

# Nocall Newsletter

*Northern California Association of Law Libraries  
A Chapter of the American Association of Law Libraries*

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VOLUME 5

NOVEMBER—DECEMBER 1984

NUMBER 3

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## FROM THE PRESIDENT

It was nice to see so many members at the recent workshops in San Jose. There were 111 attendees, including all registrants and speakers. Our next get-together will be the January Luncheon meeting in San Francisco when Bob Berring, AALL Vice President/President-Elect, will speak on the subject of "Library Education at the Turning Point: Good or Bad?" The registration form is a separate insert in this newsletter.

Work is proceeding on the NOCALL Union List of Serials. In an effort to reassess the content and format of the List, a Policy Subcommittee to the Union List Committee has been appointed to provide advice on making the List of maximum use to all NOCALL libraries. Nancy Carter, Terry Heiser, and Dorothy Graham have agreed to serve on the subcommittee. The Private Law Library Association of San Francisco, which formerly published the List, is graciously contributing \$500 to NOCALL to help underwrite the cost of producing the new, expanded Union List.

FROM THE PRESIDENT (CONT'D)

A bit of exciting news for next fall! The Western Pacific Chapter will be holding its Annual Meeting in San Francisco and President Laura Pershing has asked me if NOCALL would like to have a joint WESTPAC/NOCALL meeting. Due to the fact that hotel space must be booked well in advance, the Board has made the decision to go ahead with plans for a joint meeting which would include workshops of the type NOCALL usually holds in November. The joint meeting is tentatively scheduled for October 17-19, 1985. NOCALL members will have the option of registering for only one day, or one workshop, depending on the program schedule. More details will follow in the coming months. It will be a treat to meet with our friends and colleagues from Montana, Wyoming, Utah, Washington, Oregon, Idaho, Nevada, Alaska and Hawaii!

Meanwhile, back in 1984, the Holidays are coming up and I wish you all the best and a relaxing few days off from work.

Gail

*Gail*

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NOCALL OFFICERS 1984/85

PRESIDENT	Gail Winson, Hastings College of the Law
VICE-PRESIDENT/ PRESIDENT-ELECT	Alice McKenzie, Brobeck, Phleger & Harrison
SECRETARY	Muriel Hoppes, California State Law Library
TREASURER	Donna Martinez, Bank of America Law Library
BOARD MEMBER AT-LARGE	Liza MacMorris, McCutchen, Doyle

## NEWSLETTER STAFF

Teresa Oppedal Morrison & Foerster	Editor
Janice Kelly Hastings College of the Law	Editor
Laura Peritore Hastings College of the Law	Assistant Editor
Mary Glennon Hastings College of the Law	Assistant Editor
Sandra Young Bronson, Bronson & McKinnon	Membership News, San Francisco
Shirley David Sacramento County Law Library	Membership News, Sacramento
Debbie McGinnis Santa Clara County Law Library	Membership News, Peninsula

The deadline for submission of material to be included in the next Newsletter (January/February 1985) is January 21, 1985. For the rest of the NOCALL year the deadlines are as follows:

March/April 1985  
May/June 1985

March 21, 1985  
May 21, 1985

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### LOGO, LOGO, WHO'S GOT THE LOGO?

Some of you may be just shy of downright disappointed to see the same old, ho-hum logo on this issue of the Newsletter. The editors do wish to apologize for whipping up such a frenzy of excitement, by holding a contest, having you vote and all, only to dash your expectations of a new look for the Newsletter. We wish we could offer an exotic explanation, like the logo ballots were pirated or eaten by the Newsletter mascot. But, alas, the simple truth is that the Newsletter was asked by the Membership Committee to postpone its logo change until the NOCALL brochure is designed. Then we will be looking for a design compatible with the brochure's motif. All is not easy in the world of artistic expression. Therefore, it may just be a while before the Newsletter gets a new facelift.

NOCALL COMMITTEE MEMBERS 1984/85

Audit and Budget Committee

Judy Janes, Chair  
Marilyn Josi

Constitution and Bylaws Committee

Al Lewis, Chair  
James Larrabee  
Tana Smith

Education Committee

Paul Lomio, Chair  
David Bridgman  
Lorraine Rodich  
Joy Scott  
Barbara Vold

Grants Committee

Bill Benemann, Chair  
Margaret Shediak  
Michele Sullivan  
Sue Welsh

Membership Committee

Martha Mille, Co-Chair  
Nancy Lewis, Co-Chair  
Jo Caporaso  
Cella Mitchell  
Mary Torres

Nominating Committee

Linda Weir, Chair  
Lynn Lundstrom  
Eileen Norris

Placement Committee

Trish McCurdy, Chair  
Ruth Girill

Public Access to Legal  
Information Committee

Katherine Henderson, Chair  
Shirley David  
Barbara (Barrie) Elbrecht  
Chizuko Kawamoto  
Scott Pagel  
Marian Shostrom  
Karen Toran

Union List Committee

Mary Staats, Chair  
Lynn Brazil  
Barbara Friedrich  
Manuel Koff  
Joan Loftus  
Trish McCurdy  
Eileen Norris  
Teresa Oppedal  
Maureen Sirhall

Liaison to AALL Committee  
on Relations with  
Publishers and Dealers

Manuel Koff

Institute Committee

Alice McKenzie, Chair  
Shirley David  
Marilyn Josi  
Al Lewis  
Beth Owens  
Marian Sawyer

WELCOME TO OUR NEW MEMBERS

Alice Auerbacher  
Information Access Co.  
1033 Crestview Dr. #108  
Mountain View, CA 94040  
(415) 591-2333

Ginny Irving  
U.C. Berkeley Library School  
6436 Regent St.  
Oakland, CA 94618  
(415) 652-0643

Lynne Cardwell  
Farm Credit Banks of Sacramento  
3636 American River Dr.  
P.O. Box 13280-A  
Sacramento, CA 95813  
(916) 971-2834

Jean Stefancic  
University of San Francisco  
Law Library  
Kendrick Hall  
San Francisco, CA 94117-1080  
(415) 666-6679

Marie Louise Caro  
Boalt Law Library  
U.C. Berkeley  
3935 Hanly Rd.  
Oakland, CA 94602  
(415) 531-7556

Ruth Stevenson  
City Attorney  
206 City Hall  
San Francisco, CA 94102  
(415) 558-4993

Leigh Conrad  
Maricopa County Law Library  
101 W. Jefferson  
Phoenix, AZ 85003  
(602) 262-3461



## MINUTES

NOCALL Business Meeting  
Golden Gate University School of Law  
Friday, September 21, 1984

Prior to the beginning of the business meeting, President Gail Winson introduced Iris Wildman (NOCALL President 1981-82), who presented the Association with a gavel. The gavel is inscribed:

Northern California Association of Law Libraries  
Founded September 12, 1980  
Gift of Iris J. Wildman Sept. 21, 1984

Gail Winson used the new gavel to formally call the business meeting to order at 4:00 p.m. The minutes from the previous business meeting, held at Stanford Law School on May 17, 1984 and printed in the July-August issue of the Newsletter, were approved as printed.

### Reports

The Secretary reported on membership status. As of September 21, there are 168 members, including 145 renewals, 22 new members and 1 life member. Thirty-six members from last year have not renewed their membership. Geographically, membership distribution is as follows: San Francisco, 78; Berkeley, 14; Sacramento, 12; San Jose, 9; Oakland, 8; Stanford, 6; Palo Alto, 5; Santa Clara, 5; Davis, 3; Los Angeles, 3. In addition, we have one member from each of the following cities: Fresno, Martinez, Mill Valley, Mountain View, Napa and Santa Rosa. There are four members from outside California, one each from Phoenix, Portland, Topeka and the District of Columbia. There are 15 publisher, consultant and related business members, 9 of whom are from California. The cutoff date for inclusion in the Directory is the end of September. Current plans are to have the Directory printed in the same size and format as it has been in the past.

The Treasurer, Donna Martinez, reported a balance of \$6,006.00 as of September 1, 1984. She has established an interest-bearing checking account for the Association.

### Committee Reports

Constitution and Bylaws. Al Lewis reported that, in addition to the changes recommended by the Committee last year, the Committee will be making two other changes in the basic document: 1) including WESTPAC membership in the provision for life membership; 2) providing procedures for amending what will be a single organizational document, replacing the present two. Each of the present documents has its own amendment procedures. The proposed changes to the Constitution and Bylaws will be printed in the March-April Newsletter, so they can be voted on by the membership at the May business meeting.

## MINUTES (CONT'D)

In the discussion following the report, it was suggested that the appropriate provisions of the California Corporation Code be checked before drafting the single document.

Education Committee. Paul Lomio reported on his Committee's plans for the November 9 Workshops. These are scheduled to be held at the Red Lion Inn in San Jose. There will be four workshops, two concurrent ones in the morning and two in the afternoon. The morning workshops will be on library use of microcomputers and on California legislative history and intent. The afternoon workshops will cover finding and using international documents, and bibliographic utilities. A luncheon is also scheduled. Members of the Education Committee are: David Bridgman, Lorraine Rodich, Barbara Vold and Joy Whitney Scott. The packets of information about the Workshops will be mailed September 24, 1984.

Membership. Martha Mille reported that her Committee has two objectives for the year. One of these is to design and produce a brochure for new members that can also be handed out at appropriate functions and meetings. At the present time the Committee is looking for a graphic artist to work with them on the design of the brochure. The second objective is to set up liaison with the two library schools in the NOCALL area. Several activities have been planned to carry out this objective. These include inviting library school students to attend the Workshops at half price; having members of the Committee speak to library school classes, such as classes on special libraries and legal bibliography, with a reception following; offering tours of law libraries to library school students.

Public Access to Legal Information. Kathy Henderson reported that the Committee plans to hold workshops for non-law librarians. In preparing a workshop for a specific group, the Committee will find out what legal materials are available in the libraries represented by the participants, so they can cover the use of those materials. The workshops will also stress the supplementary and upkeep aspects of legal materials as well as the need to avoid giving legal advice when assisting patrons with legal reference questions. The Committee wants to give a workshop in Sacramento and hopes to also be able to hold one in San Francisco. They will use the SCALL publication Locating the Law, prepared by that Association's Committee on Public Access to Legal Information, as a basis for those workshops. The members of the Committee are: Shirley David, Barrie Elbrecht, Chizuko Kawamoto, Marian Shostrom and Karen Toran.

Grants Committee. Bill Benemann reported that the Committee will be offering grants for the Workshops, which will cover the cost of registration and the luncheon. Information on the grants and an application form will be included with the Workshop mailing. Applications must be returned to the Committee by October 15th. Grants are also being considered for the March Institute, and for attendance at the AALL Annual Meeting.

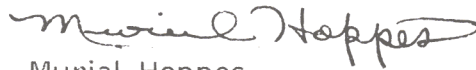
MINUTES (CONT'D)

New Business. Trish McCurdy, Chair of the Placement Committee, reported that she brought the Committee's Job Book to the Meeting. It contains current listings for librarian and technical assistant positions. She also has copies of resumes.

Alice McKenzie reported on plans for the March Institute. It is scheduled for Saturday March 9 at the Hotel El Rancho Resort and Conference Center in Sacramento and will be on labor law. Those serving on the Institute Committee are: Shirley David, Marilyn Josi, Al Lewis, Beth Owens and Marian Sawyer. A letter was sent to Jacquelyn Jurkins (AALL President) inviting either her or Bob Berring (AALL Vice-President/President-Elect) to attend the Institute.

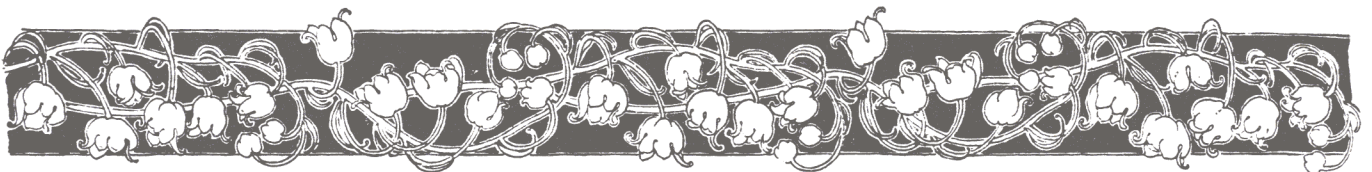
The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Murial Hoppes  
Secretary

A buffet was held following the adjournment of the business meeting.





QUARTERLY REPORT OF THE TREASURER  
1st QTR. FY 1984-85

September 1, 1984

Balance on hand, June 1, 1984 \$ 4,164.20

Income:

Dues, 158 Active/Associate members at \$15.00	\$ 2,370.00	
Dues, 6 Student members at \$5.00	30.00	
Business Meeting, May 17, 1984	344.00	
Interest earned on checking account	37.86	
Cancelled check (never debited from account)	<u>53.63</u>	<u>2,835.49</u>
		6,999.69

Expenses:

Business Meeting, May 17, 1984		
Labels	3.86	
Refreshments	342.13	
Institute 1984		
Supplies	63.99	
Newsletter (May-June)		
Postage	18.20	
Printing	367.43	
Municipal Code Project		
Mailing	53.63	
Membership renewals		
Envelopes & Postage	20.94	
Membership Directory		
Labels	51.80	
Union List		
Typing	60.75	
Bank Charges	7.23	
Misc. Supplies	3.73	( <u>993.69</u> )

Balance on hand, September 1, 1984 \$ 6,006.00

## COMMITTEE REPORTS

### Grants Committee

The NOCALL Grants Committee awarded its first workshop grant to Terry Heiser, who is a Library Technical Assistant at the California State Law Library in Sacramento. The grant allowed him to attend the NOCALL workshops presented on November 9th in San Jose.

Terry currently uses a TRS-80 micro-computer to compile the California County Law Library Basic List, as well as county law library statistics, and he was therefore very eager to attend the workshop entitled, "Now that you've got a micro-computer in you library, what can you do with it?"

The Grants Committee will be awarding up to six grants for the Spring institute, as well as two grants for the national convention in New York City. NOCALL members who would like financial assistance in order to attend these educational meetings are urged to apply. Further information will be available through the newsletter in the Spring.

### Public Access to Legal Information Committee

Sacramento members of the Public Access Committee have a commitment to conduct a three-hour workshop for public library reference librarians from the Mountain-Valley region. The workshop will take place in the Auburn Public Library next February. Topics suggested by the Mountain-Valley Reference Forum Committee which requested the workshop are: reference interviews involving legal questions, comparison of California and U.S. court systems, how to look up statutes and read legal citations, recommended law books for small and medium-sized public libraries, how to use basic legal materials, and tracking legislative history. Our Committee plans to work closely with Marilyn Corcoran, Chairman of the Reference Forum Committee, in the planning and preparation of this workshop.

The San Francisco members of the Public Access Committee have also been exploring the possibilities of conducting workshops in the San Francisco Bay Area. The next NEWSLETTER report will contain news of the San Francisco activities.

NOCALL LUNCHEON MEETING NOTICE

PLACE: Marines' Memorial Club, Commandant's Room  
(10th Floor) 609 Sutter Street (at Mason),  
San Francisco,

Directions: Powell Street BART stop or  
Montgomery Street BART and a Sutter bus;  
2 Clement, 3 Jackson, 4 Sutter, 45 Greenwich  
(all go up Sutter); parking lots near club  
(hourly charge; no validation)

DATE: Thursday, January 24, 1985

TIME: 12:00 - Cocktails (cash bar)

12:30 - Luncheon: Breast of chicken Kiev,  
served with salad, vegetable, roll  
& butter, dessert, coffee or tea.  
Vegetarian meal: Assorted vegetable  
plate.

Speaker: Robert Berring, Law Librarian and  
Professor of Law, University of  
California, Berkeley.

Topic: LIBRARY EDUCATION AND LAW  
LIBRARIANSHIP

PRICE: \$12.25 (including tax and tip)

Send your check for \$12.25 payable to NOCALL with the reservation  
form below. DEADLINE for receipt of reservations is JANUARY 21,  
1985. Cancellations after that date are subject to charge

Send to: Sue Welsh Phone: (415) 556-6129  
U.S. Court of Appeals Library  
P.O. Box 5731  
San Francisco, CA 94101

----- Detach & Mail -----

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer/Affiliation: \_\_\_\_\_

NOCALL member ( ) Non-member ( )

I need transportation from \_\_\_\_\_ to \_\_\_\_\_

I can provide transportation from \_\_\_\_\_ to \_\_\_\_\_

Meal choice (include number of each if more than one person):

Chicken \_\_\_\_\_ Vegetarian \_\_\_\_\_ Check for \_\_\_ persons enclosed

AMOUNT \_\_\_\_\_

## COMMITTEE REPORTS (CONT'D)

### Membership Committee

The Membership Committee has had a busy Fall. We have been working with a graphic arts student to design a membership brochure. The colors have been selected, printing costs have been investigated and preparations have been made for production. We anticipate presenting a draft of the brochure to the NOCALL Executive Board soon.

The Committee has been active in establishing a liaison with the library schools in the area. Contacts have been made at both San Jose State University and UC Berkeley, and committee members plan to speak to "Special Libraries," and "Legal Bibliography" classes in the Spring.

Announcements of the November workshops were distributed to both UC Berkeley and San Jose State library schools to encourage student involvement in NOCALL.

In October Martha Mille attended an alumni reception at the Division of Library Science, San Jose State University. Both Nancy Lewis and Martha Mille met with a special libraries alumni committee at Xerox Corporation.

In November Cella Mitchell spoke to an audience of UC Berkeley library school students at a "Current Awareness Program" sponsored by the Career Planning and Placement Center. Topics discussed included "What influenced the speakers to decide on their current employers?," and "Suggestions offered to persons interested in entering the field."

### Union List Committee

At the San Francisco Private Law Librarians' meeting on November 15, the group unanimously agreed to donate to NOCALL \$500 as seed money for the Union List. Since the Private Law Library kitty is made up of funds generated for a Union List, this seemed appropriate.



## MEMBERSHIP NEWS

Heafey Law Library at the University of Santa Clara has welcomed Michael Jones to their staff as a full-time Librarian. This is Michael's first professional position since receiving his MLS from UC at Berkeley although he has had extensive non-professional experience in the library field.

Lorraine Rodich began her new position as the Librarian for the recently formed Sixth Appellate District on November 13th. Her direct line phone number is (408) 277-9788 and the address is 333 West Santa Clara Street, San Jose, California 95113.

All of the University of California, Davis Law Library monographic records are now accessible on-line in the University of California's MELVYL public catalog system. Their serial records are also accessible in brief record form. Much systems work remains to be done, however, before they can close the card catalog.

WESTPAC held its annual meeting at the Reno Hilton, October 17-19, 1984. The program included excellent presentations on Indian law, gaming law, and library gift policies. There have been major revisions in the Internal Revenue Code affecting charitable gifts and the manner of keeping records by the donor and donee that will affect any law library who accepts gifts as charitable contributions. Several NOCALL members attended the WESTPAC conference and may be willing to share their bibliographies and handouts. They are Jean Steffensen, John A. Siegel, Ruth Nunez-Schaldach, Al Lewis, Ann Kollmorgen, Mary Hood, Dan Henke, Katherine Henderson, Shirley David, Mitch Cnota, Nancy Carol Carter, Edward Chichura, David Bridgman and Robert Berger. The 1985 annual meeting is slated for a northern California location. Mort Schwartz and Dan Henke are the site selection committee.

The University of San Francisco School of Law Library has welcomed Jean Stefancic to the staff as Assistant Librarian - Acquisitions and Serials. Jean most recently worked at the Sierra Club Library in San Francisco where she was Assistant Librarian.

Virginia Kelsh, member of the AALL Special Committee on International Placements, and Lauri Flynn from Lewis and Clark Library, who is Chairperson of the Committee, spent part of their vacation in Great Britain visiting some of the law libraries who expressed interest in the project. Among several libraries visited were the Bodleian Law Library at Oxford, the Squire Law Library at Cambridge, and the Supreme Court Library at the Royal Courts of Justice in London. The Committee hopes that law libraries in the United States who are interested in participating in the project will fill out and return the questionnaire which was in the September-October NOCALL Newsletter.

## MEMBERSHIP NEWS (CONT'D)

Mark Newman, Librarian at Long & Levit, recently of Dorr, Cooper & Hays, has published his "Maritime Law: an Annotated Bibliography of Essential Publications," in 15 Journal of Maritime Law & Commerce no. 4, October 1984.

Janet Lindstrom has been promoted to Associate Librarian at Morrison & Foerster. Janet has been on the Morrison Library Staff since 1979 and finished her MLIS at U.C. Berkeley last August.

Barbara Ahrens, who has been working part-time for Morrison & Foerster, has accepted the position of Librarian at Ware, Fletcher & Friedenrich in Palo Alto.

Carl Whitaker at Morrison & Foerster is now Chief Librarian in charge of informational services firm-wide.

Karen Toran, formerly Circulation Librarian at Hastings College of the Law Library, is now Assistant Librarian at the California Supreme Court Library in San Francisco.

Anne Bock has accepted the position of Circulation Librarian at Hastings Law Library. Prior to coming to Hastings, Anne was a Reference Librarian at UC Berkeley's Moffitt Library.

Francis Gates is now Circuit Librarian at the U.S. Court of Appeals Library for the Ninth Circuit. Since 1982 Francis had been librarian at Sedgwick, Detert, Moran & Arnold in San Francisco.



## COURT RULE CHANGES

Several changes in the California Rules of Court and the Judicial Administration have been adopted by the Judicial Council effective January 1, 1985. All amendments will appear in pamphlet number 33 (Dec. 4, 1984) of the California Official Reports advance sheets.

## NOVEMBER WORKSHOPS

NOCALL's fall workshops were held November 9th at the Red Lion Inn in San Jose. Paul Lomio and his Education Committee put on an excellent one-day program. Audio-tapes of the individual workshops are available for loan from Mr. Lomio. So you can see what you missed, and/or which audio-tapes you'll need to ask for, Paul has submitted the following synopsis of the program.

### Workshop #1 - Now That You've Got a Microcomputer In Your Library, What Can You Do With It?

Moderator: Lorraine Rodich is Senior Librarian at the newly created Court of Appeals for the Sixth Circuit.

Speakers: Mary Ann Mason is Professor and Director of the Paralegal Program at St. Mary's College in Moraga, California. She is author of An Introduction to Using Computers in the Law (West, 1984). Mary Ann spoke about how to set up and manage library databases.

Edna Silverman explained the use of Golden Retriever in the context of library database management. She is Product Manager for Database Services at CLASS, in San Jose.

### Workshop #2 - California Legislative Histories -- or, Where's the Intent?

Moderator: Dave Bridgeman, Reference Librarian at the Stanford Law Library.

Speakers: Iris J. Wildman is Public Service Librarian at the Robert Crown Law Library, Stanford University. Iris explained the printed sources of California legislative histories.

Tom Stallard is founder and director of Legislative Intent Service, in Woodland, California. Tom explained the unprinted sources of legislative histories and described how his company compiles legislative histories.

Molly Skeen is Librarian at the Federal Home Loan Bank of San Francisco. She is the author of "Legislative Databases -- A Review and

Evaluation of "What is Available" in the June 1984 issue of Database.

Workshop #3 - What a Bibliographic Utility Can Do For Your Library.

Moderator: Joy Whitney Scott who is Law Librarian and Legal Assistant at the Palo Alto firm of Finch, Sauer, Player & Montgomery.

Speakers: Dr. Shirley Hopkinson presented an overview on bibliographic utilities and their possibilities. She is Professor of Library Science at San Jose State.

Steve Brewster spoke about CLASS, Cooperative Library Agency for Systems and Services, and their bibliographic contribution. Steve is Product Manager for the Technical Services Group which includes RLIN, WLN and retrospective conversion services at CLASS in San Jose.

Laura Peritore described the application of OCLC and RLIN at Hastings Law Library. She is Assistant Librarian, U.C. Hastings, Serials and Reference.

Workshop #4 - Finding and Using International Documents.

Moderator: J. Paul Lomio, Assistant Public Service Librarian at Stanford University Law Library.

Speakers: David Rozkuszka spoke about international organizations and the distinction between governmental and nongovernmental organizations and the distinctions between documents and publications. He is Foreign Documents Librarian and Assistant Chief in the Jonsson Library of Government Documents at Stanford University.

Michele Sullivan spoke about specific international governmental organizations and their publications. She also supplied many useful practice tips. Michele is Law Librarian at Chickering & Gregory. Prior to her present position, she was Head of Yale University Government Documents Center.



## CONFERENCES

### DIALOG USERS CONFERENCE

The eleventh annual Dialog Users Conference, Update '84, was held in San Francisco, November 1 and 2.

The program began with an excellent three hour refresher session. For many in attendance, old forgotten search techniques were dusted off and made to seem like new. Recent advances in the system, shortcuts, etc., that had not reached all Dialog users, were presented. And glimpses of the future were revealed with discussion of Dialog II, which will begin its debut in 1985. In all, the refresher offered something new to everyone in the audience.

The remainder of the two days were divided into subject oriented sessions, e.g., business, legal, science and multi-disciplinary reference. Dialog staff experts gave their insight into effective searching in the particular subject areas and database vendors were given a chance to show off special features of their products as well as highlight future enhancements. Attendees were allowed to choose sessions based on their own areas of interest and most sessions were repeated enabling one to attend them all.

The speakers were generally very good. Attendees were kept busy and interested. Even the meals were good! The Dialog organization deserves credit for putting on a most successful program. It certainly succeeded in imparting the feeling that Dialog is serious about customer satisfaction.

### ONLINE '84

Online '84 was held at the San Francisco Hilton from October 29 through 31. More than 200 registrants made this the best-attended Online ever. Among the speakers were Jack W. Simpson of Mead Data Central, who delivered the keynote address on "Information Megatrends." Another noteworthy speaker was Toni Carbo Bearman, Executive Director of the National Commission on Libraries and Information Science. Her talk on the "Fourth Era of Information" covered the issues of determining the costs of information services and of resolving questions of who pays.

If you missed Online '84, you'll have another chance to attend in 1986, when the conference returns to San Francisco. Online '85 will be held in New York City.

## HONING OUR BUSINESS SKILLS

WHEN: Thursday, July 11, 1985

WHERE: New York Hilton at Rockefeller Center, New York City

SPONSOR: AALL Private Law Libraries SIS

FOR: THE CORPORATE LIBRARY ADMINISTRATOR  
THE PRIVATE LAW ADMINISTRATOR

This one-day program will offer a dual track for those who are just beginning their managerial career or for the seasoned library manager. The beginner a.m. program will focus on two areas: Time/Staff Management and Collection Development. The advanced a.m. program will spotlight two topics: Performance Evaluation and Appraising/Insuring the Library. The afternoon session will combine both tracks for a session on Budget Development and Presentation to Management. Participants are encouraged to bring their concerns; discussion will follow all sessions.

Faculty will be drawn from outside the law library profession for the topics covering personnel and budgeting.

Enrollment will be limited. The application form will appear in the January 1985 AALL NEWSLETTER; return it immediately as priority will be given to early registrants as well as geographic/institutional distribution.

The registration fee will be a bargain. Plan to take advantage of an "educational sale" for yourself and your employer.

Registration open to non-AALL members also.

REMEMBER:

LOOK FOR THE FINAL DETAILS AND APPLICATION FORM IN THE JANUARY 1985 AALL NEWSLETTER.

## PLACEMENT

Assistant Librarian. Cooley, Godward, Castro, Huddleson & Tatum. Palo Alto office. Requirements: MLS. Duties: Report to the Librarian in the San Francisco office. Catalog, keep accounts, provide reference and inter-library loan services for 25-30 attorneys. Supervise a filing service. Assist in the construction of a new library for the Palo Alto office. Salary: Commensurate with experience. Contact: Nancy Lewis, Cooley, Godward, Castro, Huddleson & Tatum, One Maritime Plaza, 20th Floor, San Francisco, CA 94111. (415) 981-5252.

Reference Librarian. University of Santa Clara. Heafey Law Library. Requirements: MLS and JD or previous law library experience. Familiarity with WESTLAW, LEXIS and RLIN preferred. Duties: Reporting to the Head of Public Services, the Reference Librarian is responsible for reference service to law students, faculty and other patrons. Supervise student loose-leaf filers, maintain reference and microform collections, handle interlibrary loans, WESTLAW training and library tours. Other duties may be assigned. Includes some non-traditional hours. Available: Immediately. Salary: Depending upon qualifications. Contact: Mary D. Hood, Head of Public Services, Heafey Law Library, University of Santa Clara, Santa Clara, CA 94053. (408) 554-4452.

Reference/Media Services Librarian. McGeorge School of Law. Requirements: MLS from accredited school and two years' of full-time public services experience, preferably in a law library. Working knowledge of computerized information systems such as Lexis, Westlaw, and Dialog, and experience in the utilization of microform collections. Strong orientation toward automated research and ability to deal effectively with students, faculty, and other library users. Duties: Responsible for planning and coordinating computer-assisted legal research services and maintaining the microform collection and equipment. Organizes Lexis and Westlaw training programs, and supervises and schedules media attendants. Compiles bibliographies, and prepares guides and exhibits relating to media services. Assists with selection and collection development. Shares responsibility for general reference services with 2 other professional reference librarians. Works some evening and weekend hours on a rotating basis with other library staff. Salary: competitive, with full benefits. Available: immediately. Contact: Katherine Henderson, Acting Law Librarian, McGeorge School of Law, 3200 Fifth Ave., Sacramento, California 95817.

### Assistant Librarian for Technical Services.

McGeorge School of Law. Requirements: MLS from ALA accredited school and substantial prior supervisory experience as a technical services librarian, preferably in a law library. J.D. preferred. Demonstrated management and communication skills. Working knowledge of LC classification system and AACR II, and bibliographic networks

such as RLIN. Experience with automated library systems highly desirable. Duties: Responsible to the law librarian for planning, directing, and coordinating the activities of the technical services department, including acquisitions, cataloging, serials, and government documents, with particular emphasis on implementation of automated applications. Formulates policies and procedures which promote the efficiency of the technical services operation. Supervises a staff of 11 which includes 2 professional librarians and 9 library technical assistants. Oversees accounting and statistics gathering activities in connection with the processing of library materials. Assists in selection and collection development, and participates in reference and public services functions as needed on a rotating basis. Salary: competitive, with full benefits. Available: immediately. Contact: Katherine Henderson, Acting Law Librarian, McGeorge School of Law, 3200 Fifth Ave., Sacramento, California 95817.

#### Library Technician

Requirements: Excellent organizational, analytical and problem-solving skills; excellent verbal communication and writing skills; ability to read and follow written instructions; knowledge of legal resources; familiarity with bibliographic citations and scholarly documents; ability to interact with professional staff; experience in the law firm library preferred; college graduate preferred; basic clerical skills; typing 40 w.p.m. Duties: Processes and disseminates incoming serial publications for all libraries of the Legal and Government Relations Department; processes new acquisitions for cataloging and accounts payable; updates library serial publications (loose-leaf filing, pocket parts, etc.); prepares and collates law reviews for binding; maintains BofA, UCC and Judicial Council forms files; maintains microfiche collection; shelves books; answers telephone; assists attorneys with locational and reference questions; arranges interlibrary loan transactions, maintains interlibrary loan, circulation and serials receipt records and statistics; collects resources listed on bibliographies and in pleadings; operates video equipment for CLE programs. Salary: \$1,120+ per month. Contact: Sharon French, Bank of America, Legal Dept. #3017, P.O. Box 37000, San Francisco, CA 94137. (415) 622-2854.

#### Library Technician

Bancroft, Avery & McAlister. Requirements: Prior law library experience is preferred; some computer experience is desirable. Contact: Catherine Finnegan, Bancroft, Avery & McAlister, 601 Montgomery St., Suite 900, San Francisco, CA 94111.

Library Assistant. Steinhart & Falconer. Requirements: Library experience or general office experience. Duties: 20 hours per week. Receive and sort library mail, maintain serials record, process, route and shelve incoming materials, remove superseded materials; catalog new acquisitions, process interlibrary loan request; process invoices for payment; assist with shelving; maintain form file. Send resume only to Katherine Stein, Librarian, Steinhart & Falconer, 333 Market Street, Suite 3200, S.F., CA 94105 (415) 777-3999.

1984/85 Tentative Calendar of NOCALL Events

January 24, 1985	Luncheon and Business Meeting, Marines' Memorial Club, San Francisco
March 9, 1985	Fifth Annual NOCALL Institute, Hotel El Rancho Resort Conference Center Sacramento
May 1985	Annual Business Meeting Reception (time and place open)

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200 McALLISTER STREET  
SAN FRANCISCO, CA 94102

