the suggestion made last year concerning mentors for librarians wanting to publish. A suggestion was made to expand this idea of mentoring from simply encouraging and suggesting topics for publication to the need for "readers." Several participants indicated that there was no one at their library to read and critique preliminary drafts of articles. The consensus reached by the group was that when someone had a draft of a paper ready, they could send an e-mail to Ellen McGrath giving the topic, a brief synopsis of the paper, length of the paper, and deadline information. Ellen will then send the information to the distribution list and anyone willing to serve as a "reader" could respond to the author.

The discussion then moved to possible places to submit articles and ways to become published. It was pointed out that before beginning an article the author needs to decide what is the purpose in publishing the article. Publishing in newsletters and refereed journals both have benefits but the benefits are different. Newsletters publish submissions more quickly than do research journals because newsletters are not refereed. The benefit in publishing in newsletters is speed and they are less formal so they are often a good place for authors to submit their first efforts. However, librarians on tenure tracks often are required to publish articles in refereed journals which sometimes take much longer to be published.

Mary Dzurinko, Editor of TSLL, announced that she was currently searching for additional column editors to write about the Internet, serials, or to write a guest column. Each column must appear in only two issues of each TSLL volume, so volunteers would not necessarily have to write for every issue.
Columns could have co-editors if two librarians wanted to share the responsibilities. In fact, at the end of the meeting two attendees volunteered to write the column for acquisitions. Any other volunteers should contact Mary at 410-235-2821, or e-mail to her at mdktrn@aol.com.

Other suggestions for topics of articles dealing with acquisitions can be found in the publication Against the Grain (contact: Katina Strauch, Citadel Station, Charleston, SC 29409). For folks interested in acquisitions, another way to begin writing is by volunteering to report on AALL meetings and sending the reports to AALL and other publications. Sending articles to Library Acquisitions: Practice and Theory was another suggestion. Already, meetings from ALA and MLA pertaining to acquisitions are published there. Two opportunities to publish that are related to LC classification schedules were suggested. Notes relating to the LC schedules that are under development will be needed. The newly released JZ-KZ schedules should provide opportunities for articles. A final suggestion for publishing opportunities was to review Guide to Publishing Opportunities by Carol F. Schroeder (Haworth Press, 1995).

The meeting closed with reminders of other programs with related topics for those interested in writing for the profession. One final recommendation was to send a brief sketch of your idea for a journal article to the journal’s editor before beginning an extended research paper. Someone else may already be working on that same topic.

Minutes taken by Mae Clark

RESEARCH AND PUBLICATIONS

Well, this is PDE (Pretty Darned Exciting). The Research Roundtable is really taking off and is now producing good results. For example, look at the current list of TSLL editors; there are now two new co-editors of the Acquisitions column! This was a direct result from discussions at the Baltimore Research Roundtable.

In almost every column, Ellen and I like to tell you of our colleagues’ successes in publishing:

♦ Aaron Kuperman, Law Cataloger at the Library of Congress, has published two articles in recent issues of AALL’s Foreign Comparative and International Law newsletter [note: Catalogers using the LC schedules would do well to read these articles].

♦ Carol Avery Nicholson (and a host of our other law tech services colleagues who helped with the book) recently had the newest edition of the now famous Law Library Systems Directory published by Fred Rothman.

♦ Susan Goldner co-authored the still on-going AALL Annual Meetings: an Annotated Index of Recordings published by Fred Rothman [hint: This is another place to browse through the contents to pick up publishing ideas].

♦ Law catalogers are giving praise and thanks to Melody Busse Lembke and Rhonda K. Lawrence for their newly published 3rd edition of Cataloging Legal Literature. [editorial ramblings: New law catalogers please take this book seriously, paying special attention to Part I: General Observations on Law and Legal Publishing. This book is, or should be, your main source of authority for law cataloging].

One publication that needs mentioning again is a book that every technical services law librarian should know about, Publication Opportunities for Law Librarians: An Author’s Guide by Dennis Benamati and Evelina Lemelin and published by Fred Rothman I've
picked out a few tech services journal titles that are included in this nifty book: Acquisitions Librarian, Cataloging & Classification Quarterly, Collection Management, Electronic Library, Government Information Quarterly, Law Library Journal (duh!), Library Hi Tech Journal, OCLC Systems & Services, Online, Serials Librarian, Special Libraries, Technical Services Quarterly, and Technicalities. Plus ... there's a bunch of good information on publication guidelines for all the AALL SIS and Chapter newsletters!

I attended the AALL Baltimore program "So You Wanna be an Author ..." and jotted down a lot of notes that included sage advice from those who are knowledgeable about authoring and editing and publishing. Please contact me about this, or you can order the program tape. Maybe in the next TSLL Research and Publications column, Ellen will include some of the tips that were covered in the program.

In the area of publication opportunities, I got an e-mail on Aug. 21 for a Call for Reviewers. It's for the following publications:

- Computers in Libraries — seeks articles or proposals for its "CD-ROM Librarian" section. Any library-related topic dealing with optical information resources or multimedia in any format is suitable. More information is available at <http://www.infotoday.com>. Send submissions to island@execulink.com.
- NewMedia Review — this weekly e-mail newsletter seeks CD/DVD-ROM reviewers, as well as book and Web site reviewers. More information is available at <http://www.edeculink.com/~island/nmr>. Send submissions to island@execulink.com.

Larry Mehren, Director of Gale Research Products Development Division, is seeking reviewers on topics dealing with cataloging and classification in an automated environment, especially in the online classification area. Contact Mr. Mehren at 800-347-4253 ext. 1370, or via e-mail at mehren@gale.com.
- There's a brand new journal titled Journal of Internet Cataloging. If you want to see it, contact me and I'll fill out a sample copy post card and you can see it for yourself. It has plenty of publishing potential and in the back are guidelines for submission and a submission form. It's published by Haworth Press.

Ellen and I hope you enjoy our columns. If you have any comments or ideas, please contact either of us, and remember — all you have to do to publish is to START with an idea. Jot it down on a slip of paper or whip up a quick sentence or two, then contact somebody in the profession: me, Ellen, Frank Houdek, Peter Beck (but not Bob Berring—<grin>), Donna Heroy, or Michael Saint-Onge.

Have a nice fall everybody. There's no better time to begin a research project than fall. If you need financial assistance for your research, contact Brian Striman who's Chair of the OBS/TSSIS Joint Research Grant Committee. He'll send you the forms to fill out and if you qualify to receive a grant award, you may just get the help you need to be on your way to publishing!
and the University of California, Berkeley Law Library cataloging staff:

**Annuaire de droit maritime**  t. 13 (1995)  
**Changed to:** Annuaire de droit maritime et oceanique  t. 14 (1996)

**Changed to:** Euro guide 15. Ed. (1996/97)

**Changed to:** The Quinnipiac probate law journal Vol. 11, no. 1 (1997)

**Changed to:** European Court of Human Rights. Recueil des arrets 1996-1, no 1-

**Illinois code of civil procedure and court rules** 1982-1996  
**Changed to:** Illinois court rules and procedure 1997-

**International trade. Trends and statistics** 1994-1995  
**Merged with:** GATT activities in ... 1969/70-1994/95 and Overview of developments in international trade and the trading system to form: Annual report (World Trade Organization) 1996-

**International trade and business law journal** Vol. 1, issue 1 (May 1995)  
**Changed to:** International trade and business law annual Vol. 2, issue 2 (May 1996)-

**International yearbook of law, computers, and technology** Vol. 6 (1992)-v. 9 (1995)  
**Changed to:** International review of law, computers & technology  Vol. 10, no. 1 (Mar. 1996)-

**Changed to:** Massachusetts legal history Vol. 3 (1997)-

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

The administrative law journal of the American University  
**Ceased with:** v. 10, no. 1 (spr. 1996)

Annual data reference ... caseload data by individual courts 1991/92-1994/95  
**Absorbed by:** Judicial Council report on court statistics 1997-

Bancroft-Whitney Judicial Council forms manual  
**Absorbed by:** West's California Judicial Council forms

**Absorbed in part by:** Judicial Council report on court statistics 1997-

**Foreign agricultural trade of the United States**  
**Ceased with:** Jan./Feb./March 1997

**Legal medicine**  
**Ceased with:** 1995

**U.S. Supreme Court bulletin**  
**Ceased with:** v. 57, no. 12 (Dec. 17, 1996)

**Voir dire**  
**Absorbed by:** Utah bar journal (1988)
Verification of headings is a "no brainer," don't you agree? I remember not too long after AACR2 was promulgated that someone did a study which concluded that about 35 percent of the cataloger's routines revolved around authority work. Yuch! True, things are a lot better in the 1990s, now that the vast majority of headings are already established in AACR2 form. Also, I should hasten to dispel the notion that I don't believe that choosing the form of a new heading and its cross-references are an activity which can be intellectually challenging. Far from it! No, the tedious or mind-numbing work I refer to is that of the initial "looking up" of all of those headings in the authority file. Can't this process be automated? Some kind of system validation, maybe?

Having read about OCLC and library/information school experiments at semi-automation of various cataloging, classification, or catalog maintenance routines, last November (1996) I was very pleased to receive some software to try in my own system. It is called CLARR --The Cataloger's Toolkit. CLARR was developed by Gary Strawn of Northwestern University Library for catalogers using NOTIS in the MS Windows environment. (For more information, see the CLARR User's Guide. <http://www.library.nwu.edu/Clarr>.

It should be noted that the NOTIS system is still in use at many law libraries and is no longer being marketed, having been supplanted in the Ameritech scheme by an ILS called Horizon. (Horizon is not a mainframe system.) Nevertheless, the CLARR programs are valuable to NOTIS catalogers in the interim (until their libraries migrate to another system). Perhaps, what is more important, the CLARR toolkit illustrates what is possible and, therefore, the kind of functionality we should be requesting from programmers and vendors of any of the local systems used by catalogers.

So, what does CLARR do? Well, there are many buttons on its toolbar which serve to fix some deficiencies of the original NOTIS, or improve upon other NOTIS functions. It provides an easier method for writing macros, for example. The "print" button allows the option of printing all screens of a record, and adding your own message to the printout. There's a device for setting aside a bib or authority record, and then toggling back to it later. An "elbow room" button provides a means for editing existing bib record fields that is much easier than what one must do in the "vanilla" NOTIS routine. Buttons with scissors and needle icons enable the cataloger to "cut and baste" more than one field together, even from different records, and pasted into another record. A new version of CLARR even has a button which allows NACO participants to upload a NOTIS-created authority record into an OCLC or RLIN work form, automatically converting the field labels, delimiter symbols, etc. in the process. There are other neat features of CLARR, which cannot be detailed in the limited space of this column. I'd rather focus on the headings verification program component of CLARR, since this is probably the most significant innovation.

Invoked by clicking on a CLARR button labeled "BA/M" (Bibliographic Authority/MARC), this program extracts each of the headings from the displayed NOTIS record, then searches each of those headings against the NOTIS authority records. If it finds no match on a 1xx or 4xx field of an authority record, the program then searches to see if an identical heading has been used on other bibliographic records. Depending on the
number of headings and Internet response time, this process may take anywhere from five to 30 seconds. By my estimation, CLARR is at least five times FASTER than I am at doing the same searches! When the automatic searching is complete, CLARR displays a "Bibliographic Verification Report." Below is an example of one such report, showing all of the headings, as well as their MARC tags, which were searched:

0+a 440/1.0: fx=CALIFORNIA PROFESSIONAL RESPONSIBILITY FOR LAWYERS
  "c 651:0 fsl=california
  +n 650/1 0: fsl=legal ethics
  +n 650/2 0: fsl=criminal procedure
  #  650/2 0: fsl=CRIMINAL PROCEDURE--MORAL AND ETHICAL ASPECTS
  +n 650/3 0 fsl=lawyers
  +c 700/1.1 fx=ginzberg abby
  +c 700/2.1 fx=kutchins a j 1951
  +c 710/3.2 fx=continuing education of the bar california

Looking at these results, the cataloger decides what action must be taken. This might be to revise the heading, to create an authority record, to correct inaccurate tagging, or to do further verification. Other buttons on this report or on the CLARR toolbar provide shortcuts for redirecting or modifying a search, and for creating authorities and cross-references.

To analyze the verification results in the record shown above, the fundamental style convention used is that any heading appearing in capital letters is one which does not match on an authority record, or, may match a 4xx (unused variant) form of heading. For complete explanation, we look to the codes at the far left of the heading, which indicate the heading's status. There is an "explain status" button for those catalogers who have not memorized the meaning of the codes. In the example above:

0+a indicates that there is no authority record for this series, but there is another bib record (coded as an AACR2 record) containing this series heading. The cataloger will have to locate a series authority to export/derive, or will have to create an original record.

# indicates that the heading appears to have a problem with geographic subdivision. Sure enough, on the bib record it is CRIMINAL PROCEDURE--CALIFORNIA--MORAL AND ETHICAL ASPECTS, but a check in the LCSH free-floating subdivisions tells us that the heading should be CRIMINAL PROCEDURE--CALIFORNIA.

What are the strengths and weaknesses of CLARR for headings verification? Well, I definitely feel that it does save time, especially for the "no brainer" searches which only confirm that the heading is okay as it appeared on the cataloging copy. It allows the cataloger to focus time and attention on correcting errors which might have been overlooked, and on locating or creating needed authority records. However, I believe that CLARR verification is somewhat more effective with names, series, and uniform titles than it is with subject headings. And perhaps that is understandable because subject strings are "pieced" together from authorized main headings and various free-floating and/or geographic subdivisions, and we do not yet have an authority file for validating all possible combinations of these strings! Nevertheless, CLARR does a creditable job with the complicated LCSH system. Here are some of the things CLARR does well in regard to subject headings:

1) Headings that match 'see' references are identified, even those which are subdivided headings with intervening geographic subdivisions. (E.g., INSURANCE-UNITED STATES--AGENTS is flagged as a problem, because there is a reference, INSURANCE--AGENTS, see: INSURANCE AGENTS.)
2) **Spelling errors in subject headings** (e.g., COMMERCIAL LAW, instead of COMMERCIAL LAW) are highlighted, at least by their status of not matching on an authority record.

3) **Capitalization and punctuation errors** are flagged with a verification code "$$. For example, the bibliographic verification report will assign that status code to the subject heading "Court Administration," because it should be "Court administration." And it will see a problem with INSURANCE--LIABILITY, a heading which is valid only as INSURANCE, LIABILITY.

4) **Incorrectly tagged subject headings** are also spotted, when the heading matches the text of a 1xx field in an authority record, but the tags don't correspond. An example from our bib records was CATHOLIC CHURCH tagged as a 650 (topical), when it should have been a 610 (corporate name).

5) **Misplaced geographic subdivisions**, as in the CRIMINAL PROCEDURE--MORAL AND ETHICAL ASPECTS example shown above, are also identified by CLARR.

Despite all of these capabilities, CLARR's automated verification of subject headings does not relieve us from further manual searching entirely; nor does it allow us to eliminate machine-executed searches which may be unnecessary. For example:

1) **Free-floating subdivisions are not distinguished as to category.** Is it a general free-floater? Or is it to be used only under places, classes of persons, or corporate names, etc.? Or is it controlled by a pattern heading? CLARR cannot provide this level of detailed information.

To illustrate, for the heading AIDS (DISEASE)--LAW AND LEGISLATION, the verification report states that the string "does not match any established heading ... the subdivision at the end of this heading seems to be free-floating." Yes, but the cataloger must check LC's Subject Cataloging Manual: Subject Headings to learn that --LAW AND LEGISLATION is "free-floating" only under animals, chemicals, diseases, industries, plants and crops, and a few other specific pattern headings. To be fair, we should point out that the CLARR User's Guide admits that "CLARR does not attempt to determine whether a subdivision is suitable for use under a heading; it only determines whether or not the subdivision is recognized by the subject heading system." In fact, until topical-subject authority records are fully coded to show what "pattern" or other group of free-floating subdivisions may be used with them, well, CLARR is doing everything it can with the information available!

2) **Every geographic heading and subdivision** on a bib record is verified when the "BA/M" command is given. This means that UNITED STATES, whether in a 651 field or a $z subfield, is verified time and time again even though we know it is correct. This wastes a little time, particularly since there are more than 5000 hits. It would be nice if there were some way to "customize" CLARR by specifying some headings which can be eliminated from the searches. (So long as we don't lose the ability to identify geographic subdivisions that are not correctly positioned!—see #5 in the list above.)

All in all, it must be said that CLARR is an extremely handy and beneficial tool for the NOTIS cataloger. The important thing to remember, nevertheless, is that CLARR does not completely "automate" the cataloging routines associated with bibliographic headings. As stated in its User's Guide, "CLARR does not relieve you of responsibility for the content of your records. Instead, CLARR helps you gather the information you need to make decisions, and then carries out your informed instructions faithfully, quickly, and accurately." When working with LC or another library's cataloging copy, CLARR will only examine the headings on the record. It is up to the human cataloger to note if AACR2
has been followed as to the choice of main entry, series statement and entry, or any added entries to be traced. Likewise, subject analysis continues to be largely an intellectual activity for which the cataloger is responsible. For example, the subject heading EMPLOYEES--DISMISSAL OF--UNITED STATES looks perfectly okay to CLARR. But the heading was used on the record for Wrongful termination claims: what plaintiffs and defendants have to know (Practising Law Institute, c1997); a check in LCSH shows us that EMPLOYEES--DISMISSAL OF--LAW AND LEGISLATION--UNITED STATES would be a better subject heading choice for this book, even though there was nothing wrong with the form of the heading found on the cataloging copy.

Are any other law libraries using similar types of "headings verification" tools in their daily, in-house cataloging? I'd really like to hear about your experiences. Send e-mail messages to: atstone@law.fsu.edu.

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**OBS LOCAL SYSTEMS COMMITTEE MEETING**

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The Local Systems Committee of the Online Bibliographic Services Special Interest Section of the American Association of Law Libraries met on July 22, 1997, at 5:30 p.m. in the Baltimore Convention Center. This time had many conflicts for members which included the Academic Libraries reception, the Technical Services SIS Serials Committee, and the Technical Services SIS Preservation Committee. Yet twelve members attended the meeting led by Chairperson Georgia Briscoe.

Introductions of members included what local system their library used and what features of their system were considered best and worst. Seven members had Innovative; two had Dynix; one had Bestseller; one had NOTIS; and one used Sirsi, Horizon and Data Trek as a consultant. Three members were migrating or in the process of selecting a system for migration.

Agenda items discussed:
- Topics for articles in *Technical Services Law Librarian*: Two possible articles emerged from the discussions. Phyllis Post could summarize her experience migrating from Data Trek to Innovative Interfaces. Margaret Lundahl could describe the pros and cons and compare the three systems she has used in private law libraries.
- Projects: Jacqui Paul suggested a long term project of listing minimum standards or features required by law libraries for local systems. It is thought that several systems are "going overboard with boxes and clicking" when streamlined steps for the basic procedures is more desirable. A second possible project would be documenting the best features of each system. And a third could be creating a check list of considerations for libraries which are migrating.
- *Local Systems Directory*: This publication, which is edited by Carol Nicholson (who was not able to attend) and sponsored by the Local Systems Committee, could be updated. Several members thought new items should be added to the directory entries and it might best be published electronically.
- Program proposals for AALL in Anaheim: It was believed that Vianne Sha (not in attendance) was working on a program proposal dealing with the local system as a total gateway. No other proposals were suggested.

Phyllis Post of Capitol University was unanimously acclaimed chairperson of the Local Systems Committee for the next two year term.
Our Committee held its annual AALL meeting on Monday, July 21. Despite the time of the meeting (7:00 a.m., rather early for at least some of us), about 30 brave souls attended, and were rewarded not only by refreshments, but also by Robert Bremer's excellent talk on the inner workings of OCLC's authority control mechanisms. Many thanks to Mr. Bremer, who has consented for two years in a row to be the OBS-SIS OCLC Committee speaker.

CATLOGING LABEL PROGRAM

Passport for DOS uses customized printer drivers that take over control of a printer completely to allow the production of high quality labels. Passport for Windows, however, uses the Windows printing system. This has the advantage of more printer compatibility, but has one drawback: it's hard to produce labels of the same quality, without manually programming your printer. (OCLC has designed a macro in version 1.10 in Ppw using the "F8" key, rather than "Shift F8" to produce labels: this produces a somewhat larger font size, but does not result in particularly dark labels). However, the cavalry has almost made it over the hill! In October 1997 OCLC introduced its new Label Program. It is be available (free!) at the OCLC Web site and via anonymous FTP. With this new software, you first import label content from text files, such as Passport for Windows or DOS, and then display, edit, and print the labels. Options include:

- printing in either immediate or batch mode;
- printing multiple copies of the same label;
- specifying print constants (such as "v"), ranges (such as vol. numbers), and copy numbers;
- creating new labels from a blank label work form; and searching the label file.

The label program works with either laser or dot matrix printers, and supports the standard OCLC label formats SL4, SL6, SLB, and SP1. However, the Label program requires either Windows 95 or Windows NT (version 3.51 with Service Pack 5, or higher), and 20 MB of available hard-drive space. An extensive online help file is offered. More information on the Label program now resides at <http://www.oclc.org/oclc/menu/label.htm>.

TCP/IP ACCESS TO OCLC: AN UPDATE

OCLC expects that members now connecting to WorldCat via asynchronous dial access will switch to dial TCP/IP (it became available in September 1997). Unlike the regular dial access, the new type does not include any annual dial access authorization fees (varying somewhat by network, with $210 the charge for a SUNY/OCLC library). The online charge for both types of dial access is the same: $8.90 per hour, but dial TCP/IP’s fee is based on connect time for your user identification code, not your OCLC authorization. The advantage: You can thus be connected to several simultaneous sessions for cataloging, resource sharing, OCLC Web pages, etc., and pay only for the length of your access connection, rather than the total connect time for each session individually. The new option is further described in OCLC's Technical Bulletin 224 (June 1997). Dedicated TCP/IP access to OCLC is scheduled to become available in late 1997 or early 1998. So far, pricing has been set only for 56 kpbs, single institution links, with monthly network facility and system access fees very close to the cost of multidrop line access. For example, a TCP/IP dedicated line consisting of three workstations (the minimum number allowed for this type of access), would cost a SUNY/OCLC library $506 for FY 1997/98.
Currently, OCLC advises that multidrop libraries with one or two workstations should remain on multidrop, for the time being, but consider dial TCP/IP, Internet, or dedicated TCP/IP if you are a member of a consortium. Also, because of the rapid pace of telecommunications' development, it's quite possible that there may be additional solutions available in the next couple of years. Our library, as I imagine many other law libraries, currently employs a multidrop line with less than three workstations. Internet access appears to be an economical option, at least for searching and editing, but what if you need to purchase expensive new "OCLC gateway software" from your local system vendor in order to download OCLC records via the Internet to your online catalog? Local vendor considerations certainly complicate the picture.

OCLC WORKSTATION REPLACEMENT PROGRAM

Due to popular demand, OCLC is extending its 1997 Workstation Replacement Program until December 31, 1997. During this period, libraries receive $750 credit on each new OCLC workstation purchased. Also, for the rest of 1997, the price on both the M5133GS and the M5166 workstations has been reduced another $100, to $1366 and $1905 respectively. My advice is that if you plan to take advantage of this offer, don't wait till the last minute. First you need to request the multipage, somewhat Byzantine "Computer products request" form from OCLC or from your local network, fill it out, and make sure it's received by your local network before the deadline. (There's been talk of mounting this form on the Web, but at least up to now, it's available only in paper).

FIRSTSEARCH DEVELOPMENTS

- Full text offerings on FirstSearch are constantly being expanded. During late summer, the "H.W. Wilson Select Full Text" database will become available as a FirstSearch option, both per-search and subscription. This database includes index, abstracts, and full-text ASCII for each of its records which drawn from over 430 periodical titles. And full text will be added later this year to five other Wilson databases, already on FirstSearch: Reader's Guide Abstracts, Social Sciences Abstracts, Humanities Abstracts, General Science Abstracts, and Wilson Business Abstracts. Also planned as a late 1997 FS addition is the "Contemporary Women's Issues" database produced by Responsive Database Services. "It covers over 600 sources, both periodical and non-periodical, published by more than 100 organizations around the world," from 1992 to the present. Full text for more than 98 percent of the materials is provided. (News release-May 27, 1997).
- OCLC has enhanced FirstSearch WorldCat records, by retaining the 856 field, when used, from the OCLC. MARC record. URLs will now display in the field labeled "INTERNET." WorldCat on FirstSearch joins three other FS databases which currently may feature URLs in their records: NetFirst, FactSearch, and Consumers index.
- The 3rd edition of OCLC FirstSearch Databases notebook is now available. Intended as "the central point for all FirstSearch end-user information," it supersedes not only the 2nd ed. of this publication, but also: Using FirstSearch, FirstSearch Quick Reference Guide, FirstSearch Document Supplier Card, and FirstSearch Advanced Reference Card.
- FirstSearch Electronic Collections service, previously described in the March 1997 issue of TSLL, was launched on June 16, 1997, after undergoing a successful trial by 24 universities worldwide. Electronic Collections Online, like pre-existing FirstSearch services, can be accessed using a standard Web
interface, or it can be integrated into a library’s local system. As of late July, 16 publishers and six subscription agents had signed up for the service, and the number of journals offered had jumped to almost 500. OCLC has also recently signed an agreement with CatchWord, an Internet publishing service provider. CatchWord utilizes “RealPage technology” to deliver electronic journals which preserve the original layout of the paper version to the fullest extent possible. Carfax, a British academic publisher, is the first “ECO” participant to provide OCLC with journals through CatchWord. A list of publishers and journals, instructions for automatic logon scripting, search strategy, as well as other information, may be found at the service’s new Web site <http://www.oclc.org/occ/menu/eco.htm>

BIBLIOGRAPHIC RECORD NOTIFICATION SERVICE

This service, through which OCLC delivers updated versions of bibliographic records to the individual library, was offered free through the end of June 1997. For fiscal year 97/98, OCLC will be charging 10 1/2 cents per record delivered, with volume discounts of five cents per record if the library receives over 7,000 records within the same OCLC fiscal year. Several enhancements were added to the system at the end of June: One oft-voiced source of dissatisfaction with the service was that you would receive records which had already been upgraded on OCLC by your own institution. Now, this category of records can be excluded from delivery. Also, the library can limit the delivery of upgraded records by encoding level, format, or publications date. Thus the library can now choose to receive upgrades of monographic records, but not for A/V records; or for material published in the last five years, but not for earlier material. Another improvement is that OCLC will now deliver records in which field 505 (Formatted contents notes) has been added or enhanced. If you select this last option however, you will receive records in all formats whose 505 has been enhanced, regardless of your format limitation option. In the third quarter of 1997 a location on the OCLC Web site from which you can download files and reports associated with OCLC’s services, including Bib record notification, will be introduced. (See OCLC’s Technical Bulletin 218, Rev. May 1997, for more information).

INTERLIBRARY LOAN DEVELOPMENTS

♦ ILL Management Statistics: OCLC has discontinued its paper distribution of ILL fee management reports as of July 1, 1997. Instead, subscribers are being offered electronic files of OCLC interlibrary loan activity statistics, which can be used with standard third-party spreadsheet and database software applications such as Microsoft Excel, Access, or Lotus 1-2-3. These reports keep track of information such as “Number of borrows and loans, borrows by library user status, department, and ID, fill rate, lender turnaround time, top borrowing and lending libraries, collection analysis information such as frequently borrowed and requested titles, [and] copyright compliance.” An annual subscription to this service includes two monthly files from the OCLC Web site, one for borrowing statistics, and one for lending statistics. To subscribe to these reports, go into your NAD (Name address directory) organization record, and set the new “:ILL MGT STATS:” field to “Y” or “Yes” anytime between the 4th and 27th (inclusive) of each month. More information is available in OCLC’s Technical Bulletin 223 (May 1997), and at a new section of OCLC’s Web site <http://www.oclc.org/OCLC/menu/ill_mgmt_stats.htm>.

♦ OCLC ILL Direct Request should become available in third quarter 1997. This enhancement will allow the OCLC Interlibrary Loan Subsystem to receive and process...
requests from local systems with little or no library staff mediation. In order to take advantage of this enhancement, the requester's library must have a local system with an ILL module that is ISO 10160 and 10161 compliant, and can generate an ILL request form for the patron or a place on the institution's Web page allowing the same type of request. To indicate the source of the ILL request, a new system-supplied "SOURCE" field will appear, with code "ISOILL" for records transferred using the ISO 10161 standard protocol. When a patron submits a direct borrowing request, a workform appears in the borrower library's message file under the status "Review." The new "Apply" (ap) command allows you to transfer data from bibliographic and locations records to a request in the review file. Also planned, but somewhat farther in the future, is the ability to transfer requests directly from FirstSearch to the OCLC ILL Subsystem, which will be indicated by a "SOURCE" code of "FSILL." A "Guided tour" of the OCLC ILL direct request procedure may be found on the Web at http://www.oclc.org/OCLC/ill/illhtmap.htm.

♦ ILL Save Record Macro: A new macro has been written and tested that will save a full single or multi-screen ILL record (minus the session ID, database indicator, search key statement, and record count indicator at the top of the first screen). This macro, called the "ilfsave.mbk," is now available at the PptW download macro Web page <http://www.oclc.org/OCLC/passport/download.htm> and the Product Services Menu. The current "Save Screen" macro prints only one screen at a time and captures everything on the screen starting at home position.

♦ Additional new ILL documentation: A substantial section entitled "Getting Started with OCLC ILL ME for Windows" has been added to the OCLC Web site in late July 1997 at http://www.oclc.org/OCLC/man/9567/illme/ilmegs.htm. A hypertext "Interlibrary Loan Reference Card" provides hotlinks to key information in the broader areas of Borrowing procedures, Lending procedures, and General information, all of which have been broken down into more specific areas.

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OBS RLIN COMMITTEE

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I am delighted to report that Mary Chapman was elected to a two year term as the new Chair of the RLIN Committee at AALL in Baltimore!

Other highlights from the RLIN Committee:

♦ RLG's area code is changing; the new area code 650 will replace all numbers formerly in the 415 area code. (Please note, though, that RLG's 800 numbers will remain the same.)

♦ Since RLG will cease supporting RLIN Terminal for Windows 1.0, many institutions are trying to decide just how far to upgrade. Many institutions are still running 2.0, and most like to run the same version on all machines to ease troubleshooting. Versions higher than 2.0 contain command buttons, CJK, and ILL enhancements. (E.g., barcode scanning for ILL is included with 4.0.) For more information, see http://www.rlg.org/rtfw.htm and http://www.rlg.org/commwin.html (Do read the "4.0 Problem Alert" about the character-jumping bug on the latter page as well).

♦ Currently, version 4.1 is in beta testing and in use at the Library of Congress. Enhancements include a fix to the character-jumping bug (as mentioned in the "Problem Alert"), and much-needed improvements to the Arabic font.

♦ DOS users of version 3.0 will need to upgrade as well; version 3.0 is
available. Tables input, which was done with E3d & Windows 1.0, will now be handled by RLG. Contact the RLIN Information Center with any requests for Tables modifications.

- Error reporting was also discussed. One can still do a "PRO ERF" command on RLIN to produce an error report, but disseminating the error reports is so labor intensive that it's on a bit of a back burner right now. Rather than wait to see error reports, some of us at the meeting discussed trying to let each other know when we see an error. We will be creating a Web page listing e-mail addresses of catalogers to whom one can send an error report about an RLIN record; stay tuned to this space, and to RLIN-Law** for further developments! It was also pointed out that with RLIN's clustering algorithm, if one record in the cluster has a corrected access point, but all other records contain an error in that field, the whole cluster is still retrievable. So, just correcting your own record goes a long way towards enhancing the retrieval of that cluster's records.

- And, speaking of clusters, RLG developed a new generic title clustering algorithm. It was developed a while ago, but there are some clusters with older records that could benefit from this new algorithm. If you see, for example, a cluster containing the title "Proceedings," and the records in the cluster contain different corporate bodies in the 1XX, RLG can run the cluster through this algorithm. If you see such a cluster, please report the record ID of a record in the cluster to the RLIN Information Center.

A report from the RLIN Law Forum will appear in the RLIN Focus (see <http://www.rlg.org/r-focus.html> for the online version) and will be posted to RLIN-Law.

As mentioned above, my term as Chair has come to an end. So many people made my term so very easy, especially everyone who participated in 7:00 a.m. RLIN discussions! Also, my thanks to RLG staff for all their hard work, most especially Karen Smith-Yoshimura and Win-Shin Chiang.

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**For information on subscribing to RLIN-Law, see
<http://www.usfca.edu/law_library/rlin/rlinlaw.txt>**

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**OBS-SIS
ANNUAL BUSINESS MEETING
JULY 20, 1997**

The meeting was called to order by Sally Wambold, Chair, at 1:30 p.m.

The minutes of the 1996 business meeting were approved as they appeared in Technical Services Law Librarian (TSL).

Sally introduced and welcomed new Board members.

Sally announced an initiative to review, clarify and possibly revise our SIS mission statement, and invited attendees to fill out and submit the questionnaires available in the back of the meeting room regarding OBS's mission and future direction.

Sally explained that part of her President's Message had inadvertently been omitted from the June issue of TSL and directed members to the full message on the OBS Web page.

Sally thanked those leaving the board, Innovative Interfaces Inc. for their financial support of the OBS-TS-RIPS-ASD reception, and all who helped with the OBS Web site, especially Anne Myers, Vianne Sha and her
Committee, Martin Wisneski, and Jason Hinkle.

Chair Sally Wambold announced the dates and times of 1997 OBS-SIS sponsored programs: B7. Around the World in Eighty Minutes, Monday, July 21, 10:15-11:45. Reference librarians present Internet resources for the Americas, Europe, and Asia and Africa; and C7. On Beyond Windows: Today's Workstations and Tomorrow's Clients, Tuesday, July 22, 9:00-10:30 a.m. Program designed to examine the directions for emerging new developments in client-server technology for technical services workstations and to de-mystify their potential.

She reminded attendees of upcoming OBS committee meetings and times and especially encouraged attendance at the OBS Education Committee meeting Wednesday noon.

She announced that OBS-SIS was again sponsoring a table in the exhibit hall, with a display of the Local Systems Directory, OBS-SIS brochures, an assortment of paperbacks for the used book swap, and a supply of "Prop-Uprites" printed with the OBS logo and Web address to be given away as souvenirs.

Sally also officially announced the OBS Web page is accessible through AALLNet or directly at <www.aallnet.org/sis/obssis/> Development of this page will continue and resources will be added in the coming year.

Secretary-Treasurer's report:
Finances: Cindy May provided a brief financial report. We received $6 in dues per member on September 30, 1996 for a total of $2,136. This brought our balance to $7,400.26 at the beginning of the AALL fiscal year, October 1. Since that date we have received $542.82 in income from royalties for the sale of the Local Systems Directory. Our expenses since our last business meeting have been for refreshments, equipment, and souvenirs at the Indianapolis meeting, printing, postage, photocopying, and supplies. Our balance on June 1, 1997 was $7,564.09.

Election report: Of 381 ballots mailed, 121 were returned for a return rate of 32 percent. Jack Bissett was elected Vice-Chair/Chair-Elect, Ismael Gulion Secretary-Treasurer, and Ellen McGrath Member-at-Large. Cindy expressed appreciation to all the candidates for their willingness to participate in the election and received permission to destroy the ballots.

Reports of Committees and Representatives: The following reports were presented:

Technical Services Law Librarian (Mary Dzurinko); Local Systems Committee (Georgia Briscoe); Local Systems Directory (Carol Avery Nicholson); OCLC Committee (George Prager); RLIN Committee (Heather Hawkins); MARBI Representative (Rhonda Lawrence); Research Roundtable (Brian Striman). These reports appear elsewhere in this issue of TSLL.

Joint Research Grant Proposal: Brian Striman reported on the history of the joint research grant proposal drawn up by Ellen McGrath and himself. Just prior to the OBS-SIS meeting, the Technical Services SIS voted at its business meeting to fund the proposal with $500 for the coming year. Sally Wambold read the OBS motion: "OBS-SIS supports the creation of a special Joint Committee for Research Grants of OBS-SIS and TS-SIS and supports the administration of OBS funds in the amount of $500 to assist publication of technical services and online bibliographic services research, the amount to be re-evaluated each year." Carol Avery Nicholson moved to amend the motion to replace "in the amount of $500" with "up to
Both amendment and motion passed on voice votes.

Sally thanked her Board and turned the meeting over to Jacqui Paul. Jacqui thanked Sally for all her efforts and accomplishments as Chair.

The Education Committee reported that it is not too late to share ideas for Anaheim programs with Jacqui or Jack. The program proposal deadline is August 18.

The AALL Education Committee is unlikely to approve programs with a narrow focus or consisting of panels of "talking heads."

Carol Avery Nicholson, the AALL board liaison for OBS, suggested that OBS members try to participate in AALL Education Committee focus groups to help shape future directions for AALL continuing education efforts. Because only 40 percent of the membership attend the annual conference, AALL has begun an initiative to take programs on the road.

Anne Myers announced that the Anaheim meeting will also have a new schedule structure. Program slots will be 60, 90, and 120 minutes; there will be programs on Sunday and SIS meetings on Wednesday; and there will be a keynote speaker Wednesday afternoon. Jacqui Paul pledged to do all she could to avoid OBS-TS scheduling conflicts at the Anaheim meeting.

Other Business:
Jacqui Paul thanked all those members who returned their annual OBS surveys. She has collated the results and discussed them with Vice-Chair/Chair-Elect Jack Bissett.

Phyllis Post is the new Chair of the OBS Nominations Committee. Jacqui urged members to contact Phyllis if interested in running for an OBS-SIS office.

Jacqui announced her recent retirement, assuring members of her continued availability and commitment to OBS-SIS.

There being no further business, the meeting was adjourned at approximately 3:00 p.m.

Respectfully submitted,
Cindy May, Secretary/Treasurer

TS-SIS SECRETARY-TREASURER
ANNUAL REPORT 1996-1997

Membership: As of May 30, 1997, there were 596 members in the Technical Services SIS. Hopefully, we will have more members by September 30 of this year, when we will receive a dues credit of $6.00 for each Technical Services SIS member listed in the AALL database. Membership dues are an important source of income for the Technical Services SIS. As of September 30, 1996 our membership totalled 564, and we accordingly received a credit of $3,384.00 on our September statement.

Election Results: The election for the 1997/1998 Executive Board offices was conducted by mail ballot. Ballots with accompanying biographical information and statements by the candidates were mailed to members the week of March 17, 1997. Ballots returned by the deadline of April 20 were counted. 601 ballots were mailed and 196 were returned by the deadline for a 32 percent return rate. Election results were:

Vice Chair/Chair Elect: 
Joseph W. Thomas
Member-at-Large: 
Mary Burgos

Financial Status: I would like to thank our previous Secretary-Treasurer, Virginia Bryant, for sparing the time last summer to work with the Association's Director of Finance and Administration, Steve Ligda, to resolve some
discrepancies between the financial statements provided by Headquarters and the information available to Virginia. I very much appreciated Virginia’s efforts to resolve some problems and to establish our balance as of the end of the AALL fiscal year which runs from October 1 through September 30.

At the beginning of October, we started with $14,579.88. From October 1, 1996 - May 30,1997, our income has consisted of $1,320.00 from the 44 currently paid up subscribers to the Exchange of Duplicates program. This past year we have had fewer members in this program. Hopefully this will change in the coming year and with the proposed move to provide the information via the Web, we will be able to save some money on printing and postage costs. As of May 30, 1997 Headquarters had reimbursed members $543.25 for such expenses.

Based on these expenses for previous years, I expect to spend another $500 or so on such expenses. The amount largely depends on the extent to which our member's institutions provide photocopy, fax, telephone and postage without seeking reimbursement from our funds.

So far this year our expenses have been modest. The next largest expense after those associated with Exchange of Duplicates is $381.64, associated with the printing and mailing of election ballots. Also, under expenses, in October, 1996 we were reimbursed $2,500.00 by Innovative Interfaces for the cost of food at last year's TSIS/OBS etc. reception.

Before the end of September, I expect that we will need to meet the following expenses:
- TSIS share for printing and distribution
  * Technical Services Law Librarian: To date $3,373.61 has been reimbursed for printing and postage costs associated with the first three issues of volume 22 of Technical Services Law Librarian. This amount is offset by $646.50 of income from annual subscriptions to the newsletter. After the costs are available for issue four, we will work with the Chair of OBS-SIS to share the cost of volume 22 and Steve Ligda will make the appropriate transfers of funds by the end of September.
- Signs: Jim Mumm ordered more signs for meetings: $254
- Post-it-Notes: Our sales item for the Baltimore meeting cost approximately $500.
- Baltimore TS-SIS Reception: Flowers for the 111 staff members cost approximately $100.
- Technical Services SIS Brochure: Printing costs were approximately $333.

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SECRETARY-TREASURER’S REPORT
OCTOBER 1, 1996 - MAY 31, 1997

BALANCE ON HAND $14,579.98
(10/1/96)

INCOME
Exchange of Duplicates Subscriptions $1,320.00

TOTAL RECEIPTS $15,899.98

EXPENSES
Food & Beverage
($2,500.00)
(reimbursement for III Indianapolis reception)
Postage 364.55
Printing 195.33
Telephone 135.98
Exchange of Duplicates 543.25
(printing & postage)
TOTAL DISBURSEMENTS
$1,239.11

BALANCE ON HAND AS OF MAY 30, 1997
$17,160.87

Carole L. Hinchcliff
Secretary-Treasurer

1997 RENEE D. CHAPMAN AWARD

REGINA WALLEN
Stanford University
rewallen@leland.stanford.edu

Richard C. Amelung, Professor of Legal Research and Head of Technical Services, Law Library, Saint Louis University was the 1997 recipient of the Renee D. Chapman Memorial Award for Outstanding Contributions in Technical Services Law Librarianship. Since 1980, Richard has actively fostered technical services law librarianship at the local, chapter, regional, and national level. He was the chief coordinator for the Mid-America Law School Libraries Consortium CD-ROM union catalog (1988-1992), which provides access to the holdings for 18 Midwestern law school libraries. He continues to coordinate four LLMC Major Microform Cataloging Projects, contributing cataloging copy to OCLC for nineteenth-century legal treatises on international law, canon law, civil law, and Native American legal materials. These records are used by the law cataloging community throughout the world. Richard pioneered cooperative cataloging ventures with the Library of Congress' Program for Cooperative Cataloging, including NACO (name authorities), SACO (subject authorities), BIBCO (bibliographic records) and CONSER (serials records). His advocacy for cataloging excellence resulted in the first NACO training for law catalogers at LC prior to the Baltimore Annual Meeting.

Chair Carol Shapiro opened the meeting on Tuesday, July 22, at 5:15 p.m. by mentioning the three cataloging-related programs offered at Baltimore and the number of TS-SIS sponsored meetings. She also announced that the new International Relations/Law of Nations Library of Congress classification schedules, KZ/JZ, will soon be published.

Liaison reports (some published in TSLL or posted on the TS-SIS Home Page) were given by Ann Sitkin, liaison to the American Library Association, Association for Library Collections and Technical Services, Cataloging Committee: Description and Access [CCDA], who attended both the Midwinter and Annual meetings; by Rhonda Lawrence, liaison to ALA ALCTS Machine Readable Bibliographic Data Committee [MARBI]; Rhonda also discussed the upcoming Toronto conference on AACR. (See minutes of the Round Table); and by Marie Whited, SAC (ALA ALCTS Subject Access Committee liaison.

Reports from ongoing work followed: Brian Striman announced that he is still pursuing his plan to publish "classification notes" of expert catalogers in connection with the Rothman LC schedules. He has volunteers and asked for a co-chair for the project. (Several people responded.) Christina Tarr announced that she and Melinda Davis, in association with the Working Group on Cataloging Documentation, had sent out a survey to all AALL libraries regarding their in-house cataloging documentation. They have had many responses and are planning to compile the data and publish the results, and make documentation available (for sharing) via the
TS-SIS Web site. Bill Benemann announced that Boalt Hall (UC Berkeley Law Library) is now adding genre terms to certain records. He announced that Innopac can handle the 655. He wants to add more genre terms on law subjects to the Genre Term thesaurus produced by ACRL. Bill is compiling a list of possible new law genre terms and form terms (iv) which he will pass along to Tom Yee at the Library of Congress. Jean Pajerek announced that she and Bill Benemann have conducted a survey to what libraries have done in terms of reclassifying their foreign law collections into LC classification. So far, 30 libraries have responded. The idea behind the survey is that if we know who has already done what, it will be easier to undertake cooperative reclassification. The survey is still available at:

<http://128.253.7.18/reclass.html> It is not too late to answer the survey. Survey results are at

<http://128.253.7.18/results2.html> Jean and Bill requested that libraries agree to reclassify certain areas proactively, e.g. to agree to apply LC classification to a certain area or country even if they have not reclassed that area yet, so that everyone can benefit.

Jolande Goldberg announced that as of the end of July, the Library of Congress will end its test period for the new KUJZ schedules. Although the final draft is essentially ready, Jolande will write a manual and would still like input from catalogers. She explained that the expansion and upkeep of the schedule is part of the regular work of catalogers. Jolande will begin KB, the new Theocratic Law schedule, by reserving numbers. She will be pulling material from three different schedules to put into KB; most of it will come from the existing B schedules. The draft should be completed by next year. Jolande noted that she had not yet implemented the table revisions discussed last year at AALL -- her plan to have all K schedules use a unified set of tables, as is the case with the literature schedules, which all use the set of "P" tables. She also plans to incorporate the tables into the text of the schedules so that the material in them can be indexed.

Jolande announced some new items from the Weekly Lists: Hong Kong has become Hong Kong (China). Zaire is now Congo (Democratic Republic). Ukraine has moved into the European schedule, where it is now classified at KKY. The Ukrainian National Library will adopt this schedule and be responsible for maintaining it. Because many international law subject headings are based on antiquated terminology or are incorrect, Jolande proposed the idea of small working groups to clean-up these headings.

Rhonda Lawrence made a plea for people to submit program ideas for next year's annual meeting. Regina Wallen, next year's TS-SIS Education Committee Chair, seconded this and gave her e-mail address (rwallen@leland.stanford.edu) for those who have proposals to submit, either for Anaheim or for the annual meeting in 1999. They both agreed that it was critical for TS-SIS not to lose visibility, especially with the new plans for educational programs. Proposals for Anaheim are due to the larger Education Committee by August 18. Regina also suggested the idea of having LC regional workshops, like this year's NACO training, before annual meetings.

The meeting adjourned at 7:00 p.m. Seventy-four people signed the attendance sheet.

Minutes recorded by Christina Tarr (Boalt Hall, Berkeley University)
The meeting was called to order by the Chair on Tuesday, July 22, 1997 at 12:15 p.m.

Old business from the Standing Committee on Cataloging and Classification Business Meeting:
◆ Bruce Johnson (Library of Congress) gave an update on the status of Cataloger’s Desktop and Classification Plus. AACR2 will soon be added, since licensing details have been worked out with ALA, its publisher. The software platform will switch to Folio 4.1 when Folio develops a 16 bit application. The K schedules will be added when they have been proofed; LC anticipates adding several new schedules every quarter. A question was raised as to whether or not LC could speed up the addition of the law schedules, as some potential buyers cannot or will not purchase the products until the law schedules are available. Jolande Goldberg (Library of Congress) and Bruce Johnson clarified the order in which schedules are being added and stated that the process will not be modified to add the law schedules more quickly. The first law schedules will be up soon. The Library of Congress was praised for the work that they do for the library community in general and the law library community in particular.
◆ Rhonda Lawrence (UCLA Law School) announced that our response is needed to the paper, “Issues in Seriality,” which will be presented and discussed at the Toronto AACR conference. It was agreed that a task force should be established, with Ann Sitkin (Harvard Law School) as coordinator. Several people volunteered to read and comment.
◆ Carol Shapiro (NYU Law School) asked the group to consider which international law subject headings are inherently legal. Marie Whited (Yale Law School) reminded attendees to use the subdivision –Law and legislation only if it appears as a valid subheading in the subject authority file. The discussion led to a request by Jolande Goldberg (LC) that law librarians with a subject knowledge of international law participate in a project with her to revamp the existing international law subject headings, as many of the headings are no longer compatible with the JZ/KZ schedules. A sign-up sheet for participation in this project was distributed at the meeting. It was suggested that FCIL be asked to participate in the project and a tentative time table of one year was proposed for its completion.
◆ Marie Whited raised the topic of allotted times for meetings at future AALL conferences. During the discussion, Rhonda Lawrence suggested that the group break into subcommittees and meet separately. Attendees felt that we should not meet separately, but that we should form subcommittees to discuss various topics and have the subcommittees report back to the Committee at future annual meetings. For the Anaheim meeting a committee has been formed to write a proposal dealing with the restructuring of the TS-SIS Cataloging and Classification Committee and to allow for the need and development of subcommittees.
◆ Restatements: The Library of Congress classifies Restatements by subject, but many libraries choose to keep Restatements together as a set; library users often expect to find the Restatements as a set. There was a question as to whether we could set up a cutter table for the grouped set which would be posted on the TS-SIS Home Page, for example.
When looseleaf questions were raised, everyone attending was urged to read "Issues in Seriality." This and other papers are posted at: <http://www.nlc-bnc.ca/jsc/confpap.htm>

Sixty-one people signed the attendance sheets.

Minutes submitted by Donna Rosinski (Fordham Law School)

TS-SIS 1996/97 ANNUAL BUSINESS MEETING

TS/SIS Chair Jim Mumm called the meeting to order at 12:05 p.m on Sunday, July 20, 1997.

Jim announced some changes in meeting arrangements and introduced the current and incoming members of the Executive Board.

Secretary-Treasurer Report: Carole Hinchcliff reported on the relatively healthy financial status of TS-SIS, noting that our membership, which as of May 20 was 596, provides the most significant source of income to the section. The section's other source of income consisted of $1,320.00 from the 44 currently paid up subscribers to the Exchange of Duplicates program. At the beginning of the AALL fiscal year, the balance on hand was $14,570.98. Expenses to date amounted to $1,239.11 and as of May 30, 1997 the balance was $17,160.87, with approximately $1,200 of incidental expenses due by September 30, the end of the fiscal year. The largest additional expense to be met by the end of the fiscal year is the TS-SIS contribution towards the printing and postage costs for Technical Services Law Librarian. Carole thanked former Secretary-Treasurer, Virginia for working with Steve Ligda to resolve some problems and establish our balance as of September 30, 1996.

Carole announced that Joseph W. Thomas was elected Vice Chair-Chair Elect and Mary Burgos was elected incoming member-at-large

Introduction of the New Chair-New Chair; Report and Comments: Incoming Chair Leonette Williams thanked everyone. Leonette stated that she was excited to be participating on the new ad hoc committee to examine alternative methods for educating law librarians beyond attendance at the AALL meeting. Given that only 40 percent of members are able to attend the annual meeting and that only one out of three program proposals are accepted, the committee will be exploring technologies such as videotaping, distance learning, and teleconferencing as ways to provide further education to law librarians.

Leonette thanked Jim Mumm for his work as Chair over the past year.

Chair Report: Jim Mumm summarized the letter he wrote to Tory Trotta in which he successfully argued that funding should be restored to support TS-SIS representatives in attending meetings such as MARBI and SISAC. He reported that funding has been restored to most of the representatives. Jim briefly talked about the TS-SIS Survey Summary that was distributed at the meeting and thanked Martin Wisneski for establishing the TS-SIS Home Page. Jim reminded everyone to pick up a pink flyer announcing the TS-SIS home page and the list of foreign law vendors. He also asked for members to volunteer to sit at the TS-SIS table in the exhibit hall.

Members-at-Large Reports: Susan Goldner reported that Innovative Interfaces increased its donation for food for last night's joint SIS reception to $3,000. Food costs for this year's reception were 50 percent more than for last year. Approximately 300 - 400 people attended last night's reception in the convention center.
Betty Roeske reminded members to stop by the TS-SIS table to enter the raffles to be drawn on Tuesday.

Committee Reports:

**Serials Committee**: Joe Hinger reported that the Committee had experienced a quieter year than the previous three years. "The A-Z of Electronic Journals" will be held on July 22 at 2:00 p.m. and the Committee plans to resubmit a proposal for a serials workshop. Norma Feld will compile the results of the statistics survey which could be presented at NASIG. Joe recommended NASIG as a very valuable meeting.

**Acquisitions Committee**: Cynthia Aninao congratulated Mary Ertl and Harold Moren for completing the foreign law vendors list and Jim Mumm and Pamela Bluh for leading a successful letter writing campaign to the West Group. Don Gennaro from West recently announced that electronic billing is now on West's list of projects. Cynthia reported that LAWACQ now has 112 members, most of whom are from academic law libraries. Anyone wishing to join LAWACQ should contact Cynthia. Cynthia also announced the times of the acquisitions meetings and programs.

**Cataloging and Classification Committee**: Carol Shapiro announced details of the various programs and meetings of interest to catalogers. She reported that a number of libraries had replied to the survey about foreign collections and retrospective conversion priorities. The Committee hoped to have more program proposals for next year's meeting.

**Exchange of Duplicates Meeting**: Jim Mumm (for Felice Lowell) reported that there are currently 44 paid subscribers to Exchange of Duplicates and that the new Chair, Melinda Davis, hopes to develop an online system and to find other ways to reduce the workload in sharing exchange of duplicates information.

**Preservation Committee**: Hope Breeze reported that the Committee was developing one workshop and two program proposals for next year's annual meeting and that a number of librarians had signed up to visit the Library of Congress conservation laboratory on July 23.

**Program/Education Committee**: Rhonda Lawrence reported that of ten proposals for Baltimore, five were accepted and the two workshops were rejected. Rhonda reminded everyone that proposals for next year's Anaheim meeting are due by August 18 and that given the changes in the timetable, members should come to the next AALL meeting with well-developed program proposals for the 1999 meeting in Washington D.C. Rhonda emphasized the need to be creative and to come up with "hot and sexy" topics. For the meeting in Washington D.C., Rhonda suggested that there would be plenty of opportunity to draw on the Library of Congress.

Jim Mumm mentioned the difficulties in scheduling TS-SIS meetings at the annual meeting and proposed that the "LC Update" should be a program. Rhonda agreed that would allow this important information to reach a wider audience.

Rhonda, in her role as MARBI representative, mentioned that at the ALA midwinter meeting Canadian harmonization with MARC format was achieved. At the June ALA meeting, there was much discussion about "Crosswalk" and how it can be used to convert metadata from other syntax into MARC. This means that non-catalogers could create "pseudo cataloging records" with fields that could be mapped into appropriate MARC fields. Proposal 97-3R, which more narrowly
re-defines leader/06 code m (Computer file) to specific kinds of electronic resources, was approved. It will be examined by LC to determine how it should be implemented. Rhonda said that the MARBI column in TSLL will be revived.

**ALA ALCTS/CCS Subject Analysis Committee:** Marie Whited reported that by late fall catalogers should be able to start using "655" heading and subfield 'v' headings. For information, see the CPSO homepage.

**ALA/ALCTS/CCS/CC:DA Cataloging and Classification:Description and Access:** Ann Sitkin thanked Jim Mumm for restoring funding for the TS-SIS AALL representatives. Ann encouraged anyone interested in cataloging rules to consult the CC:DA home page at the ALCTS site. "The International Conference on the Principles and Future Development of AACR" will be held in October 1997 in Toronto. The electronic version of AACR2 is expected to be available in November and LC will be include it in "Cataloger's Desktop."

**SISAC:** Joan Liu reported that SISAC is distributing the final version of Electronic Data Interchange (EDI) Language in Requests for Proposal: Consideration and Specifications and now has a new version of the ANSI/NISO Z39.56 standard. SISAC also has a listserv. At the ALA meeting in San Francisco there were discussions about the move to Un-edifact for electronic ordering and claiming and DOI, digital object identifier, generated by the American Association of Publishers in an effort to make Internet business more secure.

**ALCTS/PARS and Preservation:** Jim Martin reported that NISO is presently reviewing the standard on publisher bindings. At the Binding and Physical Treatment Discussion Group Baltimore meeting, Bob Strauss talked about the testing of a standard for bindery. Jim announced that GODORT now has a rare and endangered documents committee and there has been a survey of libraries that hold the serial set. He mentioned that New York Public Library has stopped filming foreign gazettes and that NEH has new guidelines for applying for their grant money which state that applications are not to exceed 25 pages.

**Technical Services Law Librarian:** Mary Dzurinko announced that the last issue of volume twenty two is the largest newsletter issue produced. At the meeting of newsletter editors, she found that TSLL is the only newsletter available on the web. She has been impressed by the quality and range of topics addressed in the newsletter. At the TSLL meeting advertising, underwriting and the impact of having the newsletter available via the Web will be discussed.

**Joint Research Committee Report:** Brian Striman reported that the Joint Research Committee roundtable started in 1992 and has grown to approximately 20 participants. The Committee wishes to be able to award grants to technical services law librarians. There was a unanimous vote to accept the work of Brian Striman and Ellen McGrath and to contribute $500 towards grant monies to be awarded by the Committee. Rhonda Lawrence asked if the Committee would seek outside funding and Brian Striman replied that they were not planing to do so for the time being. Members wishing to assist the Committee should contact Leonette Williams.

**Presentation of the Renee D. Chapman Award:** Regina Wallen announced that this year's recipient of the Renee D. Chapman award is Richard Amelung, Head of Technical Services at St. Louis University Law Library. Before presenting the Award, Regina, who has known Richard since 1980, mentioned many of his fine contributions to technical services in law libraries.
After some brief announcements, Jim Mumm adjourned the business meeting at 1:30 p.m.

Respectfully submitted,
Carole L. Hinchcliff
Secretary/Treasurer

TS-SIS
PRESERVATION COMMITTEE

HOPE BREEZE
Duke University Law School
breeze@law.duke.edu

TOUR OF THE LIBRARY OF CONGRESS CONSERVATION LAB

On Wednesday, July 23, a small group of technical services librarians (Curt Conklin, Melody Lembke, Pat Turpening, Alice Pidgeon, Linda Meyer, and Hope Breeze) left Baltimore and braved the rain and the chill to travel to Washington, D.C. to tour the Library of Congress conservation lab. The Conservation Division, located in the Madison Building, is one of four divisions within the Library of Congress Preservation Directorate and provides a range of preservation services to all divisions of the library. Staff members in the division serve as liaisons to other divisions and therefore become familiar with particular collections. This familiarity allows them to provide specialized advice on assessing the preservation needs of those collections. In addition to providing restoration and conservation treatments for items held by the library, the Conservation Division is responsible for monitoring environmental conditions within the Library, establishing guidelines for disaster preparedness, helping to establish rules for the use and handling of collections, and educating staff. One day each year the Conservation Division sponsors a workshop for the staff of the Library to learn about preservation issues. The Division also supports an around the clock emergency preparedness response team.

Our group toured three areas of the lab: book conservation, paper conservation, and preventive conservation. Tom Albro, Head of Rare Books Conservation, explained that materials are treated in the lab for the following reasons: they are difficult to catalog because of their physical state; they are needed for exhibitions; they are from large collections of great value; or they require the variety of treatments needed to maintain staff skill levels. In other words, items are generally treated according to greatest need, however some items may be selected for treatment so that conservators use all their skills on a regular basis. Tom said that a great deal of consideration is given to using conservation methods that are sympathetic to the time and the place of the original book, unless these conflict with using archivally sound means of treatment. One staff member devotes all of her time to the development of specifications for the supplies used by the staff and negotiates with vendors to obtain them. All supplies are tested on-site to ensure that they truly meet the specifications. In each area that we toured we were awed by samples of the impressive works they handle. Among their recent conservation projects were Teddy Roosevelt's diary and the bible used at Abraham Lincoln's inauguration.

As we left the book conservation area, we observed the conservation lab library and took a quick peek into the photography studio where before and after photos are taken of materials treated by the lab. Our next stop was in the paper conservation area where Tom introduced us to Ann Seibert. Ann talked with us about the Division's outreach program, which is aimed at preserving the collections of the library by preventing damage from the environment and from mishandling. Ann also showed us samples of prints that she had
been treating, including some extremely detailed Civil War battlefield drawings by British artist Anthony Waud. Attempts years ago to preserve these drawings by gluing them to bond paper had caused enough damage to warrant the need for re-treatment. On removing the drawings from the bond paper Ann discovered artist notes on battle statistics that had been concealed from view. As in all libraries, the Library of Congress Conservation Division sees many articles that have been damaged by well-meaning conservators from the past.

Our last stop on the tour was in the preventative conservation area of the lab where Alan Haley showed us some of the materials used to create box enclosures. A boxing machine run by computer cuts the boxes according to specified measurements. Computer programs also generate very professional looking labels for the boxes. In designing enclosures, much consideration is given to the size of the material to be enclosed, its chemical makeup, and how it will be shelved. A book with raised ornaments on the cover is enclosed with extra panels inside which provide indentations for the ornaments while the rest of the book cover is snugly supported by the panels. An enclosure that Alan created for several locks of hair from Thomas Jefferson was designed with a special transparent mesh material which allowed the hair to be viewed without exposing it to damaging chemicals. By the way, Thomas Jefferson was definitely a strawberry blond!

Patience and dexterity are obviously prerequisites to success in the field of conservation. Perhaps less obvious is the versatility of knowledge required to analyze the physical properties and historical significance of items in order to preserve and protect them. All in all, it was a very enjoyable experience for our group and inspired us to think about touring other areas of LC's preservation operation during the 1999 convention.

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**AALL REPRESENTATIVE TO THE ALA ALCTS/CCS SUBJECT ANALYSIS COMMITTEE**

Midwinter Meeting
Washington, D.C. February 1997
Annual Meeting
San Francisco, June 1997

MARIE E. WHITED
Lillian Goldman Library at Yale Law School
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The ALA ALCTS/CCS Subject Analysis Committee and its subcommittees held several meetings during the February and June ALA meetings. A number of reports were given by Library of Congress staff and by subcommittee chairs. SAC sponsored an institute on subject headings for electronic resources and a panel on form genre headings at the Annual Meeting.

At the February meeting, letters from Beacher Wiggins, then Library of Congress Acting Director for Cataloging, addressed issues raised by SAC concerning subject subdivision order. He agreed with SAC that changing the order of certain subdivision strings would result in changing the meaning of the strings and hence the order of subdivision string proposals could not be adopted across the board. LC will continue to use MARC subfield x for subdivisions that represent first order political subdivisions of countries, e.g., xStates. Practice where topical subdivisions are not subdivided geographically because they are used as free-floating subdivisions under geographic areas will be better documented. LC will continue to review free-floating subdivisions in order to determine if the subdivisions should be subdivided by place. The Five-Year Progress Report on Subject Subdivisions Conference...
Recommendations has been posted to LC MARVEL.

During the February meeting, Lynn El-Hoshy of LC's Cataloging Policy and Support Office (CPSO) reported on subject cataloging developments at LC. The fifth edition of the Subject Cataloging Manual: Subject Headings has been published in four volumes with a glossary. Many of the memos have been expanded and examples are given with USMARC content designation. Form subdivisions are identified by diamonds in the margin of the free-floating subdivision list. CPSO has been replacing subjects containing the word "man" with gender neutral terms. The subdivision --Rates and tables has been replaced by the two subdivisions -- Rates and --Tables. AALL's recommendations concerning changes to the headings Constitutions and Constitutional law were accepted by LC. The instructions for these terms will be published in 1997 Update No. 1 to SCM: Subject Headings. The subdivision --Proclamations was canceled and the subject heading Proclamations may now be subdivided geographically. Subdivision --Manufactures has been replaced by Manufactures (May Subd. Geog.) and Manufacturing industries (May Subd. Geog.). She also reported that LC has decided to relax the practice of assigning alternative numbers to titles within a classed together set by allowing an alternative number not to be given if classification development work is needed for the alternative number and by allowing the catalogers to omit the alternative number if too much work would be involved.

At the June 29 SAC meeting Lynn El-Hoshy gave another update on subject cataloging. LC has a new thesauri homepage at <http://lcweb.loc.gov/lexico> but it doesn't contain LCSH yet. The CPSO homepage is at <http://lcweb.loc.gov/catdir/cpso>. It provides links to the weekly subject heading lists and to with various documentation and announcements. The 20th edition of LCSH and the first update to the Subject Cataloging Manual: Subject Headings is available. LC is working on its internal authority systems to get the systems to accept MARC tag 155 field for form/genre subject authority headings, MARC subfield v for form subdivisions, and MARC tag 18x fields for subdivision authority records. It is still expected that the computer files cataloging team will be the first at LC to use MARC tag 655 and MARC subfield v in its cataloging records. LC is reviewing the memo on the subdivision --History with a view giving better explanations of when and how to use this subdivision. Changes are being made regarding headings with the preposition "in" to express portrayal of persons, bodies, places and topics in various media. (...) in the press has been replaced by the free-floating subdivision --Press coverage. Israel-Arab conflicts is being replaced by Arab-Israeli conflict with four chronological subdivisions. Leaks (Disclosure of information) and Term limits (Public office) have been established.

Thirteen schedules have been placed in Classification Plus. KZ and JZ are done. An updated edition of J is due in late 1997. Ukraine has been moved to the European law schedule and given the class letters KKY.

Much of the SAC work takes place at the subcommittee level. The Computer Files Subcommittee was notified that computer file catalogers at LC will begin using form/genre headings and subdivisions as an experiment once the subdivision authority records have been created. A list of SCM: Subject Cataloging memos concerning computer files was distributed. They include Databases H1520, Electronic serials H1580.5, Software H2070, Establishing certain entities...H405, Free floating subdivisions H1095, Visual...
Classification is covered in *SCM: Classification F710.*

The Subcommittee on Subject Authority File Recommendations has been investigating ways of recording the history of subject heading changes and ways of allowing automatic validation of heading subdivision strings via authority records and coding. Various proposals include requiring MARC tags, 4xx and 5xx, to track relationships between current and deleted headings whenever possible and requiring subjects deleted in favor of names being retained as reference records. In the final report in June, the Subcommittee reported that USMARC currently has adequate coding for recording the history of subject heading changes and that earlier forms of subject headings should entered be in a 4xx MARC field. If the earlier heading does not have a one to one relationship with the new heading, then a reference record should be made. They also made recommendations for automatic validation of headings.

The Subcommittee on Form Headings/Subdivisions Implementation sponsored a panel June 28 at ALA. Work is proceeding at LC regarding the implementation of MARC subfield v and MARC tag 655 for form/genre. Tom Yee of LC's CPSO reported on LC developments. MARC tag 155 authority records for form headings and MARC tag 18x records for free floating subdivisions will eventually be created. Currently, LC is identifying form and topical subdivisions in preparation for the authority record creation. Changes and file maintenance will be postponed until LC has an integrated library system. At the June meeting Mr. Yee reported that LC hopes to begin using subfield v in spring 1998. After the computer files catalogers have started using the 655 headings, other subjects where form access is especially important will be phased into the creation and use of these headings. LC will continue to disseminate information on this topic.

SAC has formed new subcommittees to study Metadata and subject analysis. The SAC panel for 1998 ALA will be on subject access systems.

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**AALL REPRESENTATIVE TO MARBI 1997 REPORT**

**RHONDA K. LAWRENCE**
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**OVERVIEW**

As usual, MARBI meetings were held at the American Library Association's 1997 midwinter and annual meetings, totaling three, three-hour sessions per conference. Comprised of nine voting members and three interns representing RUSA, LITA, and ALCTS (all divisions within ALA), as well as national library representatives from LC, NLM, NAL, and the National Libraries of Canada and Australia, the US MARC Advisory Group membership also includes liaisons to CC:DA and SAC and representatives from OCLC, RLG, ISM and WLN bibliographic utilities. Finally, there are the rest of us—liaisons from associations, including the ALCTS Audiovisual Committee, the Art Libraries Society of North America, Music Libraries Association, AVIAC, Map & Geography Round Table, MicroLIF, PLA/ICIS for US MARC Community Formats, and Visual Resources Association, and, of course, the American Association of Law Libraries.

Generally the meetings follow a fixed agenda, including a brief business meeting with announcements, and presentations of prepared discussion papers on exploratory topics, which often develop into specific proposals designed to expand, change, or
modify the MARC formats. These discussion papers and proposals are prepared either by MARBI members or by outside groups seeking changes in the formats. If a discussion paper identifies a clear issue for which there seems to be a viable solution within the USMARC formats, the presenter is encouraged to return to the Committee with a specific proposal. If the proposal (which may be changed or amended several times by the Committee in a process that can take years to complete), is approved by the voting majority, then LC independently reviews the proposal. While LC generally approves of the proposal, in many cases the proposal is not implemented until the next USMARC update is released. Often implementation is delayed even further, either by LC or the bibliographic utilities, due to the complexity and the cost of implementation.

MARBI MEETINGS
ALA, SAN FRANCISCO
JUNE 28-30, 1997
SUMMARY REPORT

◆ Joint CC:DA/MARBI Discussion: On Monday June 30th, 1997, CC:DA reserved an hour in its agenda to meet with the MARBI group to discuss two major topics: 1) how the Dublin Core relates to the traditional AACR2 formulated catalog record; and 2) what are the public display and service issues of using the Dublin Core. For background on the Dublin Core, see “Dublin Core/MARC/GILS Crosswalk,” prepared by the Network Development and MARC Standards Office at <http://lcweb.loc.gov/marc/dccross.html>

Basically the crosswalk may be used to convert metadata from some other syntax into MARC. One of the issues raised at this joint meeting focused on how (or whether) to integrate Dublin core data mapped to MARC format into existing catalogs or databases. For instance, what MARC fields should be assigned to headings that are not under our traditional authority control? At the end of the hour volunteers were sought for a joint CC:DA/MARBI task force to explore these questions in more depth.

◆ Discussion Papers: Discussion Paper No. 100 posed one of the more interesting topics - how to code other national libraries’ authority records into a unified authority file. Coding decisions are needed to indicate the language, script, transliteration, country of origin of the heading as well as the cataloging rules that were applied. The MARBI Committee discussed this at some length, mainly identifying more questions that would have to be addressed in such a complex file. No decisions were made, and discussion will continue at the 1998 midwinter meeting.

Discussion Paper No. 101, prepared by Harvard University, summarized the notes fields in the USMARC Holdings Format and suggested including copy specific information note fields that are currently available only in the Bibliographic Format. The ensuing discussion revolved around the fact that because so few libraries are now using the USMARC Holdings Format, they would be unable to make use of copy specific fields if only available in the Holdings Format. Therefore, the consensus seemed to be that those fields are still needed in the Bibliographic Format. The discussion will be continued at the next meeting in 1998.

Discussion Paper No. 102 generated more discussion than one might have anticipated, given that the subject was non-filing characters associated with variable fields in the USMARC records. The problem is that while some fields already have indicator positions at the beginning of cataloging data in access fields, not all of the variable fields do, nor do they have any filing indicators available. Therefore, the solution for handling these indicators could include omitting initial
articles, use of graphic characters as delimiters, use of special control characters, system recognition of articles, or creating a subfield for articles. Naturally each of these ideas has fatal flaws and possible large costs. Discussion will continue at 1998 Midwinter.

Discussion Paper No. 103 was the only one that moved along to where a proposal will be developed to present at the next meeting. This was a relatively minor discussion initiated by the Music Library Association and the Online Audiovisual Catalogers re the use of fields 028 and 037 for publisher number and source of acquisitions, and a request for attaining consistent placement and indexing of those fields.

◆ Proposals: Proposal No. 97-10 (referenced to related proposals 96-10 and discussion paper 73) contained a first option that was approved. This option recommended that USMARC ASCII clones in the Arabic, Cyrillic, and Hebrew sets be mapped to the unified repertoire in the universal coded character set (ISO 10646). This will make it easier for vendors' "off-the-shelf" products used by USMARC users and systems outside the USMARC community to interpret USMARC data. The approved proposal Option I will undergo a technical review by an ad hoc committee comprised of MARBI and AVIAC members.

Proposal No. 97-14, quickly approved at the annual meeting without discussion, proposed adding new characters in Arabic script.

Proposals No. 97-12 and 97-13 were made on behalf of CENDI (Commerce, Energy, NASA, Defense, and Interior Departments Cataloging Committee). 97-12 proposed differentiated agency and project numbers in the 536 field by defining new subfields for each segment of their agency divisions. Proposal 97-13 sought to add subfields $g and $h to field 355 that would distinguish between types of classification and dates enacted, e.g., "Downgrading date" or "declassification date." Both proposals were approved.

Proposal No. 97-3R had the longest history of any considered at the 1997 ALA Meeting. As approved at the June meeting, it more narrowly redefines leader/06 code m (Computer file) to specific kinds of electronic resources, such as computer software (including games, programs, fonts) etc. The implications of this change are significant. Now catalogers do not have to code everything electronic (e.g., electronic serials, CD-ROM titles) as a computer file. Electronic serials can now be coded as serials. In association with that change in leader 06, leader 07 will now be mandatory for electronic resources. This change was sought by CONSER and many others in the cataloging community.

Proposal No. 97-8 also dealt with electronic resources, proposing a redefinition of subfield $q (file transfer mode) to Electronic Format Type in field 856. Originally created in 1993, field 856 provided a "hot link" to allow for the transfer of a file, a connection to another host, or the initiation of an e-mail message through information recorded in the field. Now the issue of where to record the file format information has become increasingly important with the explosion of the Web. Catalogers have been confused about where to record that information, because other fields, such as 516 and 538, could also be used. The proposal passed with the correction that subfield $q not be repeatable.

Proposal No. 97-9 also dealt with the 856 field, proposing a variety of approaches when recording a URN. The original proposal suggested using subfield $u (Uniform Resource Locator), and changing the name to Uniform Resource Identifier (an umbrella term
used to describe various UR standards), which would accommodate both URLs and URNs. That proposal failed on the grounds that the subfield $u$ had already been used strictly for URLs, which act somewhat differently from the proxy URNs, and other "bare handles." Instead, LC will look at the tables to determine if another subfield code is available for URNs. The second part of the proposal, which called for defining the first indicator in the 856 field as a #, meaning no information provided, was approved.

Proposal No. 97-11 proposed defining new subfields in the 043 (Geographic Area Code), and the 044 (County of Publishing/Producing Entity Code) to accommodate subentities below the country level in USMARC records. As MARC use expands throughout the world, other countries want to identify jurisdictions below the national level just as catalogers currently do for the United States, Canada, the United Kingdom, and a few other jurisdictions. The proposal was approved as corrected to the following: 043 $2 subfield for the source of code, and $b source of locally extended GAC. In field 044, $c subfield will drop the subentity.

Mary Dzurinko and Lorraine Lorne were Editor and Business Manager, respectively. Contributing editors were: Acquisitions -- Jean Eisenhauer; Automation -- Mary Chapman and Mary Dzurinko; Classification -- Regina Wallen and Marie Whited; Description/Entry -- Rhonda Lawrence and Melody Lembke; Internet -- Pam Perry; Preservation -- Chris Anglim; Research/Publications -- Ellen McGrath and Brian Striman; Serials -- Margaret McDonald and Christina Tarr; Subject Headings -- Alva Stone; OCLC -- George Pager; RLIN -- Heather Hawkins. MARC Remarks, Serials Issues, and Technical Services in Smaller Libraries columns were not published in this volume. Jean Eisenhauer and Pam Perry relinquished their columns with this volume. Contributors submitted their copy via E-mail. Cindy May assisted with proofreading each issue.

Beginning with volume 22, no.1, Martin Wisneski, TSLL Webmaster, published TSLL on the Web: <http://www.aallnet.org/sis/tssis/tssis.htm>

The site gives subscribers immediate access to each issue upon its publication. Unfortunately, hard copy issues of TSLL sent through the US Postal Service with bulk rate postage did not reach subscribers in a timely manner and resulted in a large number of requests for missing issues.

A new masthead, headlines format, and WordPerfect and Internet graphics were introduced in volume 22, no. 3 (March 1997). These changes made the hard copy easy to read and gave the newsletter a more streamlined, structured appearance.

Representatives to the ALA/ALCTS/CCS/CC:DA and the ALA Subject Analysis Committee submitted reports to volume 22. Special supplements included the Revision of Class K Form Division Tables and the List of OPAC Commonly Misspelled Words. Contributing editors submitted material on LC cataloging, classification, and
subject headings practices, vendor and publisher developments, Internet and Intranets, a bibliography on the care of CD-ROMs, extensive information on research and publishing opportunities, and OCLC and RLIN news. Several OBS and TS committees also contributed material and the volume contained technical services and online services announcements from other professional library organizations.

Serving on the Board in 1996-1997 were OBS-SIS representatives Anna Bélie Leiserson and Joe Thomas and TS-SIS representatives Shirll Baker and Richard Vaughan. The TSLL Board met on 21 July 1996 in Indianapolis and will meet again on 20 July 1997 in Baltimore.

Respectfully Submitted
Mary K. Dzurinko, Editor

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N.B.: Minutes of the TSLL Board meeting will be published in the December issue.

TSLL BUSINESS MANAGER
1996 - 1997 REPORT

Volume 22 had approximately 950 subscribers, including OBS-SIS and TS-SIS members and paid subscribers. An index for volumes 19 and 20 was published and mailed separately.

Each issue had a coversheet and was stapled in the middle crease. The newsletter was sent at bulk postal rate. Costs for each issue, including printing, supplies, and domestic and international postage were:

#1 (52 pages)
Printing $824.28
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#3 (36 pages)
Printing $740.92
Bulk Postage $163.80
Misc. Postage $ 58.26

#4 (24 pages)
Printing $578.14
Bulk Postage $163.02
Misc. Postage $ 55.12

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Respectfully submitted,
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