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TECHNICAL SERVICES LAW LIBRARIAN

Brigham Young University

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Newsletter of the Technical Services Special Interest Section and the On-line Bibliographic Services Special Interest
Section of the American Association of Law Libraries

POST CONVENTION ISSUE

Merger Group, TS/SIS and OBS/SIS
Report
June, 1982

Margie Axtmann, chair of the Technical Services SIS and Greg Koster, chair of the On-line Bibliographic Services SIS, appointed a working group to look into the question of whether the goals and purposes of both organizations would be advanced by the merger of OBS/SIS into the larger group. They appointed Gayle Edelman, Ermina Hahn, Diane Hillmann and Melody Lembke to look into this matter.

The group identified several major issues which would have to be resolved before such a merger could be contemplated.

The issues:

1. When the first merger discussion group was formed in 1977/78, its conclusion was that the groups should not merge at that time because a separate SIS allowed additional program time for technical services concerns. Greater flexibility in program planning, and a recognition by the powers-that-be of the increasing role of SIS's in the organization seem to have made this issue less compelling. But most of the group felt that the issue has not really been settled--Detroit is really the first "open" convention, and the success of the approach taken not yet assured.
2. With four committees and one discussion group, competition for available program time within the "super" SIS could well mean that an OBS committee might have one program every two years, rather than the two per year we have been mounting since 1978.
3. Another problem identified by the first merger group was finances. They pointed out that a merged SIS would be limited in its ability to fund programs by the 50% cut of SIS dues that they received, and that even with a more flexible program policy, only a limited number of programs and activities could be funded, because we could not increase dues. This year, approved programs are funded from the general convention budget, but again, there are no guarantees that such a policy will be continued. Our current overlap in membership means that even if all members of each SIS joined the new "super" SIS, it would not be able to expect a funded level equal to the sum of what each SIS now earns from membership dues. It is also unclear whether we would be allowed to continue to fund TSLI separately, which no other SIS now does.

TSSL STAFF

Editor: Catherine Tierney, Boston University, Pappas Law Library,
765 Commonwealth Avenue, Boston, MA 02215

Contributing Editors:

Acquisitions: Mary Cooper, University of Virginia, Arthur J. Morris Law
Library, Charlottesville, VA 22901

Classification: Cecelia Kwan, University of California, Davis, Law Library,
Davis, CA 95616

Dashed on: Pat Callahan, University of Pennsylvania, Biddle Law
Library, 3400 Chestnut Street, Philadelphia, PA 19174

Description: Melody Lembke, Los Angeles County Law Library
301 W. First Street, Los Angeles, CA 90012

Subjects: Peter Enyingi, Los Angeles County Law Library,
301 W. First Street, Los Angeles, CA 90012

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

EDITORIAL POLICY

The Technical Services Law Librarian will carry reports or summaries of the convention meetings and programs of the TS/SIS and OBS/SIS, act as the vehicle of communication for SIS committee activities, and carry current awareness and short implementation reports. TSSL usually will not publish substantive articles.

Subscriptions are available from the editor at \$4.00, prepaid; checks should be made payable to: American Association of Law Libraries.

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SIS OFFICERS

<u>TS/SIS</u>	<u>OBS/SIS</u>
Chairperson: Gayle S. Edelman University of Chicago Law Library 1121 East 60th Street Chicago, IL 60637	Chairperson: Ermina Hahn Rutgers University Law Library 15 Washington Street Newark, NJ 07102
Vice Chair/Chair-elect: Melody J. Lembke Los Angeles County Law Library 301 W. First Street Los Angeles, CA 90012	Vice chair/Chair-elect: Suzanne Thorpe Hamline University Law Library 1536 Hewitt Avenue St. Paul, MN 55104
Secretary/Treasurer: Margaret Hall Hennepin County Law Library C-2451 Government Center Minneapolis, MN 55487	Secretary/Treasurer: Evelyn Smith University of Michigan Law Library Ann Arbor, MI 48109

4. A continual source of annoyance over the years has been the conflict in business meetings between the two SIS's, which was finally changed last year. The question remains: is the meeting content different enough to justify two different meetings, and two different SIS's? Although the overlap between the SIS memberships is just over 40%, it is unclear whether having two separate groups facilitates or inhibits participation of members in the structure and activities of the SIS's.

5. There is some feeling that the OBS/SIS is beginning to move towards more participation by public service users of the bibliographic utilities, rather than just the technical services users. A merger of the two groups would effectively eliminate that area of interest, or perhaps leave it to be picked up by Readers Services or Automation SIS. If OBS were to remain separate, the possibility remains open to cooperate with the more public service oriented SIS's in program development; if merged, such program cooperation may become less likely, given the probable internal competition for program support within the "super" TS/SIS.

6. Much more discussion needs to take place about the role of the "user" sub-committees, both in their present structure in OBS/SIS and in any merger context. The RLIN Subcommittee in particular is just beginning to find its role vis à vis RLIN, and it is possible that an increased amount of bureaucracy inherent in a "super" SIS might well make it extremely difficult to respond to the utilities.

Editor's note: The merger issue was explained and discussed extensively at the business meetings of both SIS's. At the conclusion of each meeting, the suggestion was accepted that each SIS develop, distribute, and tally a questionnaire that would attempt to poll the memberships on their views on the issue. Each SIS is planning to proceed with the questionnaire.

TECHNICAL SERVICES SPECIAL INTEREST SECTION

Business Meeting

Margaret Maes Axtmann, Chairperson, opened the 1982 Technical Services SIS business meeting. The minutes from the 1981 meeting were approved without change or correction, and the Chairperson presented the annual report for the Section and the Secretary/Treasurer's report. There were 274 members in the TS/SIS as of May 31, 1982. The Section's dues account contained \$668.94 at the end of 1980-81; \$690 was received in dues income during 1981-82 plus \$3.20 in royalties for the sale of AACR2 workshop tapes. Expenditures totaled \$156.41. The balance in the treasury as of May 31 was \$1205.73, not including expenses incurred in producing the membership directory.

A membership questionnaire was sent out in January to solicit program and project ideas and to assist with the compilation of a membership directory. Margie thanked Curt Conklin and his staff of the Brigham Young University Law Library for producing the directory.

The two programs being presented by the Technical Services SIS at the 1982 convention are a workshop on workflow and procedures analysis in technical services, and a joint program with the Micrographics and Audiovisual SIS on acquisitions, bibliographic control and management of microform collections.

The chairperson also gave the SIS committee reports. Cataloging and classification questions from the membership are answered through the Cataloging and Classification Committee and the Technical Services Law Librarian. Questions regarding AACR2 have

been pursued with representatives from the Library of Congress. The subjects to be discussed at the Committee's meeting include foreign law classification, cooperative cataloging for microforms, subject headings subcommittee, long-range policy planning, looseleaf materials and LC policies, KF indexing, and other issues, including AACR2.

The Serials Committee will have a column in the TSLL in which specific issues relating to serials will be addressed.

The Acquisitions Committee took the first steps toward the establishment of a "depository library" for acquisitions information. A request was made through the AALL Newsletter that libraries submit acquisition/collection development policies, acquisitions department forms, job descriptions, and cooperative acquisitions program information. The materials will be maintained in a central location so that other libraries will have access to the information.

The ad hoc committee consisting of members of the TS/SIS and the Private Law Libraries SIS did not accomplish much during the past year, due in part to a lack of interest on the part of the PLL/SIS. Two projects under discussion are a revision of the Finley book on private law libraries and a mechanism for providing technical services information to small law libraries.

The 1982-83 TS/SIS election was held by mail ballot. The elected officers are: Gayle Edelman, Chair; Melody Lembke, Vice-chair/Chair-elect; Margaret Hall, Secretary/Treasurer; Marilyn Nicely and Lee Leighton, Members-at-Large.

A group to discuss the possibility of a merger of the TS/SIS and the On-line Bibliographic Services SIS was appointed by Margie Axtmann and Gregory Koster, chairperson of the OBS/SIS. Members of the group were Melody Lembke and Gayle Edelman from the TS/SIS and Diane Hillmann and Ermina Hahn from the OBS/SIS. Melody Lembke gave the group's report and a discussion followed. [See related report above.]

Catherine Tierney gave a report on the Technical Services Law Librarian. This year there were 286 subscriptions at \$4.00. \$684 was spent, \$633 was received from subscriptions and the balance for the year is \$553.18. Fifty dollars was lost on last year's balance because the change in editors made the cost of the first issue higher than it had been. There also was a change in size because the larger size was cheaper. The costs of various printers continue to be investigated. This year she will send out a subscription renewal form separately instead of on the last page of the first issue of the new volume. She hopes to put out four issues, a post-convention issue in August or September, a pre-convention issue in the spring and two others in between. There will be a change in the column structure so that Section committees can have columns in addition to the columns already produced. Cath would like the issues of editorial policy, the scope and responsibility of the editor's job and that of the column editors to be discussed by a group from both SIS's. Frances Woods asked about replacement issues, and Cath replied that some are out of print, but issues for volumes 5-7 are available at \$1.50 per issue, prepaid. Checks should be made payable to AALL, but sent to her at Boston University.

Gayle Edelman reported on a discrepancy in the bylaws dealing with executive board vacancies. The bylaws do not reflect the fact that chairs of committees are appointed by the SIS chair, and, if vacancies occur, replacements are also appointed. Chairs of committees are ex-officio members of the SIS Executive Board. The proposed changes to the bylaws will be published in a future issue of the TSLL.

Gayle also mentioned that there were many suggestions for SIS programs for the Houston convention. PLL/SIS has contacted her about a joint program on procedures for small law libraries, and ASD/SIS would like to do a joint state-of-the-art program, possibly including serials systems. Diane Hillmann suggested a program on manual record-keeping for small law libraries. Other ideas include a workshop on the LC German KK classification schedule and a program on government documents cataloging. Marie Whited,

Library of Congress, said that an article on KK will be published soon in LLJ, but she thinks a workshop would be helpful. Library management is another topic, as is setting work standards and quotas.

Gayle Edelman reported in her capacity as the new editor of the AALL Newsletter. She said there is no intention of eliminating SIS newsletters, but that the national newsletter should contain more SIS information. She plans to do ten issues/year with a 2-column, reduced-print format. Each SIS will have a column in every issue, and there will be a feature article about an SIS each month.

Marie Whited gave a report from LC. The German KK schedule is at the publisher and should be out in the fall. The schedule for Latin America is going through the editorial process, and then it will be indexed. LC will start using it in September or October and it will be published next year. France is still in the editorial section, and Dr. Goldberg is working on a general/comparative law schedule for Europe and European community law. LC has developed 3 models for schedules that they plan to use in the future: civil, common and socialist law. There will be some adjustment made to this for countries with strong religious background. Spain and Portugal will not be included in Latin America.

Margie said that the AALL Publications Committee is looking for a library to take over the column on Supplements and Continuations for the Rothman Current Publications in Legal and Related Fields, since it is no longer being produced at Harvard. Rothman is willing to work with any library that is interested. Discussion showed that there were people present from two libraries that had used the list, but that they do not really miss having it.

Phyllis Marion reported on the Cataloging Policy Section of the Long Range Planning Committee. The report that was submitted to the AALL Executive Board last year (published in v.6, no. 3 of TSL) was finally voted on and approved at this year's Board meeting.

Merle Slyhoff, chair of the Acquisitions Committee, asked if there could be a joint program next year with the Committee on Relations with Publishers and Dealers. They are not sure if they will present a program during program time or during a committee meeting. Margie indicated that it would not be a good idea to have a joint program as part of an AALL Committee meeting, but that it would be possible to work something out for program time.

No further new business was raised, and the meeting was adjourned.

TS/SIS Officers

CHAIRPERSON	Gayle S. Edelman	University of Chicago
VICE-CHAIR/CHAIR-ELECT	Melody J. Lembke	Los Angeles County
IMMEDIATE PAST CHAIRPERSON	Margaret M. Axtmann	Cornell University
SECY./TREASURER	Margaret Hall	Hennepin County
MEMBER-AT-LARGE	Lee Leighton	Harvard University
MEMBER-AT-LARGE	Marilyn Nicely	University of Oklahoma
AALL EXECUTIVE BOARD LIAISON	Marcia J. Koslov	Wisconsin State Library

Other Board Members And/Or Appointed Positions

* Standing Committee

** Special Committee

ACQUISITIONS COMMITTEE *	Merle J. Slyhoff, Chair Mary Ertl Vivian Campbell	University of Pennsylvania University of Iowa Georgetown University
CATALOGING/CLASSIFICATION COMMITTEE *	Jacqueline Paul, Chair	Delaware Law School
SERIALS COMMITTEE *	Gail Daly, Chair Ann T. Fessenden Donna Hirst James Larrabee	University of Minnesota University of Mississippi University of Iowa University of California, Berkeley
OBS/SIS MERGER COMMITTEE ** TS/SIS REPRESENTATIVE		
JOINT OBS AND TS/SIS COMMITTEE TO STUDY <u>TECHNICAL SERVICES LAW LIBRARIAN</u> **		
	TS/SIS - Phyllis Marion, Chair TS/SIS - Margaret Hall OBS/SIS - Pat Piper OBS/SIS - Suzanne Harvey EX-OFFICIO - Catherine M. Tierney	University of Minnesota Hennepin County University of California, Davis Univ. of Puget Sound Boston University
LIAISON, AALL COMMITTEE ON RELATIONS WITH PUBLISHERS AND DEALERS - Merle J. Slyhoff		
LIAISON, AALL EDUCATION COMMITTEE - Margaret M. Axtmann		
LIAISON, AALL PUBLIC RELATIONS COMMITTEE - Catherine M. Tierney		
LIAISON, AALL PUBLICATIONS COMMITTEE - Margaret M. Axtmann		
COORDINATOR, HEADS OF CATALOG DEPTS. OF LARGE LIBRARIES DISCUSSION GROUP - Lee Leighton		

TS/SIS PROGRAMS

Problem Solving Through Procedures Analysis

A limited registration workshop entitled "Problem Solving through Procedures Analysis" was sponsored by the Technical Services SIS on Tuesday, June 15. Arlene Taylor Dowell and David R. Dowell were the faculty for this full day workshop. Participants learned how to identify problems, determine the causes of problems, analyze possible solutions, and implement the best solution. The faculty presented rules for creating flow charts, decision tables, and flow diagrams. The elements of time studies and cost studies were examined and demonstrated with sample problems. A

discussion of policy issues in procedures analysis included who should conduct an analysis, what should be analyzed, how to involve staff, getting approval for conducting the analysis, and the responsibility for implementing the results. Much of the information presented was theoretical in nature, but an effort was made to demonstrate the applicability to daily problems in the technical services area.

Acquisition, Bibliographic Control and Management
of Microform Collections Program

Despite being one of the last programs of the Detroit Convention, a large audience attended this jointly sponsored program organized by the Technical Services SIS and the Microforms-Audiovisual SIS. Bethany J. Ochal, Director of the Orange County Law Library, opened the session with a lively videotape presentation highlighting her library's microform collection, its storage, display and use. With the aid of overhead transparencies, Ms. Ochal offered a detailed view of Orange County's experiences with microforms, covering such topics as the establishment of policy and continuing communication with the governing authority to assure administrative sanction and supportive funds, specific plans for implementation and concerns librarians should have with regard to format and standards. Additional practical information was given as ideas on public relations efforts.

The second Speaker, Louis Charles Willard, Director of Princeton Theological Seminary, discussed the voracious appetite for cataloging energies that microforms exhibit. He stated that the purpose of his presentation was to outline practical approaches to effective and responsible bibliographic control of this sector of collection development, not so much as an appetite suppressant as an energy regulator. Areas covered included philosophical and pragmatic considerations related to AACR2 and the Library of Congress rule interpretation bearing on microform reproductions of previously published works, marked bibliography versus equal treatment, originals and reproductions in microform, and cataloging in the MARC format on OCLC and RLIN.

The third presentation was given by Win-Shin S. Chiang, Law Librarian and Professor of Law at Loyola University (New Orleans). Ms. Chiang gave an excellent overview of the management of microform collections, identifying and discussing considerations ranging from broad administrative policy to the details of processing individual microform units. Topics such as maintaining separate or integrated microform and book collections, determination of immediate or archival quality and the insurance of file integrity and security generated a good deal of audience participation and sharing of individual solutions. For those who missed this informative program, Mobiltape will be offering the contents in two audio cassettes.

TS/SIS COMMITTEE REPORTS

Standing Committee on Cataloging and Classification

During the past year, the Committee was asked by the ARL (Association of Research Libraries) to investigate the feasibility and potential interest in the development of a cooperative cataloging effort for legal monographic materials published in microform. After a Committee survey and a brief discussion, it was concluded that many of the titles that fit into this narrow category have been done already. Several of the larger law libraries reported that they were included in the initial ARL survey.

A concern was raised over LC's treatment of loose-leaf services--mono. vs. serial. Ben Tucker, of LC, graciously asked us for some feedback on the issue inasmuch as LC is currently reviewing their policy. An informal subcommittee was formed to look into

the problem in greater detail and then report to Mr. Tucker and LC through the Committee liaison with LC, Phyllis Marion. Anyone interested in this issue, besides those already on the informal subcommittee, please notify me c/o BYU.

The long-standing Subcommittee on Subject Headings reported their activities of the year. The report of this subcommittee follows these minutes.

Phyllis Marion, Committee liaison with both LC and ALA CC:CDA, reported on several items of interest. First, the long-range planning and policy procedure has been approved by the Association Board. The procedure indicates that the Committee will answer all requests for Association opinion, reaction and policies in matters pertaining to cataloging and classification of legal materials in law libraries. Secondly, Phyllis has been in close contact with both LC and ALA's CC:CDA regarding AACR2 issues. The burning issues currently are: the practicality of form subheadings for constitutions, the Canadian and British administrative rules and regulations problem that arose at the Carbondale workshop, and the general use of the form subheading "Laws, etc." with further breakdown.

Marie Whited of LC gave us a glimpse of what the long delayed KKC schedule is like --bilingual, good indexing, and very detailed. She said it is so complex that a one-day workshop might be appropriate. LC catalogers are already using the schedule; it should be available to us by fall.

The French law schedule is rapidly nearing completion, and the Latin American schedule is currently being worked on. LC plans future schedules around tables to be applicable to several countries.

Some time ago it was suggested to the Committee that perhaps it would be feasible to assist LC in the development of more foreign law classification schedules. After a Committee survey, it was determined that such an effort, either in the form and level of "working papers," background materials, or actual preliminary schedules, is far beyond the expertise of catalogers or of anyone else in the Association. There is also much contention within the Committee over the need for such detailed classification breakdown.

Larry Dershem of San Diego County Law Library has informed the Committee of his project to input the KF schedule index along with all LC Additions and Changes indexes onto a word processor and then publishing it as a loose-leaf service. He is intending to update the service within a few days after Additions and Changes becomes available. The Committee is very interested in this venture and is working with Larry on the proofing and format to insure an accurate and useful product. Committee members with manually updated KF schedules are needed to assist with the proofing. Contact either Larry or the new Committee head, Jacqui Paul, at Delaware U. Law Library

Note from the new Chairperson:

The Committee anticipates an intensive year. Interest has been shown in the many projects included in Curt Conklin's report. I hope the Committee can continue the momentum of past years while concentrating on those projects which are highest in priority.

I would appreciate a brief note from members who wish to work on the Committee. If there are particular problems which you think the Committee should address, please indicate along with mention of projects on which you are willing to work. Send them to Jacqui Paul, Delaware Law School Library, Box 7475, Wilmington, DE 19803, (302) 478-3000 extention 354.

Subcommittee on Subject Headings
Submitted by Peter Enyingi, Chair.

The Subject Cataloging Subcommittee continued its efforts to identify legal subject headings in the Library of Congress list which are difficult to assign. Members of the subcommittee prepared comments and proposed solutions which eventually will be submitted to the Library of Congress and published in the TSLL.

The Subcommittee was invited to cooperate with ALA RTSD CCS Subject Analysis Committee to better achieve common objectives and implement change, especially at the Library of Congress. At the present time, ALA has three subcommittees: one on the use of the term "primitive" in subject headings; one on cataloging priorities of Dewey materials at the Library of Congress; and the third on future directions in Library of Congress subject authority control. Our Subcommittee will respond with comments from the law library point of view.

The new chair of the AALL Committee on Indexing of Periodical Literature, George S. Grossman, intends to make subject indexing the major focus of his tenure on the Committee. Since the new CLI and LRI are using a thesaurus based on LCSH, Mr. Grossman invited our Subcommittee to cooperate in the review of the subject headings used in the CLI and LRI.

A proposal was made by the Committee on Indexing of Periodical Literature and the TS/SIS to jointly sponsor at the 1983 AALL convention a panel on subject headings, with representatives from the Library of Congress and Information Access Corporation. The suggested working title of the panel is "Is there a LCSH in your future?"

If you would like to become a member of the subcommittee, there are three prerequisites:

You should:

- 1) be a member of the Technical Services Special Interest Section;
- 2) be willing to work on one of the above mentioned projects;
- 3) be able to meet reasonable deadlines.

A note on "willingness to work": only members who are interested in participation should respond. The subcommittee will use the TSLL to inform the section about its work. Interested persons should contact, as soon as possible:

Peter Enyingi
Head Catalog Librarian
Los Angeles County Law Library
Los Angeles, CA 90012

Standing Committee on Acquisitions
Submitted by Merle Slyoff, Chair

The Acquisitions Standing Committee of the Technical Services SIS held its meeting on Wednesday, June 16 at the Westin Hotel, Detroit, during the 75th annual AALL Meeting. In attendance were 31 librarians, 13 currently members of TS/SIS. The annual report for 1981-82 was read.

Under old business, the progress of setting up a depository for acquisitions materials was discussed. The project description was included in an issue of the President's Newsletter, however, it was under the section on SIS news. We will request that next year it be published as a general news item, as the depository will serve all AALL members. This year there will be follow-up notices in chapter newsletters. To date, approximately 6 libraries have submitted acquisitions materials -- collection development policies, acquisitions forms, and job descriptions.

Under new business, there was a discussion concerning the newly created column in the Technical Services Law Librarian. Annabelle Beach, of University of Missouri, Kansas City, volunteered to compile the column. It will serve as a source of information concerning acquisitions problems and solutions. Anyone having a problem concerning acquisitions is urged to send it to Annabelle for inclusion in the column. Solutions will be solicited. The column will also serve as a source of information concerning the Standing Committee on Acquisitions and general information on acquisitions. Guidelines for the column will be drawn up and included in a future issue. The information included in the column will be carefully monitored to assure there is no conflict with the Publications Clearinghouse Bulletin.

The Committee on Relations with Publishers and Dealers is planning a program dealing with "Book Publishing: Today and Tomorrow" for the 1983 convention. Merle Slyhoff is on the planning committee for that program and has approached Andy Brann, chair of the Committee about it being a joint program with the Acquisitions Standing Committee. This is being looked into. Merle will again serve as the liaison between the Acquisitions Standing Committee and the Committee on Relations with Publishers and Dealers.

Topics for a Committee meeting for 1983 were discussed. They included an investigation of automated acquisitions systems currently being used in law libraries. Diane Hillmann of Cornell Law Library has already been approached to speak on their RLIN system. Speakers will be contacted to discuss OCLC and WLN. It was decided that we would not get speakers at this point who have in-house systems. Other ideas included a discussion of the relationship between acquisitions and public services, and the image of the technical services librarian. The latter subject will be referred to Gayle Edelman as a possible Technical Services program topic.

Since there is overlap in the information discussed by the Acquisitions Standing Committee, the Serials Standing Committee, and the Committee on Relations with Publishers and Dealers, the Acquisitions Standing Committee will make every effort to work with these 2 groups to assure a steady flow of information.

The librarians in attendance at the meeting who are not currently members of the Technical Services SIS were urged to join the SIS. While anyone is welcome to attend and contribute to the meetings, only members of TS/SIS can be considered members of the Standing Committee on Acquisitions.

The remainder of the meeting was an open forum for discussion of acquisitions problems. Among those discussed were the information included on order forms, the handling of gift materials, and problems concerning receipt of materials.

Standing Committee on Serials
Submitted by Donna Hirst

Minutes of Subcommittee meeting

Submitted by Gail M. Daly

The Standing Committee on Serials, which was established as a committee of the TS/SIS in 1981, held its first scheduled meeting this June in Detroit. The first item on the agenda was the proposal to establish a column in the Technical Services Law Librarian for the use of the Committee and its members. This idea was first introduced at the organizational meeting of the Serials Committee in 1981, and suggest again by the current editor of the TSLL. Those in attendance endorsed such a column, and agreed that it should include announcements of Committee activities and serve as a vehicle for the exchange of information of interest to those working with legal serials (e.g., title changes, cessations, etc.). Donna Hirst, of the University of Iowa Law Library, agreed to serve as column editor this year.

The question of whether or not to attempt any type of substantive program at next year's annual meeting was discussed. The overwhelming interest seemed to be in the area of automation -- both serials automation in general and automation in smaller libraries. It was agreed that the chairman would approach the Automation & Scientific Development SIS to explore the possibility of cooperating on a program next year.

The remainder of the meeting consisted of an exchange of problems, questions, and ideas among those attending. Topics touched upon included SuDoc number changes, individual microfiche issues within a run of periodicals, PLI and ABA package plan problems, and some discussion of specific title changes.

Once again, all those with an interest in legal serials are invited to join this Committee and participate in its activities. The Board of the Standing Committee on Serials for 1982/83 consists of Gail Daly (University of Minnesota), Chair; Donna Hirst (University of Iowa Law Library); Ann Fessenden (University of Mississippi); and Jim Larrabee (University of California). Please feel free to contact any Board member if you have questions or suggestions.

Clearinghouse for title changes

As indicated in the above minutes, this column will be used to report title changes. A fast, centralized notification of legal title changes can hopefully prevent issues being bound incorrectly. In addition, title changes cannot as easily be ignored or swept under the rug. These listings should not be relied upon for cataloging or verification purposes; headings and titles will be reported in an informal bibliographic style.

If you wish to participate in this cooperative effort, send title changes or information regarding cessations occurring within the current calendar year to:

Donna Hirst
Law Library
University of Iowa
Iowa City, Iowa 52242

Include old title, new title, and dates of changes or cessation. Provide the source of information to aid in verifying conflicting data. Submit each change on a 3 x 5 card. Discussions at the subcommittee meeting indicated a desire for information on periodicals, loose-leaf services, U.S and Canadian documents, and association publications. State documents, foreign language titles and library journals will not be included at this time. Space constraints may limit titles to those deemed "most significant."

Some serial problems do not fit neatly on a 3 x 5 card. Feel free to describe any complex problem in detail. Submit questions for possible referral. The following is a complex problem mentioned at the subcommittee meeting. The basic facts of the case may be useful to some of you.

California Trial Lawyers Journal

This title varied in frequency from quarterly to semiannually for the past several years. No issues were published in 1979. Some subscribers were told that the publication ceased with Vol. 17, no. 3 (Dec. 1978).

Vol. 18, no. 1 (Apr. 1980) has title page title "Tahoe Journal"; association name at head of title.

Vol. 18, no. 2 (Nov. 1980) has title page title "Convention Journal"; association name at head of title.

Vol. 19, nos. 1 and 2: Both issues are dated 1981 without a month designation. Both have title page title "Journal"; association name at head of title.

Notification that publication discontinued indefinitely with vol. 19, no. 2 was sent to some libraries. The association's "CTLA forum" continues and is currently in vol. 11.

[Some problems defy comment]

Heads of Cataloging Departments in Large Law
Libraries Discussion Group

Submitted by Lee Leighton, Chair

The Discussion Group met on June 13th from 4:00 to 6:00 PM at the Detroit annual convention. Diane Hillmann (Cornell) presented her findings from the survey of law library catalog departments in libraries with over 300,000 volumes. The Group decided to continue the annual survey as a method for gathering standard statistics; Lee Leighton (Harvard) volunteered to coordinate the survey next year. Discussion focused on division of duties between professionals and support staff, use of KK for German law, authority files, and cataloging microforms. Lee Leighton was elected chair for another year.

ON-LINE BIBLIOGRAPHIC SERVICES
SPECIAL INTEREST SECTION

Business Meeting
submitted by Sue Roach

The 1982 business meeting of the On-Line Bibliographic Services SIS was held on Monday, June 14, 1982. It was called to order by chairman Greg Koster, who opened by thanking all those who had helped throughout the year: Ermina Hahn, Vice-chair, chair-elect; Sue Roach, Secretary-Treasurer; Diane Hillmann, Melody Lembke, and Regina Wallen, Advisory Committee; Virginia Melroy, Elizabeth Matthews, and Phyllis Marion, Nominating Committee; Ermina Hahn and Diane Hillmann, Merger Committee; Diane Hillmann, Historian; Bernice Frank, Local Arrangements.

He reminded the group about the programs the SIS was presenting and the subcommittee meetings. Melody Lembke was program chair for "Patron and Reference Access to On-line Bibliographic Files." Ermina Hahn was chair for "Machine Manipulation of Subject Headings."

Greg also delivered the steering committee report.

- a) Mr. Jepson, the Association's Executive Director, had reported that word processing equipment is being loaded but is not yet ready. He hopes that this may be useful in preparing a joint directory of the SIS's.
- b) Gayle Edelman will be the new editor of the AALL Newsletter. It was announced that it would not absorb the sections' newsletters, which provide more specific news. Because of its frequency, the AALL Newsletter will be used to communicate general information.
- c) Al Brecht is program chairman for the 1983 convention in Houston. OBS/SIS may be limited to only one program next year. This was not definite yet.
- d) Greg also reported on the education institute at Cleveland.
- e) The Technical Services Program on workflow was well received. Registration closed April 1st and was limited to one person per institution. The committee will poll people on holding workshops during the conference.
- f) Mr. Jepson says headquarters can give more support services. This includes such things as help with local arrangements.
- g) The next institute will be held near Houston and will be applicable to all types of libraries as well as all levels of librarians.

Catherine Tierney then made a report as editor of TSLL. The newsletter took in \$633; expenses were \$684. The format changed to 8-1/2 x 11 due to costs, which increased. She hopes to publish four issues this year. She had encountered some difficulty with renewals. Many had not been sent in. Many checks had been made out to Boston University. There was a discussion of editorial policy and some possible changes. Hope was expressed that each SIS and subcommittees (RLIN and OCLC) would have columns. The question of indexing TSLL was brought up. Melody Lembke reported that some very limited indexing in the past. The discussion of this tentatively indicated that Virginia Melroy of Iowa might perhaps do it.

The nominating committee (composed of Virginia Melroy, chair; Elizabeth Matthews and Phyllis Marion) presented a slate as follows:

Vice-chair, chairperson elect:

Jerry Phillips
University of New Mexico School of Law
Margaret Lundahl
Isham, Lincoln & Beale
Suzanne Thorpe
Hamline University School of Law

Secretary/Treasurer:

Evelyn Smith
University of Michigan Law School
James Larrabee
University of California Law School (Berkeley)

Advisory Committee (two to be elected)

Regina Wallen
University of Santa Clara Law School
Sue Roach
Navy JAG Law Library
Suzanne Harvey
University of Puget Sound School of Law

For vice-chair, chair-elect, Suzanne Thorpe was elected.

For secretary/treasurer, Evelyn Smith was elected.

For the Advisory committee, Regina Wallen and James Larrabee (nominated from the floor) were elected.

Sue Roach then made a report as Secretary/Treasurer. The SIS is in very good condition. As of June 1, 1980, it had an opening balance of \$555.98. Its income (dues) was \$600. Expenses (mainly for the previous year's convention) were \$345.16. Its closing balance was \$810.82.

Diane Hillmann then reported on work being done into the foundation of the SIS by someone doing research on OCLC.

The bylaws revision were then taken up. They had been published in TSLL. Greg pointed out that there was a slight change in the bylaws in the nature of who can be a member, in effect excluding associate (vendor) members. Greg also proposed changes in nominating procedures, program chairs, and vacancies. After discussion a motion was made to table the changes regarding the program chairs to be the vice-chair/chair-elect and one member of the advisory committee, with the other member of the advisory committee to be chairman of the nominating committee. The other proposed changes passed.

The proposed merger of the OBS/SIS with Technical Services SIS was discussed. The OBS/SIS representatives to the discussions were Ermina Hahn and Diane Hillman. The Technical Services representatives were Gayle Edelman and Melody Lembke. Ermina reported that major issues were money and program time. She

reviewed the good points of being independent. If the groups merged, then OBS/SIS would become a committee of Technical Services. This might restrict the amount of program time the group had. As a separate SIS, we receive part of the dues of members (they are shared equally with headquarters). There was a question of duplication of membership and of duplicate dues being paid. The current overlap in membership is 40%. There was also discussion of the membership expanding to include public services people in addition to technical services. A survey of the group was suggested, as was defining goals for the group. The consensus was that both a survey and a goals statement should be prepared before the next convention. The committee on the survey should be drawn from within the OBS/SIS and should deal with the SIS concerns. A survey is being sent out from TS/SIS. There may be some overlap in the surveys. Some joint questions could be used where appropriate.

* * *

Publishing in Technical Services Law Librarian

We anticipate publishing four issues of TSLL within volume 8. Please note the target deadlines for copy for each issue:

<u>Issue date</u>	<u>Deadline</u>
November	October 7
February	January 15
May (Pre-convention)	April 7

If possible, copy should be typed using a Prestige Elite typing ball and a seven-character margin from each side. Use 8½ x 11 inch white bond paper.

* * *

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* * *

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Please remember to renew your subscription to Volume 8 of TSLL. The renewal form with all the information is at the end of this issue. Before you send your check, check your records to make sure that Volume 7 was paid for last year. Thank you.

OBS/SIS PROGRAMS

Patron and Reference Access to On-line Bibliographic Files

Submitted by Melody Lembke, Program Chair

On-line Bibliographic Services SIS sponsored a program on "Patron and Reference Access to On-line Bibliographic Files." The program started late because of a lengthy opening luncheon speech and technical difficulties.

Edwin Brownrigg, Director, University of California, Division of Library Automation, was the first of four presenters. He detailed the problems inherent in trying to design an on-line system (University of California On-line Catalog known as MELVYL) to provide access to the combined holdings of all 19 University of California library collections. The information he provided on user friendly interface, sophisticated search capabilities, and syndectic enrichment was valuable to any library considering an on-line catalog regardless of its size.

Velma Veneziano, Library Systems Analyst, Northwestern University Library, presented "A Realistic Approach to On-line Public Access Catalogs." Ms. Veneziano began her presentation by making the statement that bibliographic utilities are not going to solve on-line catalog problems of individual libraries. She also pointed out that on-line catalogs will not magically improve subject access. LC subject policy is to summarize a work, not enumerate it. The costs of improved subject access, elaborate keyword access, and the hardware to support a large data base and numerous terminals with simultaneous access were pointed out. She recommended that planners of an on-line system need to draw up a list of mandatory requirements and of secondary requirements. She warned that the initial system may not be as sophisticated as desired because of costs. Her suggested non-negotiable features of an on-line public access catalog were: an integrated system, total system planned even if modularly implemented; structured access, with more sophisticated search capabilities added as time and money permit; a simple command language with system prompts and help screens; cross references and general information references.

The program continued with Linda Arret, Reference Specialist (Library Science), Library of Congress; her presentation was entitled: "LC Online: From What We Have to What We Need." She detailed the files available to the public on Library of Congress Information System: exactly what SCORPIO and MUMS contain, how they are accessed, and the differences between them. Since 1977 LC has had terminals available to the public. These years of experience have made apparent how important are considerations, such as space, noise, printing capability, staffing, and user training. LC reference staff experience also has pointed out the importance of a first favorable session for the patron, the need for a forgiving computer access language or at least system errors that are intelligible to the public, and an easy command language that is consistent from one system to the other. Public access to the on-line system has led to more bibliographic instruction and active participation by the LC reference staff in searching. At LC in recent years end users are participating in designs taking place in the on-line systems; presently the reference staff is encouraging the development of more computer tutorials to relieve demands on staff time.

Susan Stearns, Product Manager, CLSI, inc., concluded the program with her presentation entitled: "The Public Access Catalog Module: a Tool for Staff and Patron." She outlined six necessities in an on-line system offered by a vendor: maximum access points specified by user library; ease of use, but ability to satisfy sophisticated and novice user; rapid response time; modular design development; integrated, with access to bibliographic information, holdings, and status. Details on the LIBS 100 system were given, with emphasis on the Public Access Catalog module, a unique combination of specially designed menu driven software and touch sensitive browsing terminal hardware. Sample

searches on the touch terminal were depicted through the use of transparencies. Observations based on the 17 libraries currently using the Public Access Catalog module have shown that there was little resistance on the part of staff to use the terminals, that extra staff assistance has not been necessary, and that there has been a substantial increase in catalog use.

Even though two of the speakers used transparencies, the audio cassettes still are very understandable and I recommend them to you.

Machine Manipulation of Subject Headings

The program on "Machine Manipulation of Subject Headings," sponsored by the On-Line Bibliographic Services SIS, featured a panel of four speakers expert in various aspects of this topic: Dr. Anton Pierce, Assistant Director of University Libraries at Virginia Polytechnic Institute; Karin Trainer, Director of Technical Services at New York University Bobst Library; Francis J. Scott, Supervisor of Information Retrieval Services System, Library of Congress, and David Batty, Vice President of Alpha Omega, Inc., Silver Springs, Md. The program, coordinated by Ermina Hahn, incoming Chairperson of the SIS, was presented Monday evening, June 14 at the annual AALL Conference in Detroit.

Pierce gave an overview of the function of an on-line catalog within the format of the traditional card catalog suggesting that subject heading manipulation is a vital aspect in the use of any such system. Trainer spoke to the state of the art and users' needs as well the problems encountered in developing an on-line access system.

The Library of Congress' retrieval system was described by Scott in its present functioning as well as planning for future developments. Information from such sources as congressional record files, copyrighted monographs, bills and amendments, is retrievable by means of a controlled vocabulary thesaurus of subject headings called Legislative Indexing Vocabulary of LIV. Batty spoke of classification theories and the structure of headings as they relate to manipulation of headings.

OBS/SIS COMMITTEE REPORTS

RLIN Subcommittee

Submitted by Virginia Melroy

The RLIN Subcommittee meeting of the On-Line Bibliographic Services SIS was called to order by Chairperson Diane Hillmann, who introduced the special guest for the meeting, Jamie Ingram, Director of Library Operations for RLG.

Jamie began the meeting by giving a brief overview of RLIN's development schedule for the coming months. Short-term projects underway include a redesign of the interlibrary loan subsystem and catalog conversion to PASCAL. In relation to the latter, Jamie indicated that most changes would be transparent except for some details (especially in the Acquisitions subsystem) to be announced. These projects are due for completion by the end of the summer and will be fully tested before being brought up.

All other projects are under review at the present time. Archive tape loading will require some downtime, possibly two weeks. This may take place during Christmas break,

but will be announced in advance. The Authorities subsystem will be brought up in stages: NYPL's system will come up first; searching capabilities will be next; with full use of the system available last. Jamie indicated that each stage would be evaluated before implementing the next. When pressed for a timetable, she indicated that searching MIGHT be available in the fall or winter.

The meeting then turned to the agenda, which consisted of questions that had been raised previously. Questions centered on the following topics:

COMMUNICATIONS

The problem was raised of strictly technical information going to RLG Coordinators and then having to "trickle down" to the technical staff. The contention was that RLIN staff, particularly our Library Coordinators, should be sending this information directly to us. The particular point at issue was information regarding institutional allocation of terminal time, which Jamie felt was strictly a local, institutional issue that would have to be worked out at the local level. She pointed out that the Board of Governors put the communication device into operation as a matter of policy, and that it is beyond the control of RLIN staff.

Some special members were concerned about messages they received that were intended for general members only. The suggestion was made that messages be labeled to indicate the intended audience. Members also felt that the RLIN news could be used more effectively to alert us to timely information, and that old news should be purged more frequently.

Concerns were raised about the need for more staff at NCC. (There are 3 1/2 FT people currently.) Jamie encouraged us to put our concerns in writing (being as explicit as possible) and to send them to her through our Library Directors. Some mention was made of a possible recorded message system that would give us the status of RLIN even if the NCC lines were busy.

Jamie indicated that there has been a problem in the past with Library Coordinators not getting the information they need to pass on. She said she felt things were improving, and that, ironically, the disk crash may have helped us in this regard, by making the Systems staff more aware of what the Coordinators need to know.

DOCUMENTATION

Jamie indicated that under the current distribution system one free copy of each publication is sent free to each LI. Additional copies must be ordered.

Specific concerns were raised that manuals are hard to understand by people who have not had prior automation experience. The suggestion was made that essential parts of manuals be extracted for use by support staff. (Cornell has devised their own such manual).

A Working Group has been formed to address and coordinate all questions regarding documentation. Renee Chapman, University of Iowa, will chair the group. Curt Conklin of BYU and Frances Woods or her designee) of Yale will also be on the committee. Sarah Thomas will be the contact person at RLIN. Jamie suggested that the information should also go to Jennifer Hartzell. The Group is to make recommendations on larger questions as well as specifics. Any concerns or suggestions that anyone has should be addressed to one of the committee members.

Jamie indicated there would be an update to the manuals after catalog conversion is complete. This update will also correct any errors that have been reported to RLIN.

ENHANCEMENTS AND DEVELOPMENT

The proper use of the electronic mail was discussed. Some members were not aware that they could use it to contact other users. We are encouraged to use it for business matters. The question was asked if the Library Coordinators read our mail. Jamie said it is possible for them to do so, but that they do not do so as a rule, only when there is a problem (such as large amounts of mail stacking up in one account). There has been some discussion at RLG of extending mail accounts to CLASS members.

The restoration of the destroyed data base will be a very large job, according to Jamie. The target date is mid-July. The consensus of the members at the meeting was that if the full restore cannot be brought up, RLIN should consider bringing up Serials separately. GPO tapes will go in as part of the archive tape load.

The Board of Governors has yet to approve the changes in billing and rates. Billing will be on a CPU rather than a transaction bases. Jamie will send Diane a copy of an explanatory memo.

SPECIFIC TECHNICAL QUESTIONS

Microform records will cluster with records for the original. This was a policy decision. Some members expressed concern about the possible public services implications. Jamie indicated that we can prepare a statement on how we would like microforms to be handled, and send it to Tina Kass.

RLIN does not try to keep track of who is following the standards agreement. It is up to us to follow it, based on the honor system.

RLIN users are not required to input LC copy exactly, though we may do so.

The final item of subcommittee business was the re-election of Diane Hillmann as Chair.

OCLC Subcommittee submitted by Sue Roach

The OCLC Subcommittee of the On-line Bibliographic Services SIS met on June 16, 1982. Chris Grabenstatter of OCLC User Services Division participated in the meeting. She had prepared a list of law libraries now participating in OCLC (complete with holding symbols). We can make this available to interested libraries. She had prepared a response to concerns raised during last year's subcommittee meeting. Some of the issues included were: the corporate author search restrictions will now be reconsidered. (It has been unavailable between 9 a.m. and 5 p.m. Eastern time.) Now that the system is more stable, it may be possible to reinstate this search key. There have been problems with the SOLINET Remote Communication Processor. Downtime for the RCP and response time is still higher than that for the rest of the system. Measures to improve this are still being studied. Access to a library's individual local data records will be provided only through OCLC's Local Library Systems, not through the central system. Chris also included some updated information. Since the move was completed in December, 1981, OCLC has concentrated on stabilizing the system and reducing response time. During the coming fiscal year, several enhancements of various subsystems are planned. For the acquisition subsystem, acquisition claims (scheduled for installation in summer 1983) and direct transmission of order records to vendors (spring 1983) are scheduled.

In the cataloging subsystem, it is planned to install a "merge holdings" function, which would give Bibliographic Maintenance staff the ability to duplicate the merge

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holdings function done when LC records are loaded. Holdings on duplicate records will be merged, only one record will be retained, and the OCLC cross-reference will be added to the 019 field. This is scheduled for winter 1983 installation.

An enhance capability will be installed in spring 1983. Chris reports that this initially will be limited to about twenty selected OCLC libraries. This will allow selected users to make changes to master data base records.

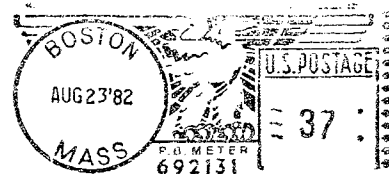
For the Interlibrary Loan subsystem, ILL 3.0 is scheduled for spring 1983 installation and will offer a statistical package, and an interface with the Union Listing capability in Serials Control. For the Serials Control subsystem, automatic claiming for serials check-in is scheduled for installation in winter 1983. An automatic link to the Name Address Directory is expected, and offline products for the Union Listing Capability are scheduled for winter 1983.

Note to this column: Chris had a baby boy on July 3, 1982.



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